

**BOARD MEETING AGENDA
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT (CHWD)
OCTOBER 22, 2024 beginning at 6:00 PM**



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

**PHONE CALL IN: (253) 205-0468
PHONE MEETING ID: 831 8646 6375**

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/83186466375>

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

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

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

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the Chief Board Clerk or Deputy Board Clerk.

ROLL CALL OF DIRECTORS:

PUBLIC COMMENT:

CLOSED SESSION:

CL-1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- a. Pursuant to Section 54956.8:
Property: Parcel Number 233-0440-031-0000
Agency Negotiators: Steve Anderson, Brian Hensley, Rebecca Scott, Jessica Lomakin, Josh Nelson, Hilary Straus, Annie Liu, Brittney Moore, Missy Pieri, Carlos Urrutia, Tammy Gordon
Negotiating Parties: DCR 10 CA LLC.
Under Negotiation: Price and Terms of Payment

CL-2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- a. Pursuant to Section 54956.8:
Property: Parcel Number 243-0180-002-0000
Agency Negotiators: Steve Anderson, Brian Hensley, Rebecca Scott, Josh Nelson, Hilary Straus, Annie Liu, Brittney Moore, Missy Pieri, Carlos Urrutia, Tammy Gordon
Negotiating Parties: Ashwani Kumar, Teresita Kumar
Under Negotiation: Price and Terms of Payment

CL-3. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
CHWD v. San Juan Water District, Sacramento Superior Court,
Case No. 24WM000064

CL-4. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
(1 case)

CL-5. Pursuant to Government Section 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: General Manager

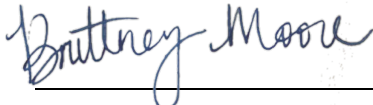
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

November 26, 2024	6:30 PM	Regular Meeting
December 16, 2024	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Brittney Moore, Chief Board Clerk

Dated: October 17, 2024

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

October 22, 2024 beginning at 6:30 PM

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



PHONE CALL IN: (253) 205-0468

PHONE MEETING ID: 831 8646 6375

COMPUTER AUDIO/LIVE MEETING PRESENTATIONS: <https://us06web.zoom.us/j/83186466375>

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

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

CALL TO ORDER:

Upon request, agenda items may be moved to accommodate those in attendance wishing to address that item. Please inform the Chief Board Clerk or Deputy Board Clerk.

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 – August 26, 2024 (A)

CC-1b. Minutes of the Special Meeting – August 27, 2024 (A)

CC-1c. Minutes of the Regular Meeting – August 27, 2024 (A)

CC-1d. Minutes of the Special Meeting – September 23, 2024 (A)

CC-1e. Minutes of the Special Meeting – September 30, 2024 (A)

Recommendation:

Approve the minutes of the August 26, 2024 Special Meeting, minutes of the August 27, 2024 Special and Regular Meetings, minutes of the September 23, 2024 Special Meeting, and the minutes of the September 30, 2024 Special Meeting.

CC-2. Revenue Analysis Report for August and September 2024 (I)

CC-3. Assessor/Collector’s Roll Adjustment for August and September 2024 (I)

CC-4. Treasurer’s Report for August and September 2024 (I)

CC-5. Treasurer’s Report of Fund Balances for August and September 2024 (I)

CC-6. Operating Budget Analysis for August and September 2024 (I)

CC-7. Capital Projects Summary for August and September 2024 (I)

CC-8. Warrants for August and September 2024 (I)

CC-9. Purchase Card Distributions for August and September 2024 (I)

CC-10. Employee Recognitions (I)

CC-11. Long-Range Agenda (I)

CC-12. Engineering Department Report (I)

CC-13a. Operations Department Report for August 2024 (I)

CC-13b. Operations Department Report for September 2024 (I)

CC-14. 2024 Water Supply (I)

CC-15a. Water Supply Reliability for August 2024 (I)

CC-15b. Water Supply Reliability for September 2024 (I)

CC-16a. Water Efficiency and Safety Program Update for August 2024 (I)

CC-16b. Water Efficiency and Safety Program Update for September 2024 (I)

CC-17. Discussion and Possible Action to Approve a Professional Services Agreement with Covino Smith and Simon (A)

Recommendation:

Approve the professional services agreement with Covino Smith & Simon and authorize the General Manager to execute the agreement.

CC-18. Discussion and Possible Action to Designate the District’s Voting Representative for the December 4 Membership Meeting at the 2024 Association of California Water Agencies (ACWA) Fall Conference

Recommendations:

1. Designate Vice President Wheaton as the District’s voting representative, and Director Riehle as the alternate representative for the ACWA Membership Meeting.
2. Authorize the General Manager or designee to complete and submit the Authorized Voting Representative Form to ACWA.

PRESENTATIONS:

P-1. Resolution Recognizing the Life and Service of Al Dains

Recommendation:

Approve Resolution 10-2024 recognizing the life of Al Dains and his contributions to the Citrus Heights Water District and the Community of Citrus Heights.

PUBLIC HEARINGS:

None.

STUDY SESSION:

S-1. 2025 Miscellaneous Fees and Charges and Capacity Fees

Recommendation:

Provide Direction to Staff Concerning the Draft Miscellaneous Fees, Charges and Capacity Fees for 2025.

BUSINESS:

B-1. Discussion and Possible Action to Adopt Ordinance 01-2024 Relating to Theft and Unauthorized Use of Water (A)

Recommendation:

Adopt Ordinance 01-2024: Theft and Unauthorized Use of Water

B-2. Discussion and Possible Action to Approve a Professional Services Agreement for Engineering Services with Carollo Engineers, Inc. for the District’s Water System Master Plan Award of Contract

Recommendation:

Approve the Professional Services Agreement with Carollo Engineers, Inc. in the Amount of \$476,785.00 and Establish a Contingency Fund in the Amount of \$47,678.00 (10%); and Authorize the General Manager to Execute the Accompanying Agreement with Carollo Engineers, Inc.

MANAGEMENT SERVICES REPORTS (I):

MS-1. 2025 Board Meeting Schedule

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

None.

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

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

CLOSED SESSION:

None.

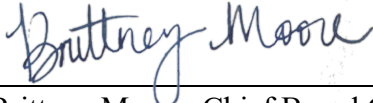
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

November 26, 2024	6:30 PM	Regular Meeting
December 16, 2024	6:30 PM	Regular Meeting

ADJOURNMENT:

CERTIFICATION:

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



Brittney Moore, Chief Board Clerk

Dated: October 17, 2024

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
August 26, 2024

The Special Meeting of the Board of Directors was called to order at 6:02 p.m. by President Sheehan.
Present were:

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

Also present were:

Steve Anderson, General Counsel
Tammy Gordon, Director of Public Affairs
Annie Liu, Director of Administrative Services
Josh Nelson, Assistant General Counsel
Kayleigh Shepard, Management Analyst/Deputy Board Clerk
Hilary Straus, General Manager
Andrew Tran, Information Technology Manager

Al Johnson, Strategic Advisor

Other members of the public

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

President Sheehan adjourned the meeting to Closed Session at 6:03 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
CHWD v. San Juan Water District, Sacramento Superior Court,
Case No. 24WM000064

No reportable action.

CL-2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
(1 case)

No reportable action.

President Sheehan adjourned the meeting to open session at 7:51 p.m.

PRESENTATION:

P-1. Update on potential reorganization (I/D)

President Sheehan adjourned the meeting back into Closed Session at 8:54 p.m.

President Sheehan adjourned the meeting to open session at 9:55 p.m.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:56 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
August 27, 2024

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

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

Also present were:

Thais Alves, Special Counsel
Steve Anderson, General Counsel
Tammy Gordon, Director of Public Affairs
Anya Kwan, BBK Associate
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board
Josh Nelson, Assistant General Counsel
Missy Pieri, Director of Engineering / District Engineer
Rebecca Scott, Director of Operations
Hilary Straus, General Manager
Carlos Urrutia, Strategic Advisor

PUBLIC COMMENT:

None.

President Sheehan adjourned the meeting to Closed Session at 6:01 p.m.

CLOSED SESSION:

CL-1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (2 cases)
Government Code, Paragraph (1) of Subdivision (d) of Section 54956.9
Name of Cases: Aqueous Film-Forming Foams Product Liability Litigation, Master
Docket No. 2:18-mn-2873-RMG; City of Camden, et al. v. BASF Corporation, Civil
Action No.: 2:24-cv-03174-RMG; City of Camden et. al. v. Tyco Fire Products LP,
Civil Action No.: 2-24-cv-02321-RMG

Director Riehle moved, and Vice President Wheaton seconded a motion to opt
out of the settlement, and authorized BBK to submit needed documentation to
appropriate parties within the prescribed timeframe.

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

CL-2. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code, section 54957.6
Agency designated representatives: Hilary Straus, General Manager
Annie Liu, Director of Administrative Services
Teresa Highsmith, Special Counsel

Thais Alves, Special Counsel
Employee Organization: Unrepresented Employees

The Board met in Closed Session with its Labor Negotiators regarding employee compensation. Direction was provided to the District's Labor Negotiator.

President Sheehan adjourned the meeting to open session at 6:33 p.m.
President Sheehan adjourned the meeting to closed session at 8:18 p.m.

CL-3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- a. Pursuant to Section 54956.8:
Property: Parcel Number 233-0440-031-0000
Agency Negotiators: Steve Anderson, Brian Hensley, Rebecca Scott, Jessica Lomakin, Josh Nelson, Hilary Straus, Annie Liu, Brittney Moore, Missy Pieri, Carlos Urrutia, Tammy Gordon
Negotiating Parties: DCR 10 CA LLC.
Under Negotiation: Price and Terms of Payment

No reportable action.

CL-4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- a. Pursuant to Section 54956.8:
Property: Parcel Number 243-0180-002-0000
Agency Negotiators: Steve Anderson, Brian Hensley, Rebecca Scott, Jessica Lomakin, Josh Nelson, Hilary Straus, Annie Liu, Brittney Moore, Missy Pieri, Carlos Urrutia, Tammy Gordon
Negotiating Parties: Ashwani Kumar, Teresita Kumar
Under Negotiation: Price and Terms of Payment

No reportable action.

CL-5. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)
CHWD v. San Juan Water District, Sacramento Superior Court,
Case No. 24WM000064

No reportable action.

CL-6. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
(1 case)

No reportable action.

President Sheehan adjourned the meeting open session at 9:03 p.m.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:03 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
August 27, 2024

The Regular Meeting of the Board of Directors was called to order at 6:36 p.m. by President Sheehan and roll was called. Present were:

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

Also Present:

Thais Alvez, Special Labor Counsel
Steve Anderson, General Counsel
Tim Cutler, Water Distribution Supervisor
Ryan Domino, Lance, Soll & Lunghard, LLP
Tammy Gordon, Director of Public Affairs
Annie Liu, Director of Administrative Services
Brittney Moore, Administrative Services Manager/Chief Board Clerk
Josh Nelson, Assistant General Counsel
Melissa Pieri, Director of Engineering/District Engineer
Rebecca Scott, Director of Operations
Michael Shorter, Accounting Manager
Hilary Straus, General Manager
Andrew Tran, Information Technology Manager
Carlos Urrutia, Strategic Advisor

VISITORS:

Roger Canfield
Nick Spiers

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

- CC-1a. Minutes of the Special Meeting – May 28, 2024 (A)
- CC-1b. Minutes of the Regular Meeting – May 28, 2024 (A)
- CC-1c. Minutes of the Special Meeting – June 18, 2024 (A)
- CC-1d. Minutes of the Special Meeting – June 20, 2024 (A)
- CC-1e. Minutes of the Special Meeting – July 1, 2024 (A)

Recommendation:

Approve the minutes of the May 28, 2024 Special and Regular Meetings,

the minutes of the June 18, 2024 Special Meeting, the minutes of the June 20, 2024 Special Meeting, and the minutes of the July 1, 2024 Special Meeting.

- CC-2. Revenue Analysis Report for May, June, and July 2024 (I)
- CC-3. Assessor/Collector's Roll Adjustment for May, June, and July 2024 (I)
- CC-4. Treasurer's Report for May, June, and July 2024 (I)
- CC-5. Treasurer's Report of Fund Balances for May, June, and July 2024 (I)
- CC-6. Operating Budget Analysis for May, June, and July 2024 (I)
- CC-7. Capital Projects Summary for May, June, and July 2024 (I)
- CC-8. Warrants for May, June, and July 2024 (I)
- CC-9. Purchase Card Distributions for May, June, and July 2024 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13a. Operations Department Report for May 2024 (I)
- CC-13b. Operations Department Report for June 2024 (I)
- CC-13c. Operations Department Report for July 2024 (I)
- CC-14. 2024 Water Supply (I)
- CC-15a. Water Supply Reliability for May 2024 (I)
- CC-15b. Water Supply Reliability for June 2024 (I)
- CC-15c. Water Supply Reliability for July 2024 (I)
- CC-16a. Water Efficiency and Safety Program Update for May 2024 (I)
- CC-16b. Water Efficiency and Safety Program Update for June 2024 (I)
- CC-16c. Water Efficiency and Safety Program Update for July 2024 (I)
- CC-17. 2025 Strategic Plan Approval (A)

Recommendation:

Approve the 2025 Strategic Plan, and direct that Strategic Planning Objectives be included in the 2025 proposed budget, which will be considered by the Board of Directors for adoption later in 2024 for the 2025 budget year.

ACTION:

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

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

PRESENTATIONS:

- P-1. Capital Improvement Program (CIP) Update (I/D)

PUBLIC HEARINGS:

None.

STUDY SESSION:

None.

BUSINESS:

B-1. Annual Comprehensive Financial Report for the Year Ended December 31, 2023
(A)

ACTION:

Director Riehle moved and Vice President Wheaton seconded the motion to Receive and file the District's Annual Report for the Year Ended December 31, 2023, and to Receive and file the Report on Internal Control and Required Communications for the Year Ended December 31, 2023.

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

B-2. Discussion and Possible Action to Approve District Policy Updates and Adopt Resolution 09-2024 Relating to Employer-Employee Organization Relations (A)

ACTION:

Vice President Wheaton moved and Director Riehle seconded the motion to:

1. Approve an increase to Life Insurance Coverage for employees from \$100,000 to \$250,000
2. Approve updates to the District's Human Resources Policies (4000 Series)
3. Adopt Resolution 09-2024 Relating to Employer-Employee Organization Relations

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

MANAGEMENT SERVICES REPORTS (I):

None.

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

None.

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

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

CLOSED SESSION:

None.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:10 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
September 23, 2024

The Special Meeting of the Board of Directors was called to order at 6:04 p.m. by President Sheehan.
Present were:

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

Also present were:

Tammy Gordon, Director of Public Affairs
Annie Liu, Director of Administrative Services
Joshua Nelson, Assistant General Counsel
Melissa Pieri, Director of Engineering/District Engineer
Rebecca Scott, Director of Operations
Kayleigh Shepard, Management Analyst/Deputy Board Clerk
Hilary Straus, General Manager
Michael Shorter, Accounting Manager
Andrew Tran, Information Technology Manager
Hogai Zalmi, Senior Accountant

Shellie Anderson, Bryce Consulting
Habib Isaac, IB Consulting

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

President Sheehan adjourned the meeting to Closed Session at 6:05 p.m.

CLOSED SESSION:

CL-1. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code, section 54957.6
Agency designated representatives: Hilary Straus, General Manager
Josh Nelson, Assistant General Counsel
Annie Liu, Director of Administrative Services
Kayleigh Shepard, Management Analyst
Shellie Anderson, Bryce Consulting
Employee Organization: Unrepresented Employees

No reportable action.

CL-2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:
(1 case)

No reportable action.

President Sheehan adjourned the meeting to open session at 6:50 p.m.

CONSENT CALENDAR:

CC-1. Customer Advisory Committee Appointments (A)

Recommendation:

Appoint residential alternate members, Julie Beyers and Alan Utzig to the vacant residential member seats; and appoint Carla Comiter and Alfred Sanchez as CAC residential alternate members.

ACTION:

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

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

PRESENTATION:

P-1. Financial Planning & 2025 Budget Workshop (I/D)

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:44 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING MINUTES
September 30, 2024

The Special Meeting of the Board of Directors was called to order at 6:01 p.m. by President Sheehan.
Present were:

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

Also present were:

Tammy Gordon, Director of Public Affairs
Annie Liu, Director of Administrative Services
Joshua Nelson, Assistant General Counsel
Melissa Pieri, Director of Engineering/District Engineer
Rebecca Scott, Director of Operations
Kayleigh Shepard, Management Analyst/Deputy Board Clerk
Hilary Straus, General Manager
Michael Shorter, Accounting Manager
Andrew Tran, Information Technology Manager

Habib Isaac, IB Consulting

PLEDGE OF ALLEGIANCE:

President Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

PRESENTATION:

P-1. Financial Planning & 2025 Budget Workshop (I/D)

The Board provided consensus direction to staff to prepare and present a budget to include financial plan scenario four b (4b) for consideration at a future Board meeting/public hearing. The direction included preparing a statutorily compliant notice to send to all customers concerning the maximum rate adjustment that the Board will consider at a properly noticed public hearing at least forty-five (45) days after the release of the statutorily compliant notice to customers.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 6:37 p.m.

APPROVED:

BRITTNEY C. MOORE
Chief Board Clerk
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT
August 2024
REVENUE ANALYSIS

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,355,200	1,145,938	128,848	56,741	159,176	135,503

General Ledger Balance	Total
Outstanding A/R	1,449,372
Outstanding Liens	
Outstanding Grants	740
A/R Other	
Less Unapplied Payments	(135,780)
Total	\$ 1,314,332
	Diff \$ (40,867)

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
August 31, 2024**

LID	CID	Charge Type	Trans.Date	Reason For Cancellation	Amount
12096	10717	DEFAULT	8/6/2024	ONE TIME COURTESY	6.65
13211	31401	DEFAULT	8/6/2024	ONE TIME COURTESY	17.03
13171	33015	DEFAULT	8/6/2024	ONE TIME COURTESY	6.95
8602	19929	DEFAULT	8/13/2024	ONE TIME COURTESY	7.35
5842	42472	DEFAULT	8/13/2024	ONE TIME COURTESY	9.19
16945	14934	DEFAULT	8/20/2024	ONE TIME COURTESY	9.67
8938	18427	DEFAULT	8/20/2024	PYMT WAS MISAPPLIED BY CHWD STAFF	3.80

August 31, 2024

To: Citrus Heights Water District Board of Directors

Re: Citrus Heights Water District Investment Portfolio Report for August 2024

The attached Investment Report for August 2024 is submitted in accordance with the Citrus Heights Water District (District)'s Investment Policy. All investments are in compliance with the policy.

The Investment Report lists all short- term, mid-term and long-term investments held at the conclusion of business on the final day of the month. The combined cash and investments in the District's treasury total \$31,412,966.32 with \$8,144,243 under the management of the Local Agency Investment Fund, California Asset Management Program, Money Market Funds and BMO Bank.

Investments with original cost of \$22,934,149 are selected based on criteria contained in the District's Investment Policy, which emphasized safety, liquidity, yield, and diversification. The core investments are marked to market daily based on a current market price determined by U.S. Bancorp Investments. The aggregate investment portfolio and holdings are included in the Investment Report.

The Investment Report demonstrates that sufficient liquidity is available to meet anticipated expenditures during the next six months.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Annie Y. Liu', is positioned above the printed name.

Annie Y. Liu

Director of Administrative Services/Treasurer

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
For August 31, 2024

Summary of Funds

Fund Name	Par Amount	Book Value	Original Cost	Market Value
BMO Checking Plus Money Market Funds	2,247,755	2,247,755	2,247,755	2,247,755
Local Agency Investment Fund (LAIF)	50,329	50,329	50,329	50,329
California Asset Management Program (CAMP)	5,846,159	5,846,159	5,846,159	5,846,159
CHWD Investment CORE	23,268,723	22,934,149	22,764,547	23,163,871
Total	31,412,966	31,078,393	30,908,790	31,308,115

TREASURER'S REPORT TO THE BOARD OF DIRECTORS

For August, 2024

Funds Reconciliation

BMO Beginning Balance 7/1/2024		\$3,503,580
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RECEIPTS/TRANSFERS:

Receipts	2,891,306	
		<u>2,891,306</u>

DISBURSEMENTS/TRANSFERS:

Checks Issued / ACH Payments	1,636,927	
Returned Checks	2,900	
Bank fees	15,033	
Payroll	492,271	
Transfer to GPA Investment Account	2,000,000	
	<u>4,147,132</u>	<u>(1,255,825)</u>

Balance Per Bank 08/31/2024		<u>2,247,755</u>
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Outstanding Checks		152,465
Deposit in Transit		<u>221,707</u>

Balance Per Books 08/31/2024		<u>2,316,997</u>
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RECONCILEMENT:


BMO Checking Plus Money Market Funds	\$2,247,755
CAMP Pool Account	\$5,846,159
Local Agency Investment Fund	\$50,329

TOTAL LIQUIDY BALANCE	<u>8,144,243</u>
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CASH & INVESTMENT SUMMARY:

CHWD-Liquidity	8,144,243
CHWD-Investment Core	<u>22,934,149</u>
Total	<u>31,078,393</u>

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.



ANNIE Y. LIU
Treasurer
8/31/2024



HILARY M. STRAUS
Secretary

Monthly Investment Report Citrus Heights Water District

August 31, 2024

Total Aggregate Portfolio

Month End Commentary - August 2024

Yields continued their descent in August as the curve steepened with the policy sensitive 2-year Treasury note decreasing by 34 basis points to 3.92% while the 10-year Treasury note fell by 13 basis points to end the month at 3.90%. Equities as measured by the S&P 500 eked out a 2.3% gain notching a fifth consecutive winning month and bringing the year to date price gains to an impressive 18.4%.

Volatility was off to a searing start in August following the underwhelming July jobs report that sent financial markets into a fervor of panic with the VIX volatility index reaching its highest level in nearly 4 years. 2-year Treasury note yields staged their largest intraday move in over a year by dropping 27 basis points while the S&P 500 fell 6.1% through the first two trading days of the month on fears that the labor market was rapidly deteriorating, and the economy was headed towards recession. Fortunately, the panic was short lived, and fears were allayed following the release of jobless claims data that showed a less than expected number of available workers filing for unemployment. Clearly, monetary policy has become more sensitive to the trajectory of the labor market and that is understandable considering that inflation has continued to ebb while cracks continue to surface in the job market. The trend was again put on display with the release of another weak non-farm payrolls report that showed a less than expected 142 thousand workers were added to payrolls in August alongside a significant downward revision to the July figure from 114 thousand to 89 thousand.

The consumer has proved sturdy despite downshifting earlier in the year with July retail sales advancing by 1.0%, handily beating expectations of 0.4% while the control group, which feeds directly into the consumption component of GDP, advanced by a healthy 0.3% providing momentum to growth heading into Q3. July's strong consumption figures were impressive and are certainly not evident of a slowing economy, however with the savings rate hovering under 3% and credit card balances and delinquencies rising, it is natural to question how long this level of spending can be sustained.

Coming out of their annual Jackson Hole Symposium, the Fed announced they will begin cutting interest rates at their upcoming meeting on September 18th with Chairman Powell stating that "the time has come for policy to adjust". The Fed Chair appeared dovish in front of the media pointing to the increased risks faced by the labor market while citing progress made towards restoring price stability. With monetary policy set to become more accommodative, we advise clients to position portfolio durations neutral to long of their respective benchmarks while being patient when adding corporate or municipal credit.

Treasury Curve Total Returns Last 12 Months

Treasuries	Total Return
3 month bill	5.48%
1 year note	5.54%
2 year note	5.57%
3 year note	5.93%
5 year note	6.20%

Treasury Benchmark Total Returns In Month

Benchmark	Period Return	YTM	Duration (Years)
ICE BAML 90 Day Bill	0.48%	4.92%	0.24
ICE BAML 0-1 Year Treasury	0.54%	4.77%	0.5
ICE BAML 0-3 Year Treasury	0.78%	4.25%	1.41
ICE BAML 0-5 Year Treasury	0.90%	4.10%	2.14

Changes In The Treasury Market (Absolute Yield Levels)

Treasuries	08/31/2023	06/30/2024	07/31/2024	08/31/2024	1 Month Change	12 Month Change
3 month bill	5.44%	5.36%	5.28%	5.11%	-0.17%	-0.32%
6 month bill	5.50%	5.32%	5.09%	4.86%	-0.23%	-0.64%
1 year note	5.38%	5.11%	4.75%	4.40%	-0.34%	-0.98%
2 year note	4.86%	4.75%	4.26%	3.92%	-0.34%	-0.95%
3 year note	4.55%	4.55%	4.06%	3.78%	-0.28%	-0.78%
5 year note	4.25%	4.38%	3.91%	3.70%	-0.21%	-0.55%
10 year note	4.11%	4.40%	4.03%	3.90%	-0.13%	-0.21%

Compliance Report

Citrus Heights Water District | Total Aggregate Portfolio

Category

Policy Diversification Constraint	Policy Limit	Actual Value*	Status
US Treasury Obligations Maximum % of Holdings	100.000	16.510	Compliant
US Agency Securities Maximum % holdings	100.000	26.659	Compliant
Supranationals - Issuer is IADB, IBRD, or IFC	0.000	0.000	Compliant
Supranationals Maximum % of Holdings	30.000	5.595	Compliant
Municipal Bonds - Other States Outside of CA	25.000	1.210	Compliant
Municipal Bonds - Other States Outside of CA Issuer Concentration	10.000	1.210	Compliant
Municipal Bonds - State of California	25.000	0.494	Compliant
Municipal Bonds - State of California Issuer Concentration	10.000	0.494	Compliant
Municipal Bonds CA Entities Issuer Concentration	10.000	0.741	Compliant
Municipal Bonds CA Entities Max. % of Holdings	30.000	2.937	Compliant
Mortgages, CMOs and Asset Backed Securities Maximum % of Holdings	20.000	4.704	Compliant
Corporate Notes & Commercial Paper Single Issuer %	10.000	1.638	Compliant
Corporate Notes Maximum % of Holdings	30.000	10.053	Compliant
Corporate Notes must be Issued by US Corporation	0.000	0.000	Compliant
Commercial Paper Issued and Operating in the US	0.000	0.000	Compliant
Commercial Paper Maximum % of Holdings	25.000	0.000	Compliant
Negotiable CDs Issuer Concentration	10.000	0.000	Compliant
Negotiable CDs Maximum % of Holdings	30.000	0.000	Compliant
Banker's Acceptance Issuer Concentration	30.000	0.000	Compliant
Banker's Acceptance Maximum % of Holdings	40.000	0.000	Compliant
Money Market Issuer Concentration	10.000	6.875	Compliant
Money Market Maximum % of Holdings	20.000	13.353	Compliant
LGIP Maximum % of Holdings	100.000	0.162	Compliant

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

Compliance Report

Citrus Heights Water District | Total Aggregate Portfolio

Category

Policy Maturity Structure Constraint	Policy Limit	Actual %	Status
Maturity Constraints Under 5 years Minimum % of Total Portfolio	100.000	100.000	Compliant
Policy Maturity Constraint	Policy Limit	Actual Term	Status
US Treasury Maximum Maturity At Time of Purchase (years)	5.000	5.000	Compliant
US Agency Maximum Maturity At Time of Purchase (years)	5.000	4.992	Compliant
Supranationals Maximum Maturity At Time of Purchase (years)	5.000	4.943	Compliant
Municipals Maximum Maturity At Time of Purchase (years)	5.000	4.995	Compliant
Mortgages, CMOs and Asset Backed Securities Maximum Maturity At Time of Purchase (years)	5.000	4.565	Compliant
Corporate Maximum Maturity At Time of Purchase (years)	5.000	4.995	Compliant
Commercial Paper Days to Final Maturity (days)	270.000	0.000	Compliant
Negotiable CDs Maximum Maturity At Time of Purchase (years)	1.000	0.000	Compliant
Banker's Acceptance Maximum Maturity At Time of Purchase (days)	180.000	0.000	Compliant
Repurchase Agreements Maximum Maturity At Time of Purchase (days)	365.000	0.000	Compliant
Policy Credit Constraint			Status
Supranationals Ratings AA-/Aa3/AA- or better (Rated by 1 NRSRO)			Compliant
Municipal Bonds Ratings Minimum AA-/Aa3/AA- (Rated by 1 NRSRO)			Compliant
Mortgages, CMOs and Asset Backed Securities Minimum Credit Rating AA/Aa3/AA (Rated by 1 NRSRO)			Compliant
Corporate Notes Ratings Minimum A-/A-/A3 (Rated by 1 NRSRO)			Compliant
Commercial Paper Ratings Minimum A1/P1/F1 (Rated by 1 NRSRO)			Compliant
Commercial Paper Minimum Long Term Rating A-/A3/A- (Rated by 1 NRSRO)			Compliant
Banker's Acceptance Ratings Minimum A-/A3/A- (Rated by 1 NRSRO)			Compliant
Money Market Ratings Minimum AAA/Aaa/AAA (Rated by 1 NRSRO)			Compliant

