

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
OCTOBER 16, 2019 beginning at 6:00 PM**



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

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.

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

CLOSED SESSION:

CL-1. Pursuant to Section 54957:
Public Employee Performance Evaluation
Title: General Manager

CL-2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Greenback Lane and Kenneth Ave. (APN 261-0020-026)
Agency negotiator: Hilary Straus, Susan Talwar, David Gordon, Brian Hensley, Steve Anderson, Josh Nelson, Madeline Henry, Missy Pieri
Negotiating parties: Sacramento Metropolitan Fire District
Under negotiation: Price and Terms of Payment

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

November 20, 2019	6:30 PM	Regular Meeting
November 25, 2019	6:30 PM	Special Meeting
December 18, 2019	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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

Madeline Henry, Acting Sr. Management Services
Specialist/Chief Board Clerk

Dated: October 15, 2019

**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
OCTOBER 16, 2019 beginning at 6:30 PM**



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

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.

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIANCE:

VISITORS:

PUBLIC COMMENT:

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

(A) Action Item

(D) Discussion Item

(I) Information Item

CONSENT CALENDAR: (I/A)

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

CC-1a. Minutes of the Special Meeting – September 18, 2019 (A)

CC-1b. Minutes of the Regular Meeting – September 18, 2019 (A)

CC-1c. Minutes of the Special Meeting – September 18, 2019 (A)

Recommendation: Approve the minutes of the September 18, 2019, Special and Regular Board of Directors Meetings.

CC-2. Revenue Analysis Report for September 2019 (I)

CC-3. Assessor/Collector's Roll Adjustment for September 2019 (I)

CC-4. Treasurer's Report for September 2019 (I)

CC-5. Treasurer's Report of Fund Balances for September 2019 (I)

CC-6. Operating Budget Analysis for September 2019 (I)

CC-7. Capital Projects Summary September 2019 (I)

CC-8. Warrants for September 2019 (A)

Recommendation: Approve disbursements issued for payment dated September 12, 2019 through October 10, 2019 per Policy 6460.20.

CC-9. CAL–Card Distributions for September 2019 (I)

CC-10. Summary of 2019 Employees and Directors Training Courses, Seminars and Conference (I)

CC-11. Employee Recognitions (I)

CC-12. Long-Range Agenda (I)

CC-13. Engineering Department Report (I)

CC-14. Operations Department Report (I)

CC-15. 2019 Water Supply – Purchased and Produced (I)

CC-16. Water Supply Reliability (I)

CC-17. Water Efficiency and Safety Program Update (I)

CC-18. Consider Adopting Resolution 14-2019 in Support of Sarah Palmer for the Position of ACWA Vice President (A)

Recommendation:

Consider Adopting Resolution 14-2019 in Support of Sarah Palmer for the Position of ACWA Vice President.

PRESENTATIONS:

None.

STUDY SESSIONS:

S-1. Presentation of 2020 Water Rates, Miscellaneous Fees and Charges and Capacity Fees (A)

Recommendations:

1. Review and discuss the proposed 2020 Water Rates, Miscellaneous Fees, Charges and Capacity Fees.
2. Provide direction to staff on the draft Water Rates, Miscellaneous Fees, Charges and Capacity Fees for 2020.

BUSINESS:

B-1. Discussion and Possible Action to Inform Affected Property Owners Regarding the District-wide Annexation Project (A)

Recommendations:

1. Annexation (aka: inclusion) fees are to be collected from the Undeveloped Properties (Group A) and Declined Annexation Properties (Group B) at such time as they apply to the District for Inclusion.
2. Annexation (aka: inclusion) fees are to be waived for the Public Agency Properties (Group C), Miscellaneous Properties (Group D), Roadways (Group E) and Detachments (Group F).

B-2. Discussion and Possible Action to Delegate Authority to Record Notices of Completion (A)

Recommendations:

Adopt Resolution 15-2019 delegating authority to record Notices of Completion for District Public Works Projects to the General Manager or Designee.

B-3. Discussion and Possible Action to Approve a Cost of Living Adjustment (A)

Recommendations:

1. Consider amending District Policy No. 4101.A1 to include a Cost-of-Living Adjustment to the District's Salary Schedule effective January 06, 2020.
2. Consider amending District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule and other proposed revisions.
3. Provide direction regarding a Cost of Living Adjustment for Compensation of the Board of Directors.

B-4. Discussion and Possible Action to Fill Three Vacant Seats on the Customer Advisory Committee and Add an Ex-Officio Seat for Sacramento Metropolitan Fire (A)

Recommendations:

1. Appoint Andrew Johnson, Pamela Shulz, Debra Walker and Alan Utzig to fill vacant residential seats on the Customer Advisory Committee.
2. Adopt Resolution 16-2019 Establishing a Customer Advisory Committee.

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

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

CLOSED SESSION:

None.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

November 20, 2019	6:30 PM	Regular Meeting
November 25, 2019	6:30 PM	Special Meeting
December 18, 2019	6:30 PM	Special Meeting

ADJOURNMENT:

CERTIFICATION:

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



Madeline Henry, Acting Sr. Management Services
Specialist/Chief Board Clerk

Dated: October 10, 2019

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
September 18, 2019

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

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

Absent:

None.

Staff:

Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services
David Gordon, Director of Operations
Madeline Henry, Acting Senior Management Analyst/Chief Board Clerk
Steve Anderson, General Counsel
Josh Nelson, Assistant General Counsel

Also Present:

Habib Issac, IB Consulting, LLC

CLOSED SESSION:

CL-1. Pursuant to Section 54956.9:

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d)
of Section 54956.9: 1 case

No reportable action.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:26 pm.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
September 18, 2019

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

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

Staff:

Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services
David Gordon, Director of Operations
Missy Pieri, Director of Engineering/District Engineer
Madeline Henry, Acting Senior Management Analyst/Chief Board Clerk
Rex Meurer, Water Efficiency Supervisor
Paul Dietrich, Project Manager
Kelly Drake, Senior Water Efficiency Specialist
Steve Anderson, General Counsel
Josh Nelson, Assistant General Counsel

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

- CC-1a. Revised Minutes of the Special Meeting – June 19, 2019 (A)
- CC-1b. Minutes of the Special Meeting – August 22, 2019 (A)
- CC-1c. Minutes of the Regular Meeting – August 22, 2019 (A)
- CC-1d. Minutes of the Special Meeting – August 22, 2019 (A)
- CC-2. Revenue Analysis Report for August 2019 (I)
- CC-3. Assessor/Collector's Roll Adjustment for August 2019 (I)
- CC-4. Treasurer's Report for August 2019 (I)
- CC-5. Treasurer's Report of Fund Balances for August 2019 (I)
- CC-6. Operating Budget Analysis for August 2019 (I)
- CC-7. Capital Projects Summary August 2019 (I)
Citrus Heights Water District
- CC-8. Warrants for August 2019 (A)
- CC-9. CAL–Card Distributions for August 2019 (I)

- CC-10. Summary of 2019 Employees and Directors Training Courses, Seminars and Conference (I)
- CC-11. Employee Recognitions (I)
- CC-12. Long-Range Agenda (I)
- CC-13. Engineering Department Report (I)
- CC-14. Operations Department Report (I)
- CC-15. 2019 Water Supply – Purchased and Produced (I)
- CC-16. Water Supply Reliability (I)
- CC-17. Water Efficiency and Safety Program Update (I)
- CC-18. Discussion and Possible Action to Approve the Notice of Completion for the 2019 Test Hole Drilling Services Project (A)
- CC-19. Discussion and Possible Action to Approve an Amendment to the Injury and Illness Prevention Program to Include a Lock-Out/Block-Out Plan

ACTION:

Director Wheaton requested to pull item CC-1a for a separate vote because he was absent for that meeting.

Vice President Riehle moved and Director Wheaton seconded a motion to accept CC-1a.

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

Vice President Riehle moved and Director Wheaton seconded a motion to accept the Consent Calendar.

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

ADJOURNED TO SPECIAL MEETING:

President Sheehan temporarily adjourned the meeting at 6:34pm, in order to go into the Special Meeting.

REOPEN REGULAR MEETING:

President Sheehan reopened the meeting at 7:16pm.

PRESENTATIONS:

None.

STUDY SESSIONS:

None.

BUSINESS:

- B-1. Discussion and Possible Action to Authorize the General Manager to Execute a Sales Order Agreement with Automatic Data Processing, LLC. For Workforce Now Solutions Annual Subscription and Associated Implementation Services (A)

ACTION: Vice President Riehle moved and Director Wheaton seconded a motion to:

1. Authorize the General Manager to execute a sales order agreement with

- Automatic Data Processing, LLC for its Workforce Now Solutions annual subscription and associated implementation services.
2. Authorize the General Manager to make future price modifications to the agreement to reflect increases/decreases associated with the District's changing personnel counts as needed up to the approved limit stated in the District's Support Services budget.

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

B-2. Discussion and Possible Action to Amend the District's Easement Policies (A)

ACTION: Director Wheaton moved and Vice President Riehle seconded a motion to:

1. Amend District Operations Policy No. 5550 to reflect current easement acquisition procedures.
2. Delete District Operations Policy No. 5501A.
3. Amend District Fiscal Management Policy No. 6500 to authorize the General Manager to purchase easements and other interests in real property of \$25,000 or less.

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

B-3. 2019 Budget Workshop (A)

The Board provided consensus direction for staff to prepare a Proposition 218 Notice proposing a rate adjustment up to 11.9% effective January 1, 2020.

MANAGEMENT SERVICES REPORTS (I):

None.

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

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

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 10:05 pm.

APPROVED:

MADELINE A. HENRY
Deputy 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
September 18, 2019

The Special 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 Wheaton, Director

Absent:

None.

Staff:

Hilary Straus, General Manager
Susan Talwar, Director of Finance and Administrative Services
David Gordon, Director of Operations
Missy Pieri, Director of Engineering/District Engineer
Madeline Henry, Acting Senior Management Analyst/Chief Board Clerk
Rex Meurer, Water Efficiency Supervisor
Paul Dietrich, Project Manager
Kelly Drake, Senior Water Efficiency Specialist
Steve Anderson, General Counsel
Josh Nelson, Assistant General Counsel

STUDY SESSION:

- S-1. Overview of San Juan Water District/Sacramento Suburban Water District-led Collaboration/Integration Study (I/D)

The Board provided consensus direction for Citrus Heights Water District to move forward with participation in the study contingent upon review of the study after 60 days, provided that the consultant would be selected in or after March 2020, with no financial commitment until a proposal is agreed upon.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 7:16 pm.

APPROVED:

MADELINE A. HENRY
Deputy Secretary
Citrus Heights Water District

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

**CITRUS HEIGHTS WATER DISTRICT
 SEPTEMBER 2019
 2019 REVENUE ANALYSIS**

CC-02

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,060,299	1,016,778	96,383	3,396	41,849	98,107

General Ledger Balance	Total
Outstanding A/R	1,128,400.12
Outstanding Liens	-
Outstanding Grants	1,453
Unclaimed Funds	20,457
Less Unapplied Payments	(99,776)
Total	\$ 1,050,535

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
September 30, 2019**

CC-03

Assessor/Collector Roll Adjustment September-19		
	Dollar	Count
DEFAULT		
One-Time Courtesy	\$ 92.23	14
DEFAULT Total	\$ 92.23	14
Grand Total	\$ 92.23	14

Reason For Cancellation	Charge Type	Amount
One-Time Courtesy	DEFAULT	5.19
One-Time Courtesy	DEFAULT	5.19
One-Time Courtesy	DEFAULT	12.66
One-Time Courtesy	DEFAULT	11.11
One-Time Courtesy	DEFAULT	6.84
One-Time Courtesy	DEFAULT	5.19
One-Time Courtesy	DEFAULT	5.46
One-Time Courtesy	DEFAULT	6.95
One-Time Courtesy	DEFAULT	7.00
One-Time Courtesy	DEFAULT	4.50
One-Time Courtesy	DEFAULT	5.88
One-Time Courtesy	DEFAULT	4.98
One-Time Courtesy	DEFAULT	7.48
One-Time Courtesy	DEFAULT	3.80
		\$ 92.23

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS
SEPTEMBER 2019**


Bank of the West			
Beginning Balance			\$6,813,005
RECEIPTS:		1,260,227	
DISBURSEMENTS:			
Checks Issued / ACH Payments	865,539		
Payroll	334,424		
Returned Checks	<u>5,104</u>		
		<u>1,205,067</u>	<u>55,160</u>
Bank of the West			
Balance per Bank 09/30/2019			6,868,165
Outstanding Checks			(48,805)
Deposit in Transit			<u>140,822</u>
Balance Per Books 09/30/2019			\$6,960,183


RECONCILEMENT:			
Bank of the West			\$6,960,183
Local Agency Investment Fund			6,343,453
COP Reserve Account			548,550
Money Mkt Activity Account			<u>541,621</u>
TOTAL BALANCE			<u><u>\$14,393,806</u></u>

CASH & INVESTMENT SUMMARY:			
Bank of the West (General Account)			\$6,960,183
Local Agency Investment Fund			6,343,453
COP 2010 Reserve Account		*	548,550
Money Mkt Activity Account			<u>541,621</u>
Total			<u><u>\$14,393,806</u></u>

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	2.57%	40,277.83	7/15/2019

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


SUSAN K. TALWAR
 Treasurer



HILARY M. STRAUS
 Secretary

Signed: 10/9/2019

* Balance as of 8/31/19, 9/30 statement not available

TREASURER'S REPORT OF FUND BALANCES
September 30, 2019

Fund Name	Beginning Balance 01/01/2019	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 09/30/2019	2019 Target Balance per Policy
Operating Fund	\$ 1,576,226	\$ 11,137,660	\$ (10,311,846)	\$ 1,286,227	\$ (1,231,067)	\$ 2,457,200	\$ 2,334,017
Operating Reserve	\$ 4,258,065	\$ (666,000)	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 934,000	\$ 66,000	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 1,223,173	\$ 400,000	\$ -	\$ -	\$ -	\$ 1,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,325,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 1,525,000	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 405,319	\$ -	\$ -	\$ -	\$ -	\$ 405,319	\$ 1,079,527
	<u>\$ 13,589,859</u>	<u>11,137,660</u>	<u>\$ (10,311,846)</u>	<u>\$ 1,286,227</u>	<u>\$ (1,231,067)</u>	<u>\$ 14,470,833</u>	<u>\$ 7,613,351</u>



 SUSAN K. TALWAR, Treasurer

TREASURER'S REPORT OF FUND BALANCES
September 30, 2019

Fund Transfers Summary:

The Operating Fund Transferred:	\$ 1,286,227	from funds collected in September 2019 per Treasurer's Report
	<u>\$ (1,231,067)</u>	disbursements made in September 2019 per Treasurer's Report
	\$ 55,160	

Citrus Heights Water District
Budget Performance Report
As of 9/30/2019

CC-06

	August Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
Revenues						
Metered Service Charges	\$750,302.11	\$7,011,874.08	\$6,751,872.00	\$260,002.08	3.85%	\$9,002,494.00
Metered Water Deliveries	682,798.58	3,447,509.40	4,130,370.00	(682,860.60)	-16.53%	5,824,506.00
Non-Metered Service Charges	3,931.13	74,622.47	105,003.00	(30,380.53)	-28.93%	140,000.00
Penalties	6,879.34	48,757.40	106,370.00	(57,612.60)	-54.16%	150,000.00
Interest	2,822.71	111,299.52	74,997.00	36,302.52	48.41%	100,000.00
Backflow Fees	2,786.30	38,987.34	87,003.00	(48,015.66)	-55.19%	116,000.00
Water Service Install & S&R	5,807.45	33,381.07	20,475.00	12,906.07	63.03%	27,300.00
Grant Funds	675	3,093.36		3,093.36	0.00%	
Miscellaneous *	13,113.04	124,056.04	110,250.00	13,806.04	12.52%	147,000.00
Cost Reimbursements	2206.85	8,460.11		8,460.11	0.00%	
Income - Wheeling Water		6,759.46	2,025.00	4,734.46	233.80%	2,700.00
Income - Groundwater Transfers		38,315.56		38,315.56	0.00%	
Income - Connection Fees	6,776.00	50,820.00		50,820.00	0.00%	
Total Revenue	<u>1,478,098.51</u>	<u>10,997,935.81</u>	<u>11,388,365.00</u>	<u>(390,429.19)</u>	<u>-3.43%</u>	<u>15,510,000.00</u>
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
Operating Expenses						
Cost of Water						
Purchased Water	619.54	2,014,142.90	2,587,235.31	(573,092.41)	-22.15%	3,449,647.00
Ground Water	50,474.54	459,189.95	620,325.99	(161,136.04)	-25.98%	827,101.38
	<u>51,094.08</u>	<u>2,473,332.85</u>	<u>3,207,561.30</u>	<u>(734,228.45)</u>	<u>-22.89%</u>	<u>4,276,748.38</u>
Labor & Benefits						
Labor Regular	241,479.13	2,254,742.52	2,388,375.63	(133,633.11)	-5.60%	3,184,500.80
Labor Taxes	17,159.55	169,294.86	186,589.35	(17,294.49)	-9.27%	248,785.84
Labor Workers Comp		41,931.69	60,675.03	(18,743.34)	-30.89%	80,900.00
Labor External	2,781.41	88,436.49	81,554.94	6,881.55	8.44%	108,740.00
Benefits Med/Den/Vis	37,065.86	382,799.66	385,801.29	(3,001.63)	-0.78%	514,401.70
Benefits LTD/Life/EAP	2,514.96	31,041.89	39,685.59	(8,643.70)	-21.78%	52,914.05
Benefits CalPers	10,559.45	165,110.15	222,990.93	(57,880.78)	-25.96%	297,321.29
Benefits Other	2,217.75	18,761.64	22,762.53	(4,000.89)	-17.58%	30,350.00
Benefits OPEB		82,400.00		82,400.00	0.00%	
Benefit Retiree Expenses	3,739.73	34,781.88	39,415.50	(4,633.62)	-11.76%	52,554.00
Benefit Unemployment	205.33	3,956.87	6,930.00	(2,973.13)	-42.90%	9,240.00
Benefit GASB 68		382,624.50	291,791.25	90,833.25	31.13%	389,055.00
Capitalized Labor & Benefit Contra		(335,052.59)	(412,499.97)	77,447.38	-18.78%	(550,000.00)
	<u>317,723.17</u>	<u>3,320,829.56</u>	<u>3,314,072.07</u>	<u>6,757.49</u>	<u>0.20%</u>	<u>4,418,762.68</u>
General & Administrative						
Fees & Charges	12,497.43	71,169.81	127,396.64	(56,226.83)	-44.14%	191,095.00
Regulatory Compliance/Permits	6,253.95	67,117.70	56,710.00	10,407.70	18.35%	85,065.00
District Events & Recognition	3,289.25	19,178.69	43,226.64	(24,047.95)	-55.63%	64,840.00
Maintenance/Licensing	5,311.58	127,066.26	98,073.36	28,992.90	29.56%	147,110.00