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

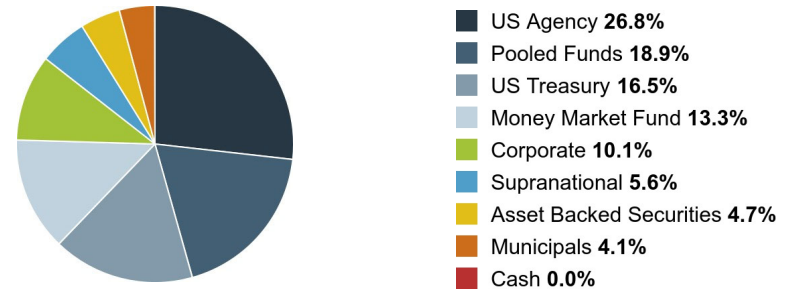
Summary Overview

Citrus Heights Water District | Total Aggregate Portfolio

Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	10,046,717.81
Investments	21,214,415.05
Book Yield	4.90%
Market Yield	4.56%
Effective Duration	1.40
Years to Maturity	1.58
Avg Credit Rating	AAA

Allocation by Asset Class



Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
CHWD-Investment Core	23,268,722.89	22,934,149.17	22,764,546.88	23,163,871.43	229,722.26	187,843.46	4.75%	1.87	2.14	ICE BofA 0-5 Year US Treasury Index
CHWD-Liquidity	8,144,243.43	8,144,243.43	8,144,243.43	8,144,243.43	0.00	0.00	5.36%	0.01	0.08	ICE BofA US 1-Month Treasury Bill Index
Total	31,412,966.32	31,078,392.60	30,908,790.31	31,308,114.86	229,722.26	187,843.46	4.90%	1.40		



CHWD Holdings Report

As of 08/31/2024

CHWD_Total Portfolio (354503)

Dated: 09/06/2024

Identifier	Description	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
CAL_CAMP	California Asset Management Program	08/31/2024	5,846,159.40	5,846,159.40	5,846,159.40	5,846,159.40	0.00	0.00	5.430	0.010 0.000
CAL_LGIP	CALIFORNIA LAIF	08/31/2024	50,329.08	50,329.08	50,329.08	50,329.08	0.00	0.00	4.516	0.010 0.000
60934N104	FEDERATED HRMS GV O INST	08/31/2024	2,012,929.48	2,012,929.48	2,012,929.48	2,012,929.48	0.00	0.00	5.160	0.000 0.000
31846V203	FIRST AMER:GVT OBLG Y	08/31/2024	2,136,430.40	2,136,430.40	2,136,430.40	2,136,430.40	0.00	0.00	4.910	0.000 0.000
CCYUSD	Receivable	08/31/2024	869.45	869.45	869.45	869.45	0.00	0.00	0.000	0.000 0.000
3133EPDE2	FEDERAL FARM CREDIT BANKS FUNDING CORP	09/09/2024	400,000.00	400,007.64	400,424.00	400,004.00	-3.64	10,272.22	5.276	0.025 0.025
3133EPVK8	FEDERAL FARM CREDIT BANKS FUNDING CORP	10/02/2024	400,000.00	399,939.44	399,244.00	400,008.00	68.56	8,691.67	5.440	0.088 0.088
91282CFX4	UNITED STATES TREASURY	11/30/2024	450,000.00	449,033.20	445,746.09	449,464.50	431.30	5,145.49	5.407	0.248 0.249
3130ATUR6	FEDERAL HOME LOAN BANKS	12/13/2024	350,000.00	349,512.01	347,474.75	349,534.50	22.49	3,507.29	5.144	0.282 0.285
91282CDS7	UNITED STATES TREASURY	01/15/2025	400,000.00	394,055.92	378,015.63	394,588.00	532.08	586.96	5.330	0.368 0.375
3130AV7L0	FEDERAL HOME LOAN BANKS	02/28/2025	300,000.00	300,028.93	300,099.00	300,177.00	148.07	125.00	4.975	0.483 0.496
3130AUZC1	FEDERAL HOME LOAN BANKS	03/14/2025	350,000.00	349,183.84	347,480.00	350,175.00	991.16	7,509.20	5.083	0.516 0.534
3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION	04/22/2025	350,000.00	340,560.72	324,558.50	341,369.00	808.28	783.85	5.093	0.629 0.641
02582JJT8	AMXCA 2022-2 A	05/15/2025	200,000.00	197,561.68	193,437.50	197,772.00	210.32	301.33	5.277	0.683 0.704
912828XB1	UNITED STATES TREASURY	05/15/2025	400,000.00	391,916.53	380,328.13	393,180.00	1,263.46	2,517.66	5.171	0.688 0.704
254683CS2	DCENT 2022-2 A	05/15/2025	200,000.00	196,843.54	192,750.00	197,650.00	806.46	295.11	5.747	0.683 0.704
3133EPNB7	FEDERAL FARM CREDIT BANKS FUNDING CORP	06/20/2025	300,000.00	299,538.44	298,854.00	300,150.00	611.56	2,736.46	4.829	0.777 0.802
3133EPRS6	FEDERAL FARM CREDIT BANKS FUNDING CORP	07/28/2025	350,000.00	349,315.20	348,539.10	351,375.50	2,060.30	1,564.06	5.103	0.880 0.906
06428CAC8	BANK OF AMERICA NA	08/18/2025	250,000.00	249,980.63	249,960.00	252,000.00	2,019.37	510.07	5.658	0.851 0.964
89236TKZ7	TOYOTA MOTOR CREDIT CORP	09/11/2025	200,000.00	200,251.37	200,490.00	202,062.00	1,810.63	5,288.89	5.469	0.968 1.030
91282CFK2	UNITED STATES TREASURY	09/15/2025	300,000.00	296,637.61	292,769.53	297,363.00	725.39	4,850.54	4.649	0.996 1.041
17325FBA5	CITIBANK NA	09/29/2025	250,000.00	249,909.58	249,832.50	253,180.00	3,270.42	6,189.78	5.900	0.942 1.079
14041NGB1	COMET 2022-3 A	10/15/2025	200,000.00	199,590.15	199,156.25	200,486.00	895.85	440.00	5.200	1.069 1.123
3133EPMB8	FEDERAL FARM CREDIT BANKS FUNDING CORP	12/08/2025	300,000.00	298,237.10	296,577.00	299,613.00	1,375.90	2,853.13	4.621	1.216 1.271
89115A2K7	TORONTO-DOMINION BANK	01/09/2026	200,000.00	199,269.73	198,656.00	201,332.00	2,062.27	1,474.20	5.395	1.292 1.359
3133EPW68	FEDERAL FARM CREDIT BANKS FUNDING CORP	01/22/2026	500,000.00	498,449.34	497,790.00	499,215.00	765.66	2,234.38	4.360	1.336 1.394
91282CGL9	UNITED STATES TREASURY	02/15/2026	350,000.00	346,664.71	344,175.78	349,426.00	2,761.29	646.74	4.702	1.401 1.460
3133EPNV3	FEDERAL FARM CREDIT BANKS FUNDING CORP	03/30/2026	300,000.00	299,475.97	299,085.00	301,239.00	1,763.03	5,505.21	4.496	1.490 1.578
3133EPPR0	FEDERAL FARM CREDIT BANKS FUNDING CORP	04/10/2026	400,000.00	399,441.84	399,045.60	403,216.00	3,774.16	7,245.83	4.721	1.514 1.608
14913UAA8	CATERPILLAR FINANCIAL SERVICES CORP	05/15/2026	150,000.00	148,985.42	148,278.00	149,977.50	992.08	1,921.25	4.779	1.610 1.704



CHWD Holdings Report

As of 08/31/2024

CHWD_Total Portfolio (354503)

Dated: 09/06/2024

Identifier	Description	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
3133EPUD5	FEDERAL FARM CREDIT BANKS FUNDING CORP	05/28/2026	300,000.00	299,469.94	299,160.60	303,327.00	3,857.06	3,681.25	4.863	1.643 1.739
24422EWX3	JOHN DEERE CAPITAL CORP	06/08/2026	150,000.00	149,992.82	149,988.00	151,119.00	1,126.18	1,642.71	4.752	1.668 1.769
89239KAC5	TAOT 2022-A A3	06/15/2026	92,098.63	89,937.76	88,648.53	90,643.47	705.71	50.35	5.555	0.376 1.789
3133EPNG6	FEDERAL FARM CREDIT BANKS FUNDING CORP	06/23/2026	300,000.00	299,806.70	299,679.00	302,265.00	2,458.30	2,479.17	4.413	1.717 1.810
3133EPQC2	FEDERAL FARM CREDIT BANKS FUNDING CORP	07/17/2026	250,000.00	249,743.42	249,595.25	252,627.50	2,884.08	1,413.19	4.684	1.778 1.876
78016FZZ0	ROYAL BANK OF CANADA	07/20/2026	150,000.00	149,747.08	149,596.50	152,182.50	2,435.42	888.33	5.298	1.776 1.884
06051GLA5	BANK OF AMERICA CORP	07/22/2026	150,000.00	149,044.05	147,766.50	149,698.50	654.45	784.39	5.363	0.861 1.890
797272RN3	SAN DIEGO CALIF CMNTY COLLEGE DIST	08/01/2026	145,000.00	136,636.84	131,719.45	137,671.70	1,034.86	174.60	4.718	1.858 1.917
94988J6D4	WELLS FARGO BANK NA	08/07/2026	250,000.00	249,938.78	249,905.00	254,612.50	4,673.72	908.33	5.464	1.738 1.934
3133EPSW6	FEDERAL FARM CREDIT BANKS FUNDING CORP	08/14/2026	350,000.00	349,826.58	349,733.30	353,899.00	4,072.42	743.75	4.527	1.855 1.953
34533YAE0	FORDO 2020-C A4	08/15/2026	170,965.38	164,877.97	161,428.72	168,647.09	3,769.12	38.75	4.876	0.366 1.956
3130AWTQ3	FEDERAL HOME LOAN BANKS	09/11/2026	350,000.00	348,744.52	348,110.00	355,131.00	6,386.48	7,644.10	4.814	1.885 2.030
78016EZZ3	ROYAL BANK OF CANADA	11/02/2026	200,000.00	185,364.79	177,770.00	187,914.00	2,549.21	925.56	5.114	2.091 2.172
13067WRD6	CALIFORNIA ST DEPT WTR RES CENT VY PROJ REV	12/01/2026	165,000.00	151,093.26	145,063.05	153,577.05	2,483.79	379.50	5.028	2.183 2.252
17325FBC1	CITIBANK NA	12/04/2026	250,000.00	253,088.20	254,080.00	255,647.50	2,559.30	3,315.67	4.872	2.013 2.260
91282CJT9	UNITED STATES TREASURY	01/15/2027	500,000.00	498,608.73	498,261.72	501,505.00	2,896.27	2,608.70	4.125	2.236 2.375
912828Z78	UNITED STATES TREASURY	01/31/2027	375,000.00	350,634.99	339,667.97	354,828.75	4,193.76	489.13	4.438	2.335 2.419
91282CKE0	UNITED STATES TREASURY	03/15/2027	500,000.00	500,056.63	500,058.59	505,080.00	5,023.37	9,816.58	4.244	2.348 2.537
3133ENV9	FEDERAL FARM CREDIT BANKS FUNDING CORP	04/26/2027	350,000.00	336,084.29	330,400.00	340,840.50	4,756.21	3,493.92	4.522	2.500 2.652
91412HFP3	UNIVERSITY CALIF REVS	05/15/2027	200,000.00	184,768.77	178,080.00	186,282.00	1,513.23	804.42	4.469	2.603 2.704
91282CEW7	UNITED STATES TREASURY	06/30/2027	300,000.00	292,758.58	289,699.22	295,593.00	2,834.42	1,669.16	4.187	2.665 2.830
7994082A6	SAN RAMON VALLEY CALIF UNI SCH DIST	08/01/2027	250,000.00	227,003.81	218,142.50	231,282.50	4,278.69	246.67	4.688	2.818 2.917
799038NS9	SAN MATEO CNTY CALIF CMNTY COLLEGE DIST	09/01/2027	220,000.00	200,476.83	192,810.20	203,821.20	3,344.37	1,613.70	4.768	2.864 3.003
65480BAD9	NAROT 2021-A A4	09/15/2027	200,000.00	187,987.19	183,296.88	194,230.00	6,242.81	50.67	5.002	0.761 3.041
91282CFM8	UNITED STATES TREASURY	09/30/2027	300,000.00	299,662.26	299,531.25	303,048.00	3,385.74	5,206.97	4.164	2.828 3.082
419792DB9	HAWAII ST	10/01/2027	200,000.00	193,538.83	191,052.00	196,292.00	2,753.17	2,791.67	4.514	2.074 3.085
89236TKL8	TOYOTA MOTOR CREDIT CORP	11/10/2027	150,000.00	152,550.17	153,498.00	155,166.00	2,615.83	2,520.63	4.850	2.872 3.194
12663JAC5	CNH 2022-B A3	11/15/2027	213,359.03	209,092.12	207,575.00	211,443.06	2,350.94	368.87	5.368	0.875 3.208
023135CP9	AMAZON.COM INC	12/01/2027	150,000.00	149,691.23	149,578.50	152,137.50	2,446.27	1,706.25	4.620	2.905 3.252
142921AD7	CARMX 2032-2 A3	01/18/2028	200,000.00	199,473.73	199,289.06	200,774.00	1,300.27	448.89	5.252	1.300 3.383



CHWD Holdings Report

As of 08/31/2024

CHWD_Total Portfolio (354503)

Dated: 09/06/2024

Identifier	Description	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
24422EWR6	JOHN DEERE CAPITAL CORP	01/20/2028	150,000.00	150,082.20	150,111.00	152,379.00	2,296.80	811.46	4.731	3.091 3.389
3133EPAV7	FEDERAL FARM CREDIT BANKS FUNDING CORP	02/14/2028	250,000.00	247,824.38	247,082.50	250,707.50	2,883.12	457.47	4.154	3.202 3.457
931142FB4	WALMART INC	04/15/2028	150,000.00	147,802.32	147,082.50	149,646.00	1,843.68	2,210.00	4.352	3.252 3.624
46647PDA1	JPMORGAN CHASE & CO	04/26/2028	150,000.00	146,401.72	144,790.50	149,313.00	2,911.28	2,251.56	5.145	2.446 3.654
91282CCE9	UNITED STATES TREASURY	05/31/2028	300,000.00	271,456.56	262,359.38	273,819.00	2,362.44	952.87	4.082	3.592 3.750
3130AWN63	FEDERAL HOME LOAN BANKS	06/30/2028	300,000.00	299,179.28	298,938.00	302,175.00	2,995.72	2,033.33	4.080	3.504 3.832
89115A2U5	TORONTO-DOMINION BANK	07/17/2028	150,000.00	150,946.69	151,221.00	155,418.00	4,471.31	1,012.55	5.335	3.454 3.879
419792YT7	HAWAII ST	08/01/2028	200,000.00	175,936.82	169,290.00	179,574.00	3,637.18	190.83	4.623	3.760 3.920
459058KW2	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	08/01/2028	500,000.00	508,401.03	509,670.00	514,820.00	6,418.97	1,927.08	4.150	3.555 3.920
3133EPUN3	FEDERAL FARM CREDIT BANKS FUNDING CORP	08/28/2028	350,000.00	351,948.66	352,439.50	358,645.00	6,696.34	131.25	4.328	3.634 3.994
45950VSM9	INTERNATIONAL FINANCE CORP	11/27/2028	250,000.00	254,217.72	254,912.50	256,582.50	2,364.78	2,937.50	4.056	3.799 4.241
3130AXQK7	FEDERAL HOME LOAN BANKS	12/08/2028	500,000.00	512,972.64	514,770.00	517,905.00	4,932.36	5,475.69	4.071	3.812 4.271
91282CDW8	UNITED STATES TREASURY	01/31/2029	425,000.00	387,126.34	382,101.56	390,600.50	3,474.16	646.74	3.997	4.179 4.419
4581X0EN4	INTER-AMERICAN DEVELOPMENT BANK	02/15/2029	450,000.00	448,038.42	447,825.15	455,836.50	7,798.08	825.00	4.233	4.037 4.460
45950VSZ0	INTERNATIONAL FINANCE CORP	03/27/2029	500,000.00	491,426.37	490,789.00	511,260.00	19,833.63	9,357.64	4.800	4.049 4.569
3133ERDH1	FEDERAL FARM CREDIT BANKS FUNDING CORP	04/30/2029	625,000.00	633,268.37	633,768.75	650,231.25	16,962.88	9,978.30	4.430	4.110 4.663
91282CES6	UNITED STATES TREASURY	05/31/2029	650,000.00	605,728.40	604,144.53	621,816.00	16,087.60	4,542.01	4.360	4.366 4.747
---	---	03/31/2026	31,178,140.85	30,843,567.13	30,673,964.84	31,073,289.39	229,722.26	187,843.46	4.905	1.398 1.580

* Weighted by: Market Value. * Holdings Displayed by: Lot.

This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

Questions About an Account: GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodial bank maintains the control of assets and settles all investment transactions. The custodial statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodial bank statement and the GPA report should be reconciled, and differences documented.

Trade Date versus Settlement Date: Many custodial banks use settlement date basis and post coupons or maturities on the following business days when they occur on weekend. These items may result in the need to reconcile due to a timing difference. GPA reports are on a trade date basis in accordance with GIPS performance standards. GPA can provide all account settings to support the reason for any variance.

Bank Deposits and Pooled Investment Funds Held in Liquidity Accounts Away from the Custodial Bank are Referred to as Line Item Securities: GPA relies on the information provided by clients when reporting pool balances, bank balances and other assets that are not held at the client's custodial bank. GPA does not guarantee the accuracy of information received from third parties. Balances cannot be adjusted once submitted however corrective transactions can be entered as adjustments in the following months activity. Assets held outside the custodial bank that are reported to GPA are included in GPA's oversight compliance reporting and strategic plan.

Account Control: GPA does not have the authority to withdraw or deposit funds from or to any client's custodial account. Clients retain responsibility for the deposit and withdrawal of funds to the custodial account. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Custodial Bank Interface: Our contract provides for the ability for GPA to interface into our client's custodial bank to reconcile transactions, maturities and coupon payments. The GPA client portal will be available to all clients to access this information directly at any time.

Market Price: Generally, GPA has set all securities market pricing to match custodial bank pricing. There may be certain securities that will require pricing override due to inaccurate custodial bank pricing that will otherwise distort portfolio performance returns. GPA may utilize Refinitiv pricing source for commercial paper, discount notes and supranational bonds when custodial bank pricing does not reflect current market levels. The pricing variances are obvious when market yields are distorted from the current market levels.

Performance Calculation: Historical returns are presented as time-weighted total return values and are presented gross and net of fees.

Amortized Cost: The original cost on the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discounts or premiums are amortized on a straight-line basis on all securities. This can be changed at the client's request.

Callable Securities: Securities subject to redemption in whole or in part prior to the stated final maturity at the discretion of the security's issuer are referred to as "callable". Certain call dates may not show up on the report if the call date has passed or if the security is continuously callable until maturity date. Bonds purchased at a premium will be amortized to the next call date while all other callable securities will be amortized to maturity. If the bond is amortized to the call date, amortization will be reflected to that date and once the call date passes, the bond will be fully amortized.

Duration: The duration is the effective duration. Duration on callable securities is based on the probability of the security being called given market rates and security characteristics.

Benchmark Duration: The benchmark duration is based on the duration of the stated benchmark that is assigned to each account.

Rating: Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Coupon Payments and Maturities on Weekends: On occasion, coupon payments and maturities occur on a weekend or holiday. GPA's report settings are on the accrual basis so the coupon postings and maturities will be accounted for in the period earned. The bank may be set at a cash basis, which may result in a reconciliation variance.

Cash and Cash Equivalents: GPA has defined cash and cash equivalents to be cash, bank deposits, LGIP pools and repurchase agreements. This may vary from your custodial bank which typically defines cash and equivalents as all securities that mature under 90 days. Check with your custodial bank to understand their methodology.

Account Settings: GPA has the portfolio settings at the lot level, if a security is sold our setting will remove the lowest cost security first. First-in-first-out (FIFO) settings are available at the client's request.

Historical Numbers: Data was transferred from GPA's legacy system, however, variances may exist from the data received due to a change of settings on Clearwater. GPA is utilizing this information for historical return data with the understanding the accrual settings and pricing sources may differ slightly.

Financial Situation: In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.

No Guarantee: The securities in the portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.



TREASURER'S REPORT OF ACCOUNT BALANCES

8/31/2024

Fund Name	Beginning Balance 01/01/2024	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 08/31/2024
Operating Reserve	\$ 3,943,592					\$ 3,943,592
Operating Fund	\$ 10,181,232	\$ 13,363,553	\$ (13,662,998)	\$ 2,243,916	\$ (2,183,232)	\$ 9,942,471
Rate Stabilization Fund	\$ 1,000,000					\$ 1,000,000
Capital Improvement Reserve	\$ 3,146,633					\$ 3,146,633
Restricted for Debt Service	\$ -					\$ -
Water Supply Reserve	\$ 2,823,173	\$ 200,000				\$ 3,023,173
Water Efficiency Reserve	\$ 200,000	\$ 200,000				\$ 400,000
Water Meter Replacement Reserve	\$ 1,925,000					\$ 1,925,000
Water Main Reserve - Project 2030	\$ 2,521,129	\$ 815,576		\$ 80,910		\$ 3,417,615
Fleet Equipment Reserve	\$ 471,395					\$ 471,395
Employment-Related Benefits Reserve	\$ 1,015,536					\$ 1,015,536
	<u>\$ 27,227,690</u>	<u>\$ 14,579,130</u>	<u>\$ (13,662,998)</u>	<u>\$ 2,324,826</u>	<u>\$ (2,183,232)</u>	<u>\$ 28,285,415</u>
	<u>\$ 1,057,725</u>	<u>\$ 16,903,955</u>	<u>\$ (15,846,230)</u>		<u>\$ 1,057,725</u>	<u>\$ 1,057,725</u>
	\$ 28,285,415					\$ (0)

ANNIE Y. LIU, Treasurer

TREASURER'S REPORT OF FUND BALANCES
August 31, 2024

Fund Transfers Summary:

Operating Fund:

Fund Collected/Transferred \$ 2,243,916

Fund Disbursed/Transferred \$ (2,183,232)

Net Fund Transferred: \$ (60,683)

Water Main Reserve - Project 2030 \$ 80,910

Citrus Heights Water District
Budget Performance Report
As of 08/31/2024

CC-06

	<u>August Actual</u>	<u>Year-to-Date Actual</u>	<u>Year-to-Date Budget</u>	<u>YTD Variance Amount</u>	<u>Percent of Total Budget</u>	<u>Approved Budget</u>
Revenues						
Metered Service Charges	\$760,057.72	\$8,375,135.15	\$7,897,222.29	\$477,912.86	71%	\$11,845,833.44
Metered Water Deliveries	658,982.16	4,015,793.23	\$4,340,895.39	(325,102.16)	62%	6,511,343.09
Water Main Replacement Revenue	80,910.06	896,486.33	914,666.67	(18,180.34)	65%	1,372,000.00
Penalties	7,819.30	144,700.02	46,125.46	98,574.56	209%	69,188.19
Interest	34,691.93	531,349.13	229,826.40	301,522.73	154%	344,739.60
Backflow Fees	5,069.87	57,464.22	36,840.27	20,623.95	104%	55,260.40
Water Service Install & S&R	0.00	29,420.40	6,400.00	23,020.40	306%	9,600.00
Grant Funds **	0.00	88,151.21	1,553,500.00	(1,465,348.79)	3%	3,107,000.00
Miscellaneous *	3,353.56	6,911.64	8,525.67	(1,614.03)	54%	12,788.50
Cost Reimbursements	1,906.95	8,703.36	3,800.03	4,903.33	153%	5,700.04
Income - Wheeling Water	0.00	55,318.65	48,758.19	6,560.46	76%	73,137.28
Income - Connection Fees	0.00	125,824.60	85,940.97	39,883.63	98%	128,911.46
Total Revenue	1,552,791.55	14,335,257.94	15,172,501.33	(837,243.39)	61%	23,535,502.00
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
**Grant Approved; Pending Draw down						
Operating Expenses						
Cost of Water						
Purchased Water	0.00	2,031,220.33	2,111,666.67	(80,446.34)	64%	3,167,500.00
Ground Water	58,017.73	450,996.00	733,358.00	(282,362.00)	41%	1,100,037.00
	58,017.73	2,482,216.33	2,845,024.67	(362,808.34)	58%	4,267,537.00
Labor & Benefits						
Labor Regular	325,640.66	2,807,971.58	2,893,335.11	(85,363.53)	65%	4,340,002.66
Labor Non-Regular	232.89	2,750.84	400.00	2,350.84	458%	600.00
Labor Taxes	24,294.49	217,410.50	224,114.09	(6,703.59)	65%	336,171.13
Labor Workers Comp	0.00	49,592.72	66,733.33	(17,140.61)	50%	100,100.00
Labor External	1,350.00	11,400.00	56,305.33	(44,905.33)	13%	84,458.00
Benefits Med/Den/Vis	52,743.43	457,155.35	477,573.17	(20,417.82)	64%	716,359.75
Benefits LTD/Life/EAP	4,871.32	46,338.66	102,277.19	(55,938.53)	30%	153,415.79
Benefits CalPers	32,817.42	266,131.96	312,435.36	(46,303.40)	57%	468,653.04
Benefits Other	13,422.03	106,321.77	121,529.22	(15,207.45)	58%	182,293.83
Benefit Retiree Expenses	7,494.48	36,772.31	39,997.44	(3,225.13)	61%	59,996.16
Benefit GASB 68	0.00	599,811.50	479,599.33	120,212.17	83%	719,399.00