Citrus Heights Water District
Budget Performance Report
As of 9/30/2019

CC-06

	August	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Equipment Maintenance	3,198.72	42,241.18	68,750.00	(26,508.82)	-38.56%	103,125.00
Professional Development	6,808.88	50,277.62	76,545.92	(26,268.30)	-34.32%	114,819.00
Department Admin	96.46	1,153.62	15,466.72	(14,313.10)	-92.54%	23,200.00
Dues & Subscriptions	995.86	153,181.73	106,628.00	46,553.73	43.66%	159,942.00
Facility Improvements		338.23		338.23	0.00%	
Fuel & Oil	1,671.04	22,276.70	37,400.00	(15,123.30)	-40.44%	56,100.00
General Supplies	1,118.20	32,597.63	31,466.64	1,130.99	3.59%	47,200.00
Insurance - Auto/Prop/Liab		62,365.35	59,500.00	2,865.35	4.82%	89,250.00
Leasing/Equipment Rental	3,661.27	29,598.78	18,040.00	11,558.78	64.07%	27,060.00
Parts & Materials	16,443.88	286,946.19	36,666.64	250,279.55	682.58%	55,000.00
Postage/Shipping/Freight	9,907.81	84,164.14	112,733.36	(28,569.22)	-25.34%	169,100.00
Rebates & Incentives	600.00	5,625.00	19,786.64	(14,161.64)	-71.57%	29,680.00
Telecom/Network	2,737.30	21,575.93	30,333.36	(8,757.43)	-28.87%	45,500.00
Tools & Equipment	8,042.10	33,005.07	73,366.64	(40,361.57)	-55.01%	110,050.00
Utilities	293.42	4,258.43		4,258.43	0.00%	
Write-Off Bad Debt Exp		69.28	3,333.36	(3,264.08)	-97.92%	5,000.00
Capitalized G&A Contra	(18,187.21)	(207,669.84)		(207,669.84)	0.00%	
Capitalized Equipment Contra	(38,816.57)	(284,344.66)		(284,344.66)	0.00%	
	25,923.37	622,192.84	1,015,423.92	(393,231.08)	-38.73%	1,523,136.00
Professional & Contract Services						
Support Services	(1,565.92)	437,956.52	1,135,118.00	(697,161.48)	-61.42%	1,731,377.00
Legal Services	7,398.39	82,312.19	200,000.00	(117,687.81)	-58.84%	300,000.00
Printing Services	286.72	6,871.83	24,633.36	(17,761.53)	-72.10%	36,950.00
	6,119.19	527,140.54	1,359,751.36	(832,610.82)	-61.23%	2,068,327.00
Reserves & Debt Services						
Interest Expense		59,647.78	81,750.01	(22,102.23)	-27.04%	122,625.01
Net Increase(Decrease) in Value of Investments		(5,907.73)		(5,907.73)	0.00%	
		53,740.05	81,750.01	(28,009.96)	-34.26%	122,625.01
Total Operating Expenses	326,384.84	6,628,418.59	8,253,932.73	(1,625,514.14)	-19.69%	12,409,599.07
Net Income / (Expense)	1,039,181.49	2,890,521.49	1,799,738.27	1,090,783.22	60.61%	3,100,400.93

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 9/2019

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2018	Month to Date	Year to Date	Project to Date	
C15-102	Corporation Yard Improvements	\$330,097	\$111,419	\$4,240	\$90,151	\$201,569	\$128,528
C16-131	Wind Way and Longwood Way	\$327,158	\$23,128	\$24,032	\$223,227	\$246,355	\$80,803
C16-134	Auburn Blvd-Rusch Park Placer	\$10,000	\$609	\$0	\$0	\$609	\$9,391
C19-108	6230 Sylvan East Wall	\$250,000	\$0	\$0	\$2,432	\$2,432	\$247,568
Construction in Progress		\$917,255	\$135,156	\$28,273	\$315,810	\$450,966	\$466,289
C18-013	Water Meter Replacements	\$46,497	\$10,847	\$0	\$60,401	\$71,249	(\$24,752)
C19-010	Water Main Replacements	\$66,843	\$0	\$0	\$0	\$0	\$66,843
C19-011	Water Valve Replacements	\$148,540	\$0	\$0	\$26,849	\$26,849	\$121,691
C19-012	Water Service Connections	\$957,700	\$0	\$24,352	\$486,824	\$486,824	\$470,876
C19-013	Water Meter Replacements	\$129,086	\$0	\$368	\$32,058	\$32,058	\$97,028
C19-014	Fire Hydrants	\$159,150	\$0	\$6,175	\$72,612	\$72,612	\$86,538
Annual Infrastructure		\$1,507,816	\$10,847	\$30,895	\$678,745	\$689,593	\$818,223
C15-104B	Document Management System	\$250,000	\$5,361	\$0	\$0	\$5,361	\$244,639
C18-003	Fleet/Field Operations Equip	\$71,325	\$0	\$0	\$81,086	\$81,086	(\$9,760)
C18-004	Technology Hardware/Software	\$0	(\$5,685)	\$0	\$13,123	\$7,438	(\$7,438)
C19-003	Fleet/Field Operations Equip	\$295,000	\$0	\$0	\$5,765	\$5,765	\$289,235
C19-004	Technology Hardware/Software	\$10,000	\$0	(\$1,512)	\$3,887	\$3,887	\$6,113
Fleet and Equipment		\$626,325	(\$324)	(\$1,512)	\$103,860	\$103,536	\$522,789
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,288	\$0	\$0	\$91	\$91	\$24,197
C17-101	Pleasant View Dr-Oak to Poppy	\$701,900	\$12,966	\$1,374	\$247,944	\$260,909	\$440,991
C17-102	Michigan Dr - Sunrise to West	\$285,022	\$12,963	\$0	\$16,853	\$29,816	\$255,206
C18-102	Thunderhead Cir 8in Main Rplc	\$157,407	\$5,616	\$0	\$61	\$5,677	\$151,730
C18-103	Cologne Way 6in Main Replace	\$220,471	\$267	\$2,005	\$41,173	\$41,439	\$179,032
C18-104	Quiet Oak Ln 8in Main Oak S	\$127,654	\$222	\$1,284	\$110,378	\$110,601	\$17,053
C18-105	Old Auburn Rd Dafodil Wooddale	\$150,465	\$311	\$5,330	\$18,965	\$19,276	\$131,189

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 9/2019

CC-7

Project Number	Project Name	BUDGET		AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2018	Month to Date	Year to Date	Project to Date	
C19-101	Robie Way 8" Main Replacement	\$26,846	\$0	\$0	\$145	\$145	\$26,701
C19-102	Patton 8" Main Repl Watson/Nth	\$67,679	\$0	\$2,328	\$7,441	\$7,441	\$60,238
C19-103	Watson 8" Main Repl Sherlock	\$406,401	\$0	\$9,115	\$34,820	\$34,820	\$371,581
C19-104	Admiral MainRepl 8"	\$30,310	\$0	\$0	\$0	\$0	\$30,310
C19-105	Whyte MainRepl 8" Langley	\$83,235	\$0	\$0	\$622	\$622	\$82,613
C19-106	Wells Ave Main 8"	\$22,460	\$0	\$0	\$3,926	\$3,926	\$18,534
C19-107	Rowan MainRep 8/6" Grady	\$28,419	\$0	\$0	\$11	\$11	\$28,408
Water Mains		\$2,360,334	\$32,345	\$21,435	\$482,429	\$514,774	\$1,845,560
C17-103	Operations Building Remodel	\$21,300	\$19,322	\$0	\$1,858	\$21,180	\$120
C19-005	Facilities Improvements	\$130,000	\$0	\$11,771	\$83,461	\$83,461	\$46,539
C19-005A	Admin Boardroom Audio System	\$10,000	\$0	\$0	\$9,584	\$9,584	\$416
C19-040	Other City Partnerships	\$100,000	\$0	\$0	\$1,614	\$1,614	\$98,386
C19-040A	Highland Rinconada Drainage	\$0	\$0	\$330	\$45,708	\$45,708	(\$45,708)
C19-040B	Mariposa SR2S Phase III	\$0	\$0	\$0	\$1,029	\$1,029	(\$1,029)
C19-040C	Mariposa Ave SR2S Phase IV	\$0	\$0	\$0	\$508	\$508	(\$508)
C19-041	Other Misc Infrastructure	\$50,000	\$0	\$0	\$70,512	\$70,512	(\$20,512)
C19-041A	Easements Rosa Vista	\$0	\$0	\$0	\$1,000	\$1,000	(\$1,000)
Miscellaneous Projects		\$311,300	\$19,322	\$12,101	\$215,274	\$234,597	\$76,703
C17-104	Groundwater Well Property Acq	\$640,000	\$189,875	\$0	\$155,029	\$344,905	\$295,095
C17-104A	Well #7 Patton	\$250,000	\$18,261	\$212	\$8,936	\$27,197	\$222,803
C17-104B	Well #8 Highland	\$0	\$0	\$159	\$9,956	\$9,956	(\$9,956)
C18-020	Groundwater Well Improvements	\$59,289	\$8,499	\$0	\$12,532	\$21,030	\$38,259
C19-020	Groundwater Well Improvements	\$175,000	\$0	\$0	\$24,682	\$24,682	\$150,318
Wells		\$1,124,289	\$216,635	\$371	\$211,135	\$427,770	\$696,519
Grand Totals:		\$6,847,319	\$413,982	\$91,562	\$2,007,253	\$2,421,235	\$4,426,084

SEPTEMBER 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68172	Douglas/Sheila E Van Zandt	Customer Refund	\$209.25
68173	Steven R/Debra N Cushing Family Trust	Customer Refund	\$15.09
68174	Rachel Toro	Customer Refund	\$97.68
68175	Rosie D Farda Trust	Customer Refund	\$36.16
68176	Christopher J/Sherry A Premo	Customer Refund	\$98.57
68177	Gary E Murray	Customer Refund	\$9.34
68178	Crestina Geist	Customer Refund	\$67.08
68179	Raymond W/Diana Phelps	Customer Refund	\$1,804.96
68180	Lauren C Kava	Customer Refund	\$17.72
68181	Steven Davis	Customer Refund	\$9.36
68182	David C Myers	Customer Refund	\$8.54
68183	James R/Penny C Freeman	Customer Refund	\$34.97
68184	Marsha McCue	Customer Refund	\$15.63
68185	The Reichard Group LLC	Customer Refund	\$45.16
68186	ABA DABA Rentals & Sales	Supplies-Field	\$233.85
68187	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
68188	Axiom Technologies LLC	Contract Services-Other	\$2,832.00
68189	Bart/Riebes Auto Parts	Repair-Trucks	\$99.12
68190	Best Best & Krieger	Legal & Audit	\$6,995.00
68191	Blue Jay Trucking LLC	Contract Services-Other	\$4,089.00
68192	BSK Associates	Water Analysis	\$2,374.00
68193	California Landscape Associates Inc	Janitorial	\$200.00
68194	CDW Government Inc	Fixed Assets	\$3,704.02
68195	Brady Chambers	Continued Education	\$391.15
68196	City of Citrus Heights	Permit Fees	\$5,853.95
68197	Robin Cope	Health Insurance	\$424.73
68198	Cybex	Equipment Rental-Office	\$166.07
68199	Dawson Oil Company	Gas & Oil	\$1,606.04
68200	Tamar Dawson	Continued Education	\$35.00
68201	Iconix Waterworks	Material	\$2,840.69
68202	Integrity Administrators Inc	Health Insurance	\$260.48
68203	Interwest Consulting Group	Contract Services-Engineering	\$5,827.50
68204	KBA Document Solutions, LLC	Equipment Rental-Office	\$440.08
68205	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$1,491.14
68206	Liebert Cassidy Whitmore	Legal & Audit	\$228.00
68207	Moonlight BPO	Contract Services- Bill Print	\$7,961.35
68208	Pace Supply Corp	Material	\$9.67
68209	Protection One Alarm Monitoring	Equipment Rental-Office	\$1,058.06
68210	Red Wing Shoe Store	Small Tools	\$1,222.36
68211	Republic Services #922	Utilities	\$281.27
68212	Regional Government Services	Contract Services-Other	\$1,004.50
68213	Sonitrol	Equipment Rental-Office	\$181.91
68214	Sonsray Machinery, LLC	Fixed Assets	\$842.25
68215	Sprinkler Service & Supply Inc	Supplies-Field	\$3.76
68216	Superior Equipment Repair	Repair-Trucks	\$1,427.47

SEPTEMBER 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68217	A. Teichert & Son, Inc.	Road Base	\$2,370.70
68218	Titan Workforce LLC	Contract Services-Temporary Labor	\$6,113.16
68219	Trench & Traffic Supply	Equipment Rental-Field	\$501.04
68220	United Rentals (North America) Inc	Equipment Rental-Field	\$2,053.44
68221	Walker's Office Supplies	Office Expense	\$104.01
68222	Warren Consulting Engineers Inc	Contract Services-Engineering	\$6,750.00
68223	Key West Holdings DBA Monster Contractor	Contract Services-Other	\$2,500.00
68224	Innovyze	Maintenance Agreement-Software	\$8,283.36
68225	Martin General Engineering Inc	Customer Refund	\$65,839.75
68226	Elizabeth Regg	Customer Refund	\$225.62
68227	Sharon L Widmer	Customer Refund	\$31.46
68228	Michael Godbould/Jennifer Johnson	Customer Refund	\$184.25
68229	Darcie R Ranallo	Customer Refund	\$121.85
68230	Gary D/Ginger Williams	Customer Refund	\$120.33
68231	Cody/April Bateson	Customer Refund	\$36.41
68232	Terri Crippes	Customer Refund	\$59.71
68233	Karen E Martin	Customer Refund	\$18.61
68234	Blake/Meghan Kennedy	Customer Refund	\$79.56
68235	Gino A De La Rosa	Customer Refund	\$100.00
68236	Pinpoint LLC in care of Ovidiu Tira	Customer Refund	\$119.17
68237	Alexander's Contract Services	Contract Services- Meter Reads	\$2,013.82
68238	Allsteel Inc	Material	\$3,290.44
68239	Bart/Riebes Auto Parts	Repair-Trucks	\$204.21
68240	Bender Rosenthal Incorporated	Contract Services-Other	\$2,004.61
68241	BSK Associates	Water Analysis	\$308.00
68242	Burketts	Office Expense	\$18.25
68243	Citrus Heights Saw & Mower	Repair-Equipment/Hardware	\$482.34
68244	City of Citrus Heights	Permit Fees	\$987.50
68245	Corelogic Information Solutions Inc	Dues & Subscriptions	\$712.12
68246	Future Ford	Repair-Trucks	\$1,360.00
68247	Ferguson Enterprises Inc #1423	Material	\$840.01
68248	Key West Holdings DBA Monster Contractor	Contract Services-Other	\$6,250.17
68249	Office Depot	Office Expense	\$104.79
68250	Searsdale Security Security Systems Inc	Contract Services-Other	\$284.97
68251	Sprinkler Service & Supply Inc	Supplies-Field	\$40.63
68252	United Rentals (North America) Inc	Equipment Rental-Field	\$4,027.09
68253	Walker's Office Supplies	Office Expense	\$25.35
68254	Wallace Kuhl & Associates Inc	Contract Services-Miscellaneous	\$2,290.00
68255	Moonlight BPO	Contract Services- Bill Print	\$2,437.41
68256	Harold E/Linda W Stoner Jr	Customer Refund	\$27.69
68257	Sunrise Fun Center	Customer Refund	\$172.37
68258	Mitchell/Sippola Limited Partnership	Customer Refund	\$379.51
68259	Carson/Timothy Percival	Customer Refund	\$25.66
68260	Justin/Nichole Martinez	Customer Refund	\$29.99
68261	Samantha L Paul	Customer Refund	\$12.12
68262	Max Williams	Customer Refund	\$216.06

SEPTEMBER 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68263	ABA DABA Rentals & Sales	Supplies-Field	\$253.76
68264	Alexander's Contract Services	Contract Services- Meter Reads	\$6,899.82
68265	AnswerNet	Telephone-Answering Service	\$339.29
68266	Aqua Sierra Controls	Wells Maintenance	\$254.55
68267	AREA Restroom Solutions	Equipment Rental-Field	\$131.11
68268	Associated Sound	Contract Services-Other	\$1,818.75
68269	Best Best & Krieger	Legal & Audit	\$2,301.00
68270	Burketts	Office Expense	\$157.75
68271	Brady Chambers	Continued Education	\$67.57
68272	CirclePoint	Contract Services-Water Conservation	\$2,177.50
68273	Consolidated	Tele-Local/Long Dis	\$1,847.05
68274	Dawson Oil Company	Gas & Oil	\$546.23
68275	Employee Relations Inc	Contract Services-Other	\$66.00
68276	Indoor Environmental Services	Maintenance Agreement-Equipment	\$2,450.71
68277	J Comm Inc	Contract Services-Other	\$2,500.00
68278	J&J Locksmiths	Contract Services-Office Repair/Mainenance	\$1,525.60
68279	K Squared Interior Design & Remodeling	ContractServices-Miscellaneous	\$1,495.00
68280	KBA Document Solutions Inc	Equipment Rental-Office	\$25.20
68281	Kei Window Cleaning #12	Janitorial	\$98.00
68282	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$2,248.83
68283	Liebert Cassidy Whitmore	Legal & Audit	\$152.00
68284	Lowe's	Supplies-Field	\$461.33
68285	Maze & Associates	Legal & Audit	\$5,675.00
68286	Pacific Gas & Electric	Utilities	\$13.56
68287	Pirtek Power Inn	Repair-Trucks	\$769.21
68288	Regional Water Authority	Dues & Subscriptions	\$6,600.00
68289	Superior Equipment Repair	Repair-Trucks	\$2,594.49
68290	SureWest Directories	Telephone-Local/Long Distance	\$49.00
68291	Walker's Office Supplies	Office Expense	\$164.57
68292	WaterWise Consulting, Inc	ContractServices-Water Conservation	\$1,050.00
68293	Wells Fargo Bank	Office Expense	\$2,500.00
68294	Charles Uribe	Customer Refund	\$144.71
68295	Jeff/Tracy D Kasik	Customer Refund	\$163.28
68296	Vercruysse Trust	Customer Refund	\$25.98
68297	Driver 2011 Family Trust	Customer Refund	\$11.81
68298	Harry K Traber Rev Trust	Customer Refund	\$42.27
68299	Rory/Veronica Smith	Customer Refund	\$49.89
68300	Robert B Morrison	Customer Refund	\$11.60
68301	Karl E/Cherie L Lovas Trust	Customer Refund	\$89.89
68302	Dobek Living Trust/Stephen Dobek	Customer Refund	\$183.83
68303	Tina/Randall P Lindahl	Customer Refund	\$27.90
68304	Dave P/Sandra J Smith	Customer Refund	\$110.60
68305	Watt Communities at Mariposa Creek, LLC	Customer Refund	\$43.89
68306	Clear View Inc	Customer Refund	\$1,730.91
68307	ABA DABA Rentals & Sales	Supplies-Field	\$5,865.73
68308	Avalon Custodial Care	Janitorial	\$695.00