Citrus Heights Water District
Budget Performance Report
As of 08/31/2024

CC-06

	<u>August Actual</u>	<u>Year-to-Date Actual</u>	<u>Year-to-Date Budget</u>	<u>YTD Variance Amount</u>	<u>Percent of Total Budget</u>	<u>Approved Budget</u>
Capitalized Labor & Benefit Contra	(43,299.59)	(376,881.98)	(333,332.67)	(43,549.31)	75%	(499,999.00)
	419,567.13	4,224,775.21	4,440,966.91	(216,191.70)	63%	6,661,450.36
General & Administrative						
Fees & Charges	15,505.45	123,247.18	124,323.65	(1,076.47)	66%	186,485.47
Regulatory Compliance/Permits	238.00	93,084.99	164,224.67	(71,139.68)	38%	246,337.00
District Events & Recognition	2,655.70	24,778.16	41,382.00	(16,603.84)	40%	62,073.00
Maintenance/Licensing	21,946.02	207,056.29	141,766.67	65,289.62	97%	212,650.00
Equipment Maintenance	8,609.95	83,054.81	106,800.00	(23,745.19)	52%	160,200.00
Professional Development	6,517.64	64,161.25	115,892.67	(51,731.42)	37%	173,839.00
Dues & Subscriptions	1,572.95	202,002.30	73,318.00	128,684.30	184%	109,977.00
Facility Improvements	0.00	600.00	0.00	600.00	-	0.00
Fuel & Oil	9,471.49	50,376.14	59,533.33	(9,157.19)	56%	89,300.00
General Supplies	5,149.14	65,910.02	75,666.67	(9,756.65)	58%	113,500.00
Insurance - Auto/Prop/Liab	21,980.24	116,206.35	82,176.67	34,029.68	94%	123,265.00
Leasing/Equipment Rental	3,526.17	32,239.13	20,933.33	11,305.80	103%	31,400.00
Parts & Materials	36,793.84	475,995.26	120,000.00	355,995.26	264%	180,000.00
Postage/Shipping/Freight	4,189.42	46,461.28	94,934.67	(48,473.39)	33%	142,402.00
Rebates & Incentives	525.00	9,147.04	19,668.00	(10,520.96)	31%	29,502.00
Telecom/Network	4,396.27	41,185.12	42,666.67	(1,481.55)	64%	64,000.00
Tools & Equipment	1,430.06	28,319.88	55,433.33	(27,113.45)	34%	83,150.00
Utilities	3,122.70	24,868.88	(65,886.67)	90,755.55	-25%	(98,830.00)
Write-Off Bad Debt Exp	0.00	13,988.32	3,333.33	10,654.99	280%	5,000.00
Capitalized G&A Contra	(5,178.51)	(240,094.60)	(133,313.33)	(106,781.27)	120%	(199,970.00)
Capitalized Equipment Contra	0.00	(214,907.87)	0.00	(214,907.87)	-	0.00
	142,451.53	1,247,679.93	1,142,853.65	104,826.28	73%	1,714,280.47
Professional & Contract Services						
Support Services	117,724.36	1,035,764.23	1,368,695.33	(332,931.10)	50%	2,053,043.00
Legal Services	43,120.95	432,885.28	346,002.00	86,883.28	83%	519,003.00
Printing Services	296.66	15,781.01	30,000.00	(14,218.99)	35%	45,000.00
	161,141.97	1,484,430.52	1,744,697.33	(260,266.81)	57%	2,617,046.00
Total Operating Expenses	811,572.11	9,461,508.72	10,220,045.33	(758,536.61)	62%	15,330,068.00
Net Income / (Expense)	\$741,219.44	\$ 4,873,749.22	\$ 4,952,456.00	\$ (78,706.78)	59%	\$ 8,205,434.00

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 8/2024

Project Number	Project Name	BUDGET	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Month to Date	Year to Date	Project to Date	Remaining Budget for Total Project
C16-134	Auburn Blvd-Rusch Park Placer	\$538,021	\$1,710	\$6,090	\$15,036	\$522,985
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$0	\$0	\$1,676	\$98,324
C20-109	Corp Yard Plans Specs Estimate	\$400,000	\$0	\$0	\$0	\$400,000
C24-003	Fleet & Field Operations Eqpm	\$330,000	\$0	\$0	\$0	\$330,000
C24-004	Technology Hardware & Software	\$55,000	\$0	\$0	\$0	\$55,000
C24-005	Facilities Improvements	\$108,000	\$335	\$78,099	\$78,099	\$29,901
C24-011	Valve Replacement	\$120,000	\$2,965	\$74,052	\$74,052	\$45,948
C24-012	Water Service Connections	\$1,507,000	\$29,104	\$678,337	\$678,337	\$828,663
C24-013	Water Meter Replacement	\$125,000	\$87,749	\$104,567	\$104,567	\$20,433
C24-014	Fire Hydrants-Repl, Upgrades,	\$175,000	\$16,014	\$81,569	\$81,569	\$93,432
C24-020	Groundwater Well Improvement	\$200,000	\$0	\$0	\$0	\$200,000
C24-101	Minnesota Drive	\$727,000	\$0	\$11,980	\$11,980	\$715,020
C24-102	Fair Oaks Blvd at Leafcrest Wy	\$344,000	\$6,045	\$6,379	\$6,379	\$337,621
C24-103	Menke Way	\$103,000	\$0	\$0	\$0	\$103,000
Construction in Progress		\$4,832,021	\$143,923	\$1,041,073	\$1,051,695	\$3,780,326
C15-104B	Document Management System	\$64,639	\$0	\$0	\$179,755	(\$115,116)
C23-003	Fleet/Field Operations Equip	\$300,727	\$88,069	\$195,978	\$195,978	\$104,749
Fleet and Equipment		\$365,366	\$88,069	\$195,978	\$375,733	(\$10,367)
C23-040A	City of Citrus Heights Wachtel	\$0	\$0	\$0	\$16,217	(\$16,217)
Water Mains		\$0	\$0	\$0	\$16,217	(\$16,217)
C22-040E	San Juan Ave Complete Streets	\$0	\$0	\$3,323	\$3,323	(\$3,323)
C23-005	Facilities Improvements	\$9,548	\$0	\$0	\$0	\$9,548
C23-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$100,000
C23-041	Misc Infrastructure Projects	\$100,000	\$0	\$1,245	\$1,245	\$98,755
C23-104	Patton/Pardal/Alondra/Perdez	\$1,010,000	\$0	\$675,348	\$675,348	\$334,652
C23-105	Reno Lane 8-inch	\$0	\$0	\$186,002	\$154,944	(\$154,944)
C23-106	Admiral & Anchor 8-inch	\$897,819	\$233,656	\$624,301	\$676,677	\$221,142
C24-010	Annual Water Main Pipeline Rep	\$51,500	\$0	\$0	\$0	\$51,500
Miscellaneous Projects		\$2,168,867	\$233,656	\$1,490,219	\$1,511,537	\$657,330
C20-107	Well #7 Ella	\$4,442,536	\$0	\$118,470	\$1,351,055	\$3,091,481
C23-020	Groundwater Well Improvements	\$100,000	\$21,610	\$49,760	\$49,760	\$50,240
C23-103	Highland Well #8	\$1,900,000	\$1,785	\$5,844	\$7,782	\$1,892,218
Wells		\$6,442,536	\$23,395	\$174,074	\$1,408,597	\$5,033,939
Grand Totals		\$13,808,790	\$489,043	\$2,901,344	\$4,358,005	\$9,445,012

AUGUST 2024 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78332	BEST BEST AND KRIEGER	Legal & Audit	\$14,762.50
78333	REGIONAL GOVERNMENT SERVICES	Contract Services-Other	\$11,096.50
78334	CHANEL L PUSKA	Customer Refund	\$173.95
78335	BARTHEL FAMILY REVOCABLE TRUST	Customer Refund	\$14.82
78336	LINDA J BURNS	Customer Refund	\$26.04
78337	ANTHONY BERSAMIN	Customer Refund	\$529.16
78338	RECORD AND LEWIS FAMILY TRUST	Customer Refund	\$98.82
78339	JOHN P MILES	Customer Refund	\$949.95
78340	YOLANDA MAYO	Customer Refund	\$12.83
78341	VIRGINIA M MCGEE ESTATE	Customer Refund	\$36.53
78342	JONATHON OR MICHELLE YOST	Customer Refund	\$147.50
78343	DIAMOND INVESTMENT NETWORK GROUP	Customer Refund	\$304.66
78344	TREDINNICK LIVING TRUST	Customer Refund	\$230.87
78345	JAMES N MAY	Customer Refund	\$7.82
78346	TYLER OR AIMEE SCHMORLEITZ	Customer Refund	\$144.00
78347	MATTHEW OR KRISTA VINCENT	Customer Refund	\$22.16
78348	SHIRLEY J SELLS	Customer Refund	\$139.67
78349	SCOT E WOODS	Customer Refund	\$89.18
78350	Laman S Zeki	Customer Refund	\$510.40
78351	LINCOLN G OR PATRICIA M ORELLANA	Customer Refund	\$160.24
78352	OPENDOOR PROPERTY TRUST I	Customer Refund	\$139.54
78353	TAMMY SILVESTER	Customer Refund	\$65.81
78354	RONI BISHONA	Customer Refund	\$51.25
78355	COURTNEY KING OR MICHAEL MCCARTY	Customer Refund	\$222.60
78356	SEE'S CANDIES INC #SF2126	Customer Refund	\$366.96
78357	KEVIN CONROY TRUST	Customer Refund	\$132.94
78358	JAMES B WOLF	Customer Refund	\$130.82
78359	ACWA JPIA	Workers Comp Ins	\$5,273.10
78360	AFLAC	Employee Paid Insurance	\$249.53
78361	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Read	\$8,249.86
78362	ANSWERNET	Telephone-Answering Service	\$345.05
78363	AREA PORTABLE SERVICES	Equipment Rental-Field	\$116.68
78364	BEST BEST AND KRIEGER	Legal & Audit	\$15,336.50
78365	JAMES BELARDI	Toilet Rebate Program	\$50.00
78366	BRYCE CONSULTING INC	Consulting Services	\$190.00
78367	BSK ASSOCIATES	Water Analysis	\$2,209.79
78368	STATE OF CA DEPT OF CONSUMER AFFAIRS	Dues & Subscriptions	\$180.00
78369	CDW GOVERNMENT INC	Supplies	\$5,779.72
78370	COLANTUONO HIGHSMITH WHATLEY PC	Legal & Audit	\$14,669.00
78371	COLLEGE OAK TOWING	Repair-Trucks	\$206.25
78372	COMCAST	Equipment Rental-Office	\$96.68
78373	CORE AND MAIN LP	Material	\$6,414.47
78374	CORELOGIC INFORMATION SOLUTIONS INC	Dues & Subscriptions	\$231.85

AUGUST 2024 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78375	EMPLOYEE RELATIONS INC	Contract Services-Other	\$154.60
78376	JARRETT FLINK	Supplies	\$96.59
78377	GOVERNMENT PORTFOLIO ADVISORS	Contract Services-Financial	\$2,566.51
78378	J4 SYSTEMS	Contract Services-Other	\$1,557.25
78379	LIEBERT CASSIDY WHITMORE	Legal & Audit	\$3,330.00
78380	NOWSPEED INC	Contract Services-Other	\$250.00
78381	OCCU MED	Office Miscellaneous	\$291.85
78382	PACE SUPPLY CORP	Material	\$1,735.21
78383	POLLARDWATER COM EAST	Small Tools	\$1,379.50
78384	Print Project Management	Contract Services-Other	\$253.56
78385	DENNIS OR ROBIN SHOCKLEY	Toilet Rebate Program	\$50.00
78386	SPOT ON SIGNS AND GRAPHICS	Contract Services-Office	\$157.22
78387	T MOBILE	Telephone-Wireless	\$1,003.70
78388	TEE JANITORIAL MAINTENANCE	Contract Services-Other	\$2,989.00
78389	UNITED RENTALS NORTH AMERICA INC	Equipment Rental-Field	\$917.15
78390	WALKERS OFFICE SUPPLIES	Office Expense	\$82.16
78391	WATER SYSTEMS CONSULTING INC	PC-Other	\$41,439.11
78392	WEST YOST ASSOCIATES	Contract Services-Engineering	\$9,096.50
78393	WEX BANK	Gas & Oil	\$4,554.39
78394	ACWA JPIA	Workers Comp Insurance	\$104.16
78395	THELMA WIGGINS OR WIGGINS FAMILY TRUST	Customer Refund	\$48.30
78396	ANTONINA KISEL	Customer Refund	\$11.75
78397	OPENDOOR PROPERTY TRUST I	Customer Refund	\$115.13
78398	ARROW CONSTRUCTION	Customer Refund	\$1,321.41
78399	19SIX ARCHITECTS	Contract Services-Engineering	\$14,668.54
78400	ACWA JPIA	Workers Comp Insurance	\$33,414.29
78401	ADVANCED CHEMICAL TRANSPORT INC	Contract Services-Other	\$648.00
78402	AIRGAS USA LLC	Supplies-Field	\$71.28
78403	AREA WEST ENGINEERS INC	Contract Services-Engineering	\$6,045.00
78404	Jodi Ash	Contract Services-Miscellaneous	\$50.00
78405	CALIFORNIA NEVADA SECTION AWWA	Dues & Subscriptions	\$125.00
78406	BEST BEST AND KRIEGER	Legal & Audit	\$22,849.38
78407	CALIFORNIA LANDSCAPE ASSOCIATES INC	Janitorial	\$1,705.00
78408	CDW GOVERNMENT INC	Supplies	\$1,640.75
78409	CITY OF CITRUS HEIGHTS	Permit Fees	\$3,813.15
78410	CONSOLIDATED	Telephone-Local/Long Distance	\$3,014.31
78411	CORE AND MAIN LP	Material	\$6,108.83
78412	CORNING FORD INC	Fixed Assets	\$88,068.79
78413	CRISPIMAGING	Contract Services-Engineering	\$942.73
78414	COUNTY OF SACRAMENTO	Permit Fees	\$655.00
78415	SACRAMENTO COUNTY UTILITIES	Utilities	\$208.63
78416	CORY DARNELL OR ZINMAR MA	Toilet Rebate Program	\$150.00
78417	TAMAR DAWSON	Professional Development	\$191.03
78418	EDELSTEIN GILBERT ROBSON AND SMITH LLC	Contract Services-Financial	\$5,833.33

AUGUST 2024 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78419	FAIR OAKS ARBORIST	Contract Services-Other	\$1,650.00
78420	FLOWLINE CONTRACTORS INC	Contract Services-Engineering	\$236,139.49
78421	GRAINGER	Small Tools	\$83.04
78422	FERGUSON ENTERPRISES INC 1423	Material	\$3,706.60
78423	HARRIS INDUSTRIAL GASES	Supplies-Field	\$32.81
78424	HINES EDM INC	Contract Services-Other	\$4,745.25
78425	HUNT AND SONS INC	Gas & Oil	\$1,321.59
78426	IB CONSULTING LLC	Consulting Services	\$2,240.00
78427	ICONIX WATERWORKS	Material	\$3,172.18
78428	INDOOR ENVIRONMENTAL SERVICES	Maintenance Agreement-Equipment	\$2,511.98
78429	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$5,000.00
78430	INVOICE PROCESSING DEPARTMENT	Contract Services-Financial	\$7.00
78431	J COMM INC	Contract Services-Other	\$6,770.00
78432	J4 SYSTEMS	Contract Services-Other	\$1,520.00
78433	KASL CONSULTING ENGINEERS	Contract Services-Engineering	\$10,447.00
78434	LOWES	Supplies-Field	\$347.86
78435	MACQUARIE EQUIPMENT CAPITAL INC	Equipment Rental-Office	\$376.97
78436	MOONLIGHT BPO LLC	Contract Services-Bill Print/Mail	\$9,473.36
78437	NAPA AUTO PARTS	Repair-Equipment	\$110.42
78438	NAVIANT	Maintenance Agreement-Software	\$461.25
78439	NOR CAL PERLITE INC	Supplies-Field	\$2,977.40
78440	LEO OSORIO	Toilet Rebate Program	\$125.00
78441	PACE SUPPLY CORP	Material	\$16,345.69
78442	PACIFIC GAS AND ELECTRIC	Utilities	\$14.75
78443	PIRTEK POWER INN	Repair-Trucks	\$780.31
78444	QUICK QUACK CAR WASH	Maintenance Agreement-Equipment	\$298.30
78445	REGIONAL GOVERNMENT SERVICES	Consulting Services	\$5,638.63
78446	RICOS WINDO COVERINGS AND FILMS	Contract Services-Other	\$335.00
78447	ROAD TECH SAFETY SERVICES INC	Contract Services-Other	\$3,215.00
78448	VERNON SCHEUPLEIN	Toilet Rebate Program	\$150.00
78449	STATE WATER RESOURCES CONTROL BOARD	Dues & Subscriptions	\$60.00
78450	TAK COMMUNICATIONS	Contract Services-Engineering	\$27,509.47

AUGUST 2024 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78451	A TEICHERT AND SON INC	Road Base	\$9,028.57
78452	HENLEY PACIFIC LA LLC	Repair-Equipment	\$83.11
78453	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$4,435.00
78454	WIZIX TECHNOLOGY GROUP INC	Equipment Rental-Office	\$480.97
78455	VOID	Void	\$0.00
78456	ROGER OR CHRISTINA M COBABE	Customer Refund	\$43.28
78457	MARY J RABLIN REVOCABLE TRUST	Customer Refund	\$135.76
78458	ROBERT L AND SHERRY H MELBYE TRUST	Customer Refund	\$571.83
78459	AMANDA OR WILLIAM B FONG	Customer Refund	\$46.12
78460	GEVORK CHILGEVORKYAN	Customer Refund	\$214.90
78461	AZZAWI PROPERTY DEVELOPMENT INV INC	Customer Refund	\$249.84
78462	BEST BEST AND KRIEGER	Legal & Audit	\$17,547.95
78463	BURKETTS	Office Expense	\$143.54
78464	CITRUS HEIGHTS SAW AND MOWER	Repair-Equipment	\$20.00
78465	DLT SOLUTIONS LLC	Maintenance Agreement-Software	\$5,107.96
78466	FAST ACTION PEST CONTROL	Contract Services-Miscellaneous	\$184.80
78467	LOEWEN PUMP MAINTENANCE	Wells Maintenance	\$21,610.00
78468	Print Project Management	Contract Services-Other	\$43.10
78469	PROUD AV INC	Contract Services-Other	\$3,234.11
78470	RENTAL GUYS	Equipment Rental-Field	\$310.12
78471	SAGENT	Contract Services-Other	\$10,572.50
78472	JUMA ALI SHAFQAQ	Professional Development	\$310.00
78473	HILARY STRAUS	Professional Development	\$310.00
78474	WALKERS OFFICE SUPPLIES	Office Expense	\$46.33
78475	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$1,785.00
Total			\$777,955.23

ACH	1168-2024-7 IC	Bank Fee	\$7,762.90
ACH	ADP 667400058	Contract Services-Financial	\$406.05
ACH	ADP 668529674	Contract Services-Financial	\$465.73
ACH	ADP 667792203	Contract Services-Financial	\$131.15
ACH	BMO JULY 2024	Bank Fee	\$1,106.00
ACH	BMO JULY 2024 FEE	Bank Fee	\$213.75
ACH	CALIFORNIA CHOICE SEPT 2024	Health Insurance	\$56,490.33
ACH	CHASE JULY 2024	Bank Fee	\$4,857.31
ACH	ICMA 8/1/2024 PAYDAY	Deferred Compensation	\$13,172.02
ACH	ICMA 8/29/24 PAYDAY	Deferred Compensation	\$13,744.15
ACH	JP MORGAN JULY 2024	See August Agenda Item CC-9	\$27,684.90
ACH	PERS 8/1/24 PAYDAY	PERS	\$30,266.59
ACH	PERS 8/15/24 PAYDAY	PERS	\$30,266.59
ACH	PRINCIPAL SEPTEMBER 2024	Health Insurance	\$10,896.89
ACH	VALIC 8/1/24 PAYDAY	Deferred Compensation	\$2,810.10
ACH	VALIC 8/15/24 PAYDAY	Deferred Compensation	\$2,810.10

AUGUST 2024 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	VALIC 8/29/24 PAYDAY	Deferred Compensation	\$2,810.10
ACH	ICMA 8/15/24 PAYDAY	Deferred Compensation	\$13,293.64
ACH	US BANK	Interest Expense	\$30,393.75
ACH	US BANK	Investment-Securities	\$2,000,000.00
Total			<u>\$2,249,582.05</u>
Grand Total			<u><u>\$3,027,537.28</u></u>

**JP Morgan Purchase Card Distributions
Aug-24**

Name	District Events & Recognition	Dues & Subscription	Tools & Equipment	General Supplies	Professional Development	Fees & Charges	Maintenance/Licensing	Prepaid	Equipment Maintenance	Postage/Shipping/Freight	Total Bill
Shepard	\$ 294.82	\$ 2.95		\$ 17.31							\$ 315.08
Shockley	\$ 525.48	\$ 4,751.50	\$ 425.82	\$ 748.47	\$ 6,706.22	\$ 15.81	\$ 1,040.61	\$ 526.50			\$ 14,740.41
Tran			\$ 2,516.74				\$ 162.64				\$ 2,679.38
Moore	\$ 145.15			\$ 25.85						\$ 37.64	\$ 208.64
Pieri	\$ 89.59										\$ 89.59
Spiers									\$ 2,203.04		\$ 2,203.04
Liu	\$ 44.79										\$ 44.79
Nunes				\$ 52.17							\$ 52.17
Straus	\$ 80.17										\$ 80.17
Scott				\$ 176.00							\$ 176.00
Total Bill	\$ 1,180.00	\$ 4,754.45	\$ 2,942.56	\$ 1,019.80	\$ 6,706.22	\$ 15.81	\$ 1,203.25	\$ 526.50	\$ 2,203.04	\$ 37.64	\$ 20,589.27

**CITRUS HEIGHTS WATER DISTRICT
September 2024
REVENUE ANALYSIS**

Outstanding Receivables

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,812,380	1,498,052	214,022	56,725	169,752	126,171

General Ledger Balance	Total
Outstanding A/R	1,897,689.11
Outstanding Liens	-
Outstanding Grants	740.31
A/R Other	-
Less Unapplied Payments	(126,917)
Total	\$ 1,771,513
	Diff \$ (40,867)

**CITRUS HEIGHTS WATER DISTRICT
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
September 30, 2024**

LID	CID	Charge Type	Trans.Date	Reason For Cancellation	Amount
10057	14951	DEFAULT	9/10/2024	ONE TIME COURTESY	6.55000
6876	6144	DEFAULT	9/10/2024	ONE TIME COURTESY	6.23000
20900	37230	DEFAULT	9/10/2024	ONE TIME COURTESY	8.39000
5231	28028	DEFAULT	9/10/2024	ONE TIME COURTESY	7.66000
3558	3254	DEFAULT	9/12/2024	ONE TIME COURTESY	9.91000
3367	37843	DEFAULT	9/16/2024	ONE TIME COURTESY	9.99000
4560	4045	DEFAULT	9/16/2024	ONE-TIME COURTESY	15.35000
690	40048	DEFAULT	9/18/2024	ONE-TIME COURTESY	3.88000
6763	6042	DEFAULT	9/19/2024	ONE-TIME COURTESY	5.59000
15729	43299	DEFAULT	9/19/2024	ONE-TIME COURTESY	8.63000
194	154	DEFAULT	9/19/2024	ONE-TIME COURTESY	6.87000
3232	2953	DEFAULT	9/19/2024	ONE-TIME COURTESY	7.19000
4102	36339	DEFAULT	9/24/2024	ONE-TIME COURTESY	8.23000
14637	13002	DEFAULT	9/26/2024	ONE-TIME COURTESY	25.59000
16360	37931	DEFAULT	9/26/2024	ONE-TIME COURTESY	3.96000
6486	34265	DEFAULT	9/4/2024	ONE TIME COURTESY	7.27000
11369	10065	DEFAULT	9/4/2024	ONE TIME COURTESY	7.91000
14774	13093	DEFAULT	9/9/2024	ONE TIME COURTESY	11.03000
					\$ 160.23

September 30, 2024

To: Citrus Heights Water District Board of Directors

Re: Citrus Heights Water District Investment Portfolio Report for September 2024

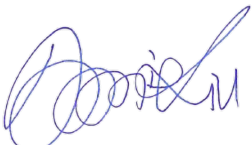
The attached Investment Report for September 2024 is submitted in accordance with the Citrus Heights Water District (District)'s Investment Policy. All investments are in compliance with the policy.

The Investment Report lists all short- term, mid-term and long-term investments held at the conclusion of business on the final day of the month. The combined cash and investments in the District's treasury total \$31,869,174 with \$8,851,518 under the management of the Local Agency Investment Fund, California Asset Management Program, Money Market Funds and BMO Bank.

Investments with original cost of \$23,017,657 are selected based on criteria contained in the District's Investment Policy, which emphasized safety, liquidity, yield, and diversification. The core investments are marked to market daily based on a current market price determined by U.S. Bancorp Investments. The aggregate investment portfolio and holdings are included in the Investment Report.

The Investment Report demonstrates that sufficient liquidity is available to meet anticipated expenditures during the next six months.

Respectfully submitted,



Annie Y. Liu

Director of Administrative Services/Treasurer

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
For September 30, 2024

Summary of Funds

Fund Name	Par Amount	Book Value	Original Cost	Market Value
BMO Checking Plus Money Market Funds	2,929,688	2,929,688	2,929,688	2,929,688
Local Agency Investment Fund (LAIF)	50,329	50,329	50,329	50,329
California Asset Management Program (CAMP)	5,871,500	5,871,500	5,871,500	5,871,500
CHWD Investment CORE	23,390,824	23,017,657	22,824,689	23,348,275
Total	32,242,341.76	31,869,174.33	31,676,206.47	32,199,792.54

TREASURER'S REPORT TO THE BOARD OF DIRECTORS

For September, 2024

Funds Reconciliation

BMO Beginning Balance 9/1/2024		\$2,247,755
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RECEIPTS/TRANSFERS:

Receipts	1,809,529	
		<u>1,809,529</u>

DISBURSEMENTS/TRANSFERS:

Checks Issued / ACH Payments	583,896	
Returned Checks	3,921	
Bank fees	15,968	
Payroll	523,810	
		<u>1,127,596</u>
		681,933

Balance Per Bank 09/30/2024		<u>2,929,688</u>
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Outstanding Checks		373,641
Deposit in Transit		<u>363,043</u>

Balance Per Books 09/30/2024		<u>\$2,919,091</u>
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RECONCILEMENT:

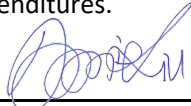
BMO Checking Plus Money Market Funds	\$2,929,688
CAMP Pool Account	\$5,871,500
Local Agency Investment Fund	\$50,329

TOTAL LIQUIDY BALANCE	<u>\$8,851,518</u>
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CASH & INVESTMENT SUMMARY:

CHWD-Liquidity	8,851,518
CHWD-Investment Core	<u>23,017,657</u>
Total	<u>31,869,174</u>

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.



ANNIE Y. LIU
Treasurer
9/30/2024



HILARY M. STRAUS
Secretary

Monthly Investment Report Citrus Heights Water District

September 30, 2024

Total Aggregate Portfolio

Month End Commentary - September 2024

Autumn has arrived bringing color to the trees and like the leaves that are falling, so too have been interest rates however, while the leaves have just begun to fall, September marks the fifth consecutive month of declining rates as both inflation and job growth continued to decelerate. The 2's-10's curve finally reverted after more than two years of inversion with the policy sensitive 2-year Treasury note yield decreasing by 28 basis points in September to end the month at 3.64% while the 10-year note yield fell by 12 basis points finishing at 3.78%. Risk assets rallied again with the S&P 500 and Dow Jones Industrial Average clocking record highs along the way.

The biggest revelation in financial markets during the month was undoubtedly the FOMC lowering the Fed funds target by 50 basis points to a range of 4.75% - 5.00% as they recalibrate monetary policy shifting more focus to the health of the labor market and ultimately, the broader economy. Market forecasters and economists alike were evenly split on the eve of the announcement whether the FOMC would proceed with a standard 25 basis point move or elect for a jumbo 50 basis point cut. The ladder played out in an 11-1 vote with the only dissent coming from Fed Governor Michelle Bowman, who preferred a smaller 25 basis point reduction in what was the first dissent by a Fed Governor in 19 years. The statement released by The Committee indicated that they view the economy expanding at a "solid pace" while progress has been made on inflation, yet it remains elevated above their long-term, 2% target.

Indeed, headline inflation continued to moderate in August however, price gains for core goods and services as measured by core PCE, accelerated slightly on the back of stubborn shelter costs, which increased by 0.5% staging the largest monthly advance since January. At first glance, the uptick in core inflation could be disconcerting, however, it was expected and is now running at a six-month annualized rate of 2.4% - down from 3.3% just three months ago. The August inflation numbers provided credibility to the FOMC's jumbo September rate cut further validating their heightened focus on the maximum employment mandate and with job growth slowing, they will be paying close attention to wage growth and consumer spending.

The economic backdrop remains supportive of lower interest rates heading into 2025 and while the Fed has not yet reached their inflation target, they are entering the final phase of combatting the most acute inflationary cycle in 42 years. And as Fed Governor Bowman reasoned for her dissent, it would be premature for The Committee to declare victory, but it would certainly be partial to ignore the fact that the labor market is loosening. With that, the Fed is poised to continue easing, reinforcing our call to align portfolio durations neutral to their respective benchmarks while being opportunistic when adding credit.

Treasury Curve Total Returns Last 12 Months

Treasuries	Total Return
3 month bill	5.457%
1 year note	5.873%
2 year note	6.484%
3 year note	7.341%
5 year note	8.645%

Treasury Benchmark Total Returns In Month

Benchmark	Period Return	YTM	Duration (Years)
ICE BAML 90 Day Bill	0.43%	4.56%	0.23
ICE BAML 0-1 Year Treasury	0.53%	4.36%	0.49
ICE BAML 0-3 Year Treasury	0.72%	3.92%	1.4
ICE BAML 0-5 Year Treasury	0.80%	3.81%	2.14

Changes In The Treasury Market (Absolute Yield Levels)

Treasuries	09/30/2023	07/31/2024	08/31/2024	09/30/2024	1 Month Change	12 Month Change
3 month bill	5.46%	5.28%	5.11%	4.62%	-0.50%	-0.84%
6 month bill	5.56%	5.09%	4.86%	4.40%	-0.45%	-1.16%
1 year note	5.49%	4.75%	4.40%	4.00%	-0.40%	-1.49%
2 year note	5.10%	4.26%	3.92%	3.64%	-0.28%	-1.46%
3 year note	4.88%	4.06%	3.78%	3.55%	-0.23%	-1.33%
5 year note	4.71%	3.91%	3.70%	3.56%	-0.15%	-1.15%
10 year note	4.68%	4.03%	3.90%	3.78%	-0.12%	-0.90%

Compliance Report

Citrus Heights Water District | Total Aggregate Portfolio



September 30, 2024

Category

Policy Diversification Constraint	Policy Limit	Actual Value*	Status
US Treasury Obligations Maximum % of Holdings	100.000	19.088	Compliant
US Agency Obligations Issuer Concentration	35.000	19.903	Compliant
US Agency Obligations Maximum % of Holdings	100.000	30.854	Compliant
Supranationals - Issuer is IADB, IBRD, or IFC	0.000	0.000	Compliant
Supranationals Issuer Concentration	5.000	2.404	Compliant
Supranationals Maximum % of Holdings	30.000	5.438	Compliant
Municipal Bonds - Other States Outside of CA	25.000	1.174	Compliant
Municipal Bonds - Other States Outside of CA Issuer Concentration	10.000	1.174	Compliant
Municipal Bonds - State of California	25.000	0.482	Compliant
Municipal Bonds - State of California Issuer Concentration	10.000	0.482	Compliant
Municipal Bonds CA Entities Issuer Concentration	10.000	0.721	Compliant
Municipal Bonds CA Entities Max. % of Holdings	30.000	2.857	Compliant
Mortgages, CMOs and Asset Backed Securities Issuer Concentration	5.000	0.638	Compliant
Mortgages, CMOs and Asset Backed Securities Maximum % of Holdings	20.000	4.434	Compliant
Corporate Notes Issuer Concentration	5.000	0.000	Compliant
Corporate Notes Maximum % of Holdings	30.000	9.754	Compliant
Corporate Notes must be Issued by US Corporation	0.000	0.000	Compliant
Commercial Paper Issued and Operating in the US	0.000	0.000	Compliant
Commercial Paper Issuer Concentration	5.000	0.000	Compliant
Commercial Paper Maximum % of Holdings	25.000	0.000	Compliant
Negotiable CDs Issuer Concentration	5.000	0.000	Compliant
Negotiable CDs Maximum % of Holdings	10.000	0.000	Compliant
Non-Negotiable CDs Issuer Concentration	5.000	0.000	Compliant
Non-Negotiable CDs Maximum % of Holdings	10.000	0.000	Compliant
Banker's Acceptance Issuer Concentration	5.000	0.000	Compliant
Banker's Acceptance Maximum % of Holdings	25.000	0.000	Compliant
Money Market Issuer Concentration	20.000	2.802	Compliant
Money Market Maximum % of Holdings	20.000	3.574	Compliant
LGIP Maximum % of Holdings	100.000	0.156	Compliant

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

Compliance Report

Citrus Heights Water District | Total Aggregate Portfolio



September 30, 2024

Category

Policy Maturity Structure Constraint	Policy Limit	Actual %	Status
Maturity Constraints Under 5 years Minimum % of Total Portfolio	100.000	100.000	Compliant
Policy Maturity Constraint	Policy Limit	Actual Term	Status
US Treasury Maximum Maturity At Time of Purchase (years)	5.000	5.000	Compliant
US Agency Callable Securities Maximum % of Total Portfolio	25.000	0.000	Compliant
US Agency Maximum Maturity At Time of Purchase (years)	5.000	4.992	Compliant
Supranationals Maximum Maturity At Time of Purchase (years)	5.000	4.943	Compliant
Municipals Maximum Maturity At Time of Purchase (years)	5.000	4.995	Compliant
Mortgages, CMOs and Asset Backed Securities Maximum Maturity At Time of Purchase (years)	5.000	4.565	Compliant
Corporate Maximum Maturity At Time of Purchase (years)	5.000	4.995	Compliant
Commercial Paper Days to Final Maturity (days)	270.000	0.000	Compliant
Negotiable CDs Maximum Maturity At Time of Purchase (years)	1.000	0.000	Compliant
Non-Negotiable CDs Maximum Maturity At Time of Purchase (years)	1.000	0.000	Compliant
Banker's Acceptance Maximum Maturity At Time of Purchase (days)	180.000	0.000	Compliant
Weighted Average Maturity (years)	2.500	1.786	Compliant
Policy Credit Constraint			Status
Supranationals Ratings AA-/Aa3/AA- or better (Rated by 1 NRSRO)			Compliant
Municipal Bonds Ratings Minimum A-/A3/A- (Rated by 1 NRSRO)			Compliant
Mortgages, CMOs and Asset Backed Securities Minimum Credit Rating AA/Aa3/AA (Rated by 1 NRSRO)			Compliant
Corporate Notes Ratings Minimum A-/A-/A3 (Rated by 1 NRSRO)			Compliant
Commercial Paper Ratings Minimum A1/P1/F1 (Rated by 1 NRSRO)			Compliant
Commercial Paper Minimum Long Term Rating A-/A3/A- (Rated by 1 NRSRO)			Compliant
Money Market Ratings Minimum AAA/Aaa/AAA (Rated by 1 NRSRO)			Compliant

1) Actual values are based on market value.

2) The compliance report allows for resolutions to be documented if an actual value exceeds a limit. The specific resolution can be found on the client portal site.

Summary Overview

Citrus Heights Water District | Total Aggregate Portfolio

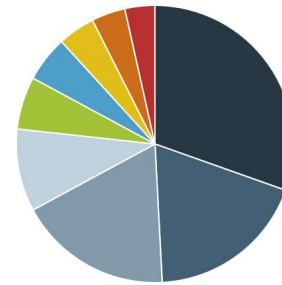


September 30, 2024

Portfolio Characteristics

Metric	Value
Cash and Cash Equivalents	8,500,930.44
Investments	23,891,829.96
Book Yield	4.53%
Market Yield	4.28%
Effective Duration	1.57
Years to Maturity	1.75
Avg Credit Rating	AAA

Allocation by Asset Class



- US Agency **31.0%**
- US Treasury **19.1%**
- Pooled Funds **18.3%**
- Corporate **9.8%**
- Bank Deposit **6.3%**
- Supranational **5.4%**
- Asset Backed Securities **4.4%**
- Municipals **4.0%**
- Money Market Fund **3.6%**
- Cash **-1.8%**

Strategic Structure

Account	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain (Loss)	Accrued	Yield at Cost	Effective Duration	Benchmark Duration	Benchmark
CHWD-Investment Core	23,390,824.00	23,017,656.57	22,834,926.45	23,348,274.78	330,618.21	192,967.86	4.72%	2.15	2.13	ICE BofA 0-5 Year US Treasury Index
CHWD-Liquidity	8,851,517.76	8,851,517.76	8,851,517.76	8,851,517.76	0.00	0.00	4.02%	0.01	0.08	ICE BofA US 1-Month Treasury Bill Index
Total	32,242,341.76	31,869,174.33	31,686,444.21	32,199,792.54	330,618.21	192,967.86	4.53%	1.57		



CHWD Holdings Report

As of 09/30/2024

CHWD_Total Portfolio (354503)

Dated: 10/16/2024

Identifier	Description	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
CAL_CAMP	California Asset Management Program	09/30/2024	5,871,500.48	5,871,500.48	5,871,500.48	5,871,500.48	0.00	0.00	5.290	0.010 0.000
CAL_LGIP	CALIFORNIA LAIF	09/30/2024	50,329.08	50,329.08	50,329.08	50,329.08	0.00	0.00	4.575	0.010 0.000
CHWD_BMO_DEP	BMO Deposit	09/30/2024	2,027,453.12	2,027,453.12	2,027,453.12	2,027,453.12	0.00	0.00	0.000	0.010 0.000
60934N104	FEDERATED HRMS GV O INST	09/30/2024	902,235.08	902,235.08	902,235.08	902,235.08	0.00	0.00	4.800	0.000 0.000
31846V203	FIRST AMER:GVT OBLG Y	09/30/2024	248,623.89	248,623.89	248,623.89	248,623.89	0.00	0.00	4.530	0.000 0.000
CCYUSD	Payable	09/30/2024	-600,698.04	-600,698.04	-600,698.04	-600,698.04	0.00	0.00	0.000	0.000 0.000
CCYUSD	Receivable	09/30/2024	1,486.83	1,486.83	1,486.83	1,486.83	0.00	0.00	0.000	0.000 0.000
3133EPVK8	FEDERAL FARM CREDIT BANKS FUNDING CORP	10/02/2024	400,000.00	399,998.05	399,244.00	400,004.00	5.95	10,441.67	5.440	0.006 0.005
91282CFX4	UNITED STATES TREASURY	11/30/2024	450,000.00	449,355.47	445,746.09	449,820.00	464.53	6,805.33	5.407	0.165 0.167
3130ATUR6	FEDERAL HOME LOAN BANKS	12/13/2024	350,000.00	349,654.14	347,474.75	349,937.00	282.86	4,856.25	5.144	0.201 0.203
91282CDS7	UNITED STATES TREASURY	01/15/2025	400,000.00	395,367.11	378,015.63	396,048.00	680.89	953.80	5.330	0.287 0.293
3130AV7L0	FEDERAL HOME LOAN BANKS	02/28/2025	300,000.00	300,024.11	300,099.00	300,378.00	353.89	1,375.00	4.975	0.403 0.413
3130AUZC1	FEDERAL HOME LOAN BANKS	03/14/2025	350,000.00	349,310.05	347,480.00	350,171.50	861.45	764.41	5.083	0.446 0.452
3135G03U5	FEDERAL NATIONAL MORTGAGE ASSOCIATION	04/22/2025	350,000.00	341,776.08	324,558.50	342,923.00	1,146.92	966.15	5.093	0.548 0.559
02582JJT8	AMXCA 2022-2 A	05/15/2025	200,000.00	197,847.42	193,437.50	198,560.00	712.58	301.33	5.277	0.605 0.621
912828XB1	UNITED STATES TREASURY	05/15/2025	400,000.00	392,863.82	380,328.13	394,788.00	1,924.18	3,210.60	5.171	0.607 0.621
254683CS2	DCENT 2022-2 A	05/15/2025	200,000.00	197,213.44	192,750.00	198,382.00	1,168.56	295.11	5.747	0.604 0.621
3133EPNB7	FEDERAL FARM CREDIT BANKS FUNDING CORP	06/20/2025	300,000.00	299,585.86	298,854.00	300,816.00	1,230.14	3,892.71	4.829	0.696 0.720
3133EPRS6	FEDERAL FARM CREDIT BANKS FUNDING CORP	07/28/2025	350,000.00	349,377.46	348,539.10	352,656.50	3,279.04	2,985.94	5.103	0.800 0.824
06428CAC8	BANK OF AMERICA NA	08/18/2025	250,000.00	249,982.29	249,960.00	252,742.50	2,760.21	1,687.15	5.658	0.769 0.882
89236TKZ7	TOYOTA MOTOR CREDIT CORP	09/11/2025	200,000.00	200,231.26	200,490.00	202,546.00	2,314.74	622.22	5.469	0.914 0.947
91282CFK2	UNITED STATES TREASURY	09/15/2025	300,000.00	296,903.76	292,769.53	298,635.00	1,731.24	464.09	4.649	0.931 0.958
17325FBA5	CITIBANK NA	09/29/2025	250,000.00	249,916.48	249,832.50	253,427.50	3,511.02	81.44	5.900	0.883 0.997
14041NGB1	COMET 2022-3 A	10/15/2025	200,000.00	199,620.21	199,156.25	201,230.00	1,609.79	440.00	5.200	0.994 1.041
3133EPMB8	FEDERAL FARM CREDIT BANKS FUNDING CORP	12/08/2025	300,000.00	298,351.32	296,577.00	300,912.00	2,560.68	3,884.38	4.621	1.137 1.189
89115A2K7	TORONTO-DOMINION BANK	01/09/2026	200,000.00	199,313.98	198,656.00	202,172.00	2,858.02	2,324.70	5.395	1.213 1.277
3133EPW68	FEDERAL FARM CREDIT BANKS FUNDING CORP	01/22/2026	500,000.00	498,540.91	497,790.00	501,700.00	3,159.09	3,953.13	4.360	1.257 1.312
3133ERNJ6	FEDERAL FARM CREDIT BANKS FUNDING CORP	02/06/2026	500,000.00	502,389.15	502,520.00	504,335.00	1,945.85	3,437.50	4.129	1.293 1.353
91282CGL9	UNITED STATES TREASURY	02/15/2026	350,000.00	346,852.79	344,175.78	350,945.00	4,092.21	1,788.04	4.702	1.321 1.378
3133EPNV3	FEDERAL FARM CREDIT BANKS FUNDING CORP	03/30/2026	300,000.00	299,503.31	299,085.00	302,670.00	3,166.69	36.46	4.496	1.441 1.496



CHWD Holdings Report

As of 09/30/2024

CHWD_Total Portfolio (354503)

Dated: 10/16/2024

Identifier	Description	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
3133EPPR0	FEDERAL FARM CREDIT BANKS FUNDING CORP	04/10/2026	400,000.00	399,470.41	399,045.60	404,796.00	5,325.59	8,787.50	4.721	1.434 1.526
14913UAA8	CATERPILLAR FINANCIAL SERVICES CORP	05/15/2026	150,000.00	149,034.44	148,278.00	150,874.50	1,840.06	2,465.00	4.779	1.532 1.621
3133EPUD5	FEDERAL FARM CREDIT BANKS FUNDING CORP	05/28/2026	300,000.00	299,495.02	299,160.60	304,527.00	5,031.98	4,868.75	4.863	1.564 1.657
24422EWX3	JOHN DEERE CAPITAL CORP	06/08/2026	150,000.00	149,993.15	149,988.00	152,107.50	2,114.35	2,236.46	4.752	1.590 1.687
89239KAC5	TAOT 2022-A A3	06/15/2026	81,520.25	79,695.59	78,466.43	80,579.51	883.92	44.56	5.555	0.344 1.706
3133EPNG6	FEDERAL FARM CREDIT BANKS FUNDING CORP	06/23/2026	300,000.00	299,815.48	299,679.00	303,624.00	3,808.52	3,572.92	4.413	1.638 1.728
3133EPQC2	FEDERAL FARM CREDIT BANKS FUNDING CORP	07/17/2026	250,000.00	249,754.67	249,595.25	253,920.00	4,165.33	2,376.74	4.684	1.700 1.794
78016FZZ0	ROYAL BANK OF CANADA	07/20/2026	150,000.00	149,758.12	149,596.50	153,162.00	3,403.88	1,538.33	5.298	1.698 1.802
06051GLA5	BANK OF AMERICA CORP	07/22/2026	150,000.00	149,132.56	147,766.50	150,079.50	946.94	1,387.76	5.363	0.781 1.808
797272RN3	SAN DIEGO CALIF CMNTY COLLEGE DIST	08/01/2026	145,000.00	136,995.78	131,719.45	138,815.75	1,819.97	349.21	4.718	1.780 1.835
94988J6D4	WELLS FARGO BANK NA	08/07/2026	250,000.00	249,941.38	249,905.00	255,970.00	6,028.62	2,043.75	5.464	1.660 1.851
3133EPSW6	FEDERAL FARM CREDIT BANKS FUNDING CORP	08/14/2026	350,000.00	349,833.89	349,733.30	355,372.50	5,538.61	2,056.25	4.527	1.775 1.871
34533YAE0	FORDO 2020-C A4	08/15/2026	148,214.85	143,159.55	139,947.24	146,697.13	3,537.59	33.60	4.876	0.334 1.873
3130AWTQ3	FEDERAL HOME LOAN BANKS	09/11/2026	350,000.00	348,795.42	348,110.00	356,177.50	7,382.08	899.31	4.814	1.847 1.947
78016EZZ3	ROYAL BANK OF CANADA	11/02/2026	200,000.00	185,919.15	177,770.00	189,572.00	3,652.85	1,158.89	5.114	2.013 2.090
13067WRD6	CALIFORNIA ST DEPT WTR RES CENT VY PROJ REV	12/01/2026	165,000.00	151,601.42	145,063.05	155,139.60	3,538.18	506.00	5.028	2.105 2.170
17325FBC1	CITIBANK NA	12/04/2026	250,000.00	252,971.52	254,080.00	257,212.50	4,240.98	4,459.00	4.872	1.934 2.178
3130ATVE4	FEDERAL HOME LOAN BANKS	12/11/2026	500,000.00	506,602.45	506,825.00	508,475.00	1,872.55	6,875.00	3.864	2.053 2.197
91282CJT9	UNITED STATES TREASURY	01/15/2027	500,000.00	498,656.93	498,261.72	504,140.00	5,483.07	4,239.13	4.125	2.156 2.293
912828Z78	UNITED STATES TREASURY	01/31/2027	375,000.00	351,463.73	339,667.97	357,408.75	5,945.02	947.69	4.438	2.255 2.337
3130A3DU5	FEDERAL HOME LOAN BANKS	03/12/2027	500,000.00	490,432.11	490,142.50	492,065.00	1,632.89	791.67	3.827	2.334 2.446
91282CKE0	UNITED STATES TREASURY	03/15/2027	500,000.00	500,054.79	500,058.59	507,715.00	7,660.21	939.23	4.244	2.316 2.454
3133ENV9	FEDERAL FARM CREDIT BANKS FUNDING CORP	04/26/2027	350,000.00	336,516.01	330,400.00	343,777.00	7,260.99	4,332.47	4.522	2.423 2.569
91412HFP3	UNIVERSITY CALIF REVS	05/15/2027	200,000.00	185,232.19	178,080.00	187,134.00	1,901.81	1,032.09	4.469	2.522 2.621
3133ERFJ5	FEDERAL FARM CREDIT BANKS FUNDING CORP	05/20/2027	500,000.00	508,645.11	508,888.00	511,375.00	2,729.89	8,187.50	3.802	2.437 2.635
91282CEW7	UNITED STATES TREASURY	06/30/2027	300,000.00	292,969.09	289,699.22	297,468.00	4,498.91	2,463.99	4.187	2.586 2.747
7994082A6	SAN RAMON VALLEY CALIF UNI SCH DIST	08/01/2027	250,000.00	227,652.20	218,142.50	232,932.50	5,280.30	493.33	4.688	2.739 2.835
799038NS9	SAN MATEO CNTY CALIF CMNTY COLLEGE DIST	09/01/2027	220,000.00	201,011.71	192,810.20	205,878.20	4,866.49	268.95	4.768	2.810 2.920
65480BAD9	NAROT 2021-A A4	09/15/2027	200,000.00	188,312.15	183,296.88	195,296.00	6,983.85	50.67	5.002	0.676 2.958
91282CFM8	UNITED STATES TREASURY	09/30/2027	300,000.00	299,671.27	299,531.25	304,818.00	5,146.73	34.00	4.164	2.804 3.000



CHWD Holdings Report

As of 09/30/2024

CHWD_Total Portfolio (354503)

Dated: 10/16/2024

Identifier	Description	Final Maturity	Par Amount	Book Value	Original Cost	Market Value	Net Unrealized Gain/Loss	Accrued Balance	Book Yield	GPA Effective Duration, Years to Final Maturity
419792DB9	HAWAII ST	10/01/2027	200,000.00	193,711.13	191,052.00	197,232.00	3,520.87	3,350.00	4.514	1.947 3.003
89236TKL8	TOYOTA MOTOR CREDIT CORP	11/10/2027	150,000.00	152,484.50	153,498.00	156,321.00	3,836.50	3,201.88	4.850	2.796 3.112
12663JAC5	CNH 2022-B A3	11/15/2027	206,676.21	202,648.93	201,073.35	205,591.16	2,942.23	357.32	5.368	0.830 3.126
023135CP9	AMAZON.COM INC	12/01/2027	150,000.00	149,699.04	149,578.50	153,130.50	3,431.46	2,275.00	4.620	2.828 3.170
142921AD7	CARMX 2032-2 A3	01/18/2028	200,000.00	199,486.52	199,289.06	201,458.00	1,971.48	448.89	5.252	1.227 3.301
24422EWR6	JOHN DEERE CAPITAL CORP	01/20/2028	150,000.00	150,080.21	150,111.00	153,598.50	3,518.29	1,405.21	4.731	3.015 3.307
3133EPAV7	FEDERAL FARM CREDIT BANKS FUNDING CORP	02/14/2028	250,000.00	247,876.14	247,082.50	251,922.50	4,046.36	1,264.76	4.154	3.123 3.375
931142FB4	WALMART INC	04/15/2028	150,000.00	147,852.19	147,082.50	150,730.50	2,878.31	2,697.50	4.352	3.178 3.542
46647PDA1	JPMORGAN CHASE & CO	04/26/2028	150,000.00	146,513.36	144,790.50	150,300.00	3,786.64	2,791.94	5.145	2.368 3.572
91282CCE9	UNITED STATES TREASURY	05/31/2028	300,000.00	272,082.51	262,359.38	276,129.00	4,046.49	1,260.25	4.082	3.513 3.668
3130AWN63	FEDERAL HOME LOAN BANKS	06/30/2028	300,000.00	299,196.90	298,938.00	304,350.00	5,153.10	3,033.33	4.080	3.427 3.750
89115A2U5	TORONTO-DOMINION BANK	07/17/2028	150,000.00	150,926.62	151,221.00	156,918.00	5,991.38	1,702.92	5.335	3.380 3.797
419792YT7	HAWAII ST	08/01/2028	200,000.00	176,441.64	169,290.00	180,830.00	4,388.36	381.67	4.623	3.681 3.838
459058KW2	INTERNATIONAL BANK FOR RECONSTRUCTION AND DEVELOPM	08/01/2028	500,000.00	508,224.79	509,670.00	518,005.00	9,780.21	3,854.17	4.150	3.477 3.838
3133EPUN3	FEDERAL FARM CREDIT BANKS FUNDING CORP	08/28/2028	350,000.00	351,908.53	352,439.50	361,417.00	9,508.47	1,443.75	4.328	3.558 3.912
91282CDF5	UNITED STATES TREASURY	10/31/2028	650,000.00	596,933.60	596,933.60	595,894.00	-1,039.60	3,764.44	3.542	3.886 4.085
45950VSM9	INTERNATIONAL FINANCE CORP	11/27/2028	250,000.00	254,135.98	254,912.50	258,820.00	4,684.02	3,875.00	4.056	3.724 4.159
3130AXQK7	FEDERAL HOME LOAN BANKS	12/08/2028	500,000.00	512,723.00	514,770.00	521,730.00	9,007.00	7,454.86	4.071	3.736 4.189
91282CDW8	UNITED STATES TREASURY	01/31/2029	425,000.00	387,830.74	382,101.56	393,987.75	6,157.01	1,253.06	3.997	4.100 4.337
4581X0EN4	INTER-AMERICAN DEVELOPMENT BANK	02/15/2029	450,000.00	448,074.56	447,825.15	458,892.00	10,817.44	2,371.88	4.233	3.960 4.378
45950VSZ0	INTERNATIONAL FINANCE CORP	03/27/2029	500,000.00	491,580.57	490,789.00	515,210.00	23,629.43	243.06	4.800	4.058 4.487
3133ERDH1	FEDERAL FARM CREDIT BANKS FUNDING CORP	04/30/2029	625,000.00	633,122.63	633,768.75	654,993.75	21,871.12	12,452.26	4.430	4.035 4.580
91282CES6	UNITED STATES TREASURY	05/31/2029	650,000.00	606,494.78	604,144.53	626,821.00	20,326.22	6,007.17	4.360	4.288 4.665
91282CFJ5	UNITED STATES TREASURY	08/31/2029	400,000.00	391,649.23	391,546.88	391,672.00	22.77	1,070.44	3.593	4.500 4.917
---	---	07/01/2026	32,242,341.76	31,869,174.33	31,686,444.21	32,199,792.54	330,618.21	192,967.86	4.531	1.565 1.749

* Weighted by: Market Value. * Holdings Displayed by: Lot.

This report is for general informational purposes only and is not intended to provide specific advice or recommendations. Government Portfolio Advisors (GPA) is an investment advisor registered with the Securities and Exchange Commission and is required to maintain a written disclosure statement of our background and business experience.

Questions About an Account: GPA's monthly & quarterly reports are intended to detail the investment advisory activity managed by GPA. The custodial bank maintains the control of assets and settles all investment transactions. The custodial statement is the official record of security and cash holdings and transactions. GPA recognizes that clients may use these reports to facilitate record keeping and that the custodial bank statement and the GPA report should be reconciled, and differences documented.

Trade Date versus Settlement Date: Many custodial banks use settlement date basis and post coupons or maturities on the following business days when they occur on weekend. These items may result in the need to reconcile due to a timing difference. GPA reports are on a trade date basis in accordance with GIPS performance standards. GPA can provide all account settings to support the reason for any variance.

Bank Deposits and Pooled Investment Funds Held in Liquidity Accounts Away from the Custodial Bank are Referred to as Line Item Securities: GPA relies on the information provided by clients when reporting pool balances, bank balances and other assets that are not held at the client's custodial bank. GPA does not guarantee the accuracy of information received from third parties. Balances cannot be adjusted once submitted however corrective transactions can be entered as adjustments in the following months activity. Assets held outside the custodial bank that are reported to GPA are included in GPA's oversight compliance reporting and strategic plan.

Account Control: GPA does not have the authority to withdraw or deposit funds from or to any client's custodial account. Clients retain responsibility for the deposit and withdrawal of funds to the custodial account. Our clients retain responsibility for their internal accounting policies, implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Custodial Bank Interface: Our contract provides for the ability for GPA to interface into our client's custodial bank to reconcile transactions, maturities and coupon payments. The GPA client portal will be available to all clients to access this information directly at any time.

Market Price: Generally, GPA has set all securities market pricing to match custodial bank pricing. There may be certain securities that will require pricing override due to inaccurate custodial bank pricing that will otherwise distort portfolio performance returns. GPA may utilize Refinitiv pricing source for commercial paper, discount notes and supranational bonds when custodial bank pricing does not reflect current market levels. The pricing variances are obvious when market yields are distorted from the current market levels.

Performance Calculation: Historical returns are presented as time-weighted total return values and are presented gross and net of fees.

Amortized Cost: The original cost on the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discounts or premiums are amortized on a straight-line basis on all securities. This can be changed at the client's request.

Callable Securities: Securities subject to redemption in whole or in part prior to the stated final maturity at the discretion of the security's issuer are referred to as "callable". Certain call dates may not show up on the report if the call date has passed or if the security is continuously callable until maturity date. Bonds purchased at a premium will be amortized to the next call date while all other callable securities will be amortized to maturity. If the bond is amortized to the call date, amortization will be reflected to that date and once the call date passes, the bond will be fully amortized.

Duration: The duration is the effective duration. Duration on callable securities is based on the probability of the security being called given market rates and security characteristics.