SEPTEMBER 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
68309	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
68310	Batteries Plus Bulbs	Small Tools	\$16.15
68311	BSK Associates	Water Analysis	\$868.00
68312	California Society of Municipal Finance Officers	Dues & Subscriptions	\$575.00
68313	California Surveying & Drafting Supply	Small Tools	\$10.00
68314	Cavanaugh & Associates P.A.	Contract Services-Water Conservation	\$2,500.00
68315	Colantuono, Highsmith & Whatley, PC	Legal & Audit	\$689.00
68316	Dawson Oil Company	Gas & Oil	\$942.89
68317	Tamar Dawson	Continued Education	\$165.00
68318	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
68319	Future Ford	Repair-Trucks	\$194.41
68320	Mitchell Gooch	Toilet Rebate Program	\$75.00
68321	Marilyn Harrison	Toilet Rebate Program	\$150.00
68322	Iconix Waterworks	Material	\$547.37
68323	Karen Jacoby	Customer Refund	\$75.00
68324	Kiwanis of Citrus Heights	Continued Education	\$227.00
68325	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$896.92
68326	Matthew Maxwell	Contract Services-Miscellaneous	\$1,500.00
68327	McCampbell Analytical, Inc	Wells Maintenance	\$1,589.00
68328	Moonlight BPO	Contract Services- Bill Print	\$2,529.61
68329	Richard or Joyee Ott	Toilet Rebate Program	\$150.00
68330	Pace Supply Corp	Material	\$2,936.53
68331	Petty Cash	Petty Cash	\$294.00
68332	Raftelis	Contract Services-Miscellaneous	\$5,705.72
68333	Red Wing Shoe Store	Small Tools	\$1,297.59
68334	Regional Government Services	Contract Services-Other	\$1,673.10
68335	Spot on Signs & Graphics	Contract Services-Office Repair /Maintenance	\$1,023.22
68336	Superior Equipment Repair	Repair-Trucks	\$103.48
68337	A. Teichert & Son, Inc.	Road Base	\$1,892.47
68338	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,680.00
68339	Traffic Management Inc.	Field Miscellaneous	\$57.00
68340	Trench & Traffic Supply	Equipment Rental-Field	\$501.04
68341	ULINE	Supplies-Field	\$317.54
68342	Verizon Wireless	Telephone-Wireless	\$1,087.14
68343	West Coast Arborists, Inc	Contract Services-Miscellaneous	\$1,600.00
68344	Marilea Wolf	Toilet Rebate Program	\$75.00
Total			\$272,089.42
ACH	US Bank I.M.P.A.C. Government Services	See September Agenda Item CC-09	\$13,257.43
ACH	AUG 2019 CHASE	Bank Fee	\$2,644.68
ACH	AUG 2019 AP	Contract Services-Other	\$239.25
ACH	AUGUST 2019 BOW	Bank Fee	\$1,451.60
ACH	IC 1168-2019-8	Bank Fee	\$4,690.85
ACH	OCTOBER 2019 CAL CHOICE	Health Insurance	\$41,209.14
ACH	PAYCHEX AUGUST 2019	Contract Services-Other	\$436.70
ACH	PERS 9/19/19 PAYDAY	PERS	\$20,667.30

SEPTEMBER 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	SEPT 2019 RELOAD POSTAGE	Postage	\$2,000.00
ACH	SEPTEMBER 2019 WELLD FARGO	COP Debt Service	\$537,529.76
ACH	VALIC 9/19/19 PAYDAY	Deferred Compensation	\$4,029.25
ACH	VALIC 9/5/19 PAYDAY	Deferred Compensation	\$4,529.25
ACH	VOYA 9/5/19 PAYDAY	Deferred Compensation	\$25.00
Total			<u>\$632,710.21</u>
Grand Total			<u><u>\$904,799.63</u></u>

October Checks Approved at October Board Meeting

68384	ACWA	Dues & Subscriptions	\$18,665.00
68385	B&M Builders	Contract Services-Engineering	\$10,165.63
68386	Iconix Waterworks	Material	\$11,051.93
68387	Lund Construction	Contract Services-Engineering	\$15,162.00
68388	ACWA/JPIA	Liability Insurance	\$79,253.00
68389	ACWA/JPIA	Workers Comp Insurance	\$15,975.44
68390	B&M Builders	Contract Services-Field	\$10,343.75
ACH	Harris & Associates	Contract Services-Engineering	\$15,532.50
			<u>\$176,149.25</u>

**Purchase Card Distributions
Sep-19**

Name	Office Misc. - District Event	Supplies	Postage	Office - Expense	Maint. Agrmt. - Software	Continued Education	Repair - Equipment / Hardware	Repair - Truck	Gas & Oil	Meeting Accommo dations	Tools	Total Bill
Hensley		\$ 112.19										\$ 112.19
Ott			\$ 20.21		\$ 500.00	\$ 508.15						\$ 1,028.36
Spiers				\$ 101.63			\$ 40.00	\$ 181.98	\$ 510.07			\$ 833.68
Straus						\$ 69.40						\$ 69.40
Talwar										\$ 89.99		\$ 89.99
Henry	\$ 954.88									\$ 315.75		\$ 1,270.63
Shockley	\$ 843.32	\$ 332.02	\$ 496.26			\$ 1,661.98		\$ 250.99		\$ 226.80	\$ 354.08	\$ 4,165.45
Total Bill	\$ 1,798.20	\$ 444.21	\$ 516.47	\$ 101.63	\$ 500.00	\$ 2,239.53	\$ 40.00	\$ 432.97	\$ 510.07	\$ 632.54	\$ 354.08	\$ 7,569.70

Citrus Heights Water District
2019 Training Courses/Seminars/Conferences

DIRECTORS

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Meals	Transportation
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Caryl Sheehan	1,340.35	725.00	495.68	119.67	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	David Wheaton	1,295.16	725.00	495.68	74.48	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Ray Riehle	1,527.84	725.00	495.68	46.88	260.28
12/3/19-12/6/19	4	ACWA Fall Conference	ACWA	San Diego, CA	Ray Riehle	1,130.96	950.00			180.96
12/2/19-12/3/19	1	ACWA Fall Conference	ACWA	San Diego, CA	J. Moser (CAC)	311.96				311.96
12/2/19-12/5/19	4	ACWA Fall Conference	ACWA	San Diego, CA	David Wheaton	1,150.98	950.00			200.98
12/2/19-12/5/19	1	ACWA Fall Conference	ACWA	San Diego, CA	Caryl Sheehan	311.96				311.96
						-				
						-				

Total - Directors 7,069.21

STAFF

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Meals	Transportation
1/8/19-1/11/19	4	CSMFO Convention	CSMFO	Palm Springs, CA	Susan Sohal	1,459.06	370.00	697.32	46.14	345.60
1/8/19-1/11/19	4	CSMFO Convention	CSMFO	Palm Springs, CA	Alberto Preciado	1,333.38	370.00	697.32	46.15	219.91
1/14/19-1/16/19	3	Cappo Conference	CAPPO	Sacramento, CA	Beth Shockley	486.19	349.00	-	-	137.19
2/10/19-2/13/19	4	Parma Conference	Parma	Anaheim, CA	Chris Castruita	1,907.42	350.00	610.74	179.39	767.29
2/10/19-2/13/19	4	Parma Conference	Parma	Anaheim, CA	Madeline Henry	1,337.50	320.00	610.74	92.44	314.32
4/8/19-4/11/19	4	Capio Conference	Capio	San Diego, CA	Madeline Henry	1,527.22	530.00	645.78	95.74	255.70
7/7/19-7/10/19	4	Esri Conference	Esri	San Diego, CA	Borey Swing	1,566.61	-	928.28	205.76	432.57
7/7/19-7/10/19	5	Esri Conference	Esri	San Diego, CA	Jeff Ott	2,058.15	-	1,392.49	195.74	469.92
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Hilary Straus	1,337.16	725.00	495.68	74.48	42.00
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Missy Pieri	1,295.16	725.00	495.68	74.48	-
5/7/19-5/10/19	3	ACWA Spring Conference	ACWA	Monterey, CA	Susan Sohal	1,295.16	725.00	495.68	74.48	-
5/14/19-5/17/19	3	Peer to Peer	Calwep	Anaheim, CA	Rex Meurer	1,344.59	266.85	559.26	111.29	407.19
6/23/16-6/25/19	3	General Manager Leadership Summit	CSDA	Newport Beach, CA	Hilary Straus	1,501.13	625.00	635.61	-	240.52
6/23/16-6/25/19	3	General Manager Leadership Summit	CSDA	Newport Beach, CA	Susan Talwar	1,763.38	625.00	635.61	109.00	393.77
6/23/16-6/25/19	3	General Manager Leadership Summit	CSDA	Newport Beach, CA	Alberto Preciado	1,774.45	625.00	635.61	135.26	378.58
6/23/16-6/25/19	3	General Manager Leadership Summit	CSDA	Newport Beach, CA	Madeline Henry	1,667.14	625.00	635.61	93.47	313.06
5/18/19-5/22/19	4	GFOA Conference	GFOA	Los Angeles	Alberto Preciado	1,726.80	-	1,241.16	162.35	323.29
7/21-7/25/19	4	UESI Pipelines Conference	UESI	Nashville, TN	Tamar Dawson	2,190.03	-	1,249.64	154.12	786.27
9/30/19-10/4/19	4	Watersmart Innovations	Watersmart	Las Vegas	Rex Meurer	632.96	385.00			247.96
9/30/19-10/4/20	4	Watersmart Innovations	Watersmart	Las Vegas	Brady Chambers	685.98	450.00			235.98
9/30/19-10/4/21	4	Watersmart Innovations	Watersmart	Las Vegas	Hilary Straus	602.94	335.00			267.94
10/6/19-10/8/19	2	CSMFO	CSMFO	Anaheim, CA	Alberto Preciado	281.96	-	-	-	281.96
10/8/19-10/11/19	3	Harris Customer Training	Harris	Denver, CO	Dana Mellado	1,336.41	979.45			356.96
10/20/19-10/24/19	4	AWWA Annual Fall Conference	AWWA	San Diego, CA	Kelly Drake	592.96	445.00			147.96
10/27/19-10/30/19	5	CalPers Conference	CalPers	Oakland, CA	Susan Talwar	449.00	449.00			
11/12/19-11/14/19	3	CSDA Board Secretary Conference	CSDA	Monterey, CA	Madeline Henry	525.00	525.00			
11/12/19-11/14/19	3	CSDA Board Secretary Conference	CSDA	Monterey, CA	Brittney Moore	525.00	525.00			

Citrus Heights Water District
 2019 Training Courses/Seminars/Conferences
 as of 10/10/2019

Date	Days	Topic	Organizing Agency	Location	Attendee	Total Expenses	Registration	Hotel	Meals	Transportation
12/2/19-12/5/19	4	ACWA Fall Conference	ACWA	San Diego, CA	Hilary Straus	1,085.65	950.00			135.65
12/2/19-12/5/19	4	ACWA Fall Conference	ACWA	San Diego, CA	Brian Hensley	1,150.98	950.00			200.98
12/2/19-12/5/19	4	ACWA Fall Conference	ACWA	San Diego, CA	David Gordon	1,274.96	950.00			324.96
12/2/19-12/3/19	1	ACWA Fall Conference	ACWA	San Diego, CA	Susan Talwar	311.96				311.96
12/2/19-12/3/19	1	ACWA Fall Conference	ACWA	San Diego, CA	Missy Pieri	284.96				284.96
12/2/19-12/3/19	1	ACWA Fall Conference	ACWA	San Diego, CA	Madeline Henry	311.96				311.96
12/3/19-12/6/19	3	Cityworks Conference 2019	Cityworks	Salt Lake City, UT	Jeff Ott	176.60				176.60
12/3/19-12/6/19	3	Cityworks Conference 2019	Cityworks	Salt Lake City, UT	Tim Cutler	816.60	550.00			266.60
12/3/19-12/6/19	3	Cityworks Conference 2019	Cityworks	Salt Lake City, UT	Rebecca Scott	726.60	550.00			176.60
					2019 Total	56,843.01				
1/27/20-1/30/20	4	CSMFO Conference	CSMFO	Anaheim, CA	Alberto Preciado	907.28	575.00	332.28		
2/17/20-2/21/20	5	Cappo Conference	Cappo	San Diego, CA	Beth Shockley	632.74	450.00	182.74		
2/17/20-2/21/20	5	Cappo Conference	Cappo	San Diego, CA	Alberto Preciado	632.74	450.00	182.74		
					2020 Total	1,265.48				

Total - Staff 58,108.49

Grand Total 65,177.70

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : October 2, 2019
 PREPARED BY : Brittney Moore, Acting Management Services Specialist

The following District employees were recognized for perfect attendance during August 2019, and outstanding customer service and quality of work during the month of September 2019.

Administrative Services & Water Efficiency Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Brady Chambers	Yes	Participated in planning the Employee Recognition Event.	
Kelly Drake	Yes		Prepared a staff report for the September Board Meeting, and attended September Board Meeting to answer questions on the approved Lock-Out Block-Out Policy.
Madeline Henry	Yes	Participated in planning the Employee Recognition Event. Provided outstanding internal customer service for the Project 2030 Study including the preparation, setup, and take down for the 09/10/19 CAC Meeting.	Prepared a staff report and presented at the September Board Meeting. Worked off hours to submit an award application for the Customer Advisory Committee.
Dana Mellado		Helped to complete move in move outs after hours during a heavy month and unplanned emergency staff outage.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Rex Meurer	Yes	Attended CAC meeting on 09/10/19. Volunteered at Citrus Heights Sunday Fun day on 9/22/19.	
Brittney Moore		Helped to stand in at the front counter when there was a staff outage due to a family emergency. Provided outstanding internal customer service for the Project 2030 Study including the preparation, setup, and take down for the 09/10/19 CAC Meeting. Helped to complete move in move outs after hours during a heavy month and planned staff outage. Helped a frustrated customer, listened to the customer's concerns, and provided excellent customer service the entire call.	Helped coordinate Customer Notice drafting.
Jeff Ott	Yes		
Alberto Preciado	Yes		
Beth Shockley		Participated in planning the Employee Recognition Event. Helped to complete move in move outs during a heavy month and planned staff outage. Assisted with set up for the 09/10/19 CAC Meeting.	
Desiree Smith		Participated in planning the Employee Recognition Event.	Presented at the September Safety Meeting.

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	Participated in planning the Employee Recognition Event. Attended CAC meeting on 09/10/19.	Performed district duties off hours on 09/20/19.
Paul Dietrich	Yes	Attended CAC meeting on 09/10/19. Covered inspections and engineering in September while Sr. Construction Inspector and Assistant Engineer were on leave.	
Neil Tamagni	Yes	Participated on the interview panel for the City of Citrus Heights on 08/15/19.	

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tim Cutler		A customer complimented Tim for excellent customer service in response to a request to repaint a fire hydrant on Rowan Way.	
James Ferro			Thursday evening – 9/12: assisted standby with an emergency water main repair and job site cleanup. Monday evening – 9/23: assisted standby with an emergency water service repair.
Brian Hensley	Yes		Prepared a staff report for the September Board Meeting.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Rick Jimenez	Yes	Rick responded quickly to a customer's request to repaint a fire hydrant on Rowan way. The customer called and thanked Rick for his outstanding customer service and work quality. She stated "the fire hydrant has never looked better!"	
Ricky Kelley	Yes	Volunteered at Citrus Heights Sunday Fun day on 9/22/19.	Presented at the September Safety Meeting.
Chris Nichols	Yes	A contractor hired to repair a backflow device called to thank Chris for his professionalism and his assistance in the repair and testing of the device.	
Rebecca Scott	Yes	Participated in planning the Employee Recognition Event. Attended CAC meeting on 09/10/19. Volunteered at Citrus Heights Sunday Fun day on 9/22/19.	Prepared a staff report for the September Board Meeting.
Nick Spiers	Yes	Assisted an elderly customer whose car battery died in the District's parking lot. He helped her call AAA and offered to store her groceries in the District office while she waited. Helped load and set up tables, chairs, and supplies for the Employee Appreciation Event.	
John Spinella	Yes		
Jason Tupper		Volunteered to take standby for a fellow staff member who was unable to.	

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
OCTOBER 16, 2019 MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : October 10, 2019
 PREPARED BY : Madeline Henry, Acting Senior Management Analyst/Chief Board Clerk

OBJECTIVE:

Listed below is the current Long Range Agenda.

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

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA

MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
November 20, 2019					
November 20, 2019		2019 Strategic Plan Update	Henry	CC	I/D
November 20, 2019		Award of Contract for Electronic Document Retention Management System (EDRMS)	Talwar/Ott	B	A
November 20, 2019		Emergency Operations Plan	Gordon/Scott	B	A
November 20, 2019		Agreement with Waterwise Consulting, Inc.	Meurer/ Scott	B	A
November 25, 2019					
November 25, 2019	Special Board Meeting	2020 Operating and Capital Budgets	Straus/Talwar/Pieri/Gordon	PH	A
November 25, 2019	Special Board Meeting	2020 Water Rates, Charges and Fees	Straus/Talwar	PH	A
November 25, 2019	Special Board Meeting	2020 Capacity Fees	Straus/Talwar	PH	A
December 18, 2019					
December 18, 2019		Committee Assignments	Henry	B	A
December 18, 2019		District Officers	Henry	B	A
December 18, 2019		Selection of President and Vice President	Henry	B	A
January 15, 2020					
January 15, 2020		Hinkle Reservoir Update	Pieri	S	I/D
January 15, 2020		Strategic Plan Preview	Henry	P	A
February 19, 2020					
February 19, 2020		Investment of District Funds	Talwar/General Counsel	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : September 30, 2019
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

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

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Director of Engineering and Project Manager	Yes, First or Second Quarter of 2020 (Final Completion Update)	Yes	Masterplan for replacement of water mains.	Top Alternative Implementation Plan developed and discussed at CAC Workshop #8 on 09/10/19. Technical Memos being compiled into one document by consultant. Expect to be completed by November 2019. Board Presentation expected in first or second Quarter of 2020.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Director of Engineering and Project Manager	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Project kick-off meeting occurred on 07/24/19. Staffing Plan Report being prepared.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	Yes, 06/20/18 (Notice of Completion)	Yes	2017 design, 2018 construction.	Easements being prepared by District. 6825/28 Rosa Vista Lane easement recorded on 08/15/19. Awaiting easements from other property owners.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistant Engineer	Yes, TBD	Yes	2018 design, 2019 construction.	Construction to be completed by District Operations staff. Construction began in June 2019. 95% Complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Pleasantview Dr 8" Water Main	Engineering	Project Manager, Assistant Engineer and Senior Construction Inspector	Yes, 04/17/19 (Award of Contract)	Yes	2018 design, 2019 construction.	Award of Contract approved on 04/17/19. Notice to Proceed sent to contractor on 05/21/19. Construction began on 06/24/19. 100% Complete.
CAPITAL IMPROVEMENT PROJECT Michigan Dr 8" & 6" Water Mains	Engineering	Project Manager and Assistant Engineer	Yes, TBD	Yes	2019 design, 2019 construction.	Plans sent to Engineer on 05/02/18. Pothing completed. Preparing 90% plans. Right-of-Way agent continuing easement process for the project.
CAPITAL IMPROVEMENT PROJECT Old Auburn Rd - Daffodil to Wooddale 8" Water Main	Engineering	Project Manager and Assistant Engineer	Yes, 08/21/19 (Award of Contract)	Yes	2018 design, 2019 construction.	Contract awarded at the 08/21/19 Board Meeting. Notice to Proceed sent to contractor on 09/30/19.

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 Cologne Way 6" Water Main	Engineering	Project Manager and Assistant Engineer	Yes, TBD	Yes	2019 design, 2019 construction.	District to provide 60% mark-ups to Consultant. Right-of-Way agent continuing easement process for the project.
CAPITAL IMPROVEMENT PROJECT Quiet Oak Ln 8" Water Main	Engineering	Project Manager, Assistant Engineer and Senior Construction Inspector	Yes, 04/17/19 (Award of Contract)	Yes	2018 design, 2019 construction.	Award of Contract approved on 04/17/19. Notice to Proceed sent to contractor on 05/21/19. Construction began on 06/24/19. 100% Complete.
CAPITAL IMPROVEMENT PROJECT Patton Avenue - Watson Way to North	Engineering	Project Manager and Assistant Engineer	Yes, 08/21/19 (Award of Contract)	Yes	2019 design, 2019 construction.	Contract awarded at the 08/21/19 Board Meeting. Notice to Proceed sent to contractor on 09/30/19.
CAPITAL IMPROVEMENT PROJECT Watson Way - Sherlock Way to Well Site	Engineering	Project Manager and Assistant Engineer	Yes, 08/21/19 (Award of Contract)	Yes	2019 design, 2019 construction.	Contract awarded at the 08/21/19 Board Meeting. Notice to Proceed sent to contractor on 09/30/19. 25% Complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd East Side Wall	Engineering	Project Manager and Assistant Engineer	Yes, TBD	No	Wall along the east side of District property.	Task Order executed with Engineer. District following up with SJUSD regarding property.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Dr	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	200-300 unit development by Watt Communities.	Received second submittal 07/03/19. District provided comments to developer's engineer on 08/23/19.
PRIVATE DEVELOPMENT Mitchell Farms Land Exchange - 7925 Arcadia Dr	Engineering	Director of Engineering and Assistant Engineer	Yes, 11/20/19 (Anticipate Approval of Agreement)	No	Land Exchange of District's Well Site for development property.	Received third submittal from developer's engineer on 08/20/19. District provided comments to developer's engineer on 10/08/19. Anticipate taking to Board at the November Board meeting for possible approval of agreement.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>PRIVATE DEVELOPMENT 12057 Fair Oaks Blvd Fair Oaks Senior Apartments</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Seniors apartment complex with 42 one bedroom and 68 two bedroom units.</p>	<p>Received Project Referral and proposed site plan on 11/13/18.</p> <p>District sent Will Serve Letter on 12/04/18.</p> <p>Awaiting first submittal from developer's engineer.</p>
<p>PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 3 for 3 home subdivision.</p>	<p>Plans signed on 09/19/18.</p> <p>Awaiting construction.</p>
<p>PRIVATE DEVELOPMENT 8053 Holly Dr Parcel Split 1 - 3</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 3 for 3 home subdivision.</p>	<p>Final plans signed and fees received on 05/10/18.</p> <p>District Operations staff began construction on 09/25/18. 98% Complete.</p> <p>Awaiting final street improvements before completion can occur.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 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.	Received initial plans on 10/01/18. District provided comments to the developer's engineer on 01/02/19.
PRIVATE DEVELOPMENT 8116 Holly Dr Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 with 2 existing homes and meters.	Received Project Referral 11/16/18. Conditions of Approval letter sent 11/28/18.
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Senior Construction Inspector	No	No	Commercial Development.	Preconstruction meeting occurred on 05/22/19. Construction began on 05/23/19. 99% Complete. Punchlist provided to contractor on 08/13/19.

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 8525 Auburn Blvd Big Lots</p>	<p>Engineering</p>	<p>Senior Construction Inspector and Director of Engineering</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Project 100% Complete.</p> <p>Need Signed Common Area Maintenance Agreement from developer to be sent to District.</p> <p>Easements received. Documents submitted to Sacramento County and Placer County on 07/31/19 for recordation. Sacramento County easement documents received on 08/26/19.</p>
<p>PRIVATE DEVELOPMENT 5425 Sunrise Blvd Sunrise Village</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Redevelopment of Sunrise Village.</p>	<p>Received Project Review request from City of Citrus Heights on 07/03/19.</p> <p>Provided will serve letter to the City on 07/31/19.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8501 Auburn Blvd Parcel Split	Engineering	Director of Engineering and Assistant Engineer	No	No	Potential parcel split from one parcel to four parcels.	Sent conditions of approval letter on 09/06/18. Received draft easements on 10/03/19. District to review draft easements.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Received second submittal from engineer on 03/25/19. Sent comments to developer's engineer on 04/16/19. Awaiting next submittal and easements from developer.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed multi-unit housing complex for low-income and homeless.	Received project referral and initial plans on 10/11/18. Will-Serve letter sent 11/21/18. Awaiting first plan submittal from developer's engineer.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8220 Sunrise Blvd Carefield Citrus Heights	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed memory care facility.	Received schematic plans on 05/08/19. Will-Serve letter sent 05/20/19.
PRIVATE DEVELOPMENT Livoti Development	Engineering	Director of Engineering and Assistant Engineer	No	No	Six Parcel Subdivision.	Received second submittal on 05/20/19. District provided comments to the engineer on 06/26/19.
PRIVATE DEVELOPMENT 7800 Greenback Ln Hobby Lobby	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	District provided comments to developer's engineer on 09/25/19. Awaiting resubmittal.
COMCAST	Engineering	Assistant Engineer and GIS Specialist	No	No	Various communications boring projects throughout the service area.	District has provided water utility maps for all requested projects. Awaiting resubmittal from Comcast engineer. Awaiting as-builts on all completed projects.

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 DRAINAGE PROJECT Highland Ave	Engineering	Director of Engineering and Assistant Engineer	No	Yes	Highland Ave Drainage Project.	District completed relocation of water facilities. Awaiting completion of storm drain improvements by City contractor.
CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Wonder St	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	Yes	Wonder St Drainage Project.	Anticipate bid and start of construction in 2019. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.
CITY OF CITRUS HEIGHTS PROJECT Bonita & Old Auburn Rd Storm Drain Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	Bonita Way & Old Auburn Rd Storm Drain Project.	Received 30% plans on 05/21/18. District sent City's engineer data on 08/03/18. Received submittal from City's engineer on 09/27/19.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Director of Engineering and Assistant Engineer	No	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	District inspecting City contractor's work as needed. Awaiting completion of storm drain improvements by City contractor.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	Yes	Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.	Attended kick-off meeting with the City on 01/14/19. District provided comments to City's engineer on 05/02/19. District prepared Cost Liability letter to the City of Citrus Heights on 06/27/19.
COUNTY OF SACRAMENTO Overlay Oak Avenue from Hazel Ave to Granite Ave	Engineering	Director of Engineering and Senior Construction Inspector	No	No	Road improvements along Oak Ave from Hazel Ave to Granite Ave.	District prepared agreement with County contractor. Project 100% Complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>District-wide Annexation Project</p>	<p>Engineering</p>	<p>Director of Engineering , Project Manager and Assistant Engineer</p>	<p>Yes, 07/17/19 (Award of Contract) 10/16/19 (Customer Letters)</p>	<p>Yes</p>	<p>Annex properties into the District to clarify and revise District boundaries.</p>	<p>Pre-application meeting with Sacramento Local Agency Formation Commission occurred on 09/24/19.</p> <p>Take to Board meeting on 10/16/19 to discuss and receive direction on customer letters.</p> <p>Project 5% Complete.</p>
<p>District-wide Easement Project</p>	<p>Engineering</p>	<p>Director of Engineering , Project Manager and Assistant Engineer</p>	<p>Yes, TBD</p>	<p>Yes</p>	<p>Research and review District facility locations and easements for potential additions/revisions.</p>	<p>Staff will begin this project once the annexation project is near completion.</p>

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
STATUS : Information Item
REPORT DATE : October 2, 2019
PREPARED BY : David M. Gordon, Director of Operations
 : Tim Cutler, Water Distribution Supervisor
 : Rebecca Scott, Senior Management Analyst

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Sept.	Year to Date		Sept.	Year to Date
Backflow Maintenance	0	0	C19-010 Water Mainline	0	0
Blow Off Maintenance	47	47	C19-011 Water Valves	0	7
Hydrant Maintenance	14	141	C19-012 Water Services	11	174
Leak Investigation	0	0	C19-013 Water Meters	2	33
Mainline Repair/Maintenance	3	9	C19-014 Fire Hydrants	1	11
Meter Box Maintenance	4	42	C19-103 Pot Hole Main	0	1
Meter Register Replacement	5	138	TOTAL	14	226
Meter Repair/Test/Maintenance	1	4	Water Quality		
Pot Hole Work	0	0	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>		
Water Service Repair/Locate	1	9			
Valve, Mainline Maintenance	24	357			
Valve Box Maintenance	0	0			
TOTAL	99	747			

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
OCTOBER 16, 2019 MEETING**

SUBJECT : 2019 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : October 2, 2019
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 David M. Gordon, Director of Operations

OBJECTIVE:

Report on annual water supply including comparison with prior years.

Month	2013	2014	2015	2016	2017	2018	2019				Year-to-Date	
	Total Water Monthly						Surface	Ground	Total	Total	Comparison	
	acre feet						Water	Water	Water	Water	to	
							Purchased	Produced	Monthly	Annual	2013	
							acre feet				acre feet	%
Jan	602.52	602.39	570.05	539.60	506.81	531.38	466.43	54.43	520.86	520.86	-81.66	-13.6%
Feb	606.36	450.96	511.52	484.53	443.99	525.73	418.47	29.01	447.48	968.34	-240.54	-19.9%
Mar	819.55	612.20	725.95	517.56	546.60	540.78	496.33	20.54	516.87	1,485.21	-543.22	-26.8%
Apr	1,029.73	737.30	761.02	677.81	575.52	646.09	651.54	31.36	682.90	2,168.11	-890.05	-29.1%
May	1,603.43	1,190.07	869.08	979.49	1,138.72	1,072.27	929.85	47.56	977.41	3,145.52	-1,516.07	-32.5%
Jun	1,816.73	1,548.66	1,065.10	1,343.76	1,412.94	1,387.03	1,312.73	15.34	1,328.07	4,473.59	-2,004.73	-30.9%
Jul	2,059.21	1,622.10	1,184.95	1,544.57	1,650.76	1,737.13	1,582.40	0.00	1,582.40	6,055.99	-2,481.54	-29.1%
Aug	1,924.28	1,477.49	1,188.18	1,579.80	1,570.80	1,583.78	1,603.36	0.00	1,603.36	7,659.35	-2,802.46	-26.8%
Sep	1,509.82	1,275.11	1,069.78	1,257.91	1,441.76	1,330.19	1,297.12	0.00	1,297.12	8,956.47	-3,015.16	-25.2%
Oct	1,297.42	1,030.74	918.67	840.80	1,128.97	1,061.88						
Nov	911.55	682.48	589.6	561.82	631.55	807.7						
Dec	700.94	563.15	519.57	518.62	574.43	558.97						
Total	14,881.54	11,792.65	9,973.47	10,846.27	11,622.85	11,782.93	8,758.23	198.24	8,956.47	8,956.47		
% of Total							97.79%	2.21%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : October 3, 2019
PREPARED BY : David M. Gordon, Director of Operations
 Brian Hensley, Water Resources Supervisor

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of October 1, 2019, storage in Folsom Lake (Lake) was at 714,000 acre-feet, 73 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 45,400 acre-feet in the past month.

The District's total water use during the month of September 2019 (1,297.12 acre-feet) was 14.1 percent below that of September 2013 (1,509.82 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 at various stages of repairs.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : October 1, 2019
 PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

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

ACTIVITIES AND PROGRESS REPORT

Water Efficiency, Safety and Meter Program activities during the month of September 2019 include:

- Seven High Efficiency Toilet (HET) rebates were processed. This compares to 18 HET rebates processed for the month of September 2018. The five year monthly average (2014-2018) of September HET rebates is 25. A total of \$6,150.00 in HET rebates have been issued year-to-date.
- A total of nine High Efficiency Clothes Washer (HECW) rebates were issued during the third quarter of 2019. This compares to three HECW rebates issued for the third quarter of 2018. A total of 21 HECW rebates were issued year to date.
- 67 service calls were completed. There was one report of water waste received through CHWD's Water Efficiency web page. One violation notice was issued for the month of September.
- Five WaterSmart classes are planned for 2019. The fourth class, titled "Nurturing Your WaterSmart Garden's Health" was held on Saturday, July 27, 2019. The final class will be held on Thursday, October 17, 6 pm-8 pm. The title for the class is "It's the Perfect Time to Revitalize Your Landscape". Topics include: ways to build and nurture healthy soil; strategies for keeping rain and irrigation water in your landscape; how to select and place the right plants; and efficient irrigation strategies for new and maturing landscapes. All classes are being held at the Citrus Heights Community Center.
- CHWD has secured three garden plots at the Sylvan Ranch Community Garden (SRCG). The plots will feature water efficient landscaping. The project will be completed in two phases. Phase I will include a gardening area at the corner of Sylvan Rd. and Stock Ranch Rd. Phase II will be an education area for activities, such as workshops and presentations. Funding for the rental, development, and maintenance of the garden plots is included in the 2019 budget and is planned for the 2020 budget. Staff will meet with the SRCG Board of Directors on Thursday, October 17, 2019. Plans for the plot design will be presented to the SRCG Board for their review and comment.
- On September 24, 2019 staff submitted Citrus Heights Water District's Validated Water Loss Audit Report (for data year 2018). DWR will review the report for completeness and accuracy.
- The new Lock-Out Block-Out (LOBO) policy was presented by staff and approved by the board of Directors at the September 18, 2019 Board meeting.

- The eighth group safety presentation, in a series of 11 group safety presentations, was presented on Thursday, September 19. The topic was “First Aid”. The presenters were Ricky Kelly, Water Distribution Worker; David Gordon, Director of Operations; and Desiree Smith, Customer Service Technician II. The ninth presentation will be given on Thursday, October 10, and the topic will be “Active Shooter”. The presenters will be, Nick Spiers, Assistant Water Distribution Supervisor; Alberto Preciado, Accounting Manager/Assessor/Collector; and James Ferro, Water Distribution Worker.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2018	R-GPCD 2019	% CHANGE
January	77	76	-.01%
February	85	72	-.15%
March	79	75	-.05%
April	100	103	+.03%
May	156	147	-.06%
June	209	200	-.04%
July	253	231	-.09%
August	231	234	+.01%
September	200	195	-.03%

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 SPECIAL MEETING

SUBJECT : CONSIDER ADOPTING RESOLUTION 14-2019 IN SUPPORT OF SARAH PALMER FOR THE POSITION OF ACWA VICE PRESIDENT
 STATUS : Discussion and Action Item
 REPORT DATE : October 10, 2019
 PREPARED BY : Madeline A. Henry, Acting Senior Management Analyst/Chief Board Clerk

OBJECTIVE:

Consider adopting Resolution 14-2019 in Support of Sarah Palmer for the Position of ACWA Vice President

BACKGROUND AND ANALYSIS:

At the August 21, 2019 Special Meeting, the Board passed Resolution 12-2019 in Support of the Nomination of Pamela Tobin as a Candidate for the Position of ACWA Vice President. On October 4, 2019, ACWA Executive Director Dave Eggerton announced the 2020-2021 slate that recommends current Vice President Steven LaMar for ACWA President and current Region 5 Vice Chair Sarah Palmer for ACWA Vice President.

On October 10, 2019 District staff received a letter from Sarah Palmer (Attachment 1) stating that the Association of California Water Agencies (ACWA) Nominating Committee has selected her to be on the official slate as ACWA Vice President and requesting that the CHWD Board of Directors consider supporting her as a candidate.

As provided by ACWA's Bylaws (Article 9, Section 9) nominations from the floor will be accepted prior to the vote during the election. The election will be held on December 4, 2019 at the ACWA Fall Conference.

RECOMMENDATION:

Consider Adopting Resolution 14-2019 in Support of Sarah Palmer for the Position of ACWA Vice President

ATTACHMENTS:

1. Letter from Sarah Palmar
2. Resolution 14-2019 in Support of Sarah Palmer for the Position of ACWA Vice President

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

ATTACHMENT 1
Letter from Sarah Palmer

Sarah Palmer, Zone 7 Water Agency Director

Seeks Your Support as ACWA Vice President



I am pleased and excited to be selected by ACWA's Nominating Committee to be on the official slate as Vice President. The election is on December 4th at the San Diego Fall Conference and I am asking for your support.

As you may know, I have been on the Board of Directors of Zone 7 Water Agency for more than 13 years, serving 3 terms as President. I am active in ACWA by being the Region 5 Vice Chair, an active ACWA Board member, and serving on the ACWA Water Quality, Water Management, and Agriculture Committees. I am also active on the PFAS/PFOA workgroup, the Direct Potable Reuse workgroup (just formed), and the ACWA Board Steering Committee. Learning from these groups has reinforced the fact that we all must work together. With the diverse challenges facing California water, we cannot afford to silo ourselves. ACWA gives us the opportunity and means to find our common ground and advocate on behalf of each other and our environment.

I have a Ph.D. in Cell Physiology and Biochemistry from the University of Toronto and a B.A. in Biology and Political Science from New York University. This background in science, with subsequent research and teaching careers, has led to opportunities for communicating complex concepts to both professional and lay groups. My work with Zone 7 has given me the opportunity to become well acquainted with the issues facing both urban and agricultural stakeholders.

I believe in a vision for California that will integrate all aspects of water: urban, rural, and agricultural. In California, all regions depend on one another. We already have one of the most highly engineered water systems in the world. We must manage it in such a way that we are stewards of both the human made infrastructure and the natural environment. We must think long-term. The world is changing more rapidly than we have yet to understand. We must be prepared to meet those challenges together.

I am increasingly concerned with the issues facing agriculture in California. Agriculture is about 20% of my agency Zone 7's water sales. California agriculture is a national treasure. Its welfare goes beyond the 3% of California's economy. Protecting our agricultural community, and its water, is a matter of food security, even of national security. One of the missions of ACWA should be to find a way to protect our agricultural resources, to make the issues of SGMA work for the Central Valley at least as well as it has for my agency's wineries. With the need for new conveyances and storage of water for our state and their resulting rising costs, we cannot allow more than one million acres of California farmland to go permanently fallow. The social and food security issues are dire under that scenario. Urban and agricultural interests must partner in their common dependence on one another.

I support an "all-of-the-above" approach to managing our state water portfolio. Groundwater banking, new conveyance, potable and non-potable reuse, desalination, increased storage, headwater/forest management all add up to a hefty price tag. There is no one solution or one size fits all. Each region will find its best fit but in such a way that it integrates with other regions. The challenges of present and pending climate change and the ever-present threats of earthquake and fire demand it.

My involvement with the Delta Conveyance, while understandably controversial, has given me a broad insight into the issues of providing water for 24 million people in the Bay Area and beyond as well as the valid and deep concerns of the Delta stakeholders and that fragile estuary on which so many species rely. The “reset” of the project by the Newsom administration should not be a setback, but rather a new opportunity to engage with Delta communities to identify and address their legitimate concerns. I will be chairing a Delta Stakeholder Engagement advisory committee to incorporate Delta perspectives into the logistics and locale of the new alternative. Environmental needs and local cultural heritage must be considered.

I will work to expand ACWA’s membership. Representing and advocating to balance all regional issues in the state will make us stronger and allow more perspectives to be heard. The ACWA JPIA is a strong incentive for joining. My agency joined the JPIA this past year with the unanimous approval by our Board of Directors.

I look forward to working with the ACWA team. The staff is among the best I have seen, the executives are visionary. My ability to work with and understand up-to-date and science-based decision making, my experience along with my strengths of listening, learning, communicating, and adapting make me an ideal candidate for the office of Vice President of ACWA. Again, I ask for your support so that we may work together.

Sincerely,

Sarah Palmer, Ph.D.