Benchmark Duration: The benchmark duration is based on the duration of the stated benchmark that is assigned to each account.

Rating: Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Coupon Payments and Maturities on Weekends: On occasion, coupon payments and maturities occur on a weekend or holiday. GPA's report settings are on the accrual basis so the coupon postings and maturities will be accounted for in the period earned. The bank may be set at a cash basis, which may result in a reconciliation variance.

Cash and Cash Equivalents: GPA has defined cash and cash equivalents to be cash, bank deposits, LGIP pools and repurchase agreements. This may vary from your custodial bank which typically defines cash and equivalents as all securities that mature under 90 days. Check with your custodial bank to understand their methodology.

Account Settings: GPA has the portfolio settings at the lot level, if a security is sold our setting will remove the lowest cost security first. First-in-first-out (FIFO) settings are available at the client's request.

Historical Numbers: Data was transferred from GPA's legacy system, however, variances may exist from the data received due to a change of settings on Clearwater. GPA is utilizing this information for historical return data with the understanding the accrual settings and pricing sources may differ slightly.

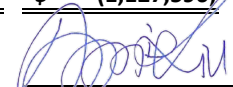
Financial Situation: In order to better serve you, GPA should be promptly notified of any material change in your investment objective or financial situation.

No Guarantee: The securities in the portfolio are not guaranteed or otherwise protected by GPA, the FDIC (except for non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested.



TREASURER'S REPORT OF ACCOUNT BALANCES
9/30/2024

Fund Name	Beginning Balance 01/01/2024	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 09/30/2024
Operating Reserve	\$ 3,943,592					\$ 3,943,592
Operating Fund	\$ 10,181,232	\$ 16,254,859	\$ (15,810,129)	\$ 1,809,529	\$ (1,127,596)	\$ 11,307,896
Rate Stabilization Fund	\$ 1,000,000					\$ 1,000,000
Capital Improvement Reserve	\$ 3,146,633					\$ 3,146,633
Restricted for Debt Service	\$ -					\$ -
Water Supply Reserve	\$ 2,823,173	\$ 200,000				\$ 3,023,173
Water Efficiency Reserve	\$ 200,000					\$ 200,000
Water Meter Replacement Reserve	\$ 1,925,000	\$ 200,000				\$ 2,125,000
Water Main Reserve - Project 2030	\$ 2,521,129	\$ 896,486		\$ 112,276		\$ 3,529,891
Fleet Equipment Reserve	\$ 471,395					\$ 471,395
Employment-Related Benefits Reserve	\$ 1,015,536					\$ 1,015,536
	<u>\$ 27,227,690</u>	<u>\$ 17,551,346</u>	<u>\$ (15,810,129)</u>	<u>\$ 1,921,804</u>	<u>\$ (1,127,596)</u>	<u>\$ 29,763,116</u>


ANNIE Y. LIU, Treasurer

TREASURER'S REPORT OF FUND BALANCES
September 30, 2024

Fund Transfers Summary:

Operating Fund:

Fund Collected/Transferred	\$ 1,809,529
Fund Disbursed/Transferred	<u>\$ (1,127,596)</u>
Net Fund Transferred:	\$ (681,933)

Water Main Reserve - Project 2030 **\$ 112,276**

Citrus Heights Water District
Budget Performance Report
As of 09/30/2024

CC-06

	September Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance Amount	Percent of Total Budget	Approved Budget
Revenues						
Metered Service Charges	\$1,072,930.96	\$9,448,066.11	\$8,884,375.08	\$563,691.03	80%	\$11,845,833.44
Metered Water Deliveries	1,134,794.42	5,150,587.65	\$4,883,507.32	267,080.33	79%	6,511,343.09
Water Main Replacement Revenue	112,275.73	1,008,762.06	1,029,000.00	(20,237.94)	74%	1,372,000.00
Penalties	12,241.92	156,941.94	51,891.14	105,050.80	227%	69,188.19
Interest	3,928.16	535,277.29	258,554.70	276,722.59	155%	344,739.60
Backflow Fees	5,808.26	63,272.48	41,445.30	21,827.18	114%	55,260.40
Water Service Install & S&R	9,174.92	38,595.32	7,200.00	31,395.32	402%	9,600.00
Grant Funds **	525.00	88,676.21	1,553,500.00	(1,464,823.79)	3%	3,107,000.00
Miscellaneous *	93.04	7,004.68	9,591.38	(2,586.70)	55%	12,788.50
Cost Reimbursements	0.00	8,703.36	4,275.03	4,428.33	153%	5,700.04
Income - Wheeling Water	0.00	55,318.65	54,852.96	465.69	76%	73,137.28
Income - Connection Fees	41,489.78	167,314.38	96,683.60	70,630.79	130%	128,911.46
Total Revenue	2,393,262.19	16,728,520.13	16,874,876.50	(146,356.37)	71%	23,535,502.00
Charges & other Miscellaneous Revenue Sources						
**Grant Approved; Pending Draw Down						
Operating Expenses						
Cost of Water						
Purchased Water	0.00	2,031,220.33	2,375,625.00	(344,404.67)	64%	3,167,500.00
Ground Water	54,901.10	505,897.10	825,027.75	(319,130.65)	46%	1,100,037.00
	54,901.10	2,537,117.43	3,200,652.75	(663,535.32)	59%	4,267,537.00
Labor & Benefits						
Labor Regular	335,869.51	3,143,841.09	3,255,002.00	(111,160.91)	72%	4,340,002.66
Labor Non-Regular	502.03	3,252.87	450.00	2,802.87	542%	600.00
Labor Taxes	24,377.83	241,788.33	252,128.35	(10,340.02)	72%	336,171.13
Labor Workers Comp	0.00	49,592.72	75,075.00	(25,482.28)	50%	100,100.00
Labor External	1,200.00	12,600.00	63,343.50	(50,743.50)	15%	84,458.00
Benefits Med/Den/Vis	57,564.99	514,720.34	537,269.81	(22,549.47)	72%	716,359.75
Benefits LTD/Life/EAP	6,338.18	52,676.84	115,061.84	(62,385.00)	34%	153,415.79
Benefits CalPers	33,656.47	299,788.43	351,489.78	(51,701.35)	64%	468,653.04
Benefits Other	24,615.76	130,937.53	136,720.37	(5,782.84)	72%	182,293.83
Benefit Retiree Expenses	1,389.40	38,161.71	44,997.12	(6,835.41)	64%	59,996.16
Benefit GASB 68	0.00	599,811.50	539,549.25	60,262.25	83%	719,399.00
Capitalized Labor & Benefit Contra	0.00	(376,881.98)	(374,999.25)	(1,882.73)	75%	(499,999.00)

Citrus Heights Water District
Budget Performance Report
As of 09/30/2024

CC-06

	September <u>Actual</u>	Year-to-Date <u>Actual</u>	Year-to-Date <u>Budget</u>	YTD Variance <u>Amount</u>	Percent of <u>Total Budget</u>	Approved <u>Budget</u>
	485,514.17	4,710,289.38	4,996,087.77	(285,798.39)	71%	6,661,450.36
General & Administrative						
Fees & Charges	17,285.32	140,532.50	139,864.10	668.40	75%	186,485.47
Regulatory Compliance/Permits	1,390.07	94,475.06	184,752.75	(90,277.69)	38%	246,337.00
District Events & Recognition	2,597.40	27,375.56	46,554.75	(19,179.19)	44%	62,073.00
Maintenance/Licensing	4,093.06	211,149.35	159,487.50	51,661.85	99%	212,650.00
Equipment Maintenance	9,660.78	92,715.59	120,150.00	(27,434.41)	58%	160,200.00
Professional Development	8,231.25	72,392.50	130,379.25	(57,986.75)	42%	173,839.00
Dues & Subscriptions	4,640.69	206,642.99	82,482.75	124,160.24	188%	109,977.00
Facility Improvements	0.00	600.00	0.00	600.00	-	0.00
Fuel & Oil	5,123.17	55,499.31	66,975.00	(11,475.69)	62%	89,300.00
General Supplies	5,733.85	71,643.87	85,125.00	(13,481.13)	63%	113,500.00
Insurance - Auto/Prop/Liab	0.00	116,206.35	92,448.75	23,757.60	94%	123,265.00
Leasing/Equipment Rental	1,858.00	34,097.13	23,550.00	10,547.13	109%	31,400.00
Parts & Materials	67,390.77	543,386.03	135,000.00	408,386.03	302%	180,000.00
Postage/Shipping/Freight	12,140.49	58,601.77	106,801.50	(48,199.73)	41%	142,402.00
Rebates & Incentives	525.00	9,672.04	22,126.50	(12,454.46)	33%	29,502.00
Telecom/Network	5,037.78	46,222.90	48,000.00	(1,777.10)	72%	64,000.00
Tools & Equipment	4,152.22	32,472.10	62,362.50	(29,890.40)	39%	83,150.00
Utilities	3,338.88	28,207.76	(74,122.50)	102,330.26	-29%	(98,830.00)
Write-Off Bad Debt Exp	0.00	13,988.32	3,750.00	10,238.32	280%	5,000.00
Capitalized G&A Contra	0.00	(317,326.90)	(149,977.50)	(167,349.40)	159%	(199,970.00)
Capitalized Equipment Contra	0.00	(286,366.75)	0.00	(286,366.75)	-	0.00
	153,198.73	1,252,187.48	1,285,710.35	(33,522.87)	73%	1,714,280.47
Professional & Contract Services						
Support Services	216,182.03	1,251,946.26	1,539,782.25	(287,835.99)	61%	2,053,043.00
Legal Services	35,410.50	468,295.78	389,252.25	79,043.53	90%	519,003.00
Printing Services	3,935.50	19,716.51	33,750.00	(14,033.49)	44%	45,000.00
	255,528.03	1,739,958.55	1,962,784.50	(222,825.95)	66%	2,617,046.00
Total Operating Expenses	923,800.95	10,236,618.49	11,497,551.00	(1,260,932.51)	67%	15,330,068.00
Net Income / (Expense)	1,469,461.24	6,491,901.64	\$ 5,377,325.50	\$ 1,114,576.14	79%	\$ 8,205,434.00

Citrus Heights Water District
 Capital Projects Summary
 Fiscal Period End as of 9/2024

Project Number	Project Name	BUDGET	AMOUNTS PAID			PROJECTION
		Project Forecast Budget	Month to Date	Year to Date	Project to Date	Remaining Budget for Total Project
C16-134	Auburn Blvd-Rusch Park Placer	\$538,021	\$0	\$7,911	\$16,857	\$521,164
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$0	\$0	\$1,676	\$98,324
C20-109	Corp Yard Plans Specs Estimate	\$400,000	\$0	\$0	\$0	\$400,000
C24-003	Fleet & Field Operations Eqpm	\$330,000	\$0	\$95,866	\$95,866	\$234,134
C24-004	Technology Hardware & Software	\$55,000	\$0	\$0	\$0	\$55,000
C24-005	Facilities Improvements	\$108,000	\$0	\$78,099	\$78,099	\$29,901
C24-011	Valve Replacement	\$120,000	\$0	\$96,202	\$96,202	\$23,798
C24-012	Water Service Connections	\$1,507,000	\$0	\$759,567	\$759,567	\$747,433
C24-013	Water Meter Replacement	\$125,000	\$0	\$111,886	\$111,886	\$13,114
C24-014	Fire Hydrants-Repl, Upgrades,	\$175,000	\$0	\$124,230	\$124,230	\$50,770
C24-020	Groundwater Well Improvement	\$200,000	\$0	\$0	\$0	\$200,000
C24-101	Minnesota Drive	\$727,000	\$6,550	\$47,177	\$47,177	\$679,823
C24-102	Fair Oaks Blvd at Leafcrest Wy	\$344,000	\$3,250	\$12,879	\$12,879	\$331,121
C24-103	Menke Way	\$103,000	\$0	\$0	\$0	\$103,000
Construction in Progress		\$4,832,021	\$9,800	\$1,333,816	\$1,344,438	\$3,487,583
C15-104B	Document Management System	\$64,639	\$0	\$0	\$179,755	(\$115,116)
C23-003	Fleet/Field Operations Equip	\$300,727	\$0	\$195,978	\$195,978	\$104,749
Fleet and Equipment		\$365,366	\$0	\$195,978	\$375,733	(\$10,367)
C23-040A	City of Citrus Heights Wachtel	\$0	\$0	\$0	\$16,217	(\$16,217)
Water Mains		\$0	\$0	\$0	\$16,217	(\$16,217)
C22-040E	San Juan Ave Complete Streets	\$0	\$0	\$3,323	\$3,323	(\$3,323)
C23-005	Facilities Improvements	\$9,548	\$0	\$0	\$0	\$9,548
C23-040	Other City Partnerships	\$100,000	\$0	\$0	\$0	\$100,000
C23-041	Misc Infrastructure Projects	\$100,000	\$0	\$1,245	\$1,245	\$98,755
C23-104	Patton/Pardal/Alondra/Perdez	\$1,010,000	\$0	\$707,049	\$707,049	\$302,951
C23-105	Reno Lane 8-inch	\$0	\$0	\$186,002	\$154,944	(\$154,944)
C23-106	Admiral & Anchor 8-inch	\$897,819	\$42,149	\$794,145	\$846,521	\$51,298
C24-010	Annual Water Main Pipeline Rep	\$51,500	\$0	\$0	\$0	\$51,500
Miscellaneous Projects		\$2,168,867	\$42,149	\$1,691,763	\$1,713,081	\$455,786
C20-107	Well #7 Ella	\$4,442,536	\$0	\$118,470	\$1,351,055	\$3,091,481
C23-020	Groundwater Well Improvements	\$100,000	\$21,610	\$49,760	\$49,760	\$50,240
C23-103	Highland Well #8	\$1,900,000	\$1,785	\$5,844	\$7,782	\$1,892,218
Wells		\$6,442,536	\$23,395	\$174,074	\$1,408,597	\$5,033,939
Grand Totals		\$13,808,790	\$75,344	\$3,395,632	\$4,358,005	\$8,950,723

SEPTEMBER 2024 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78476	SHERRIE OR RUBEN A VAUGHAN	Customer Refund	\$23.42
78477	EDWARD OR JEANNIE MOCK	Customer Refund	\$169.82
78478	NAOMI A BURKE	Customer Refund	\$8.00
78479	FLOWLINE CONTRACTORS, INC	Customer Refund	\$2,231.47
78480	AAA AUTO REPAIR CENTER	Repair-Trucks	\$2,534.41
78481	ACWA JPIA	Workers Comp Insurance	\$109.12
78482	AFLAC	Employee Paid Insurance	\$249.53
78483	AIRGAS USA LLC	Supplies-Field	\$159.30
78484	AREA PORTABLE SERVICES	Equipment Rental-Field	\$116.68
78485	BEST BEST AND KRIEGER	Legal & Audit	\$18,877.00
78486	CALIFORNIA LANDSCAPE ASSOCIATES INC	Janitorial	\$245.00
78487	CITY OF CITRUS HEIGHTS	Equipment Rental-Office	\$1,592.00
78488	COLLEGE OAK TOWING	Repair-Trucks	\$165.00
78489	COVINO SMITH AND SIMON	Contract Services-Miscellaneous	\$1,666.67
78490	EVERBANK NA	Equipment Rental-Office	\$652.87
78491	FERGUSON ENTERPRISES INC 1423	Material	\$83,648.48
78492	HUNT AND SONS INC	Gas & Oil	\$3,595.51
78493	ICONIX WATERWORKS	Material	\$711.15
78494	INTEGRITY ADMINISTRATORS INC	Health Insurance	\$249.05
78495	J4 SYSTEMS	Contract Services-Other	\$3,235.00
78496	MESSENGER PUBLISHING GROUP	Publication Notices	\$225.00
78497	MIDAMERICA ADMINISTRATIVE RETIREMENT	Employee Paid Insurance	\$288.00
78498	NAPA AUTO PARTS	Repair-Equipment/Hardware	\$45.32
78499	NOWSPEED INC	Contract Services-Other	\$250.00
78500	PACE SUPPLY CORP	Material	\$547.66
78501	PETTY CASH CHWD	Petty Cash	\$428.21
78502	RELIABLE ESCROW SERVICE CORP	Customer Refund	\$1,822.42
78503	RENTAL GUYS	Equipment Rental-Field	\$664.54
78504	REPUBLIC SERVICES 922	Utilities	\$322.45
78505	REGIONAL GOVERNMENT SERVICES	Consulting Services	\$577.85
78506	ROTARY CLUB OF CITRUS HEIGHTS	Dues & Subscriptions	\$180.00
78507	SCARSDALE SECURITY SYSTEMS INC	Contract Services-Other	\$532.44
78508	SHRED CITY	Contract Services-Other	\$63.72
78509	SMUD	Utilities	\$16,223.91
78510	SONITROL	Equipment Rental-Office	\$212.64
78511	T MOBILE	Telephone-Wireless	\$963.47
78512	TEE JANITORIAL MAINTENANCE	Janitorial	\$2,989.00
78513	A TEICHERT AND SON INC	Road Base	\$3,077.28
78514	VERIZON WIRELESS	Telephone-Wireless	\$418.49
78515	WYJO SERVICES CORP	Repair-Trucks	\$1,092.81
78516	CLIFTON OR CONNIE L SWEET	Customer Refund	\$84.18
78517	JOHN S SENOS	Customer Refund	\$17.42
78518	BILL AND ERNESTENE ANDERSON FAMILY TRUST	Customer Refund	\$183.98

SEPTEMBER 2024 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78519	RICHARD OR LORI MERSEREAU	Customer Refund	\$117.40
78520	ALMA SEHIC	Customer Refund	\$924.80
78521	CLARITA OR JUSTIN E LANDES	Customer Refund	\$255.22
78522	OPENDOOR PROPERTY TRUST I	Customer Refund	\$358.95
78523	ROOME FAMILY TRUST OR BECKY J NUGEN	Customer Refund	\$15.52
78524	JOSE MC LOPEZ	Customer Refund	\$68.17
78525	LINDSAY MCLAGGAN	Customer Refund	\$11.27
78526	KING CAPITAL MANAGEMENT GROUP LLC	Customer Refund	\$98.52
78527	19SIX ARCHITECTS	Contract Services-Other	\$23,789.80
78528	SITEONE LANDSCAPE SUPPLY LLC	Supplies-Field	\$15.86
78529	AIA SERVICES LLC	Tools/Equipment	\$140.76
78530	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Reads	\$3,765.44
78531	ANSWERNET	Telephone-Answering Service	\$363.25
78532	BEST BEST AND KRIEGER	Legal & Audit	\$12,820.00
78533	BLUE JAY TRUCKING INC	Contract Services-Other	\$3,927.01
78534	BSK ASSOCIATES	Water Analysis	\$5,630.43
78535	BURKETTS	Office Expense	\$204.67
78536	BRADY CHAMBERS	Professional Development	\$175.00
78537	CITY OF CITRUS HEIGHTS	Permit Fees	\$154.07
78538	COLANTUONO HIGHSMITH WHATLEY PC	Legal & Audit	\$14,270.00
78539	CONSOLIDATED	Telephone-Local/Long Distance	\$3,262.60
78540	ROBIN COPE	Retiree Insurance	\$520.00
78541	CORE AND MAIN LP	Material	\$5,731.34
78542	CORELOGIC INFORMATION SOLUTIONS INC	Dues & Subscriptions	\$231.85
78543	CRISPIMAGING	Contract Services-Engineering	\$98.31
78544	EMPLOYEE RELATIONS INC	Contract Services-Other	\$770.90
78545	ERNESTINE FREEMAN	Retiree Insurance	\$174.70
78546	FERGUSON ENTERPRISES INC 1423	Material	\$25,816.69
78547	ICONIX WATERWORKS	Material	\$2,587.28
78548	J4 SYSTEMS	Contract Services-Other	\$3,169.75
78549	KEI WINDOW CLEANING 12	Janitorial	\$120.00
78550	LUND CONSTRUCTION	Contract Services-Engineering	\$31,700.35
78551	MACQUARIE EQUIPMENT CAPITAL INC	Equipment Rental-Office	\$376.97
78552	MOONLIGHT BPO LLC	Contract Services-Bill Print/Mail	\$3,601.92
78553	NAPA AUTO PARTS	Repair-Equipment/Hardware	\$327.58
78554	PACE SUPPLY CORP	Material	\$23,611.64
78555	RAWLES ENGINEERING INC	Contract Services-Miscellaneous	\$14,260.00

SEPTEMBER 2024 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78556	RENTAL GUYS	Equipment Rental-Field	\$408.16
78557	SACRAMENTO TREE FOUNDATION	Contract Services-Water Conservation	\$1,250.00
78558	MARY LYNN SCHERRER	Retiree Insurance	\$174.70
78559	STATE WATER RESOURCES CONTROL BOARD	Dues & Subscriptions	\$60.00
78560	MELINDA M TUPPER	Retiree Insurance	\$520.00
78561	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$21,115.76
78562	WEST YOST ASSOCIATES	Contract Services-Engineering	\$12,344.25
78563	CITY OF CITRUS HEIGHTS	Permit Fees	\$2,193.50
78564	GREGORY ROBERT WILLMS	Customer Refund	\$199.21
78565	CHRIS C TIPTON	Customer Refund	\$21.94
78566	VIRGINIA M MCGEE ESTATE	Customer Refund	\$36.53
78567	LARRY ORZALLI	Customer Refund	\$291.02
78568	CHRISTA OR COREY C HILL	Customer Refund	\$16.70
78569	DELOREAN J OR VALERIE C WALTON	Customer Refund	\$33.24
78570	CHASE OR MELANIE L OSTERMAN	Customer Refund	\$148.16
78571	DENNIS OR SUSAN SCHUELER	Customer Refund	\$16.98
78572	ANDREA OR ANA VALDIVIA	Customer Refund	\$150.50
78573	BEST BEST AND KRIEGER	Legal & Audit	\$17,139.50
78574	CRISPIMAGING	Contract Services-Engineering	\$10.88
78575	GOVERNMENT PORTFOLIO ADVISORS	Contract Services-Financial	\$2,586.64
78576	HACH COMPANY	Wells Maintenance	\$762.01
78577	J J LOCKSMITHS	Contract Services-Office Repair/Mainter	\$99.50
78578	J4 SYSTEMS	PC-Other	\$4,160.00
78579	RED WING SHOE STORE	Small Tools	\$300.00
78580	SHRED CITY	Contract Services-Other	\$560.00
78581	WATER SYSTEMS CONSULTING INC	Contract Services-Other	\$1,270.00
78582	WARREN CONSULTING ENGINEERS INC	Contract Services-Engineering	\$3,250.00
78583	WEX BANK	Gas & Oil	\$3,389.45
78584	DARWIN L BAKKEN	Customer Refund	\$13.92
78585	COLEMAN H DUKES	Customer Refund	\$50.48
78586	DIANE SCHROEDER OR CHERYL PETERSEN EST	Customer Refund	\$26.78
78587	ROGER OR VANESSA J BLOUCH	Customer Refund	\$16.47
78588	MARIA G LOPEZ OR ALEXIS FOSTER	Customer Refund	\$40.75
78589	JEFFERSON G DA CRUZ	Customer Refund	\$254.65
78590	AAA AUTO REPAIR CENTER	Repair-Trucks	\$2,185.32
78591	AFMAN SUPPLY	Supplies-Field	\$380.92
78592	ALEXANDERS CONTRACT SERVICES	Contract Services-Meter Read	\$6,502.38
78593	AREA WEST ENGINEERS INC	Contract Services-Engineering	\$2,710.00
78594	AUTOMATE MAILING SERVICE	Contract Services-Bill Print/Mail	\$10,231.51
78595	JAMES BASHAM	Toilet Rebate Program	\$50.00
78596	BEST BEST AND KRIEGER	Legal & Audit	\$12,841.00
78597	BEYOND TRUST CORPORATION	Dues & Subscriptions	\$2,593.50
78598	BOS INSPECTION SERVICES	Contract Services-Engineering	\$2,298.00
78599	BENDER ROSENTHAL INCORPORATED	Contract Services-Other	\$8,175.62

SEPTEMBER 2024 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78600	DOUG BRITT	Toilet Rebate Program	\$150.00
78601	BRYCE CONSULTING INC	Consulting Services	\$2,280.00
78602	BSK ASSOCIATES	Water Analysis	\$1,114.00
78603	NANETTE WHEELER CARTER	Contract Services-Miscellaneous	\$50.00
78604	CITY OF CITRUS HEIGHTS	Equipment Rental-Office	\$1,706.00
78605	COMCAST	Equipment Rental-Office	\$96.68
78606	DIANA MILLER PHOTOGRAPHY	Contract Services-Miscellaneous	\$195.00
78607	PAUL DIETRICH	Contract Services-Miscellaneous	\$25.00
78608	EDELSTEIN GILBERT ROBSON AND SMITH LLC	Contract Services-Financial	\$5,833.33
78609	JULIA EUNICE	Contract Services-Miscellaneous	\$25.00
78610	DAWN FAIRBROTHER	Toilet Rebate Program	\$50.00
78611	FAST ACTION PEST CONTROL	Contract Services-Miscellaneous	\$184.80
78612	FLOWLINE CONTRACTORS INC	Contract Services-Engineering	\$127,695.05
78613	FERGUSON ENTERPRISES INC 1423	Material	\$6,506.91
78614	SUZANNE GUTHRIE	Contract Services-Miscellaneous	\$50.00
78615	HUNT AND SONS INC	Gas & Oil	\$1,733.72
78616	IB CONSULTING LLC	Consulting Services	\$32,480.00
78617	J4 SYSTEMS	Contract Services-Other	\$9,245.00
78618	KASL CONSULTING ENGINEERS	Contract Services-Engineering	\$3,339.50
78619	ERIC LINDBERG	Contract Services-Miscellaneous	\$50.00
78620	LOWES	Supplies-Field	\$536.33
78621	NAPA AUTO PARTS	Repair-Equipment/Hardware	\$49.49
78622	MICHAEL NISHIMURA	Contract Services-Miscellaneous	\$50.00
78623	NOR CAL PERLITE INC	Supplies-Field	\$2,977.40
78624	OCCU MED	Office Miscellaneous	\$685.00
78625	PACIFIC GAS AND ELECTRIC	Utilities	\$20.87
78626	REGIONAL GOVERNMENT SERVICES	Consulting Services	\$19,358.57
78627	ROTARY CLUB OF CITRUS HEIGHTS	Dues & Subscriptions	\$180.00
78628	LES SCHWAB TIRES	Repair-Trucks	\$313.06
78629	CINDY SCONCE	Toilet Rebate Program	\$75.00
78630	RITA SHAH	Toilet Rebate Program	\$150.00
78631	SHRED CITY	Contract Services-Other	\$63.72
78632	TRILLIUM PUMPS USA INC	Material	\$74,433.47
78633	USA BLUE BOOK	Supplies-Field	\$454.75
78634	ALAN UTZIG	Contract Services-Miscellaneous	\$25.00
78635	VERIZON WIRELESS	Telephone-Wireless	\$453.21
78636	WATERWISE CONSULTING INC	Contract Services-Water Conservation	\$2,875.00
78637	WIZIX TECHNOLOGY GROUP INC	Equipment Rental-Office	\$19.50
78638	JEAN WRIGHT	Toilet Rebate Program	\$50.00

SEPTEMBER 2024 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78639	MARTIN AND THELMA HUME REVC TRUST	Customer Refund	\$102.97
78640	BETTIE L AUBLE	Customer Refund	\$248.99
78641	PAVAN 1990 REVOC TRUST	Customer Refund	\$175.56
78642	DENNIS ALLEN	Customer Refund	\$79.65
78643	BKSP PROPERTIES LLC	Customer Refund	\$490.91
78644	CATAMOUNT PROPERTIES 2018 LLC	Customer Refund	\$1,704.98
78645	BARBARA SAUNDERS TRUST	Customer Refund	\$20.10
Total			<u>\$754,201.74</u>
ACH	FIRST AMERICAN TITLE COMPANY	Fixed Assets	\$50,000.00
ACH	ADP 669663838	Contract Services-Financial	\$424.80
ACH	ADP 670073486	Contract Services-Financial	\$131.15
ACH	ADP 670377778	Contract Services-Financial	\$380.55
ACH	ADP 670866090	Contract Services-Financial	\$82.62
ACH	BMO AUGUST 2024	Bank Fee	\$1,263.14
ACH	CALIFORNIA CHOICE OCTOBER 2024	Health Insurance	\$61,321.41
ACH	CHASE ONLINE AUGUST 2024	Bank Fee	\$6,014.00
ACH	IC 1168-2024-8	Bank Fee	\$7,671.88
ACH	ICMA 9/12/24 PAYDAY	Deferred Compensation	\$14,378.46
ACH	ICMA 9/26/24 PAYDAY	Deferred Compensation	\$13,880.23
ACH	JP MORGAN AUGUST 2024	See September Agenda Item CC-9	\$20,589.27
ACH	PERS 8/29/24 PAYDAY	PERS	\$30,778.73
ACH	PERS 9/12/24 PAYDAY	PERS	\$31,419.75
ACH	PERS GASB 2024 SERVICE FEE	PERS	\$1,050.00
ACH	PRINCIPAL OCTOBER 2024	Health Insurance	\$12,655.37
ACH	VALIC 9/26/24 PAYDAY	Deferred Compensation	\$2,810.10
ACH	VALIC 9/12/24 PAYDAY	Deferred Compensation	\$2,810.10
Total			<u>\$257,661.56</u>
Grand Total			<u><u>\$1,011,863.30</u></u>

**JP Morgan Purchase Card Distributions
Sep-24**

Name	Equipment Maintenance	District Events & Recognition	General Supplies	CIP	Tools & Equipment	Dues & Subscription	Professional Development	Printing Services	Postage/Shipping Freight	Maintenance/Licensing	Parts and Materials	Total Bill
Spiers	\$ 588.34											\$ 588.34
Shepard		\$ 320.80	\$ 17.31			\$ 2.95						\$ 341.06
Shockley		\$ 1,096.91	\$ 429.74	\$ 3,211.95	\$ 1,651.98	\$ 715.99	\$ 4,060.28					\$ 11,166.85
Liu						\$ 460.00						\$ 460.00
Cutler			\$ 59.26									\$ 59.26
Gordon		\$ 200.00				\$ 1,072.38						\$ 1,272.38
Moore		\$ 1,134.48	\$ 6.13				\$ 395.00	\$ 35.00				\$ 1,570.61
Tran			\$ 83.50		\$ 2,949.71	\$ 278.40				\$ 1,086.90	\$ 16.77	\$ 4,415.28
Straus		\$ 36.18				\$ 34.38	\$ 82.00					\$ 152.56
Pieri									\$ 110.00			\$ 110.00
Nunes			\$ 31.32									\$ 31.32
Total Bill	\$ 588.34	\$ 2,788.37	\$ 627.26	\$ 3,211.95	\$ 4,601.69	\$ 2,564.10	\$ 4,537.28	\$ 35.00	\$ 110.00	\$ 1,086.90	\$ 16.77	\$ 20,167.66

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : October 2, 2024
 PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk
 Kayleigh Shepard, Management Analyst/Deputy Board Clerk

The following District employees were recognized for perfect attendance, outstanding customer service, and quality of work during the month of August and September 2024.

Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Dana Mellado	Yes (August)	<p>A customer experienced a private irrigation leak and Dana provided the customer with submission procedures for a leak adjustment after repairs were completed, and recommended CHWD’s Pressure Reducing Valve rebate. The customer expressed her gratitude and satisfaction for Dana’s assistance.</p> <p>An additional customer expressed appreciation for Dana and Johnny for being patient and walking the customer through the private leak adjustment procedure after their leak was repaired.</p>	Dana has been cross-training and creating desk manuals for her respective duties to ensure operational efficiency when there are outages, and in preparation for the new Enterprise Resource Planning (ERP) system.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Brittney Moore	Yes (August)		<p>Institute For Local Government (ILG) staff commended Brittney for her involvement with the Internal Systems Change pilot project.</p> <p>Staffed the District's table at a career expo on 09/05.</p> <p>Brittney assisted with preparation and logistics for the September Customer Advisory Committee (CAC) meeting.</p>
Viviana Munoz	Yes		<p>Viviana has been cross-training and creating desk manuals for her respective duties to ensure operational efficiency when there are outages, and in preparation for the new Enterprise Resource Planning (ERP) system.</p>
Kayleigh Shepard		<p>Provided front counter coverage while Customer Service staff attended a vendor demo.</p>	<p>Institute For Local Government (ILG) staff commended Kayleigh for her involvement with the External Community Outreach pilot project.</p> <p>Kayleigh demonstrated exceptional attention to detail by identifying a fraud attempt while processing payroll.</p> <p>Staffed the District's table at a career expo on 09/05.</p> <p>Kayleigh successfully developed a updated and improved design of the District's organizational chart expeditiously when requested.</p> <p>Presented survey results at the September Customer Advisory Committee (CAC) meeting.</p>
Beth Shockley	Yes (August)		<p>Beth assisted the Operations team with a grant account sign-in process.</p>

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Mike Shorter	Yes		<p>Mike has worked diligently after hours and on weekends to ensure the District received a clean audit.</p> <p>Presented at the 2025 CHWD Budget Workshops.</p>
Desiree Smith	Yes (August)		<p>Desiree has been cross-training and creating desk manuals for her respective duties to ensure operational efficiency when there are outages, and in preparation for the new Enterprise Resource Planning (ERP) system.</p>
Andrew Tran	Yes		<p>Andy installed hardware and software upgrades to wall monitors for staff team use in the General Manager’s office.</p> <p>Andy identified a cybersecurity risk and was able to eliminate the issue before it caused potential damage.</p>

Engineering Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes	<p>Worked on Friday 09/13 to obtain an easement from a customer for a water appurtenance located on their property and coordinated the inspection of the offsite option for the Corporation Yard Project.</p> <p>Provided inspection support on the Auburn Boulevard Complete Streets Project from 09/23 – 09/30 during a staff outage.</p>	<p>Performed extensive document and digital file compilation and integration of the District-wide Easement Project (Phase 1-3) into the existing easement filing system.</p>

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Todd Jordan	Yes	On 09/06, presented at the American Public Works Association luncheon (topic: District Water System Master Plan)	
Tim Katkanov	Yes	On 09/17 provided a tutorial of CityWorks to Admin staff. Provided inspection support on the Auburn Boulevard Complete Streets Project from 09/23 – 09/30 during a staff outage.	Performed extensive document and digital file compilation and integration of the District-wide Easement Project (Phase 1-3) into the existing easement filing system.
Ali Shafaq	Yes	Coordinated document preparation and signing for an easement on San Juan Avenue and obtained the document in one day. This work enabled Operations staff to install the water feature, an air release valve (ARV) prior to the sidewalk improvement and road resurfacing. The ARV will improve the operation of the system.	Performed extensive document and digital file compilation and integration of the District-wide Easement Project (Phase 1-3) into the existing easement filing system.
Neil Tamagni	Yes	Worked in the evening/early morning on 08/22 and 08/23 on a City of Citrus Heights project to relocate a water service. Worked in the evening of 08/29 for the Auburn Boulevard Project. Worked on Friday 09/06 on the Auburn Boulevard Complete Street Project.	

Operations Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Bell	Yes (August)		<p>08/09 Friday – responded to an emergency water service replacement on Anderson Lane. The crew worked over 9 hours to ensure the customer’s water was back in service.</p> <p>09/06 Friday – Chris assisted with an emergency service repair on Smoley Way.</p> <p>09/08 Sunday – Chris assisted with an emergency service repair on Sperry Drive.</p> <p>09/30 – Responded to an after-hours emergency water main repair on Highview Lane after a private contractor hit a correctly marked 6-inch AC main.</p>
Andrew Callister	Yes (September)	On 08/12, a customer on Watson Way called to thank Andrew for the prompt response and resolution regarding her water quality.	<p>08/09 Friday – responded to an emergency water service replacement on Anderson Lane. The crew worked over 9 hours to ensure the customer’s water was back in service.</p> <p>On 08/09, a customer on Watson Way expressed concerns regarding her water quality. Andrew tested her water and found the chlorine residual to meet system standard.</p>
Jose Calvillo	Yes (September)		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Aaron Cater			09/16 & 09/17 – performed night work on Greenback Lane to complete water service replacements in advance of the Sacramento County asphalt overlay project.
Brady Chambers			08/09 Friday – responded to an emergency water service replacement on Anderson Lane. The crew worked over 9 hours to ensure the customer’s water was back in service.
Tim Cutler			08/27 – presented on Operations Capital Improvement Projects (CIP) at the August Board Meeting.
Kelly Drake	Yes (August)		
James Ferro			09/13 Friday – James assisted stand-by with an emergency meter repair on Auburn Boulevard. 09/30 – Responded to an after-hours emergency water main repair on Highview Lane after a private contractor hit a correctly marked 6-inch AC main.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Jarrett Flink	Yes (August)		<p>08/06 – Assisted with night work on Oak Avenue on short notice due to an unexpected staff outage.</p> <p>08/09 Friday – responded to an emergency water service replacement on Anderson Lane. The crew worked over 9 hours to ensure the customer’s water was back in service.</p> <p>09/16 & 09/17 – performed night work on Greenback Lane to complete water service replacements in advance of the Sacramento County asphalt overlay project.</p> <p>Helped remove a door to remove a large, wooden storage cabinet for surplus.</p> <p>09/30 – Responded to an after-hours emergency water main repair on Highview Lane after a private contractor hit a correctly marked 6-inch AC main.</p>
Brandon Goad	Yes (August)		<p>09/16 & 09/17 – performed night work on Greenback Lane to complete water service replacements in advance of the Sacramento County asphalt overlay project.</p>
Brian Hensley	Yes	09/26 - Led a tour of a District well site for a local Assembly Member.	
Ricky Kelley	Yes		

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Nichols			08/09 Friday – responded to an emergency water service replacement on Anderson Lane. The crew worked over 9 hours to ensure the customer’s water was back in service.
Jace Nunes	Yes		Gathered information and presented to the District’s Executive team on the impacts of the “Making Conservation a Way of Life” legislation, including an overview of potential impacts to the District. Developed an extensive, customizable “UpNext” report to track progress and action items for the Project 2030 workflows.
Ryon Ridner		09/22 – Staffed the District’s booth at the City of Citrus Heights’ Sunday Funday event.	09/17 – performed night work on Greenback Lane to complete water service replacements in advance of the Sacramento County asphalt overlay project.
Nick Spiers	Yes		
John Spinella	Yes	09/5 – Customer on Bush Way called to thank Johnny for his time and patience when explaining that she had a private leak. An additional customer expressed appreciation for Dana and Johnny for being patient and walking the customer through the private leak adjustment procedure after their leak was repaired.	09/30 – Responded to an after-hours emergency water main repair on Highview Lane after a private contractor hit a correctly marked 6-inch AC main.

**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
OCTOBER 22, 2024 REGULAR MEETING**

SUBJECT : LONG RANGE AGENDA
 STATUS : Consent/Information Item
 REPORT DATE : September 24, 2024
 PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk

OBJECTIVE:
 Listed below is the current Long Range Agenda.

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

CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA					
MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
November 26, 2024					
November 26, 2024		Minnesota Drive Water Main Project Award of Contract	Pieri	CC	A
December 16, 2024					
December 16, 2024	Annual	Committee Assignments	Moore	B	A
December 16, 2024	Annual	District Officers	Moore	B	A
December 16, 2024	Annual	Selection of President and Vice President	Moore	B	A
January 28, 2025					
January 28, 2025		Strategic Plan Update/2025 Strategic Plan Preview	Moore	SS	ID
February 25, 2025					
February 25, 2025	Annual	Investment Portfolio Update	Liu	CC	A
March 25, 2025					
March 25, 2025	Annual	Poster Contest Presentation	Nunes	P	ID
April 22, 2025					
April 22, 2025		2025 Strategic Plan Update	Moore	SS	ID
April 22, 2025		Backflow Resolution	Scott	B	A
May 27, 2025					
May 27, 2025		Annual Financial Report	Liu	CC	A
June 24, 2025					
June 24, 2025		Finance Corporation Officer Appointment and Status of Financing Corporation	Liu	B	A
June 24, 2025	Every 3 Years	Public Health Goals	Hensley	B	A

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : October 10, 2024
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

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

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project - Pipeline Condition Assessment	Engineering	Director of Engineering, Principal Civil Engineer, Management Analyst	Yes, updates as necessary	Yes	Pipeline Condition Assessment	Segment 1 (42-inch): External Corrosion Direct Assessment in progress. Condition Assessment Protocol in process. Staff-level quarterly update meeting held on 10/01/24. Next quarterly update meeting on 01/09/25.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
DISTRICT ENGINEERING STANDARDS	Engineering	Director of Engineering, Engineering and Operations Department	Yes, updates as necessary	No	Develop Engineering Standards for Private Development Projects	Staff reviewing draft standards. Anticipate presentation to Board in Q4 2024.
DISTRICT POLICY UPDATE & DEVELOPMENT (ENGINEERING RELATED)	Engineering	Director of Engineering, Engineering and Operations Department	Yes, updates as necessary	No	Develop and update District Policies that relate to Engineering/Development Projects	Policies 5000 and 7000 Series updated. Anticipate presentation to Board in Q4 2024
DISTRICT WATER SYSTEM MASTER PLAN	Engineering	Director of Engineering, Principal Civil Engineer, Associate Civil Engineer	Yes, 10/22/24 (Possible Award of Contract)	No	Update to the District's Existing Water System Master Plan	Released RFP on 06/10/24. Anticipate Award of Contract at 10/22/24 Board Meeting.
District-wide Easement Project (Phase 4)	Engineering	Director of Engineering and Assistant Engineer	Yes, updates as necessary	Yes	Obtaining easements for District-owned facilities.	Group 3 Easements in progress. Group 4 Easements in progress. Group 5 Easement complete.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Buildout</p>	<p>Engineering</p>	<p>Director of Engineering, Principal Civil Engineer, Management Analyst, Technical Advisory Committee</p>	<p>Yes, 07/17/19 (Award of Contract)</p>	<p>Yes</p>	<p>Program for office space requirements through 2045.</p>	<p>Building layout options and report being prepared.</p> <p>Offsite building inspections in progress.</p> <p>Anticipate presentation to the Board in early November.</p>
<p>CAPITAL IMPROVEMENT PROJECT - Admiral Ave and Anchor Cir Water Main Project</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>Yes, 04/23/24 (Award of Contract)</p>	<p>No</p>	<p>2023 design, 2024 construction</p>	<p>Construction 100% complete.</p> <p>Notice of Completion being prepared for notarization.</p> <p>Project closeout in progress.</p>
<p>CAPITAL IMPROVEMENT PROJECT - Minnesota Dr Water Main Project</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>Yes, 11/26/24 (Possible Award of Contract)</p>	<p>No</p>	<p>2024 design, 2024 construction</p>	<p>Final plans complete.</p> <p>Release Bid on 10/10/24.</p> <p>Anticipate Award of Contract at 11/26/24 Board Meeting.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT - Fair Oaks Blvd to Leafcrest Water Main Project	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	2024 design, 2024/25 construction	District preparing 60% plans. Potholing to be completed in Fall 2024.
PRIVATE DEVELOPMENT 8043 Holly Dr Parcel Split 1 - 3	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	Plan check fees paid 04/13/21. Plans resigned 05/06/24. Awaiting payment of fee balance.
PRIVATE DEVELOPMENT 6031 Sunrise Vista Dr Apartments	Engineering	Director of Engineering and Associate Civil Engineer	No	No	Proposed apartments.	All fees paid. Plans signed on 08/28/23. Awaiting construction.
PRIVATE DEVELOPMENT Talbot Way Citrus Place Subdivision	Engineering	Director of Engineering and Assistant Engineer	No	No	8 lot subdivision.	Plan check fees paid 6/2022. Plans signed on 6/21/22. Awaiting payment of fee balance and construction.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7975 Twin Oaks Ave Parcel Split 1 - 3	Engineering	Director of Engineering and Associate Engineer	No	No	Parcel Split - 1 to 3 lot split; 3 single family homes with frontage improvements.	All comments incorporated. Awaiting payment of fees.
PRIVATE DEVELOPMENT 7501 Greenglen Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel Split - 1 to 2 lot split per SB9; 2 single family homes.	Plan check fees paid. Plans signed on 08/09/23. Awaiting payment of fee balance. CHWD to provide installation of water facilities.
PRIVATE DEVELOPMENT 7828 Old Auburn Blvd Parcel Split 1 - 4	Engineering	Director of Engineering and Associate Engineer	No	No	Parcel Split - 1 parcel to 4 parcels.	Received Project Review Request from City on 10/12/23. District provided a Will Serve letter on 10/19/23.
PRIVATE DEVELOPMENT 7401 Mariposa Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Associate Engineer	No	No	Parcel Split - 1 parcel to 2 parcels.	Parcel split approved by the City. Awaiting improvement plans from developer.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7939 Hanson Dr Parcel Split 1 - 2	Engineering	Director of Engineering and Associate Engineer	No	No	Parcel Split - 1 parcel to 2 parcels.	Received plans on 02/28/24. District provided plan review comments on 03/04/24
PRIVATE DEVELOPMENT 7509 Twin Oaks Ave Food Truck Plaza	Engineering	Director of Engineering and Associate Engineer	No	No	Existing vacant site (with existing water service) to be used for a Food Truck Plaza.	Received Project Review Request from City on 11/20/23. District provided a Will Serve letter on 11/28/23.
PRIVATE DEVELOPMENT 7727 Wachtel Ave Parcel Split 1 - 2	Engineering	Director of Engineering and Associate Engineer	No	No	Parcel Split - 1 parcel to 2 parcels.	Received Project Review Request from City on 11/28/23. District provided plan review comments on 11/29/23.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8461 Olivine Ave Accessory Dwelling Unit	Engineering	Director of Engineering and Associate Engineer	No	No	Accessory Dwelling Unit	Received Project Review Request from City on 12/05/23. District provided a Will Serve letter on 12/07/23.
PRIVATE DEVELOPMENT 5740 San Juan Ave Parcel Split 1 - 4	Engineering	Director of Engineering and Associate Engineer	No	No	Parcel Split 1 parcel to 4 parcels.	Parcel split approved by the City. Awaiting improvement plans from developer.
PRIVATE DEVELOPMENT 8540 Auburn Blvd Starbucks	Engineering	Director of Engineering and Associate Engineer	No	No	New commercial development.	District provided a Will Serve letter on 04/27/22. Work being incorporated into City's Auburn Blvd - Complete Streets Phase 2 project.
PRIVATE DEVELOPMENT 8425 Harper Way New Single Family Dwelling Unit	Engineering	Director of Engineering and Associate Engineer	No	No	New Single Family Dwelling Unit with a 1" water service.	Owner paid all fees and deposit on 07/31/24. Awaiting construction.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>CITY OF CITRUS HEIGHTS PROJECT Auburn Blvd - Complete Streets Phase 2</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>City of Citrus Heights Frontage Improvements and Utility relocation on Auburn Blvd from Rusch Park to north. 3 new irrigation services.</p>	<p>Final plans signed on 02/24/23.</p> <p>Fees for irrigation services paid.</p> <p>Construction on water related work began on 07/29/24. Water related construction 50% complete.</p>
<p>CITY OF CITRUS HEIGHTS PROJECT San Juan Ave (Madison Ave to Spicer) Road Improvements</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>City of Citrus Heights Road Improvements.</p>	<p>City Awarded Construction Contract in February 2024.</p> <p>Water related work 90% complete.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p>COUNTY OF SACRAMENTO AC Overlay Project SACOG 2022 Phase 1 to 3</p>	<p>Engineering</p>	<p>Director of Engineering and Associate Civil Engineer</p>	<p>No</p>	<p>No</p>	<p>County of Sacramento Road Improvements along Greenback Lane from Fair Oaks Blvd. to Hazel Ave. Valve box adjustments on CHWD facilities.</p>	<p>Project includes valve box adjustment. District contracted separately with the contractor.</p> <p>County Awarded Construction Contract in February 2024.</p> <p>Water related construction 10% complete. Awaiting paving and raising of valve boxes.</p>

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : September 9, 2024
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

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

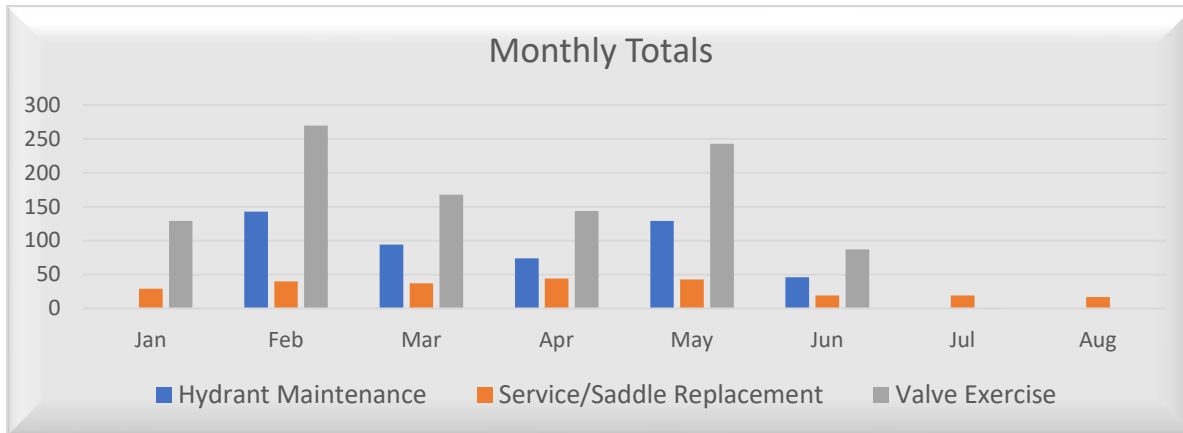
OPERATIONS MONTHLY ACTIVITIES

A. Distribution Division

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

Distribution Maintenance	August 2024	Total CY 2024	Total # in System
Air Valve Inspection (ARV)	0	147	147
Hydrant Maintenance	0	486	2,170
Mainline Repair/Maintenance	0	0	
Meter Box Maintenance	3	22	21,007
Meter Register Replacement	11	182	21,007
Service/Saddle Replacement	17	238	21,007
Valve Exercise	0	1042	4,631
Total	31	2117	

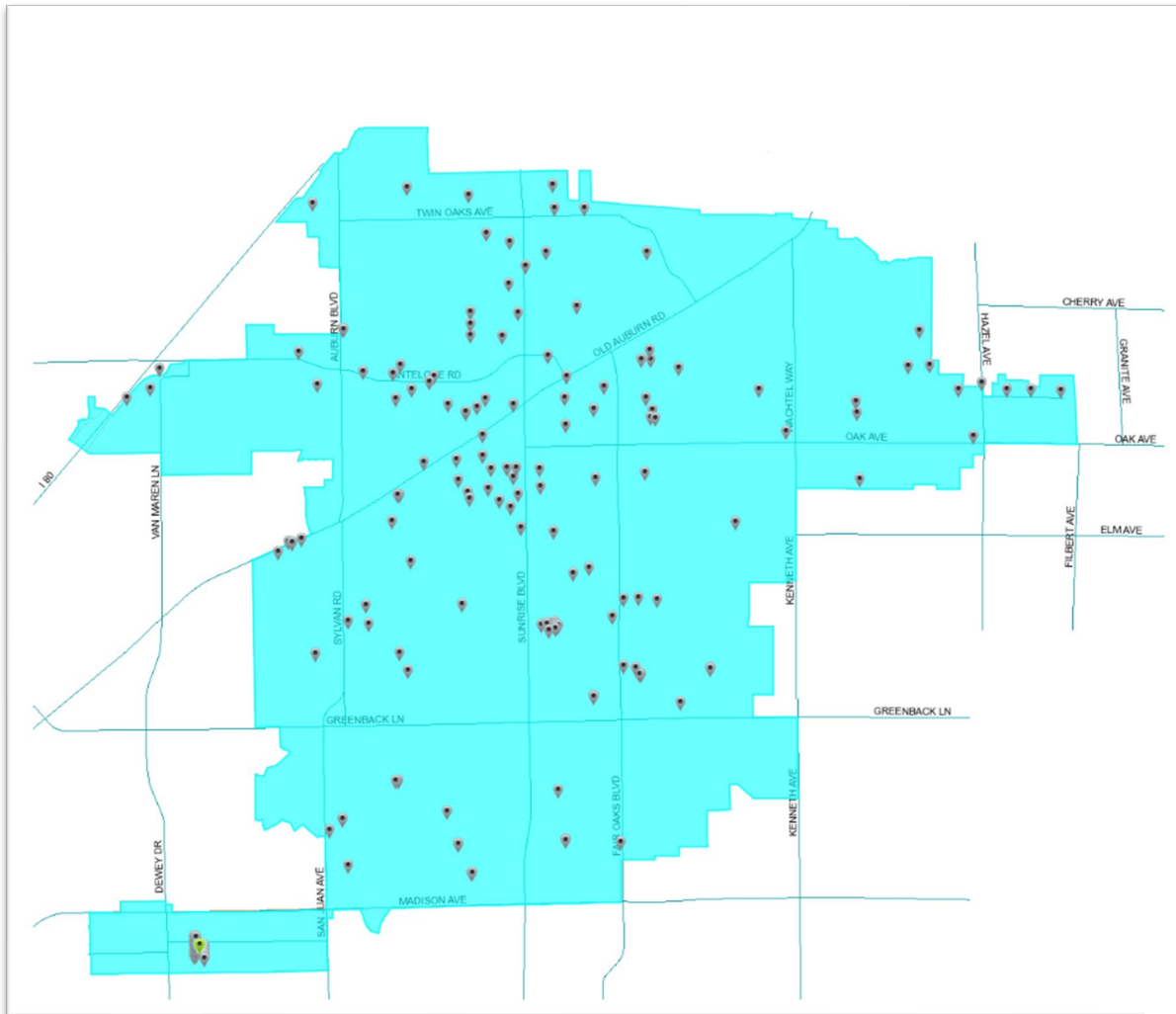
CIP Projects	August 2024	Total CY 2024
C24-010 Water Mainline	0	0
C24-011 Water Valves	0	20
C24-012 Water Services	19	267
C24-013 Water Meters	2	32
C24-014 Fire Hydrants	3	15
C24-103 Pothole Main	0	0
Total	24	334



Note: For August, the crews were assigned to flush blow-offs instead of exercising valves or completing hydrant maintenance.

The map below shows the locations where the Operations crews worked in August.

Locations Worked within the Citrus Heights Water District



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

Standby Summary			
Standby Reporting Month	Total Calls to After-Hours Answering Service	Site Visits	Resolutions Via Phone Call
January	16	7	9
February	13	7	6
March	14	9	5
April	14	7	7
May	23	12	11
June	31	11	20
July	27	8	19
August	48	21	27

C. Operations Specialist

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

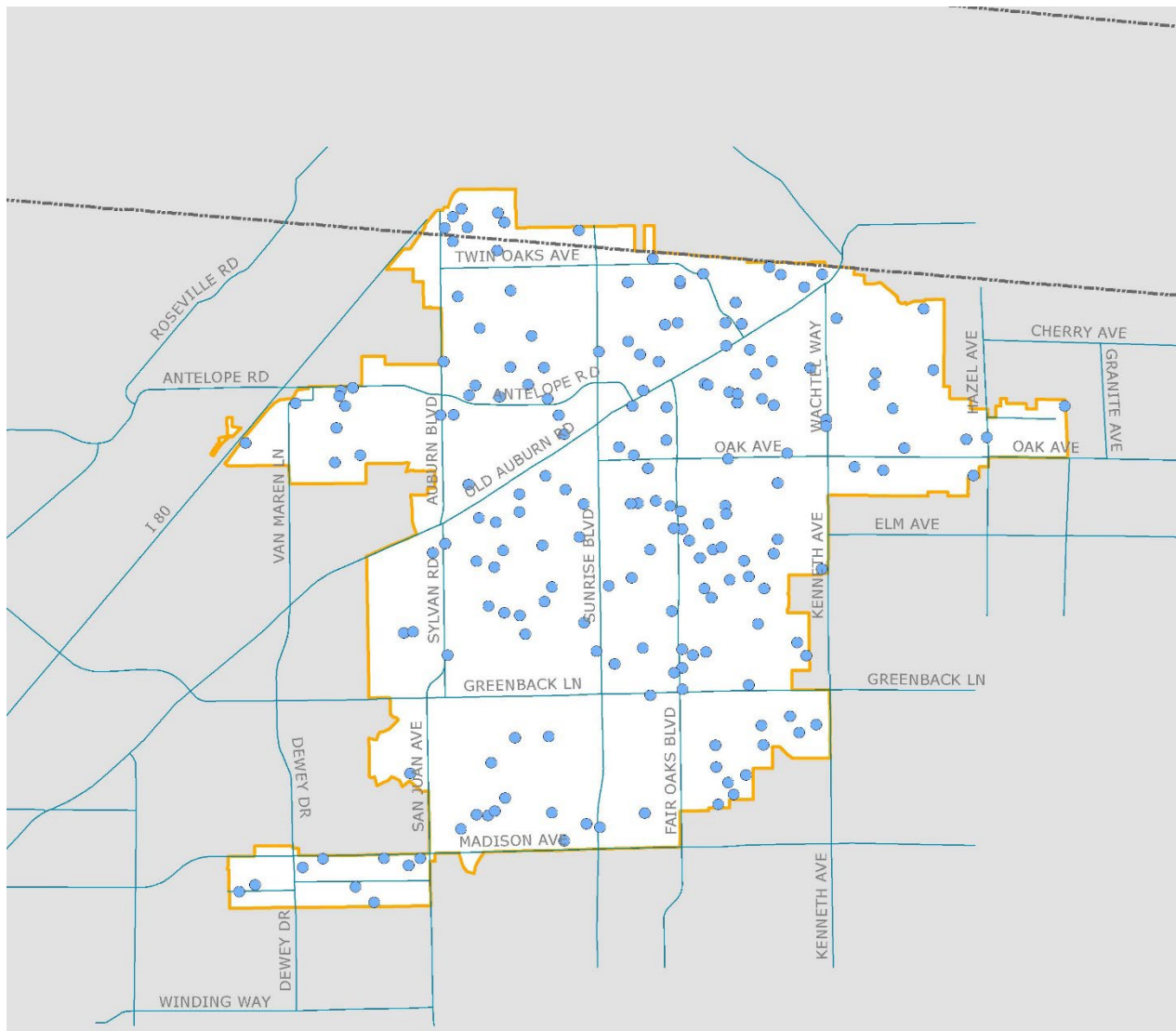
Operations Specialist Summary		
Work Description	August 2024	Total CY 2024
USA Markings	482	3,431
Check for Leak	55	262
Fire Hydrant Investigation	1	2
Locate a Meter	0	0
Turn Water On/Off	4	56
Total	542	3,751

D. Water Quality/Sampling Summary

The Water Resources Division oversees routine monthly bacteriological testing as required by the California Division of Drinking Water. In August, 72 samples were collected with no positive results.

Meter Testing Program:

In 2022, a consortium of 12 local agencies, led by CHWD, completed a study to review new meter technologies and determine the best path forward for meter testing and replacement. The study recommended that the District develop an annual meter testing program to verify the accuracy and condition of its meters. It was determined that the best approach to meter testing was to follow American Water Works Association (AWWA) standards, which recommend categorizing meters by age and flow brackets, then randomly sampling from these categories to analyze the data for any trends in meter inaccuracies. The District completed its first year of meter testing in 2023. The meters for this year’s testing have been selected (see map below), and the District’s Operations staff will be removing and replacing them in the coming months in preparation for the testing.



2024 Meter Testing Locations

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT
 STATUS : Information Item
 REPORT DATE : October 8, 2024
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

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

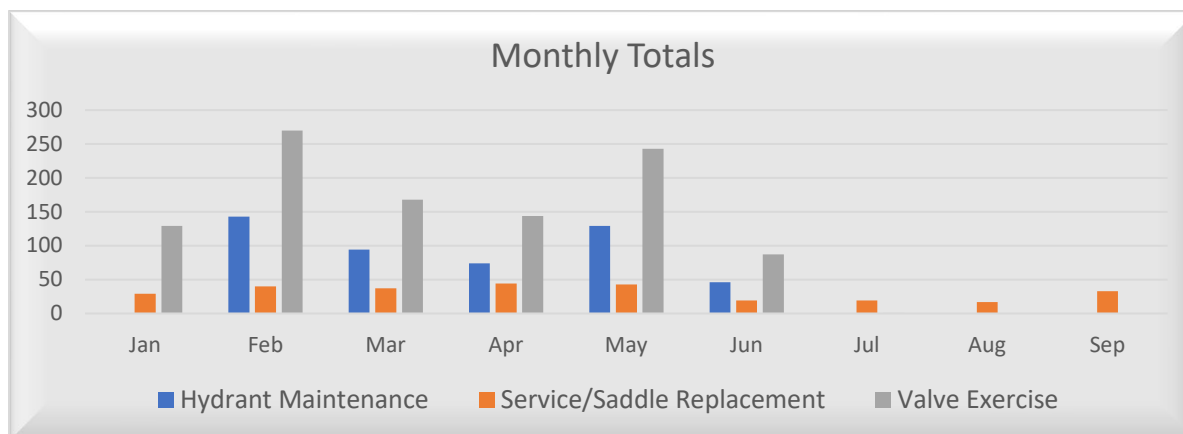
OPERATIONS MONTHLY ACTIVITIES

A. Distribution Division

The Operations Department includes 10 Distribution Operators who perform the necessary maintenance to properly operate and maintain over 250 miles of pipelines and more than 21,000 service connections. The table below summarizes noteworthy common tasks staff perform.

Distribution Maintenance	September 2024	Total CY 2024	Total # in System
Air Valve Inspection (ARV)	0	147	147
Hydrant Maintenance	1	487	2,170
Mainline Repair/Maintenance	0	0	
Meter Box Maintenance	0	22	21,007
Meter Register Replacement	7	189	21,007
Service/Saddle Replacement	33	271	21,007
Valve Exercise	0	1042	4,631
Total	41	2158	

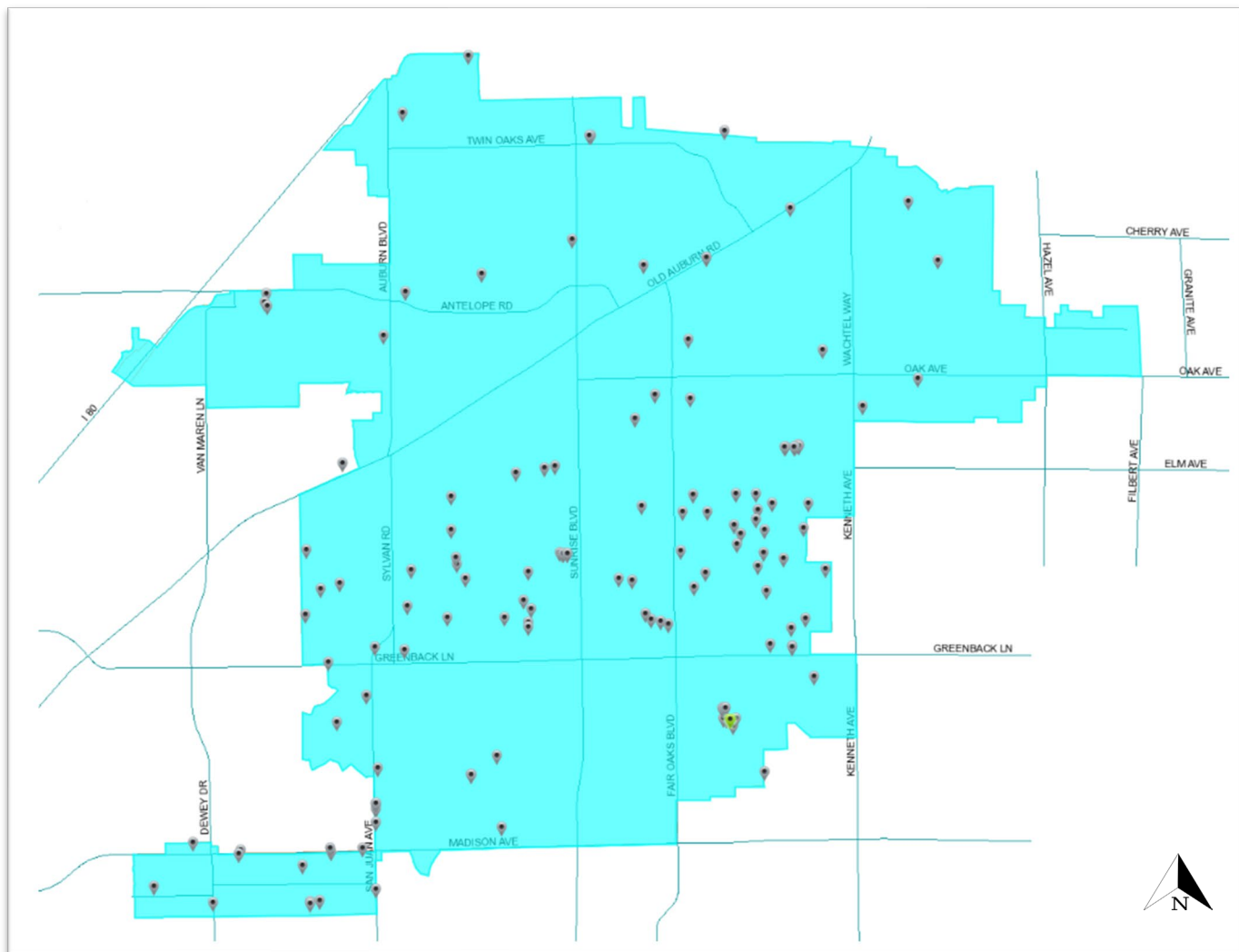
CIP Projects	September 2024	Total CY 2024
C24-010 Water Mainline	0	0
C24-011 Water Valves	2	22
C24-012 Water Services	33	300
C24-013 Water Meters	1	33
C24-014 Fire Hydrants	3	18
C24-103 Pothole Main	0	0
Total	39	373



Note: For September, the crews were assigned to flush dead ends instead of exercising valves or completing hydrant maintenance.

The map below shows the locations where the Operations crews worked in September.

Locations Worked within the Citrus Heights Water District



B. Standby Summary

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

Standby Summary			
Standby Reporting Month	Total Calls to After-Hours Answering Service	Site Visits	Resolutions Via Phone Call
January	16	7	9
February	13	7	6
March	14	9	5
April	14	7	7
May	23	12	11
June	31	11	20
July	27	8	19
August	48	21	27
September	22	9	13

C. Operations Specialist

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

Operations Specialist Summary		
Work Description	September 2024	Total CY 2024
USA Markings	482	3,431
Check for Leak	50	312
Fire Hydrant Investigation	1	3
Locate a Meter	0	0
Turn Water On/Off	12	68
Total	545	3,814

D. Water Quality/Sampling Summary

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

Dead End Flushing:

A “dead end” in a water distribution system refers to a section of pipe where water flow terminates, rather than circulating back into the network. Dead ends are commonly found in cul-de-sacs and rural developments, where they can cause low or no water movement, leading to water stagnation. When water remains stagnant for extended periods chlorine levels can degrade, making the water more prone to bacterial growth. Additionally, sediments, minerals, and other particles can accumulate in these stagnant sections, potentially compromising water quality. To prevent these issues, the CHWD tests water quality throughout the service area weekly and has a dead end flushing program. Flushing is the process of releasing water through hydrants or other outlets to remove stagnant water and any built-up debris. The program includes flushing and testing of the 546 dead ends within the District. Flushing ensures that fresh, properly disinfected water reaches these areas, maintaining water safety and quality.



**CITRUS HEIGHTS WATER DISTRICT
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS
OCTOBER 22, 2024 REGULAR MEETING**

SUBJECT : 2024 WATER SUPPLY - PURCHASED & PRODUCED
 STATUS : Information Item
 REPORT DATE : October 3, 2024
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor
 : Rebecca Scott, Director of Operations

OBJECTIVE:

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

Month	2013	2019	2020	2021	2022	2023	2024				Year-to-Date Comparison to 2013	
	Total Water Monthly acre feet						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
							acre feet				acre feet	%
Jan	602.52	520.86	519.03	575.54	528.73	501.92	460.92	54.37	515.29	515.29	-87.23	-14.5%
Feb	606.36	447.48	589.8	485.17	605.17	487.3	411.19	56.11	467.30	982.59	-226.29	-18.7%
Mar	819.55	516.87	654.31	601.02	774.74	472.65	488.42	51.30	539.72	1,522.31	-506.12	-25.0%
Apr	1,029.73	682.90	767.24	1,001.96	763.83	698.84	571.47	62.85	634.32	2,156.63	-901.53	-29.5%
May	1,603.43	977.41	1,168.99	1,277.33	1,133.06	1,016.07	982.55	62.36	1,044.91	3,201.54	-1,460.05	-31.3%
Jun	1,816.73	1,328.07	1,475.82	1,541.32	1,288.62	1,265.25	1,356.51	42.64	1,399.15	4,600.69	-1,877.63	-29.0%
Jul	2,059.21	1,582.40	1,682.83	1,643.73	1,536.69	1,513.02	1,602.30	43.68	1,645.98	6,246.67	-2,290.86	-26.8%
Aug	1,924.28	1,603.36	1,660.59	1,538.76	1,461.15	1,494.76	1,438.52	62.63	1,501.15	7,747.82	-2,713.99	-25.9%
Sep	1,509.82	1,297.12	1,381.14	1,333.29	1,228.49	1,220.46	1,263.68	57.44	1,321.12	9,068.94	-2,902.69	-24.2%
Oct	1,297.42	1,083.17	1,185.00	972.09	1,065.99	966.12						
Nov	911.55	839.06	779.34	576.37	637.25	648.08						
Dec	700.94	548.17	620.34	536.97	541.93	558.87						
Total	14,881.54	11,426.87	12,484.43	12,083.55	11,565.65	10,843.34	8,575.56	493.38	9,068.94	9,068.94		
% of Total							94.56%	5.44%				

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : September 9, 2024
PREPARED BY : Brian Hensley, Water Resources Supervisor
Rebecca Scott, Director of Operations

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of September 1, 2024, storage in Folsom Lake was at 503,592 acre-feet, fifty-two percent (52%) of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 116,334 acre-feet in the past month.

The District's total water use during August 2024 (1,501.15 acre-feet) was twenty-two percent (22%) below that of August 2013 (1,924.28 acre-feet).

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : WATER SUPPLY RELIABILITY
STATUS : Information Item
REPORT DATE : October 3, 2024
PREPARED BY : Brian Hensley, Water Resources Supervisor
Rebecca Scott, Director of Operations

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of October 1, 2024, storage in Folsom Lake was at 458,732 acre-feet, forty-seven percent (47%) of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 44,680 acre-feet in the past month.

The District's total water use during September 2024 (1,321.12 acre-feet) was twelve percent (12%) below that of September 2013 (1,509.82 acre-feet).

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
 STATUS : Information Item
 REPORT DATE : September 10, 2024
 PREPARED BY : Jace Nunes, Management Analyst
 Rebecca Scott, Director of Operations

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

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of August 2024 included the following:
 - Six (6) smart irrigation controllers were installed.
 - Two (2) Pressure Reducing Valve rebates were issued.
 - Three (3) High Efficiency Clothes Washer rebates were processed.
- Twenty reports of water waste were received in August. Staff continues to reach out to customers concerning water waste violations.

The District holds several safety meetings per month. The August safety meetings were titled: “Hazard Recognition on The Job,” “Ladder Safety,” “Extension Cord Safety,” “Emergency Evacuation Procedures,” and “Fatigue in The Workplace.”

- The District offers a variety of WaterSmart classes throughout the year. The remaining 2024 WaterSmart classes are listed below.

Date	Title	Format
Sat., Oct. 5	Manageable Maintenance Part 1: Planning with Purpose for Your Easy-Care Landscape	In-person at the Citrus Heights Community Center
Sat., Oct. 19	Manageable Maintenance Part 2: DIY Do’s & Don’ts for Your Landscape	In-person at the Citrus Heights Community Center

The August 28th WaterSmart class, “Leaf with the Right Tree: A Guide to Regional Tree Selection” had 28 participants. WaterSmart classes from 2021 to present are archived on CHWD’s website and on YouTube, where they can be viewed any time.

- CHWD has a demonstration garden at the Sylvan Ranch Community Garden featuring water efficient landscaping. CHWD works with a customer-based volunteer “Garden Corps,” who maintain the plots by removing weeds and checking the irrigation system and controller timers. The garden’s webpage, www.chwd.org/garden, allows viewers to see detailed information about each plant in the District’s plots, and create a customized plant list for their property.

The following table summarizes CHWD’s Residential Gallons Per Capita Per Day (R-GPCD) values for 2024:

Month	R-GPCD 2024	R-GPCD 2023	% CHANGE
January	67	64	4%
February	66	71	-6%
March	69	60	16%
April	86	88	-3%
May	130	128	2%
June	185	167	11%
July	208	191	9%
August	180*	189	-4%

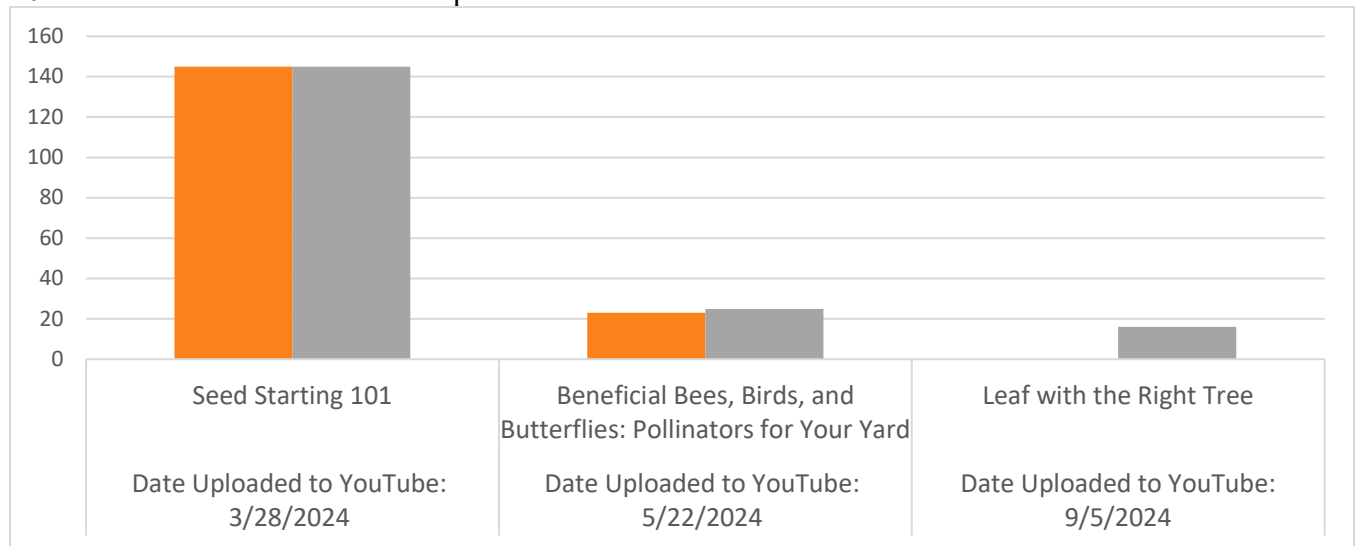
*Preliminary number as of the report date

The following table summarizes the service requests and work orders of Water Efficiency staff for August 2024:

Work Orders	Aug 2024	Aug 2023
CHANGE TOUCH-READ TO RADIO READ	2	1
CONVERT TO RADIO-READ METER	11	18
METER BOX MAINTENANCE	3	2
METER REPAIR	0	0
METER REPLACEMENT	0	0
METER TESTING	0	0
REGISTER REPLACEMENT	6	12
RADIO-READ REGISTER REPLACEMENT	21	0
INSTALL METER	0	8
TOTAL	43	41

Service Requests	Aug 2024	Aug 2023
CONSERVATION REQUEST	20	23
CHECK FOR LEAK	3	8
UNABLE TO OBTAIN METER READ	43	26
TRIM SHRUBS	5	16
METER BURIED	17	33
METER MAINT.	41	51
LOCKED GATE	7	4
RE-READ METER	4	82
READ METER	0	0
METER BOX MAINT.	2	1
MOVE-IN/MOVE-OUT	13	18
CAR OVER METER	16	15
TOTAL	171	277

2024 WaterSmart Class Viewership



■ = Viewership, August 6, 2024

■ = Viewership, September 9, 2024

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE
STATUS : Information Item
REPORT DATE : October 8, 2024
PREPARED BY : Jace Nunes, Management Analyst
Rebecca Scott, Director of Operations

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

ACTIVITIES AND PROGRESS REPORT

- Water Efficiency activities during the month of September 2024 included the following:
 - Five High Efficiency Toilet (HET) rebates were processed.
 - Three High Efficiency Clothes Washer rebates were processed.
- Twenty-one reports of water waste were received in September. Staff continues to reach out to customers concerning water waste violations.

The District holds several safety meetings per month. The September safety meetings covered Hard Hats, Dog Bite Prevention, and Hearing Protection.

- The 2024 WaterSmart schedule concluded in October. In total, the District offered five WaterSmart classes which included three in-person classes and two webinars. Three of this year's classes are available on CHWD's YouTube channel (see viewership numbers on the last page of this report), where they serve as resources for our customers and are viewable on-demand. The other two October classes will be posted shortly.
- CHWD has a demonstration garden at the Sylvan Ranch Community Garden featuring water efficient landscaping. CHWD works with a customer-based volunteer "Garden Corps," who maintain the plots by removing weeds and checking the irrigation system and controller timers. The garden's webpage, www.chwd.org/garden, allows viewers to see detailed information about each plant in the District's plots, and create a customized plant list for their property.

The following table summarizes CHWD’s Residential Gallons Per Capita Per Day (R-GPCD) values for 2024:

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February	66	71	-6%
March	69	60	16%
April	86	88	-3%
May	130	128	2%
June	185	167	11%
July	208	191	9%
August	180	189	-4%
September	170*	155	10%

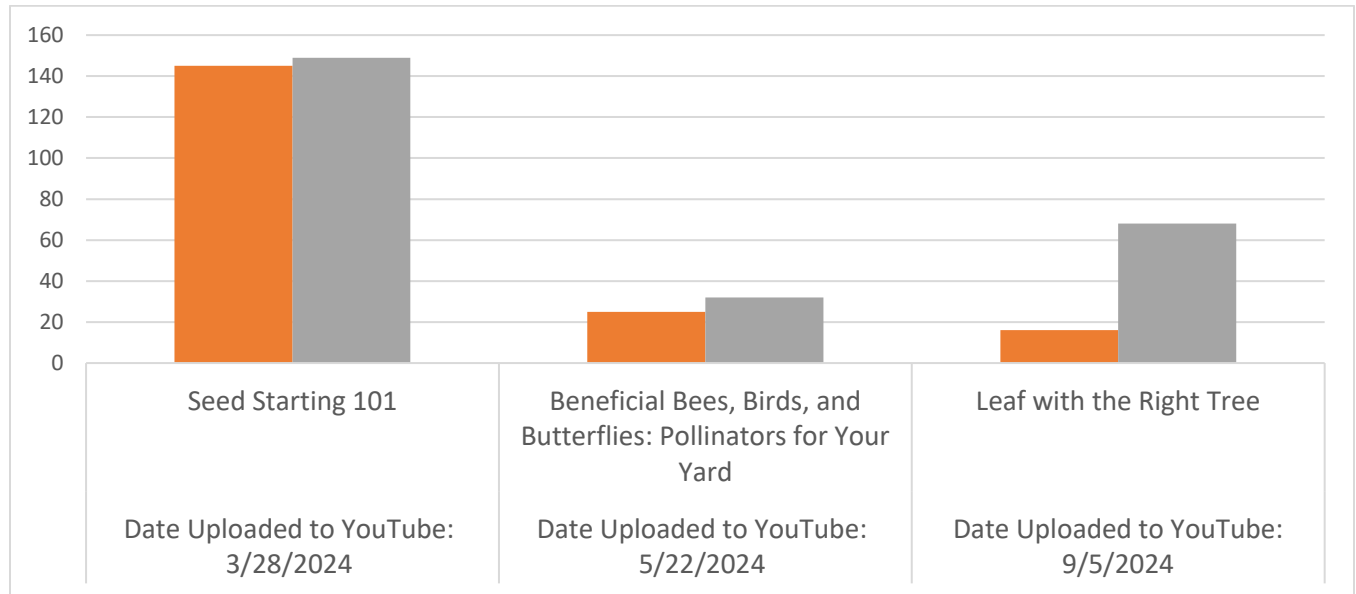
*Preliminary number as of the report date

The following table summarizes the service requests and work orders of Water Efficiency staff for September 2024:

Work Orders	Sept 2024	Sept 2023
CHANGE TOUCH-READ TO RADIO READ	1	0
CONVERT TO RADIO-READ METER	11	28
METER BOX MAINTENANCE	0	4
METER REPAIR	0	0
METER REPLACEMENT	0	151
METER TESTING	0	0
REGISTER REPLACEMENT	6	3
RADIO-READ REGISTER REPLACEMENT	8	17
INSTALL METER	6	0
TOTAL	32	203

Service Requests	Sept 2024	Sept 2023
CONSERVATION REQUEST	21	35
CHECK FOR LEAK	3	1
UNABLE TO OBTAIN METER READ	36	75
TRIM SHRUBS	12	11
METER BURIED	16	25
METER MAINT.	11	20
LOCKED GATE	1	3
RE-READ METER	26	15
READ METER	0	0
METER BOX MAINT.	0	0
MOVE-IN/MOVE-OUT	9	22
CAR OVER METER	9	18
TOTAL	144	225

2024 WaterSmart Class Viewership



■ = Viewership, September 9, 2024

■ = Viewership, October 8, 2024

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH COVINO SMITH & SIMON

STATUS : Action Item

REPORT DATE : September 16, 2024

PREPARED BY : Rebecca Scott, Director of Operations
Tammy Gordon, Director of Public Affairs

OBJECTIVE:

Consider approval of a professional services agreement with Covino Smith & Simon for federal advocacy services.

BACKGROUND AND ANALYSIS:

Since January 2020, Covino Smith & Simon (previously named Simon and Company, Inc.), has served as the Citrus Heights Water District's "Washington, DC Office," providing consultation on legislation, regulations, the federal budget, appropriations requests, and federal grant applications. In addition, Covino Smith & Simon offers federal advocacy in the areas of intergovernmental relations; legislative monitoring and advocacy; regulatory analysis; coalition-building activities; and executive communications. The firm has provided these services to a variety of agencies across several states since 1987.

Notably, the firm was instrumental in helping the District secure two recent federal earmark awards: \$585,000 for Well #7 and \$1.5 million for Well #8. Covino Smith & Simon also assisted the District with several grant applications. Covino Smith & Simon also coordinated a well site visit with Congressman Ami Bera and schedules the meetings with District Board members and staff with a variety of Congressional, Assembly and Federal government offices during the ACWA DC Conference.

As the District is pleased with the quality and timeliness of the work performed under the initial agreement, a new agreement is proposed for approval. It is recommended that CHWD formalize a new task order style professional services agreement with Covino Smith & Simon. The task order style agreement is structured to offer the options of a Time-and-Materials/Hourly Billable arrangement or Project Basis/Not-to-Exceed (NTE) amount with a defined scope of work, schedule, and a not-to-exceed budget. The term of the updated agreement is ongoing but includes a seven (7) day termination provision by CHWD or a thirty (30) day termination provision by Covino Smith & Simon without cause. Funding for the work performed under this agreement is included in the District's annual operating budget.

RECOMMENDATION:

Approve the professional services agreement with Covino Smith & Simon and authorize the General Manager to execute the agreement.