More information can be found at:

www.linkedin.com/in/sarahpalmerh2o

Sarah Palmer’s Goals for ACWA In Brief

- Build on existing partnerships while expanding connections with urban, agricultural, academic, heritage and environmental interests
- Minimize “silo-ing” while respecting regional differences
- Increase stakeholder engagement through communication and education
- Advocate for the universal right to clean water
- Improve Association financial strength through increased membership and non-dues funding sources
- Promote a resilient, robust and diverse water portfolio that will serve California for generations to come

Resolution in Support of Sarah Palmer for ACWA Vice President

Now that the ACWA Nominating committee has set a slate for the positions of President and Vice President to be voted on at the ACWA Fall Conference in San Diego including Steve LaMar for President and Sarah Palmer as Vice President, I respectfully ask if your Board can lend me your support. I have included a sample Resolution if you choose to use it!

Thank you for your consideration,

Sarah

ATTACHMENT 2
Resolution 14-2019 in Support of Sarah Palmer for the Position
of ACWA Vice President

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 14-2019

A RESOLUTION IN SUPPORT OF SARAH PALMER FOR
THE POSITION OF ACWA VICE PRESIDENT

WHEREAS, ACWA has announced that the nominating committee has selected the slate for President and Vice President of ACWA

WHEREAS, Sarah Palmer has been selected for the slate as Vice President

WHEREAS, Sarah Palmer has a working knowledge of water industry issues and concerns, possesses strength of character and leadership capabilities, and is experienced in matters related to the performance of the duties of the office of Vice President; and

WHEREAS, Sarah Palmer can provide the dedication of time and energy to effectively serve in the capacity; and

WHEREAS, Sarah Palmer has served in a leadership role as a member of the Zone 7 Water Agency Board of Directors since 2006, 3 terms as President, has served on the Administrative, Finance, Tri-Valley Liaison, and Water Resources Committees of Zone 7 Water Agency; and

WHEREAS, Sarah Palmer serves as the Vice-Chair of ACWA Region 5 Board of Directors and as a Board member of ACWA

WHEREAS, Sarah Palmer serves as a member of the ACWA Agriculture, Water Management, and Water Quality Committees and as a member of the Water Quality Committee PFOS/PFAS subcommittee; and

WHEREAS, Sarah Palmer serves on the ACWA Board Steering Committee; and

WHEREAS, Sarah Palmer has demonstrated outstanding effort and support of local and regional water issues, including public information workshops and presentations; and

WHEREAS, it is the opinion of the ACWA Nominating Committee that Sarah Palmer possesses all the qualities needed to fulfill the duties of the office of ACWA Vice President.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT SUPPORT SARAH PALMER FOR THE POSITION OF ACWA VICE PRESIDENT.

[SIGNATURES TO FOLLOW ON NEXT PAGE]

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT, this 16th day of October, 2019, by the following vote, to-wit:

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

CARYL SHEEHAN, President
Citrus Heights Water District

Board of Directors
Citrus Heights Water District

ATTEST:

MADELINE HENRY, Acting Chief Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 MEETING

SUBJECT: 2020 WATER RATES, MISCELLANEOUS FEES AND CHARGES
AND CAPACITY FEES
STATUS: Discussion Item
REPORT DATE: October 6, 2019
PREPARED BY: Susan K. Talwar, Director of Finance and Administrative Services

OBJECTIVE:

Review and discuss the proposed Capacity Fees and Water Rates, Miscellaneous Fees and Charges for 2020.

BACKGROUND AND ANALYSIS:

A review and update of the Miscellaneous Fees and Charges, and Capacity Fees is considered each year as part of the budget process. This report presents the proposed Miscellaneous Fees and Charges, and Capacity Fees for 2020.

2020 Schedule of Water Rates, Miscellaneous Fees, Charges and Capacity Fees

A schedule comparing current 2019 adopted Water Rates, Miscellaneous Fees and Charges and Capacity Fees with the proposed 2020 Water Rates, Miscellaneous Fees and Charges and Capacity Fees accompany this staff report. Significant elements of the 2020 water rate schedule are as follows:

- Other charges, such as Wheeling Water Charges, Construction Meters, and Fire Sprinkler Charges, are proposed to increase consistent with the rate increase proposed to CHWD's customers.
- Adjustments to Other Charges and Fees are based on a staff analysis of staff time, equipment, materials and other costs involved in providing the specified services.

Next Steps:

The proposed 2020 Water Rates, Miscellaneous Fees and Charges and Capacity Fees schedule is proposed to be included as part of the Public Hearing agenda for Board consideration at the Budget and Rate Adoption meeting on November 25, 2019.

RECOMMENDATION:

1. Review and discuss the proposed 2020 Water Rates, Miscellaneous Fees, Charges and Capacity Fees.
2. Provide direction to staff on the draft Water Rates, Miscellaneous Fees, Charges and Capacity Fees for 2020.

ATTACHMENT:

2020 Proposed Water Rates Miscellaneous Fees, Charges and Capacity Fees.

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2020
Proposed -- October 16, 2019

Type of Charge	Applied Basis or Frequency	2019 Adopted	2020 Proposed
<u>Charges for Metered Rate Customer Accounts</u>			
<i>Service Charge, Domestic, Commercial & Irrigation Meters</i>			
¾-inch meter	bi-monthly, per meter	\$51.38	\$57.54
1-inch meter	bi-monthly, per meter	\$78.18	\$87.29
1½-inch meter	bi-monthly, per meter	\$96.05	\$136.86
2-inch meter	bi-monthly, per meter	\$185.37	\$196.35
3-inch meter	bi-monthly, per meter	\$292.58	\$384.74
4-inch meter	bi-monthly, per meter	\$578.47	\$662.36
<i>Service Charge, Combination Meters</i>			
Low flow bypass meter			
4-inch meter	bi-monthly, per meter	\$185.37	\$196.35
6-inch meter	bi-monthly, per meter	\$292.58	\$384.74
8-inch meter	bi-monthly, per meter	\$578.47	\$662.36
10-inch meter	bi-monthly, per meter	\$1,409.27	\$2,119.86
<u>Public Agencies with Mutual Assistance Agreements</u>			
<u>(SJUSD, SRPD, SCD) (Multiplier = 0.50)</u>			
<i>Service Charge, Domestic, Commercial & Irrigation Meters</i>			
¾-inch meter	bi-monthly, per meter	\$25.68	\$28.77
1-inch meter	bi-monthly, per meter	\$39.09	\$43.65
1½-inch meter	bi-monthly, per meter	\$48.02	\$68.43
2-inch meter	bi-monthly, per meter	\$92.68	\$98.18
3-inch meter	bi-monthly, per meter	\$146.28	\$192.37
4-inch meter	bi-monthly, per meter	\$289.23	\$331.18
<i>Service Charge, Combination Meters</i>			
Low flow bypass meter			
4-inch meter	bi-monthly, per meter	\$92.68	\$98.18
6-inch meter	bi-monthly, per meter	\$146.28	\$192.37
8-inch meter	bi-monthly, per meter	\$289.23	\$331.18
10-inch meter	bi-monthly, per meter	\$704.63	\$1,059.93
<u>Other Service Charges</u>			
<i>Service Charge, Construction Meters</i>			
2½-inch and 3-inch meters	bi-monthly, per meter	\$292.58	\$384.74
<i>Service Charge, North Ridge Country Club Meter</i> <i>(multiplier = 3.00, not annexed)</i>			
	bi-monthly, per meter	\$234.55	\$261.87
<i>Service Charge, Mount Vernon Memorial Park</i> <i>(multiplier = 2.31, based upon property annexed)</i>			
Low flow bypass meter	bi-monthly, per meter	\$0.00	\$0.00
8-inch Combination meter	bi-monthly, per meter	\$1,336.27	\$1,530.05

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2020
Proposed -- October 16, 2019

Type of Charge	Applied Basis or Frequency	2019 Adopted	2020 Proposed
<i>Usage Charges for Water Consumed</i>			
	<i>1 unit = 100 cubic feet = 748 gallons</i>		
<i>Domestic, Commercial, Irrigation, Combination</i>			
All meter sizes	per unit	\$1.0674	\$1.1800
<i>North Ridge Country Club Meter</i>	per unit, for all units bi-monthly	\$3.1920	\$3.5400
<i>Mount Vernon Memorial Park (2.31 multiplier)</i>	per unit, for all units bi-monthly	\$2.4570	\$2.7258
<i>Unannexed property (surplus water only)</i>	multiplier times annexed rate, applied to service charge and commodity charge	3	3
Wheeling Water Charge			
(unless otherwise adopted by mutual aid agreement)			
	per acre-foot to Cal-American WC	\$60.77	\$68.00
	per acre-foot to Carmichael WD	\$60.77	\$68.00
	per acre-foot to Fair Oaks WD	\$60.77	\$68.00
	per acre-foot to Orangevale WD	\$4.13	\$4.62
	per acre-foot to City of Roseville	\$60.77	\$68.00
	per acre-foot to Sac. Suburban WD	\$60.77	\$68.00
	per acre-foot to San Juan WD	\$4.13	\$4.62
Commercial Fire Sprinkler Service Charges			
4-inch and smaller	per service, bimonthly	\$81.66	\$81.66
6-inch	per service, bimonthly	\$105.93	\$105.93
6-inch; one-half shared	per service, bimonthly	\$52.96	\$52.96
6-inch; one-third shared	per service, bimonthly	\$35.30	\$35.30
8-inch	per service, bimonthly	\$129.02	\$129.02
8-inch; one-half shared	per service, bimonthly	\$64.50	\$64.50
10-inch	per service, bimonthly	\$173.92	\$173.92
12-inch	per service, bimonthly	\$230.43	\$230.43
Construction Water Charges			
Schedule A - Projects	minimum charge	\$238.04	\$266.37
Schedule B - Trenches, Excavations & Grading	per lot	\$163.68	\$183.16
Schedule C - Tank Trucks	per 100 cubic yards	\$44.19	\$49.45
Schedule D - Metered Use	per 1,000 gallons	\$7.32	\$8.19
Schedule E - Non-Profit	per unit, for all units bi-monthly	\$3.2012	\$3.5400
Construction Meter Deposit	per day	\$49.71	\$55.63
	per meter	\$1,778.00	\$2,005.00

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2020
Proposed -- October 16, 2019

Type of Charge	Applied Basis or Frequency	2019	2020
		Adopted	Proposed
<u>Water Service Installation Charges</u>			
3/4 inch services w/meter	per service	\$4,592.00	
1 inch & larger services w/meter	per service	\$4,592.00	
1 1/4 inch & larger service w/meter	actual cost, with minimum charge	\$4,720.00	
3/4-inch & larger services w/meter	per service		Actual Cost
Meter set charge:			
5/8 inch x 3/4 inch	per meter	\$425.00	\$557.00
3/4 inch	per meter	\$483.00	\$607.00
1 inch	per meter	\$520.00	\$626.00
1 1/2 inch	per meter	\$828.00	\$940.00
2 inch	per meter	\$982.00	\$1,267.00
>2 inch	actual cost		
Backflow prevention assembly installation charge			
3/4 inch & larger	each		Actual Cost
3/4 inch	each	\$3,221.00	
1 inch	each	\$3,419.00	
1 1/2 inch	each	\$3,996.00	
2 inch	each	\$4,192.00	
>2 inch	actual cost		
<u>Capacity Fees</u>			
5/8 inch	per service	\$2,541.00	\$2,902.53
3/4 inch	per service	\$4,235.00	\$4,353.80
1 inch	per service	\$6,776.00	\$7,256.33
1 1/4 inch	per service	\$7,623.00	
1 1/2 inch	per service	\$8,470.00	\$14,512.66
2 inch	per service	\$16,940.00	\$23,220.25
3 inch	per service	\$27,104.00	\$50,794.31
4 inch	per service	\$54,208.00	\$91,430.00
6 inch	per service	\$211,750.00	\$188,665.00
8 inch	per service	\$406,560.00	\$406,354.00
10 inch	per service	\$643,720.00	\$609,532.00
12 inch	per service	\$847,000.00	\$763,171.00
<u>Other Charges and Fees</u>			
Agenda-By-Mail Charge (e-mail delivery free)	per packet	\$24.00	\$22.00
Standby Service Charge	per hour, 1 hour minimum	\$110.00	\$116.00
Returned Payment Fee	per check	\$30.00	\$31.00
Late Payment Penalty	5% of overdue account balance	5.00%	5.00%
Turn-off Notice Service Charge	per occurrence	\$24.00	\$26.00
Missed Appointment/No-Show Fee	per occurrence	\$49.00	\$49.00
Disconnect Service Charge	per occurrence	\$52.00	\$56.00
Reconnect Service Charge	per occurrence	\$52.00	\$56.00
Reconnect Service Charge (Non Business Hours)	per occurrence	NEW	\$115.00
Meter Re-Read / Maintenance Charge	per occurrence	\$41.00	\$45.00

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2020

Proposed -- October 16, 2019

Type of Charge	Applied Basis or Frequency	2019	2020
		Adopted	Proposed
Customer Account Deposit	per account	\$225.00	\$240.00
Copy Charge	per page	\$0.10	\$0.10
Recording of Lien	per occurrence	\$57.00	\$66.00
Release of Lien	per occurrence	\$70.00	\$79.00
Tamper Charge	per occurrence	\$111.00	\$122.00
Water Conservation Violation Charge (1)	first occurrence	\$50.00	\$50.00
Water Conservation Violation Charge (2)	second occurrence	\$75.00	\$75.00
Water Conservation Violation Charge (3)	third occurrence	\$100.00	\$100.00
Inclusion / Annexation Fee	per gross acre, ½ acre or greater	\$1,449.00	\$1,493.00
	minimum to ½ acre	\$724.50	\$746.50
Plan Check Charges	minimum charge + per connection	\$1,088.00	\$1,132.00
	per connection	\$22.54	\$25.22
Easement/Quitclaim	per easement/quitclaim	\$688.00	\$707.00
Inspection Charges			
Minimum	min. + per connect. + per main tie-in	\$1,138.00	\$1,185.00
Plus per connection	per connection	\$196.61	\$220.00
Plus per main tie-in	per main tie-in	\$1,092.00	\$1,171.00
AC pipe disposal charge	per foot, 4 feet minimum (\$200 min.)	\$52.00	\$54.00
Hydrostatic pressure test	each	\$298.00	\$319.00
Chlorination & Flushing	per project	\$397.00	\$426.00
Weekend/After Hours	per hour (4 hr. minimum)	\$135.00	\$143.00
Holiday	per hour (4 hr. minimum)	\$171.00	\$180.00
Backflow Prevention Assembly Testing Charge	per assembly bimonthly	\$11.00	\$12.00
Backflow Prevention Assembly Re-testing Charge	per test	\$71.00	\$77.00
Backflow Prevention Assembly Testing Charge for New			
Development	per assembly	\$79.00	\$86.00
Bacteriological water test sampling	minimum	\$1,014.00	\$1,084.00
Additional Bacteriological water sample	additional samples after minimum	\$61.00	\$63.00
Fire Flow Certification Letter	per letter	\$27.00	\$30.00
Fire Flow Modeling	per modeling	\$345.00	\$347.00
Fire Flow Modeling & Certification Letter	per modeling plus letter	\$372.00	\$377.00

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 MEETING

SUBJECT : DISCUSSION & POSSIBLE ACTION TO INFORM AFFECTED PROPERTY OWNERS REGARDING THE DISTRICT-WIDE ANNEXATION PROJECT

STATUS : Action Item

REPORT DATE : September 27, 2019

PREPARED BY : Missy Pieri, Director of Engineering/District Engineer
Robert Churchill, Retired Annuitant
Josh Nelson, Assistant General Counsel

OBJECTIVE:

To receive direction from the Board of Directors on informing affected property owners of their potential for charges associated with the District-wide Annexation Project.

BACKGROUND AND ANALYSIS:

Citrus Heights Water District was formed as an Irrigation District in 1920 to provide water service to approximately 3,000 acres of predominately large agricultural properties in northeast Sacramento County. As urbanization took place over the ensuing nearly 100 years, lands outside of the original District boundary have been annexed as a condition of receiving water service. Approximately 7,800 acres now being served by the District.

The District recently completed a detailed study of properties located within the current boundary of the District and identified 155 properties totaling a net of approximately 265 acres that have not been formally annexed to the District. These properties have been categorized into the following six groups for the purpose of this report:

Group A	Undeveloped Properties	18 Parcels	63.357 acres
Group B	Declined Annexation	2 Parcels	25.500 acres
Group C	Public Agency Properties	13 Parcels	133.525 acres
Group D	Miscellaneous Properties	104 Parcels	27.231 acres
Group E	Roadways	15 Parcels	19.612 acres
Group F	Detachments	3 Parcels	-4.544 acres

The District is preparing correspondence to the affected property owners to advise them of this Project and its two phases. Phase One is to seek approval from Sacramento Local Agency Formation Commission (LAFCo) for the District to Annex / Detach all of the noted properties. Phase Two is subsequent action by the Board of Directors to Include / Exclude these properties into or out of the District. Inclusion and Exclusion, respectively, of most of the listed properties from the District is likely to occur as part of this Project. Inclusion or exclusion of the remaining properties, which are predominately undeveloped, will occur at a later date as determined by the property owners. A critical element in the information to be provided to the property owners will be costs, if any, to be incurred by them. Please note that while some of the properties are located within Placer County, Sacramento LAFCo can act on the entire Project as the principal county.

Staff recommends that annexation (aka: inclusion) fees be collected from the Undeveloped Properties (Group A) and Declined Annexation Properties (Group B) at such time as they apply to the District for Inclusion. Furthermore, staff recommends that fees be waived for the Public Agency

Properties (Group C), Miscellaneous Properties (Group D), Roadways (Group E) and Detachments (Group F). A rationale for these recommendations is provided below.

Group A: Undeveloped Properties

These 18 properties are currently vacant and not developed for typical suburban use. Only one of these properties, the former Sylvan School site that is being proposed for redevelopment, has a water service from the District. The site is not currently receiving water from the District and the existing service connection for the demolished middle school is likely undersized for future uses. The old Sylvan School property, dating back to 1875, was never annexed to the District and would have been included with the Public Agency Properties (Group C) had the school remained in use.

Staff recommends that annexation (aka: inclusion) fees be collected from the Undeveloped Properties (Group A) Properties at such time as they apply to the District for Inclusion.

Group B: Declined Annexation

These two parcels are associated with the Mount Vernon Memorial Park (MVMP) on Greenback Lane in Fair Oaks. In 1965, 13.739 acres of the estimated 39.639 acre site was annexed to the District. The Memorial Park's property utilization has expanded beyond the initial annexation area. The District had conversations with the property owner's representatives in 1998 and 2008 regarding annexing the remainder of the property, however they chose not to proceed. Instead and by agreement, they are being charged with a rate multiplier for metered water supplied by the District for un-annexed property. The current base multiplier is 3.00, which is prorated to 2.31 for this site based upon their annexed vs. un-annexed property size. A well has been constructed on the site, however MVMP continues to receive water from the District, primarily to support MVMP's on-site private fire hydrants.

Staff recommends that annexation (aka: inclusion) fees be collected from the Declined Annexation Properties (Group B) at such time as they choose to apply to the District for Inclusion.

Group C: Public Agency Properties

This Group is an aggregation of 12 older Public Agency Properties and one quasi-public use Property (the old Sylvan Schoolhouse and Citrus Heights Community Center that now serves as a Veterans Center) that are receiving water service from the District. This gives cause to conclude that at one time the District had a policy or practice of not requiring these properties to annex as a condition of receiving water service. These public agency properties and their approximate date(s) of development are as follows:

Sunrise Recreation and Park District	4 Parcels	1950, 1973, 1973, 1979
Sylvan Cemetery District	3 Parcels	1875, 1929, 1974
San Juan Unified School District	3 Parcels	1950, 1957, 1959
Sacramento Municipal Utility District	1 Parcel	1962
Veterans Center	1 Parcel	(unknown)
Citrus Heights Water District	1 Parcel*	(1991)

*formerly part of the 1950 SJUSD property noted above

Staff recommends that fees be waived for the Public Agency Properties (Group C).

Group D: Miscellaneous Properties

While this Miscellaneous Properties Group is the largest in terms of the number of parcels at 104, the combined 27.231 acres (0.262 acres on average) is relatively small.

For example, the Kimberly Manor subdivision, developed in 1962, accounts for 47 of these parcels. Second-hand information from the District's first full-time Manager, who began in 1963, is that annexation fees were paid to the District but the process was never completed.

Also, notable is the 1977 Woodson/Dunmore Parcel accounting for 43 of these parcels. This was a landlocked parcel, measuring 100 feet wide by 2,387 feet long behind the rear lots of three subdivisions, two of which receive water service from the District and the third receiving water service from Orange Vale Water Company (OVWC). Woodson and Dunmore divided this 5.480 acre parcel into 54 lots (0.101 acres on average) and sold them to the abutting property owners. 46 of the lots were purchased by District customers and 8 by customers of OVWC. Typically, the owner of the larger 5.480 acre parcel would apply to annex to the District but the fact that there was a likelihood of customers from two different agencies purchasing the smaller lots prohibited that action. Processing and managing the application to annex the 46 lots (now 43 parcels) individually to the District through LAFCo and the District was found to be time consuming and deferred until now.

There are six parcels in Orangevale that were allowed to annex only a portion of their property. This occurred between 1958 and 1979. This practice is no longer allowed and the remainder of those parcels are included in this Group.

In addition, there are two parcels in Orangevale and five in Placer County that paid annexation fees to the District but the filing with LAFCo was deferred pending initiation of this Project.

Lastly, it was discovered that a small portion of a 1970's lot in Carmichael has 0.083 acres outside of the District's 1920 boundary.

Most of the properties in this Group are residential in nature and their current ownership may have changed from the years referenced above.

Staff recommends that fees be waived for the Miscellaneous Properties (Group D).

Group E: Roadways

For several decades annexation of properties has been based on gross acreage including both the legal parcel and one half of the roadway(s) adjacent to said parcel if not already annexed. Past practice did not necessarily follow this methodology and as such there are 15 public roadway areas that need to be annexed into the District.

Staff recommends that fees be waived for the Roadways (Group E).

Group F: Detachments

These three areas proposed for detachment/exclusion from the District are land in which the District does not provide service. One area is now within the Interstate 80 Right-of-Way which does not require water service. The other two areas consist of a small rectangular piece of property in a Safeway parking lot and a small triangular piece of property on the north side of Madison Avenue dating back to 1920, which are provided water service by California American Water Company.

Staff recommends that fees be waived for the Detachments (Group F).

RECOMMENDATION:

1. Annexation (aka: inclusion) fees are to be collected from the Undeveloped Properties (Group A) and Declined Annexation Properties (Group B) at such time as they apply to the District for Inclusion.
2. Annexation (aka: inclusion) fees are to be waived for the Public Agency Properties (Group C), Miscellaneous Properties (Group D), Roadways (Group E) and Detachments (Group F).

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO DELEGATE AUTHORITY TO
RECORD NOTICES OF COMPLETION
STATUS : Action Item
REPORT DATE : October 7, 2019
PREPARED BY : Josh Nelson, Assistant General Counsel

OBJECTIVE:

Consider adopting Resolution 15-2019 delegating authority to record notices of completion for Citrus Heights Water District public works projects to the General Manager or designee.

BACKGROUND AND ANALYSIS:

A notice of completion is an important element of every public works project because it provides certainty regarding the date of the project's completion, and is commonly used as a marker to determine timelines for payment, claims, warranties, statutes of limitations and repose for patent and latent construction defects, among other things. A notice of completion also reduces the time for contractors, subcontractors, material suppliers and equipment lessors to service a stop payment notice and make a payment bond claim.

Currently, the Citrus Heights Water District's (District's) Board of Directors approves the preparation and recordation of notices of completion for the District's public works projects. Requiring Board approval of such notices is time consuming, creates an administrative burden and does not promote operational efficiency. The Board may, at its discretion, delegate its authority to approve notices of completion for District public works projects to a District staff member.

Therefore, staff recommends that the Board consider adopting Resolution 15-2019 to delegate authority to the General Manager or designee to approve and record notices of completion for District public works projects.

RECOMMENDATION:

Adopt Resolution 15-2019 delegating authority to record notices of completion for District public works projects to the General Manager or his or her designee.

ATTACHMENT:

Resolution 15-2019 Delegating Authority to Record Notices of Completion

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 15-2019

RESOLUTION OF THE BOARD OF DIRECTORS
DELEGATING AUTHORITY TO RECORD NOTICES OF COMPLETION
FOR DISTRICT PROJECTS

WHEREAS, a notice of completion is an important element of every public works project because it provides certainty regarding the project's date of completion and is commonly used as a marker to determine timelines for payment, claims, warranties, statutes of limitations and repose for patent and latent construction defects, among other things; and

WHEREAS, a notice of completion also reduces the time for contractors, subcontractors, material suppliers and equipment lessors to service a stop payment notice and make a payment bond claim; and

WHEREAS, requiring Board approval of every notice of completion on District public works projects is time consuming, creates an administrative burden and does not promote operational efficiency; and

WHEREAS, the Board may, at its discretion, delegate its authority to approve notices of completion for District public works projects to a District staff member.

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

Delegation of Authority

Authority to approve and record notices of completion for District public works projects is hereby delegated to the District General Manager or his or her designee.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 16th day of October, 2019 by the following vote, to wit:

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

ATTEST:

MADELINE HENRY, Acting Chief Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A COST-OF-LIVING ADJUSTMENT TO SALARY SCHEDULE, RETIREE INSURANCE BENEFITS AND DIRECTORS' COMPENSATION

STATUS : Action Item

REPORT DATE : October 2, 2019

PREPARED BY : Madeline Henry, Acting Senior Management Analyst/Chief Board Clerk
Susan Talwar, Director of Finance and Administrative Services

OBJECTIVE:

1. Consider amending District Policy No. 4101.A1 to include a Cost-of-Living Adjustment to the District's Salary Schedule effective January 6, 2020;
2. Consider amending District Policy No. 4831, Insurance Benefits for Retirees Retiring After March 19, 1996 for consistency with the amended Salary Schedule.
3. Provide direction to staff regarding a Cost-of-Living Adjustment for Compensation of the Board of Directors.

BACKGROUND AND ANALYSIS:

Cost-of-Living Adjustment to District Salary Schedule

CHWD Policy 4102, Salary Cost of Living Adjustments (COLA), provides for considering a COLA to CHWD's salary schedule upon recommendation by the General Manager and approval by the Board of Directors. The policy directs staff to utilize the Consumer Price Index for All Urban West Consumers (CPI-U), an index of thirteen states, including California, produced by the U.S. Department of Labor. The CPI-U increased by 2.6 percent for the twelve-month period ending in August 2019 (Attachment 1). A significant driver of the year over year increase was the price of housing, which rose by 4.2 percent over the year.

Consistent with policy, the period of August 2018 to August 2019 was utilized. Use of the August CPI-U rate, which was published in September, aligns with the budget development process, as finance staff refines budgetary estimates during the third quarter of each calendar year.

Included with this report is the current Salary Schedule Policy No. 4101.A1 (Attachment 2), and a proposed revised Salary Schedule (Attachment 3) that includes salary range adjustments that reflect the recommended 2.6 percent increase. The revised schedule shows salary ranges based upon hourly rates and a calculated average monthly rate based upon the hourly rate. Dollar amounts on the schedule are rounded to the nearest whole cent or dollar as applicable.

Consistent with past practice, the District's 2020 budget includes a combined increase of up to 4.5 percent in merit adjustments of salary and Cost of Living Adjustments (COLA). The overall adjustment will be a consistent percentage allocation of dollars compared with the 2020 budget. The amended policy would be effective on January 6, 2020, the start of the first full bi-weekly pay period in 2020.

Retiree Insurance Benefits

District Human Resources Policy No. 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 provides that the amount of District financial participation in retiree health insurance set forth in the policy will be amended annually in the amount of the percent change in the CPI-U referenced above. A copy of Policy No. 4831 (Attachment 4) with the monthly amounts amended by a 2.6 percent increase is included with this report.

Cost-of-Living Adjustment for Directors' Compensation

The Board of Directors approved Ordinance No. 01-2017 on April 5, 2017 setting Directors' compensation at \$150.00 per day for attending Board meetings and other Board-sanctioned functions. This amount was an update from the previous rate of \$145 per day set forth in Ordinance 01-2008, approved on January 8, 2008.

Under the current Ordinance and District Board of Directors and Officers Policy 2040 (Attachment 5), changes in compensation of Directors requires approval of the Board of Directors (adoption of a new ordinance adjusting the compensation) during an Open Session at a Regular Meeting held at least 60 days prior to the effective date of the change.

A 2.6 percent COLA increase in Directors' compensation would result in an increase of \$3.90 in the daily compensation rate, making the rate \$153.90.

If the Board wishes to consider adopting an increase in Director's compensation, a new ordinance will need to be prepared for consideration at a future Board meeting. If adopted, the ordinance would go into effect 60 days following adoption, pursuant to provisions of the State Water Code.

RECOMMENDATION:

1. Amend District Policy No. 4101.A1 Salary Schedule (Attachment 3) as presented to include a 2.6 percent Cost-of-Living Adjustment to the District's Salary Schedule effective January 6, 2020; and
2. Amend District Policy 4831 Insurance Benefits for Retirees Retiring After March 19, 1996 (Attachment 4) as presented to include a 2.6 percent Cost-of-Living Adjustment to the monthly insurance benefit amount for retirees to reflect said adjustments in the CPI-U; and
3. Provide direction to staff regarding a Cost-of-Living Adjustment for Compensation of the Board of Directors.

Attachments:

1. Consumer Price Index, West Region - August 2019
2. Policy No. 4101.A1 – Salary Schedule
3. Proposed Policy No 4101.A1 – Salary Schedule
4. Proposed Policy No. 4831 – Retiree Insurance Benefits
5. Policy No. 2040 – Compensation and Reimbursement for Directors and Officers

ACTION:

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

ATTACHMENT 1
Consumer Price Index, West Region - August 2019



For Release: Thursday, September 12, 2019

19-1632-SAN

WESTERN INFORMATION OFFICE: San Francisco, Calif.

Technical information: (415) 625-2270 BLSinfoSF@bls.gov www.bls.gov/regions/west

Media contact: (415) 625-2270

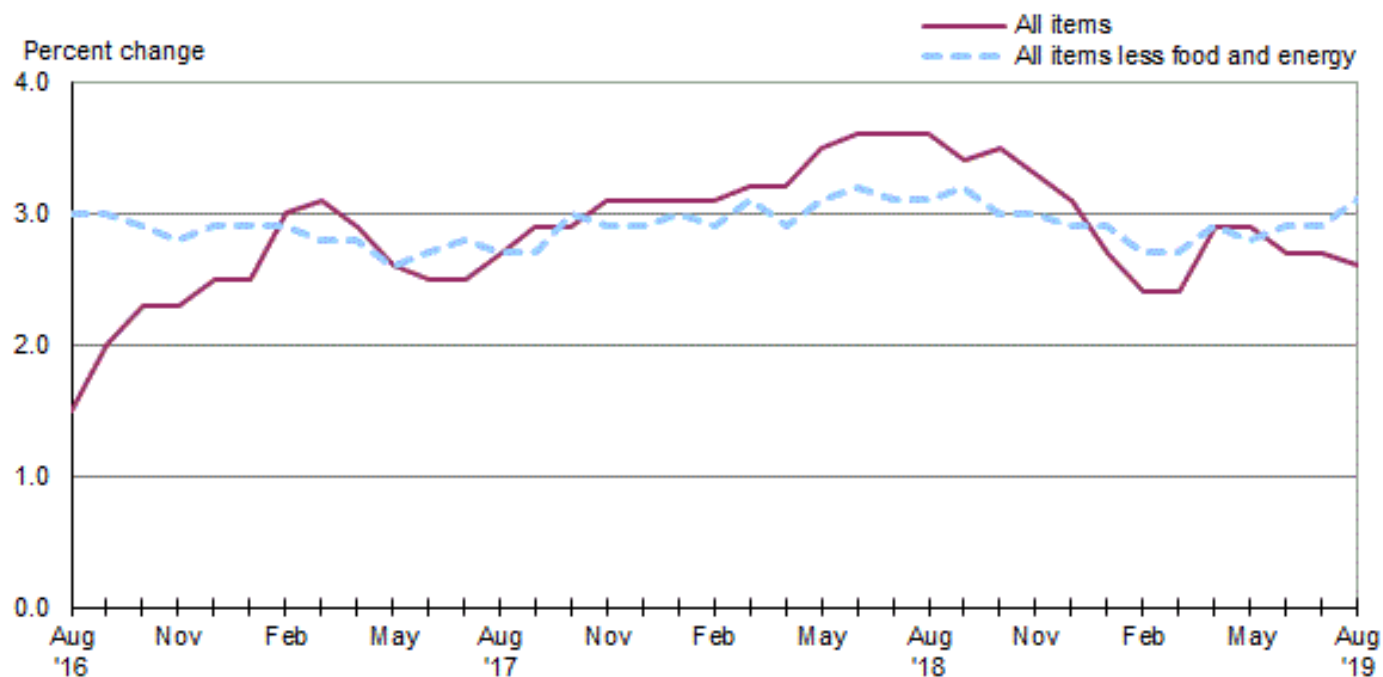
Consumer Price Index, West Region — August 2019

Area prices were up 0.1 percent over the past month, up 2.6 percent from a year ago

Prices in the West Region, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), crept up 0.1 percent in August, the U.S. Bureau of Labor Statistics reported today. (See [table A](#).) The August increase was influenced by higher prices for all items less food and energy. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect seasonal influences.)

Over the last 12 months, the CPI-U increased 2.6 percent. (See [chart 1](#) and [table A](#).) The index for all items less food and energy advanced 3.1 percent over the year. Food prices increased 2.2 percent. Energy prices decreased 2.0 percent, largely the result of a decrease in the price of gasoline. (See [table 1](#).)

Chart 1. Over-the-year percent change in CPI-U, West region, August 2016–August 2019



Source: U.S. Bureau of Labor Statistics.

Food

Food prices edged down 0.1 percent for the month of August. (See [table 1](#).) Prices for food at home decreased 0.4 percent, but prices for food away from home increased 0.2 percent for the same period.

Over the year, food prices increased 2.2 percent. Prices for food away from home advanced 3.5 percent since a year ago, and prices for food at home increased 1.0 percent.

Energy

The energy index decreased 2.1 percent over the month. The decrease was mainly due to lower prices for gasoline (-3.0 percent). Prices for both electricity and natural gas service decreased 0.7 percent for the same period.

Energy prices decreased 2.0 percent over the year, largely due to lower prices for gasoline (-2.6 percent). Prices for natural gas service decreased 8.2 percent, but prices paid for electricity advanced 1.1 percent during the past year.

All items less food and energy

The index for all items less food and energy advanced 0.3 percent in August. Higher prices for medical care (0.6 percent) and shelter (0.4 percent) were partially offset by lower prices for household furnishings and operations (-0.4 percent).

Over the year, the index for all items less food and energy advanced 3.1 percent. Components contributing to the increase included shelter (4.6 percent) and medical care (3.8 percent). Partly offsetting the increases was a price decline in apparel (-1.2 percent).

Table A. West region CPI-U 1-month and 12-month percent changes, all items index, not seasonally adjusted

Month	2015		2016		2017		2018		2019	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January.....	-0.3	0.7	0.5	2.6	0.5	2.5	0.5	3.1	0.2	2.7
February.....	0.6	0.9	0.1	2.1	0.6	3.0	0.5	3.1	0.2	2.4
March.....	0.8	1.1	0.2	1.5	0.3	3.1	0.4	3.2	0.4	2.4
April.....	0.3	1.0	0.5	1.8	0.3	2.9	0.4	3.2	0.8	2.9
May.....	0.8	1.2	0.5	1.5	0.2	2.6	0.5	3.5	0.5	2.9
June.....	0.0	1.1	0.2	1.6	0.0	2.5	0.2	3.6	0.0	2.7
July.....	0.3	1.3	0.1	1.4	0.1	2.5	0.1	3.6	0.0	2.7
August.....	-0.1	1.3	0.0	1.5	0.2	2.7	0.2	3.6	0.1	2.6
September.....	-0.2	1.0	0.3	2.0	0.5	2.9	0.3	3.4		
October.....	0.0	1.1	0.3	2.3	0.3	2.9	0.4	3.5		
November.....	-0.2	1.5	-0.2	2.3	0.0	3.1	-0.2	3.3		
December.....	-0.1	1.8	0.0	2.5	0.1	3.1	-0.2	3.1		

The September 2019 Consumer Price Index for the West Region is scheduled to be released on October 10, 2019.

Technical Note

The Consumer Price Index (CPI) is a measure of the average change in prices over time in a fixed market basket of goods and services. The Bureau of Labor Statistics publishes CPIs for two population groups: (1) a CPI for All Urban Consumers (CPI-U) which covers approximately 93 percent of the total population and (2) a CPI for Urban Wage Earners and Clerical Workers (CPI-W) which covers 29 percent of the total

population. The CPI-U includes, in addition to wage earners and clerical workers, groups such as professional, managerial, and technical workers, the self-employed, short-term workers, the unemployed, and retirees and others not in the labor force.

The CPI is based on prices of food, clothing, shelter, and fuels, transportation fares, charges for doctors' and dentists' services, drugs, and the other goods and services that people buy for day-to-day living. Each month, prices are collected in 75 urban areas across the country from about 5,000 housing units and approximately 22,000 retail establishments--department stores, supermarkets, hospitals, filling stations, and other types of stores and service establishments. All taxes directly associated with the purchase and use of items are included in the index.

The index measures price changes from a designated reference date (1982-84) that equals 100.0. An increase of 16.5 percent, for example, is shown as 116.5. This change can also be expressed in dollars as follows: the price of a base period "market basket" of goods and services in the CPI has risen from \$10 in 1982-84 to \$11.65. For further details see the CPI home page on the Internet at www.bls.gov/cpi and the BLS Handbook of Methods, Chapter 17, The Consumer Price Index, available on the Internet at www.bls.gov/opub/hom/homch17_a.htm.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The West Region covered in this release is comprised of the following thirteen states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods West (1982-84=100 unless otherwise noted)

Item and Group	Indexes			Percent change from-		
	Jun. 2019	Jul. 2019	Aug. 2019	Aug. 2018	Jun. 2019	Jul. 2019
Expenditure category						
All Items.....	270.957	271.029	271.264	2.6	0.1	0.1
All items (December 1977=100).....	437.988	438.103	438.483			
Food and beverages	265.355	265.981	265.684	2.1	0.1	-0.1
Food	265.176	265.820	265.531	2.2	0.1	-0.1
Food at home	250.038	250.450	249.406	1.0	-0.3	-0.4
Cereals and bakery products	264.712	267.252	265.039	2.3	0.1	-0.8
Meats, poultry, fish, and eggs.....	258.131	257.627	257.263	-0.6	-0.3	-0.1
Dairy and related products	228.742	229.565	232.001	3.0	1.4	1.1
Fruits and vegetables.....	331.796	335.658	332.753	2.3	0.3	-0.9
Nonalcoholic beverages and beverage materials.....	173.807	173.183	171.176	0.0	-1.5	-1.2
Other food at home	214.621	213.575	212.771	0.5	-0.9	-0.4
Food away from home.....	284.858	285.801	286.485	3.5	0.6	0.2
Alcoholic beverages	264.303	264.692	264.307	1.6	0.0	-0.1
Housing	298.844	300.107	301.000	4.2	0.7	0.3
Shelter	345.131	346.749	348.257	4.6	0.9	0.4
Rent of primary residence(1).....	365.456	367.222	368.205	4.8	0.8	0.3
Owners' equiv. rent of residences(1)(2)....	362.056	363.373	364.784	4.5	0.8	0.4
Owners' equiv. rent of primary residence(1)(2).....	362.070	363.387	364.792	4.5	0.8	0.4
Fuels and utilities.....	308.287	310.304	309.466	0.8	0.4	-0.3
Household energy	260.849	263.307	261.438	-1.0	0.2	-0.7
Energy services(1)	263.219	265.733	263.965	-0.9	0.3	-0.7
Electricity(1).....	297.814	299.276	297.286	1.1	-0.2	-0.7
Utility (piped) gas service(1).....	196.190	201.779	200.433	-8.2	2.2	-0.7
Household furnishings and operations	133.881	133.648	133.167	3.7	-0.5	-0.4
Apparel	116.627	114.572	115.220	-1.2	-1.2	0.6
Transportation	224.419	221.551	219.655	0.2	-2.1	-0.9
Private transportation	219.151	217.085	215.380	0.2	-1.7	-0.8
New and used motor vehicles(3).....	100.820	101.437	101.234	0.5	0.4	-0.2
New vehicles	148.396	148.020	147.708	1.2	-0.5	-0.2
New cars and trucks(3)(4).....	103.042	102.785	102.566	1.2	-0.5	-0.2
New cars(4).....	146.120	146.176	146.207	2.0	0.1	0.0
Used cars and trucks.....	135.604	137.543	138.797	2.4	2.4	0.9
Motor fuel	282.052	271.868	263.895	-2.7	-6.4	-2.9
Gasoline (all types).....	281.204	270.957	262.925	-2.6	-6.5	-3.0
Gasoline, unleaded regular(4).....	278.231	267.890	259.833	-2.8	-6.6	-3.0
Gasoline, unleaded midgrade(4)(5)....	268.635	259.061	252.338	-1.9	-6.1	-2.6
Gasoline, unleaded premium(4).....	274.354	265.401	257.964	-2.1	-6.0	-2.8
Motor vehicle insurance(6).....	848.406	847.192	846.586	0.7	-0.2	-0.1
Medical Care	507.872	509.995	513.165	3.8	1.0	0.6
Medical care commodities.....	386.900	388.206	392.902	2.0	1.6	1.2
Medical care services.....	546.057	548.445	551.076	4.3	0.9	0.5
Professional services	359.820	359.806	359.808	1.6	0.0	0.0
Recreation(3).....	114.477	114.362	114.405	0.4	-0.1	0.0
Education and communication(3).....	137.108	137.607	138.033	0.6	0.7	0.3
Tuition, other school fees, and child care(6) .	1,470.221	1,475.057	1,482.731	3.4	0.9	0.5
Other goods and services	446.371	448.392	450.917	3.3	1.0	0.6
Commodity and Service Group						
All Items.....	270.957	271.029	271.264	2.6	0.1	0.1
Commodities	188.537	187.703	187.223	1.1	-0.7	-0.3

Note: See footnotes at end of table.

Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods West (1982-84=100 unless otherwise noted) - Continued

Item and Group	Indexes			Percent change from-		
	Jun. 2019	Jul. 2019	Aug. 2019	Aug. 2018	Jun. 2019	Jul. 2019
Commodities less food & beverages.....	150.255	148.918	148.394	0.3	-1.2	-0.4
Nondurables less food & beverages	199.088	196.202	194.665	-0.6	-2.2	-0.8
Nondurables less food, beverages, and apparel	256.935	253.475	250.370	-0.4	-2.6	-1.2
Durables	106.688	106.584	106.852	1.6	0.2	0.3
Services.....	347.500	348.499	349.461	3.5	0.6	0.3
Rent of shelter(2).....	367.550	369.260	370.879	4.6	0.9	0.4
Transportation services	325.504	322.397	321.034	0.9	-1.4	-0.4
Other services	356.563	357.133	357.889	1.7	0.4	0.2
Special aggregate indexes:						
All items less medical care	260.120	260.103	260.212	2.5	0.0	0.0
All items less food	272.040	272.022	272.339	2.7	0.1	0.1
All items less shelter.....	241.887	241.338	241.063	1.5	-0.3	-0.1
Commodities less food	154.502	153.199	152.675	0.4	-1.2	-0.3
Nondurables	232.620	231.325	230.342	0.9	-1.0	-0.4
Nondurables less food.....	204.046	201.333	199.853	-0.4	-2.1	-0.7
Nondurables less food and apparel.....	257.326	254.234	251.390	-0.2	-2.3	-1.1
Services less rent of shelter(2).....	360.887	361.099	361.338	2.0	0.1	0.1
Services less medical care services.....	333.608	334.514	335.364	3.4	0.5	0.3
Energy	277.892	272.575	266.906	-2.0	-4.0	-2.1
All items less energy	272.707	273.171	273.838	2.9	0.4	0.2
All items less food and energy	274.823	275.257	276.089	3.1	0.5	0.3
Commodities less food and energy commodities	140.433	140.168	140.533	1.1	0.1	0.3
Energy commodities.....	286.653	276.455	268.359	-2.7	-6.4	-2.9
Services less energy services.....	353.727	354.648	355.764	3.7	0.6	0.3

Footnotes

(1) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.

(2) Indexes on a December 1982=100 base.

(3) Indexes on a December 1997=100 base.

(4) Special index based on a substantially smaller sample.

(5) Indexes on a December 1993=100 base.

(6) Indexes on a December 1977=100 base.

- Data not available

Regions defined as the four Census regions. West includes Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

NOTE: Index applies to a month as a whole, not to any specific date. Data not seasonally adjusted.

ATTACHMENT 2
Policy No. 4101.A1 – 2019 Salary Schedule

Attachment 4101.A1 SALARY SCHEDULE ADOPTED AUGUST 21, 2019

HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2019 Base Hourly	2019 Base Monthly	2019 Maximum Hourly	2019 Maximum Monthly
<u>Organizational Leadership</u>				
General Manager (E)	80.44	13,943.39	108.60	18,824.49
Assistant General Manager (E)	67.36	11,676.44	90.95	15,763.93
<u>Accounting Series</u>				
Director of Finance/ Director of Finance and Administrative Services/ Director of Administrative Services (E)	61.24	10,614.61	82.68	14,331.01
Accounting Manager /Principal Accountant (E)	44.86	7,776.33	60.56	10,497.04
Senior Accountant (E)	38.39	6,653.88	51.82	8,981.45
Accountant	34.90	6,049.48	47.11	8,165.79
<u>Customer Service Series</u>				
Senior Customer Services Specialist	33.37	5,784.94	45.06	7,811.24
Customer Service Specialist	30.16	5,228.31	40.73	7,059.87
Customer Service Technician II	27.43	4,754.35	37.02	6,416.90
Customer Service Technician I	24.93	4,320.80	33.66	5,834.54
<u>Engineering Technical Series</u>				
Project Manager (E)	51.91	8997.73	70.08	12,147.20
Engineering Supervisor/Principal GIS Specialist (E)	40.43	7007.86	54.58	9460.53
Engineering/GIS Specialist	35.16	6094.40	47.47	8228.13
Engineering/GIS Technician	31.96	5,539.73	43.15	7,479.33
Engineering Aide	27.79	4,816.93	37.53	6,505.20
<u>Construction Inspection Series</u>				
Construction Inspection Supervisor/Principal Construction Inspector (E)	39.32	6,815.54	53.09	9,201.90
Senior Construction Inspector	34.19	5,926.40	46.16	8,000.45
Construction Inspector	31.09	5,388.14	41.97	7,274.81
<u>Engineering Series</u>				
Director of Engineering /District Engineer (E)	67.36	11,676.44	90.95	15,763.93
Principal Civil Engineer (E)	61.24	10,614.61	82.68	14,331.01

HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2019 Base Hourly	2019 Base Monthly	2019 Maximum Hourly	2019 Maximum Monthly
Senior Civil Engineer (E)	55.68	9,651.98	75.16	13,028.52
Associate Civil Engineer (E)	50.62	8,773.86	68.33	11,843.61
Assistant Civil Engineer	44.02	7,629.37	59.43	10,300.47
Assistant Engineer	35.16	6,093.57	47.53	8,239.27
<u>Information Technology (IT) Series</u>				
Information Technology Manager (E)	48.02	8,323.78	64.83	11,237.38
Principal Information Technology Analyst (E)	43.66	7,566.91	58.93	10,214.13
Senior Information Technology Analyst	39.68	6,878.00	53.58	9,286.41
Information Technology Analyst	36.08	6,253.40	48.83	8,463.40
Information Technology Technician	30.07	5,211.78	40.59	7,035.99
<u>Management Services (MS) Series</u>				
Administrative Services Manager /Chief Board Clerk (E)	45.39	7,867.60	61.29	10,623.60
Senior Management Analyst (E)	39.47	6,841.46	53.30	9,238.66
Management Analyst	35.88	6,219.20	48.45	8,398.00
Management Technician	32.63	5,655.86	44.04	7,633.60
<u>Water Distribution Series</u>				
Director of Operations (E)	61.24	10,614.61	82.68	14,331.01
Water Distribution Supervisor (E)	46.45	8,051.89	62.71	10,869.96
Assistant Water Distribution Supervisor	39.71	6,883.51	53.61	9,291.92
Water Distribution Lead Worker/Operator	34.54	5,987.02	46.61	8,079.45
Water Distribution Operator II	31.39	5,441.41	42.38	7,346.46
Water Distribution Operator I	28.54	4,947.24	38.53	6,677.76
Water Distribution Worker	20.60	3,571.27	27.80	4,818.64
<u>Operations Specialist Series</u>				
Principal Operations Specialist	46.45	8,051.89	62.71	10,869.96
Senior Operations Specialist	42.22	7,318.90	57.00	9,879.78

HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2019 Base Hourly	2019 Base Monthly	2019 Maximum Hourly	2019 Maximum Monthly
Operations Specialist	36.26	6,284.63	48.94	8,483.60
Operations Technician	32.96	5,713.30	44.50	7,713.87
<u>Water Efficiency Series</u>				
Water Efficiency Supervisor (E)	36.38	6,306.67	49.11	8,513.00
Senior Water Efficiency Specialist	31.64	5,483.66	42.71	7,403.41
Water Efficiency Specialist	28.75	4,983.98	38.83	6,731.04
Water Efficiency Technician	26.15	4,532.06	35.29	6,117.45
<u>Water Resources Series</u>				
Water Resources Supervisor/Chief Operator (E)	46.45	8,051.89	62.71	10,869.96
Water Resources Specialist	33.01	5,722.48	44.57	7,724.89
Water Resources Technician	30.01	5,202.59	40.51	7,021.29
<u>Miscellaneous Series</u>				
Intern	11.93	2,068.54	23.86	4,135.25

(E) = Exempt

*Monthly Salaries are average monthly compensation over a 12-month period based on the Hourly Salary Range.

ATTACHMENT 3
Proposed Policy No 4101.A1 – Salary Schedule

Attachment 4101.A1 SALARY SCHEDULE PROPOSED- EFFECTIVE JANUARY 6, 2020

HOURLY AND MONTHLY* SALARY RANGE				
JOB TITLE / JOB CLASS	2020 Base Hourly	2020 Base Monthly	2020 Maximum Hourly	2020 Maximum Monthly
<u>Organizational Leadership</u>				
General Manager (E)	82.53	14,305.92	111.42	19,313.93
Assistant General Manager (E)	69.11	11,980.03	93.31	16,173.79
<u>Accounting Series</u>				
Director of Finance/ Director of Finance and Administrative Services/ Director of Administrative Services (E)	62.83	10,890.59	84.83	14,703.62
Accounting Manager /Principal Accountant (E)	46.03	7,978.51	62.13	10,769.96
Senior Accountant (E)	39.39	6,826.88	53.17	9,214.97
Accountant	35.81	6,206.77	48.33	8,378.10
<u>Customer Service Series</u>				
Senior Customer Services Specialist	34.24	5,935.35	46.23	8,014.33
Customer Service Specialist	30.94	5,364.25	41.79	7,243.43
Customer Service Technician II	28.14	4,877.96	37.98	6,583.74
Customer Service Technician I	25.58	4,433.14	34.54	5,986.24
<u>Engineering Technical Series</u>				
Project Manager (E)	53.26	9,231.67	71.90	12,463.03
Engineering Supervisor/Principal GIS Specialist (E)	41.48	7,190.06	56.00	9,706.50
Engineering/GIS Specialist	36.07	6,252.85	48.70	8,442.06
Engineering/GIS Technician	32.79	5,683.76	44.27	7,673.79
Engineering Aide	28.51	4,942.17	38.51	6,674.34
<u>Construction Inspection Series</u>				
Construction Inspection Supervisor/Principal Construction Inspector (E)	40.34	6,992.74	54.47	9,441.15
Senior Construction Inspector	35.08	6,080.49	47.36	8,208.46
Construction Inspector	31.90	5,528.23	43.06	7,463.96

Engineering Series

HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2020 Base Hourly	2020 Base Monthly	2020 Maximum Hourly	2020 Maximum Monthly
Director of Engineering /District Engineer (E)	69.11	11,980.03	93.31	16,173.79
Principal Civil Engineer (E)	62.83	10,890.59	84.83	14,703.62
Senior Civil Engineer (E)	57.13	9,902.93	77.11	13,367.26
Associate Civil Engineer (E)	51.94	9,001.98	70.11	12,151.54
Assistant Civil Engineer	45.16	7,827.73	60.98	10,568.28
Assistant Engineer	36.07	6,252.00	48.77	8,453.49
<u>Information Technology (IT) Series</u>				
Information Technology Manager (E)	49.27	8,540.20	66.52	11,529.55
Principal Information Technology Analyst (E)	44.80	7,763.65	60.46	10,479.70
Senior Information Technology Analyst	40.71	7,056.83	54.97	9,527.86
Information Technology Analyst	37.02	6,415.99	50.10	8,683.45
Information Technology Technician	30.85	5,347.29	41.65	7,218.93
<u>Management Services (MS) Series</u>				
Administrative Services Manager /Chief Board Clerk (E)	46.57	8,072.16	62.88	10,899.81
Senior Management Analyst (E)	40.50	7,019.34	54.69	9,478.87
Management Analyst	36.81	6,380.90	49.71	8,616.35
Management Technician	33.48	5,802.91	45.19	7,832.07
<u>Water Distribution Series</u>				
Director of Operations (E)	62.83	10,890.59	84.83	14,703.62
Water Distribution Supervisor (E)	47.66	8,261.24	64.34	11,152.58
Assistant Water Distribution Supervisor	40.74	7,062.48	55.00	9,533.51
Water Distribution Lead Worker/Operator	35.44	6,142.68	47.82	8,289.52
Water Distribution Operator II	32.21	5,582.89	43.48	7,537.47
Water Distribution Operator I	29.28	5,075.87	39.53	6,851.38
Water Distribution Worker	21.14	3,664.12	28.52	4,943.92

HOURLY AND MONTHLY* SALARY RANGE

JOB TITLE / JOB CLASS	2020 Base Hourly	2020 Base Monthly	2020 Maximum Hourly	2020 Maximum Monthly
<u>Operations Specialist Series</u>				
Principal Operations Specialist	47.66	8,261.24	64.34	11,152.58
Senior Operations Specialist	43.32	7,509.19	58.48	10,136.65
Operations Specialist	37.20	6,448.03	50.21	8,704.17
Operations Technician	33.82	5,861.85	45.66	7,914.43
<u>Water Efficiency Series</u>				
Water Efficiency Supervisor (E)	37.33	6,470.64	50.39	8,734.34
Senior Water Efficiency Specialist	32.46	5,626.24	43.82	7,595.90
Water Efficiency Specialist	29.50	5,113.56	39.84	6,906.05
Water Efficiency Technician	26.83	4,649.89	36.21	6,276.50
<u>Water Resources Series</u>				
Water Resources Supervisor/Chief Operator (E)	47.66	8,261.24	64.34	11,152.58
Water Resources Specialist	33.87	5,871.26	45.73	7,925.74
Water Resources Technician	30.79	5,337.86	41.56	7,203.84
<u>Miscellaneous Series</u>				
Intern	12.24	2,122.32	24.48	4,242.77

(E) = Exempt

*Monthly Salaries are average monthly compensation over a 12-month period based on the Hourly Salary Range.

ATTACHMENT 4
Proposed Policy No. 4831 – Retiree Insurance Benefits

4831.00

INSURANCE BENEFITS FOR RETIREES

For employees hired prior to January 31, 2019 who have not opted into the District's health reimbursement account benefit program, the District will participate in the cost of health, dental and vision insurance coverage for retired employees and their qualified spouse, registered domestic partner, and dependents based upon length of employment with the District. Employees hired on or after January 31, 2019 will have the option of the District's health reimbursement account benefit, but no other retiree insurance benefits under this Policy.

4831.10 Length of Employment And Eligibility

For the purpose of calculating the length of employment to determine the District's participation in the cost of insurance benefits for retirees, total employment calculated/credited by PERS as years of service as an employee of Citrus Heights Water District shall be the basis and shall not include credit for years of service attributed to accrued sick leave or credit for purchased years of service time. Such employment shall be cumulative and need not be continuous. No credit will be provided for employment with the District in a Temporary capacity.

Employees must have been employed by the District for a minimum of twenty (20.00) years to qualify for benefits under this Policy and must enroll in Medicare/utilize Medicare as primary upon reaching Medicare eligibility. Employees retiring from the District with less than twenty (20.00) years of service do not qualify for benefits under this Policy.

4831.20 Application of Policy

This policy shall apply to employees retiring from the District following the date of its adoption, March 19, 1996.

Insurance benefits afforded to employees that retired prior to the adoption of this policy shall continue to be governed by the policies, terms, or conditions existing at the time of said prior retirements (see Policy 4830).

4831.30 Qualification of Spouse/Registered Domestic Partner/Dependents

The spouse, registered domestic partner and/or dependents of the employee as of the date of retirement from the District are eligible to participate in the benefits of this Policy. A spouse, registered domestic partner and/or dependents added after retirement are not eligible for participation. Qualified dependent children are eligible to participate up to the age limits as defined by state and/or federal health care regulations.

4831.40 Selection of Benefits

A retiree can choose either to obtain health, dental and vision insurance on their own for themselves and their qualified dependents or, at the time of retirement, the retiree and each dependent covered under the District's insurance plans, while the retiree was on active

status, will be offered the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) option to continue health insurance coverage under the “qualifying event” provision as set forth in the law.

Retirees or their surviving dependents, as defined in Section 4831.30 of this policy, shall be eligible to receive reimbursement from the District in an amount not to exceed the maximum District financial participation shown in Section 4831.50 of this Policy. Reimbursement shall be made only upon presentation of written proof of coverage and proof of payment in a form acceptable to the District. Written proof of coverage must be provided to the Human Resources Department at the beginning of each calendar year before any reimbursement will be issued for the remainder of that year.

4831.50 District Participation

The District's financial participation under this Policy is dependent upon the length of employment with the District as follows:

<u>Length of Employment</u>	<u>Maximum Monthly District Participation</u>
20.00 years	\$350.00 <u>359.00</u>
25.00 years	\$393.00 <u>403.00</u>
30.00 years	\$439.00 <u>450.00</u>

No credit, cash back refund, or other consideration will be provided for any unused portion of the maximum District participation.

The Maximum Monthly District Participation shall be amended as of and effective January 1 of each year by the percent change in the Consumer Price Index for All Urban West Consumers (CPI-U) during the latest twelve month reporting period (typically October to October) unless otherwise determined by the Board of Directors. Said amendments shall be rounded up to the nearest whole dollar amount.

Unless otherwise directed by the Board of Directors, the monthly amount of reimbursement received by eligible retirees will be increased by any increase pursuant to the paragraph above, but will not be reduced by a decrease in the Maximum Monthly District Participation amount.

The District shall report contributions and make withholdings from contributions in accordance with applicable requirements of the Internal Revenue Service, the California State Franchise Tax Board and any and all other legal requirements. Retirees bear sole responsibility for the tax consequences of District contributions.

4831.85 Death of Retiree

In the event of a retiree’s death, a surviving qualified spouse, registered domestic partner, and/or dependents may choose to continue to participate in the benefits of this Policy. A spouse that remarries or a registered domestic partner that enters into another domestic

partnership or marries is no longer eligible for participation.

4831.86 Death of Qualified Employee

In the event of the death, prior to retirement, of a District employee who otherwise has met the length of employment requirements necessary to qualify for insurance benefits for retirees, the surviving spouse, registered domestic partner and/or dependents may choose to participate in the benefits under the terms of this Policy.

4831.90 Amendments

The District reserves the right to amend or discontinue this Policy at its sole discretion at any time.

DRAFT

ATTACHMENT 5
Policy No. 2040 – Compensation and Reimbursement for
Directors and Officers

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS
POLICY TITLE : COMPENSATION AND REIMBURSEMENT FOR DIRECTORS
AND OFFICERS
POLICY NUMBER : 2040
DATE ADOPTED : MARCH 7, 1995
DATE AMENDED : SEPTEMBER 14, 2004
AMENDMENTS :

2040.00 DIRECTOR'S COMPENSATION

Each member of the Board of Directors, upon submittal of a monthly "Statement of Meetings Attended & Claim for Director's Compensation" (See attachment 2040.A2) to the District Secretary, shall be entitled to receive compensation, in a dollar amount as specified by Citrus Heights Water District Ordinance Fixing the Compensation of the Board of Directors, per day or partial day for attendance at meetings of the Board and District related functions. Compensation will be limited to a total of ten (10) days in any calendar month.

Changes in the compensation of Board members shall require the approval of the Board during an Open Session at a Regular Meeting of the Board of Directors held at least 60 days prior to the effective date of the change in compensation (see Water Code Section 20204 et seq. and Policy No. 2100).

Review of the Ordinance Fixing the Compensation of the Board of Directors shall be performed annually during an Open Session at a Regular Meeting of the Board of Directors, concurrent with the annual review of the Salary Schedule for District employees.

2040.10 Officer's Compensation

The Board appointed District Secretary, District Treasurer, and District Assessor/Collector shall not be compensated for their duties as District Officers.

2040.20 Reimbursement

District Officers and each member of the Board of Directors shall be entitled to reimbursement for actual and necessary expenses incurred in performance of their duties required or authorized by the Board. Reimbursements shall be subject to written documentation and shall be limited to imposed maximums (i.e.: meal expenses, travel expenses, etc.).

2040.30 Approval

Reimbursement pursuant to Section 2040.20 for actual and necessary expenses to the Directors and Officers shall be reviewed and approved monthly by the Board of Directors as part of their review of the Treasurer's report and accounts payable.

2040.90 Reporting

An annual report shall be prepared by the Treasurer quantifying meeting attendance, compensation, and expenses for members of the Board of Directors and District Officers.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 16, 2019 MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO FILL THREE VACANT SEATS ON THE CUSTOMER ADVISORY COMMITTEE AND ADD AN EX-OFFICIO SEAT FOR SACRAMENTO METROPOLITAN FIRE

STATUS : Action Item

REPORT DATE : October 10, 2019

PREPARED BY : Madeline Henry, Acting Senior Management Analyst/Chief Board Clerk

OBJECTIVE:

1. Consider appointing Andrew Johnson, Pamela Shulz, Debra Walker and Alan Utzig to fill vacant residential seats on the Customer Advisory Committee.
2. Consider approving Resolution 16-2019 Establishing a Customer Advisory Committee

BACKGROUND AND ANALYSIS:

Resolution 04-2018 created a 23 seat Customer Advisory Committee (CAC) made up of 19 voting members and four ex-officio members, including:

1. 16 seats for residential customers located throughout the CHWD service area;
2. Three seats representing commercial interests from the Citrus Heights Chamber of Commerce, the Sunrise MarketPlace, and the Auburn Boulevard Business Association, respectively; and
3. Four ex-officio seats for the San Juan Unified School District, the Sunrise Parks and Recreation District, Sylvan Cemetery District, and the City of Citrus Heights.

Filling Vacant CAC Seats

In the instance that a member resigns, Resolution 04-2018 states that “CHWD shall take any steps necessary to fill the vacancy.”

At the conclusion of the Project 2030 Phase of the CAC four CAC members informed staff of their resignation from the CAC. Bren Martinez (Division 2), David Paige (1), Aimee Pfaff (Division 1), Peg Pinard (Division 2) resigned from the CAC for various personal reasons.

Based on past direction from the Board of Directors at the September 18, 2018 meeting and due to limited time before the October 23, 2019 CAC Meeting, staff has revisited the list of original CAC applications and are recommending the appointment of Andrew Johnson (Division 2), Pamela Shulz (Division 2), Debra Walker (Division 1) and Alan Utzig (Division 1) to fill vacant residential seats on the Customer Advisory Committee.

At the September 18, 2018 Board Meeting, Andrew Johnson of the Orangevale Southwest Neighborhood was approved by the Board from the original CAC applicant pool to serve as alternates. With Mr. Johnson as the remaining CAC alternate, staff recommends that he be appointed to the CAC to fill one of the vacant residential seats.

In order to fill the remaining three seats, staff recommends appointing Pamela Shulz (Division 2), Debra

Walker (Division 1) and Alan Utzig (Division 1). Each of these candidates submitted complete applications. Staff has confirmed with the candidates that they are available to serve on the CAC if appointed.

Adding an Ex-Officio Seat for Sacramento Metropolitan Fire

At a recent Citrus Heights Chamber of Commerce Government Affairs Committee Meeting the Sacramento Metropolitan Fire District provided valuable input on the District’s Meter Replacement Program. Given that CHWD has appointed other local government agencies within the District (San Juan Unified School District, Sylvan Cemetery District, Sunrise Recreation and Parks District, and the City) to ex-officio seats on the CAC, staff recommends adding an ex-officio seat for Sacramento Metropolitan Fire District as well.

Resolution 16-2019 amends Resolution 04-2018 to update information about the Meter Replacement Program and add an Ex-Officio Institutional seat for Sacramento Metropolitan Fire District.

RECOMMENDATION:

1. Appoint Andrew Johnson, Pamela Shulz, Debra Walker and Alan Utzig to fill vacant residential seats on the Customer Advisory Committee.
2. Adopt Resolution 16-2019 Amending the Customer Advisory Committee Membership.

ATTACHMENTS:

1. Andrew Johnson, Customer Advisory Committee Application
2. Pamela Shulz ,Customer Advisory Committee Application
3. Debra Walker, Customer Advisory Committee Application
4. Alan Utzig, Customer Advisory Committee Application
5. Redlined Resolution 04-2018 Establishing a Customer Advisory Committee
6. Resolution 16-2019 Establishing a Customer Advisory Committee

ACTION:

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

ATTACHMENT 1

Andrew Johnson, Customer Advisory Committee Application



Customer Advisory Committee Application

Date:10/26/2017 10:00:29 PM

Name:

Johnson, Andrew

Address:

Email:

Phone Number:

Occupation:

Engineer (Civil, Electrical, Mechanical)

How long have you been a CHWD customer?

10-20 years

OPTIONAL: In 50 words or less, please tell us why you would like to join the Customer Advisory Committee.

To contribute and participate as a CHWD customer, engineer, and member of our community concerned with our community receiving and CHWD being able to provide safe water on a reliable water infrastructure system, and that costs to engineer, construct, maintain, and repair the water system are balanced and well-planned.

ATTACHMENT 2

Pamela Schulz, Customer Advisory Committee Application



Customer Advisory Committee Application

Date: 08/10/2017 10:10 PM

Name:

Schulz, Pamela

Address

Email:

Phone Number:

Occupation: Other

How long have you been a CHWD customer?

20-30 years

OPTIONAL: In 50 words or less, please tell us why you would like to join the Customer Advisory Committee.

I would like to get involved in my city to help mske a difference. However, if the meetings are in Monday evenings I won't be able to due to a prior commitment.

ATTACHMENT 3

Alan Utzig, Customer Advisory Committee Application



Customer Advisory Committee Application

Date:11/09/2017 8:21 PM

Name:

Utzig, Alan

Address

Email:

Phone Number:

Occupation: Retired

How long have you been a CHWD customer?

30+ years

OPTIONAL: In 50 words or less, please tell us why you would like to join the Customer Advisory Committee.

An opportunity to give something back to our community. In the past, I have participated in several other community organizations and would welcome the opportunity to serve again.

ATTACHMENT 4

Debra Walker, Customer Advisory Committee Application



Customer Advisory Committee Application

Date:10/12/2017 10:59 AM

Name:

Walker, Debra

Address

Email:

Phone Number:

Occupation: Healthcare

How long have you been a CHWD customer?

0-10 years

OPTIONAL: In 50 words or less, please tell us why you would like to join the Customer Advisory Committee.

As a new Citrus Heights homeowner (September 2016), I would like to contribute to decisions made in my community that will affect me in the years ahead.

ATTACHMENT 5
Red-lined Resolution 04-2018 Establishing
a Customer Advisory Committee

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. ~~04-2018~~06-2019

RESOLUTION OF THE BOARD OF DIRECTORS
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

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

WHEREAS, CHWD provides drinking water to an estimated service area population of 67,000 customers via approximately 19,600 water service connections in Sacramento and Placer Counties and has responsibility for operating, maintaining and planning for the replacement of its water assets, including water mains; and

WHEREAS, CHWD anticipates that, beginning in 2030, it will be necessary to replace many aging water mains, the majority of which were installed between 1960 and 1985 by private developers and later became donated assets to CHWD; and

WHEREAS, on October 18, 2017, the CHWD Board of Directors approved an agreement with Harris & Associates for the Project 2030 Water Main Replacement Study, known as “Project 2030”; and

WHEREAS, Project 2030 will include a public engagement and stakeholder outreach process in which a Project 2030 Customer Advisory Committee focus group (the “CAC”) will consider various alternatives, funding options and recommendations and will develop a formal recommendation for CHWD’s water main replacement strategy for consideration by the Board of Directors, and

WHEREAS, the CAC also will provide further stakeholder input on the development of the Meter Replacement Program, which is a multi-agency effort to develop strategies for the regular replacement of water meters expected to start before the end of 2019~~8~~; and

WHEREAS, the Meter Replacement Program is projected to take 18 months beginning in 2019~~8~~ and the CAC would be empaneled for the duration of that time and consist of 2~~54 members; and~~

WHEREAS, on December 20, 2017, the Board of Directors selected 17 applicants for appointment to the CAC and agreed by consensus to expand the appointees to 19 members to include one Citrus Heights Chamber of Commerce representative and one Sunrise MarketPlace representative to represent large commercial accounts, and to provide three additional ex-officio seats for representatives of the San Juan Unified School District, the Sunrise Parks and Recreation District, and the Sylvan Cemetery District; and

WHEREAS on March 21, 2018, the Board of Directors agreed to revise the appointment

of one applicant to serve as the Auburn Boulevard Business Association representative, and to provide an additional ex-officio seat for a representative of the City of Citrus Heights; and

WHEREAS on October 16, 2019, the Board of Directors has decided to add an additional Institutional Ex-Officio Member designated for the Sacramento Metropolitan Fire District;

WHEREAS, the CAC may be called upon by the Board of Directors or staff to provide further stakeholder input on strategic programs of the District; and

WHEREAS, the Board of Directors wishes to establish the CAC and governing principles that will guide the CAC's activities.

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

Section 1. Establishment and Purpose

The ~~Project 2030~~ Customer Advisory Committee (the "CAC") is hereby established as set forth herein. The general purpose of the CAC is to consider various policy alternatives, funding options and recommendations to develop a formal recommendation for CHWD's water main replacement strategy for consideration by the CHWD Board of Directors. The CAC also will provide stakeholder input on the development of the multi-agency Meter Replacement Program, ~~effort which will to~~ develop strategies for the regular replacement of water meters ~~expected to start before the end of 2018~~. The CAC will further provide input on other CHWD matters as requested by the Board of Directors or staff.

Section 2. Membership.

The CAC shall include 19 voting members, appointed as follows:

- A. Residential
Sixteen (16) members appointed by the CHWD Board of Directors.
- B. Significant Commercial Accounts
One (1) Citrus Heights Chamber of Commerce representative.
One (1) Sunrise MarketPlace representative.
One (1) Auburn Boulevard Business Association representative.
- C. Ex-Officio Members – Institutional
One (1) representative from San Juan Unified School District.
One (1) representative from Sunrise Parks and Recreation District.
One (1) representative from Sylvan Cemetery District.
One (1) representative from the City of Citrus Heights.
One (1) representative from the Sacramento Metropolitan Fire District.

In the event that a member resigns from the CAC, that member shall promptly notify CHWD and CHWD shall take any steps necessary fill the vacancy.

Section 3. Term Of Membership.

Members of the CAC shall serve at a minimum during the duration of the ~~Project 2030 study~~Meter Replacement Program period.

Section 4. Termination of Membership.

The Board of Directors may dismiss a CAC member for no reason or for any of the following reasons:

- A. One or more unexcused absences from CAC meetings.
- B. Violation of the Ralph M. Brown Act.
- C. Violation of applicable provisions within District Policy No. 2100 – Standards of Conduct for Directors and Officers.

Section 5. Officers and Subcommittees.

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

The CAC may create and appoint members of the CAC to subcommittees.

Section 6. Meetings.

The CHWD General Manager or the General Manager’s designee shall determine the place and times for meetings of the CAC, and shall administer the CAC’s activities and serve as a CAC liaison with support from other CAC staff as may be necessary. All meetings shall comply with California’s open meetings law for public agencies (the Ralph M. Brown Act, Government Code Sections 54950 et seq.).

Section 7. Quorum and Voting.

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

Section 8. Responsibilities of the CAC.

The CAC shall have the responsibilities as provided in this section and such other duties as the Board of Directors may from time to time decide:

- A. Diligently review all documents and materials provided by the CHWD

General Manager or the General Manager's designee relevant to the purposes referenced in Section 1.

- B. Serve as a forum for public input and feedback on issues related to the purposes referenced in Section 1.
- C. Develop a timely written recommendation for consideration by the Board of Directors for CHWD's water main replacement strategy.
- D. Provide stakeholder input on the development of the Meter Replacement Program, referenced in Section 1.
- E. Abide by all relevant policies and procedures in the District Policy No. 2100 – Standards of Conduct for Directors and Officers, including participating in any training and making any disclosures that CHWD deems necessary to ensure compliance with all laws.

Any and all feedback, advice or other actions taken by the CAC shall be deemed to be advisory only and shall not be binding upon CHWD or the Board of Directors. Any activities of the CAC shall be performed as provided for in this Resolution and in compliance with all laws. This Resolution supersedes Resolution No. ~~041~~-2018, which is of no further force or effect.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 16th day of October, 2019 by the following vote, to wit:

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

ATTEST:

MADELINE HENRY, Acting Chief Board Clerk
Citrus Heights Water District

ATTACHMENT 6
Resolution 16-2019 Establishing a Customer Advisory
Committee

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 06-2019

RESOLUTION OF THE BOARD OF DIRECTORS
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

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

WHEREAS, CHWD provides drinking water to an estimated service area population of 67,000 customers via approximately 19,600 water service connections in Sacramento and Placer Counties and has responsibility for operating, maintaining and planning for the replacement of its water assets, including water mains; and

WHEREAS, CHWD anticipates that, beginning in 2030, it will be necessary to replace many aging water mains, the majority of which were installed between 1960 and 1985 by private developers and later became donated assets to CHWD; and

WHEREAS, on October 18, 2017, the CHWD Board of Directors approved an agreement with Harris & Associates for the Project 2030 Water Main Replacement Study, known as “Project 2030”; and

WHEREAS, Project 2030 will include a public engagement and stakeholder outreach process in which a Project 2030 Customer Advisory Committee focus group (the “CAC”) will consider various alternatives, funding options and recommendations and will develop a formal recommendation for CHWD’s water main replacement strategy for consideration by the Board of Directors, and

WHEREAS, the CAC also will provide further stakeholder input on the development of the Meter Replacement Program, which is a multi-agency effort to develop strategies for the regular replacement of water meters expected to start before the end of 2019; and

WHEREAS, the Meter Replacement Program is projected to take 18 months beginning in 2019 and the CAC would be empaneled for the duration of that time and consist of 25 members; and

WHEREAS, on December 20, 2017, the Board of Directors selected 17 applicants for appointment to the CAC and agreed by consensus to expand the appointees to 19 members to include one Citrus Heights Chamber of Commerce representative and one Sunrise MarketPlace representative to represent large commercial accounts, and to provide three additional ex-officio seats for representatives of the San Juan Unified School District, the Sunrise Parks and Recreation District, and the Sylvan Cemetery District; and

WHEREAS on March 21, 2018, the Board of Directors agreed to revise the appointment

of one applicant to serve as the Auburn Boulevard Business Association representative, and to provide an additional ex-officio seat for a representative of the City of Citrus Heights; and

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WHEREAS, the CAC may be called upon by the Board of Directors or staff to provide further stakeholder input on strategic programs of the District; and

WHEREAS, the Board of Directors wishes to establish the CAC and governing principles that will guide the CAC's activities.

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- A. Diligently review all documents and materials provided by the CHWD General Manager or the General Manager’s designee relevant to the

- purposes referenced in Section 1.
- B. Serve as a forum for public input and feedback on issues related to the purposes referenced in Section 1.
 - C. Develop a timely written recommendation for consideration by the Board of Directors for CHWD's water main replacement strategy.
 - D. Provide stakeholder input on the development of the Meter Replacement Program, referenced in Section 1.
 - E. Abide by all relevant policies and procedures in the District Policy No. 2100 – Standards of Conduct for Directors and Officers, including participating in any training and making any disclosures that CHWD deems necessary to ensure compliance with all laws.

Any and all feedback, advice or other actions taken by the CAC shall be deemed to be advisory only and shall not be binding upon CHWD or the Board of Directors. Any activities of the CAC shall be performed as provided for in this Resolution and in compliance with all laws. This Resolution supersedes Resolution No. 04-2018, which is of no further force or effect.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 16th day of October, 2019 by the following vote, to wit:

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

ATTEST:

MADLINE HENRY, Acting Chief Board Clerk
Citrus Heights Water District