ATTACHMENT:

Agreement with Covino Smith & Simon

ACTION:

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

**CITRUS HEIGHTS WATER DISTRICT
PROFESSIONAL SERVICES AGREEMENT**

1. Parties And Date.

This Agreement is made and entered into this _____ day of October, 2024 by and between the by and between the Citrus Heights Water District, a municipal corporation organized under the laws of the State of California with its principal place of business at 6230 Sylvan Road, Citrus Heights, California 95610 (“District”) and Covino Smith & Simon, an S Chapter Corporation with its principal place of business at 1155 15th Street NW Suite 405, Washington, DC 20005 (“Contractor”). District and Contractor are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2 Recitals.

2.1 Contractor.

Contractor desires to perform and assume responsibility for the provision of certain services required by the District on the terms and conditions set forth in this Agreement and in the task order(s) to be issued pursuant to this Agreement and executed by the District and Contractor (“Task Order”). Contractor represents that it is experienced in providing federal lobbying services to public clients, that it and its employees or subcontractors have all necessary licenses and permits to perform the Services in the State of California, and that is familiar with the plans of District. Contractor will perform the Services and shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of District. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

2.2 Project.

District desires to engage Contractor to render such services for Citrus Heights Water District federal lobbying services (“Project”) as set forth in this Agreement on an on-call, as-needed basis. There is no guarantee of any of work under this Agreement other than what is specified herein or that the not-to-exceed compensation amount set forth herein will be spent.

3 TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Contractor promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the services necessary for the Project (“Services”). The types of Services to be provided are described in Exhibit “A” attached hereto and incorporated herein by reference and in the individual Task Orders issued by the District. No Services shall be

performed unless authorized by this Agreement or by a fully executed Task Order in the form attached hereto as Exhibit “C”. All Services shall be subject to, and performed in accordance, with this Agreement, any relevant Task Order, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall commence on the date first set forth above until terminated as provided herein. Contractor shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines set forth in the Task Order(s). All applicable indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement.

3.2 Responsibilities of Contractor.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Contractor or under its supervision. Contractor will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Contractor on an independent contractor basis and not as an employee. Contractor retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Contractor shall also not be employees of District and shall at all times be under Contractor’s exclusive direction and control. Contractor shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Contractor shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers’ compensation insurance.

3.2.2 Schedule of Services. Contractor shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the specific schedule that shall be set forth in this Agreement and any Task Order(s) (“Schedule of Services”). Contractor represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Contractor’s conformance with each Schedule, the District shall respond to Contractor’s submittals in a timely manner. Upon the District’s request, Contractor shall provide a more detailed schedule of anticipated performance to meet the relevant Schedule of Services as set forth in each Task Order.

3.2.3 Conformance to Applicable Requirements. All work undertaken by Contractor shall be subject to the approval of District.

3.2.4 District’s Representative. The District hereby designates Tammy Gordon, Director of Public Affairs, or her designee, to act as its representative for the performance of this Agreement (“District’s Representative”). District’s Representative shall have the power to act on behalf of the District for all purposes under this Agreement. Contractor shall not accept direction or orders from any person other than the District’s Representative or his or her designee.

3.2.5 Contractor’s Representative. Contractor hereby designates Jen Covino, or her designee, to act as its representative for the performance of this Agreement (“Contractor’s Representative”). Contractor’s Representative shall have full authority to represent and act on

behalf of the Contractor for all purposes under this Agreement. The Contractor's Representative shall supervise and direct the Services, using his or her best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Services under this Agreement and as described in the relevant Task Order.

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

3.2.7 Standard of Care; Performance of Employees. Contractor shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all employees and subcontractors, if any, shall have sufficient skill and experience to perform the Services assigned to them. Finally, Contractor represents that it, its employees and subcontractors, if any, have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including a city or county business license, and that such licenses and approvals shall be maintained throughout the term of this Agreement. The District shall have the right to request a copy of any license for purposes of verification. As provided for in the indemnification provisions of this Agreement, Contractor shall perform, at its own cost and expense and without reimbursement from the District, any services necessary to correct errors or omissions which are caused by the Contractor's failure to comply with the standard of care provided for herein. Any employee of the Contractor or its sub-contractors who is determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project by the Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.8 Period of Performance. Contractor shall perform and complete all Services under this Agreement within the term set forth in Section 3.1.2 above ("Performance Time"). Contractor shall perform the Services in strict accordance with any completion schedule or Project milestones described in this Agreement and any Task Order issued by the District, or which may be provided separately and agreed upon in writing by the Parties. Contractor shall be responsible for the cost of any damages suffered by the District by reason of delay caused by Contractor, its employees or subcontractors, if any.

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

3.2.10 Laws and Regulations; Employee/Labor Certifications. Contractor shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and

regulations in any manner affecting the performance of the Project or the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Contractor shall be liable for all violations of such laws and regulations in connection with Services. If the Contractor performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the District, Contractor shall be solely responsible for all costs arising therefrom. District is a public entity of the State of California subject to certain provisions of the Health & Safety Code, Government Code, Public Contract Code, and Labor Code of the State. It is stipulated and agreed that all provisions of the law applicable to the public contracts of a municipality are a part of this Agreement to the same extent as though set forth herein and will be complied with. These include but are not limited to the payment of prevailing wages, the stipulation that eight (8) hours' labor shall constitute a legal day's work and that no worker shall be permitted to work in excess of eight (8) hours during any one calendar day except as permitted by law. Contractor shall defend, indemnify and hold District, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

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

3.2.10.2 Employment Eligibility; Subcontractors, Sub-subcontractors and consultants. To the same extent and under the same conditions as Contractor, Contractor shall require all of its subcontractors, sub-subcontractors and consultants, if any, performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 3.2.10.

3.2.10.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Contractor verifies that they are a duly authorized officer of Contractor, and understands that any of the following shall be grounds for the District to terminate the Agreement for cause: (1) failure of Contractor or its subcontracts, sub-subcontractors or consultants, if any, to meet any of the requirements provided for in Sections 3.2.10.1; (2) any misrepresentation or material omission concerning compliance with such requirements (including

in those verifications provided to the Contractor under Section 3.2.10.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

3.2.10.4 Labor Certification. By its signature hereunder, Contractor certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.2.10.5 Equal Opportunity Employment. Contractor represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, if any, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Contractor shall also comply with all relevant provisions of District's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

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

3.2.10.7 Water Quality.

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

(B) Liability for Non-Compliance. Failure to comply with the laws, regulations and policies described in this Section is a violation of law that may subject Contractor or District to penalties, fines, or additional regulatory requirements. Contractor shall defend, indemnify and hold the District, its officials, officers, employees, volunteers and agents

free and harmless, pursuant to the indemnification provisions of this Agreement, from and against any and all fines, penalties, claims or other regulatory requirements imposed as a result of Contractor's non-compliance with the laws, regulations and policies described in this Section, unless such non-compliance is the result of the sole established negligence or willful misconduct of the District, its officials, officers, agents, employees or authorized volunteers.

(C) Training. In addition to any other standard of care requirements set forth in this Agreement, Contractor warrants that all employees and subcontractors, if any, shall have sufficient skill and experience to perform the Services assigned to them without impacting water quality in violation of the laws, regulations and policies described in this Section. Contractor further warrants that it, its employees and subcontractors, if any, will receive adequate training, as determined by District, regarding the requirements of the laws, regulations and policies described in this Section as they may relate to the Services provided under this Agreement. Upon request, District will provide Contractor with a list of training programs that meet the requirements of this paragraph.

3.2.11 Insurance.

3.2.11.1 Minimum Scope and Limits of Insurance. Contractor shall procure and maintain for the duration of the Agreement, and for 5 years thereafter, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

3.2.11.2 Coverage. Coverage shall be at least as broad as the following:

(A) Commercial General Liability (CGL). Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least five million dollars (\$5,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to District) or the general aggregate limit shall be twice the required occurrence limit.

(B) Automobile Liability. Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.

(C) Workers' Compensation Insurance. The Contractor shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. Waiver of Subrogation (also known as Transfer of Rights of Recovery Against Others to Us): The Contractor hereby agrees to waive rights of subrogation to obtain endorsement necessary to affect this waiver of subrogation in favor of the District, its directors, officers, employees, and authorized volunteers, for losses paid under the terms of this coverage

which arise from work performed by the Named Insured for the District; this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.

(D) Contractor's Pollution Liability. (Optional: if Project involves environmental hazards) with limits no less than \$5,000,000 per occurrence or claim, and \$10,000,000 policy aggregate.

If the Contractor maintains broader coverage and or/higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum of insurance and coverage shall be available to the District.

3.2.11.3 Other Required Provisions. The Commercial General Liability policy, Automobile Liability policy and Contractors Pollution (if necessary) are to contain, or be endorsed to contain, the following provisions:

(A) Additional Insured Status. District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 10 01 and CG 20 37 10 01 for the Commercial General Liability policy) with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance.

(B) Primary Coverage and Non-Contributory Coverage. For any claims related to this Project, the Contractor's insurance coverage shall be primary, at least as broad as ISO CG 20 01 04 13 for the Commercial General Liability policy, as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

(C) Waiver of Subrogation. All policies shall permit and Contractor does hereby waive any right of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss.

3.2.11.4 Notice of Cancellation. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

3.2.11.5 Acceptability of Insurers. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or equivalent or as otherwise approved by District.

The Contractor agrees and he/she will comply with such provisions before commencing work. All of the insurance shall be provided on policy forms and through companies satisfactory to District. The District reserves the right to obtain complete, certified copies of all required insurance policies, including the policy declarations page with endorsement number. Failure to continually satisfy the Insurance requirements is a material breach of contract.

3.2.11.6 Responsibility for Work. Until the completion and final acceptance by District of all the work under and implied by this Agreement, the work shall be under the Contractor's responsible care and charge. The Contractor shall rebuild, repair, restore and make good all injuries, damages, re-erectations, and repairs occasioned or rendered necessary by causes of any nature whatsoever.

3.2.11.7 Deductibles and Self-Insured Retentions. Insurance deductibles or self-insured retentions must be declared by the Contractor, and approved by the District. At the election of District the Contractor shall either cause the insurer to reduce or eliminate such self-insured retentions as respects the District, its directors, officers, employees, and authorized volunteers or the Contractor shall provide a financial guarantee satisfactory to the District guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

3.2.11.8 Verification of Coverage - Evidences of Insurance. Contractor shall furnish the District with copies of certificates and amendatory endorsements effecting coverage required by this Agreement. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages, required by these specifications, at any time. Failure to continually satisfy the Insurance requirements is a material breach of contract.

3.2.11.9 Continuation of Coverage. The Contractor shall, upon demand of District deliver evidence of coverage showing continuation of coverage for at least (5) years after completion of the Project. Contractor further waives all rights of subrogation under this Agreement. When any of the required coverages expire during the term of this Agreement, the Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement and evidence of waiver of rights of subrogation against District to District at least ten (10) days prior to the expiration date.

3.2.11.10 Sub-Contractors. In the event that the Contractor employs other Contractors (sub-contractors) as part of the work covered by this Agreement, it shall be the Contractor's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above (via as broad as ISO CG 20 38 04 13). The Contractor shall, upon demand of District, deliver to District copies such policy or policies of insurance and the receipts for payment of premiums thereon.

3.2.12 Safety. Contractor shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Contractor shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident prevention for all employees and subcontractors, if any,

such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.2.13 [reserved]

3.2.14 Accounting Records. Contractor shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Contractor shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Contractor shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.3 Fees and Payments.

3.3.1 Compensation. Contractor shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in the applicable Task Order. The maximum compensation for Services to be provided pursuant to each Task Order shall be set forth in the relevant Task Order. The cost of travel time, bonds, insurance, office support, accounting, regulatory compliance, and other business expenses are covered under the allowed percentage of Overhead and Profit entered on Exhibit “B;” and will not be allowed as a direct expense. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement. Consultant may receive inflationary or other adjustments in its rates as approved by District in its sole discretion. Any new or updated rates shall be set forth in the applicable Task Order.

3.3.2 Payment of Compensation. Contractor shall submit to District a monthly itemized statement which indicates work completed and hours of Services rendered by Contractor. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 30 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Contractor shall not be reimbursed for any expenses unless authorized in writing by District.

3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Contractor perform Extra Work. As used herein, “Extra Work” means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Contractor shall not perform, nor be compensated for, Extra Work without written authorization from District’s Representative.

3.3.5 Prevailing Wages. Contractor is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing

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

3.3.6 Registration. Pursuant to Labor Code Sections 1725.5 and 1771.1, the Contractor and all subcontractors performing Services must be registered with the Department of Industrial Relations. Contractor shall maintain registration for the duration of the Project and require the same of any subcontractors, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Contractor’s sole responsibility to comply with all applicable registration and labor compliance requirements.

3.4 Termination of Agreement.

3.4.1 Grounds for Termination. District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Contractor may, by written notice to District, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to District of such termination, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been adequately rendered to District, and Contractor shall be entitled to no further compensation.

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

3.4.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5 General Provisions.

3.5.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Contractor:

Jen Covino
1155 15th Street NW Suite 405
Washington, DC 20005
Attn: Jen Covino, President

District:

Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, California 95610
Attn: Tammy Gordon, Director of Public Affairs

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.5.2 Indemnification.

3.5.2.1 Scope of Indemnity. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold the District, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Contractor, its officials, officers, employees, subcontractors, if any, consultants or agents in connection with the performance of the Contractor's Services, the Project, this Agreement, or any Task Order, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses, except for any claims, demands, causes of action, costs, expenses, liabilities, losses, damage or injuries arising through the sole negligence or willful misconduct of the District, or its officials, directors, officers, employees, agents or independent contractors.

3.5.2.2 Additional Indemnity Obligations. Contractor shall defend, with Counsel of District's choosing and at Contractor's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 3.5.2.1 that may be brought or instituted against the District or its directors, officials, officers, employees, volunteers and agents. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against the District or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding, except for any judgments, awards or decrees

arising through the sole negligence or willful misconduct of District, or its officials, directors, officers, employees, agents or independent contractors. Contractor shall also reimburse District for the cost of any settlement paid by the District or its directors, officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding, except for any costs of settlements arising through the sole negligence or willful misconduct of the District, or its officials, directors, officers, employees, agents or independent contractors. Such reimbursement shall include payment for District's attorney's fees and costs, including expert witness fees. Contractor shall reimburse the District and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided, except for any legal expenses and costs arising through the sole negligence or willful misconduct of the District, or its officials, directors, officers, employees, agents or independent contractors. Contractor's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the District, its directors, officials officers, employees, agents, or volunteers.

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

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

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

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

3.5.7 Assignment or Transfer. Contractor shall not assign, hypothecate or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.5.8 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term

referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Contractor include all personnel, employees, subcontractors, if any, and agents of Contractor, except as otherwise specified in this Agreement. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

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

3.5.10 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

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

3.5.12 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.5.13 Prohibited Interests. Contractor maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Contractor, to solicit or secure this Agreement. Further, Contractor warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Contractor further agrees to file, or shall cause its employees or subcontractors, if any, to file, a Statement of Economic Interest with the District's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.5.14 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.5.15 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.5.16 Authority to Enter Agreement. Contractor has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party

warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

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

3.5.18 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties.

3.5.19 Recitals. The recitals set forth above are true and correct and incorporated herein by reference.

[signatures on following page]

**SIGNATURE PAGE FOR ON-CALL SERVICES AGREEMENT
BETWEEN THE CITRUS HEIGHTS WATER DISTRICT
AND COVINO SMITH & SIMON**

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the ____ day of October, 2024.

CITRUS HEIGHTS WATER DISTRICT

COVINO SMITH & SIMON

Hilary M. Straus
General Manager

Signature

Date

Name

Title

Date

Federal ID No. _____

Business License Number _____ (City
of _____)

EXHIBIT "A"
SCOPE OF SERVICES

Federal lobbying and advocacy as directed by the CHWD.



Proposed Scope of Services
Federal Lobbying Services for
Citrus Heights Water District



COVINO SMITH & SIMON, INC.
Intergovernmental Affairs
1155 15th Street NW Suite 405
Washington, DC 20005

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Introduction

This proposal to provide federal lobbying services is respectfully submitted to the Citrus Heights Water District. It is our honor to support the Board of Directors, General Manager Hilary Straus, and staff in service to your constituents within the service area that includes Citrus Heights, Fair Oaks, Orangevale, Carmichael, and Roseville, California. Our team appreciates your consideration of this proposal to continue efforts to advance your legislative, regulatory, and funding priorities, functioning as an extension of your team and collaborating with the Executive and Legislative Branches of the federal government. Our firm is proud of the strong intergovernmental partnerships and positive outcomes that our efforts have yielded on behalf of our local government clients over the past 37 years. We would look forward to having the opportunity to continue to represent the Citrus Heights Water District at the federal level, enhancing your relationships with the Administration and Members of Congress here in the nation's capital.

Covino Smith & Simon, Inc. is a boutique intergovernmental affairs firm based in the District of Columbia. We specialize in federal representation for units of local and regional government including cities, counties, special district governments, and other single-mission public agencies such as housing authorities, school districts, and transportation agencies like Metropolitan Planning Organizations or transit systems. Our clients range from large, urban counties with populations of greater than one million residents to small, rural towns with only a few thousand inhabitants. Our bipartisan team is proud to support the efforts of more than twenty units of local government around the United States, providing intergovernmental assistance to local government officials navigating the hallways of Capitol Hill and the bureaucracy of the Administration.

Our firm offers public policy expertise across the full spectrum of federal government, covering the range of concerns to special district governments from the built environment to human capital. Our services include legislative monitoring and advocacy, regulatory analysis, identification of federal funding opportunities and consultation throughout the application process, federal budget and appropriations requests including Congressionally Directed Spending (CDS) or Community Project Funding (CPF) requests, engagement in coalition-building activities, and drafting executive-level communications. We support the efforts of city managers, mayors and county executives, city and county council members, school superintendents and board members, police and fire chiefs, transportation and housing agency executives, and other key staff to formulate effective advocacy strategies for advancing legislative and regulatory positions.

After nearly four decades of business, we are proud of our measurable achievements in educating the Executive and Legislative Branches and helping clients to secure federal resources in support of local programs or projects. Those resources include direct fiscal relief, discretionary grants, earmark requests now known as Congressionally Directed Spending (CDS) in the Senate or Community Project Funding (CPF) in the House of Representatives, credit assistance, tax credits, and technical assistance. We have a long track record of advancing clients' appropriations or authorizations requests during the budget process, ensuring that formula and discretionary dollars keep flowing to address local needs. We have helped our clients to secure favorable outcomes with legislative language, program authorizations, and regulatory solutions.

We are proud that Covino Smith & Simon, Inc. (then Simon & Company, Inc.) was recognized by Bloomberg Government as a top-performing lobbying firm in 2023. We would note that the firm was one of only 27 firms (out of 2,105 registered lobbying entities) that met Bloomberg's high-

performance standards and retained 100% of clients for a three-year period from 2020 through 2022. It is always an honor to have the opportunity to serve local governments and to be trusted with advancing federal priorities, but that fact was even more true through the course of the pandemic, the resulting economic uncertainty and subsequent recovery, and the moments of civil unrest that occurred in 2020. Effectively advocating for the interests of our local government clients, their constituents, and communities at the federal level during that period of uncertainty was our first and foremost goal.

Navigating those unprecedented challenges together with our local government clients will forever be recalled as one of our proudest professional moments as a firm, but our steadfast commitment to the communities we represent remains constant. Our staff will function as an extension of the Citrus Heights Water District when your community is contending with a daily problem, a generational challenge, or an unprecedented emergency that requires federal solutions, resources, and partnership to address. Our team is accessible and reliable whenever you need us.

Our commitment is one reason why we have maintained decades-long relationships with most of our clients. The other reason is our ability to deliver results – regardless of the political backdrop in which we are working to advance your priorities. Our team is thrilled to support local government clients now taking advantage of historic funding opportunities available at the federal level authorized by the *Infrastructure Investment and Jobs Act*, the *Inflation Reduction Act*, the *Bipartisan Safer Communities Act*, and the *CHIPS and Science Act*. We have worked with our clients to help them to identify and secure hundreds of millions of dollars’ worth of federal investment since the beginning of the Biden Administration. We have also advised our clients on the implementation of \$2 billion worth of direct fiscal relief provided by the *American Rescue Plan Act*. This recent success builds upon our firm’s history working effectively across party lines through the past seven presidential administrations – four Republican and three Democratic – since our founding in 1987. Our team will look forward to continuing working with you to deliver meaningful investment for the Citrus Heights Water District regardless of the outcomes of the November elections and the political circumstances thereafter.

History and Organizational Structure

Our firm began operations as Simon & Company, Inc. in October 1987, and we have been in business continuously since that time. The company was founded by Len Simon, former President and current Senior Advisor to the firm. Simon and Company, Inc. was founded as a Subchapter S Corporation in Washington, DC. Our federal Employer Identification Number (EIN) is 52-1544284.

Jennifer “Jen” Covino is the current President and Owner of the firm. She took over operations and ownership of the firm effective January 1, 2019 when Len stepped down as President, sold the business, and transitioned to the role as Senior Advisor. The firm retained its federal EIN and structure. The name of the firm was amended to Covino Smith & Simon, Inc. to reflect that previous transition in leadership using a charter amendment approved by the Government of the District of Columbia Department of Licensing and Consumer Protection effective January 1, 2024. There has been no change in ownership, structure, or management since January 1, 2019.

The firm has six (6) employees: Jen Covino, President; David Gellman, Senior Advisor; Ivonne “Aly” Hernandez, Senior Associate; Sommer Sison, Associate; Stephanie Carter McIntosh, Administrator; and Len Simon, Senior Advisor. Four (4) employees are Full Time Employees (FTEs)

located in our Washington, DC office. Our physical office address is located at 1155 15th Street, NW, Suite 405 Washington, DC 20005. Jen Covino, David Gellman, Aly Hernandez, and Sommer Simon are federally registered lobbyists. Stephanie Carter McIntosh oversees administrative functions. David Gellman is a part-time consultant based out of Los Angeles. Len Simon is a part-time advisor based out of New York. Biographies are included in this proposal, while full resumes are provided at the end.

Lobbying Services

We understand that the federal government plays a significant role in determining the well-being and prosperity of special district governments like the Citrus Heights Water District. Our team is grateful for the collaborative relationships that we have developed with local elected officials and federal decision-makers on both sides of the aisle, working with Republican and Democratic policymakers alike to advance a variety of community-based projects and initiatives. We believe that a bipartisan approach can most effectively deliver these results for your residents. Our team will continue to work to maintain and enhance your intergovernmental partnerships with the Administration and Congress to promote the interests of your residents, regardless of which party controls the Executive and Legislative Branches of the federal government.

Our primary responsibility is to support the mission of the Citrus Heights Water District by working to advance legislative, regulatory, and funding priorities working in partnership with the Administration and your Congressional delegation. Our comprehensive advocacy strategies utilize the following work streams to advance the federal priorities of local elected officials and public administrators:

1. **Intergovernmental Relations:** Establishing or enhancing your relationships with the Administration, Members of Congress, and other appropriate stakeholders or influencers
2. **Federal Funding Opportunities:** Identifying federal resources including grants, earmarks, tax credits, and credit assistance available to advance local projects or initiatives, offering consultation to local staff throughout the application process, and advocating for proposals
3. **Legislative Monitoring and Advocacy:** Tracking bills throughout the legislative process, articulating positions, and working with Members of Congress, staff, and coalitions to influence language or outcomes
4. **Regulatory Analysis:** Reviewing proposed rule makings, assessing and communicating potential local impact, and drafting and submitting public comments
5. **Coalition Building Activities:** Working with nonpartisan organizations, particularly intergovernmental associations, in support of or in opposition to legislative or regulatory proposals
6. **Executive Communications:** Drafting communications on behalf of the General Manager or Board Members to articulate positions on federal developments, announce local initiatives, or respond to national matters of concern to special district governments

We will maintain a base of operations for the Citrus Heights Water District here in Washington, DC with access to our office space located just north of the White House. Our team will coordinate

federal advocacy activities taking place here in the nation's capital. We are also available to travel to Citrus Heights or elsewhere in support of federal advocacy or local initiatives upon request. The engagement may include briefings to the General Manager and Board of Directors or meetings with department-level staff. This coordination will inform the development and implementation of a federal lobbying and advocacy platform on an annual basis.

Intergovernmental Relations

We believe that our first and foremost responsibility is to help establish or enhance your relationships with federal officials within the Executive and Legislative Branches. Facilitating these connections is essential for advancing the federal priorities of a special district government. Working with Members of Congress and their staff on Capitol Hill, we will support our clients' advocacy efforts throughout the formulation, modification, or adoption of federal legislation. Working with the Administration and federal agencies, we can support our clients' efforts informing regulations or the implementation of policies and programs.

Our team will coordinate meetings with intergovernmental partners here in Washington, back in California, or elsewhere throughout the United States, upon request. Our team will draft itineraries for your consideration, submit meeting requests, and organize discussions with decisionmakers at mutually convenient times. Prior to those meetings, we are happy to provide a full briefing with context on the political landscape and to delegate roles and responsibilities for each meeting. Our staff will help throughout meetings, coordinating logistics, organizing transportation, and taking notes for follow up items. Since the pandemic, virtual meetings have become commonplace, providing more timely, immediate access to federal officials when appropriate.

Executive Branch

The firm has enjoyed productive working relationships with Democratic and Republican Administrations alike over the past three decades. Staff establish productive relationships with key policymakers in the Executive Branch, especially those with our intergovernmental counterparts and political appointees in the White House and across the federal agencies. We have been successful in facilitating these connections throughout the years leading up to and during the current Biden-Harris Administration. Our team has worked closely with three Democratic administrations and four Republican administrations since the founding of our firm in 1987. Regardless of who holds the White House following the 2024 presidential election this November, we will continue to forge productive relationships and deliver meaningful outcomes for the Citrus Heights Water District working in conjunction with the Executive Branch.

Throughout this term, President Joseph Biden has prioritized intergovernmental partnerships responding to the coronavirus pandemic, stabilizing the economy, forging long-term recovery, addressing challenges such as public safety or workforce development, and delivering transformative infrastructure projects and investments to ensure our global competitiveness as a nation. His commitment to local government is evidenced by his appointments of mayors to prominent positions within the Cabinet and throughout the Executive Branch.

Special district governments have enjoyed a unique opportunity to inform the Administration's implementation of a series of historic laws recently passed by bipartisan lawmakers during the 117th and 118th Sessions of Congress. Those legislative accomplishments include the *American Rescue*

Plan Act, the *Infrastructure Investment and Jobs Act*, the *Inflation Reduction Act*, the *CHIPS and Science Act*, and the *Bipartisan Safer Communities Act*. As a result, the Biden Administration has increased capacity for intergovernmental engagement within each of the federal agencies that play a key role in the administration of programs and policies authorized by those laws, helping to ensure that localities are aware of and well positioned to take advantage of new or expanded federal resources.

The *Infrastructure Investment and Jobs Act* (IIJA), also known as the *Bipartisan Infrastructure Law* (BIL) (P.L. 117-58), provided \$1.2 trillion in funding to reauthorize federal surface transportation programs from Fiscal Year (FY) 2022 to FY 2026 and provide \$550 billion worth of new investments in transportation, climate and resiliency, energy and power, broadband, water infrastructure, and environmental programs. The Departments of Transportation (DOT), Energy (DOE), Interior (DOI), and Commerce (DOC) and the Environmental Protection Agency (EPA) have played key roles in the implementation of dozens of new grant programs created by the BIL. It will be critical for special district governments to assess opportunities and challenges associated with the BIL and engage the Administration and lawmakers in preparation for the next surface transportation reauthorization with some of that legislation's transportation authorizations set to expire in FY 2026.

In 2022, President Biden signed the *Inflation Reduction Act (IRA)* (P.L. 117-169) into law. The climate, healthcare, and tax package includes \$437 billion worth of new investments and incentives to reduce carbon and greenhouse gas (GHG) emissions; increase efficiency and resiliency in housing and buildings; promote the adoption and production of clean energy sources and alternative fuels; remedy negative impacts of surface transportation facilities and enhance walkability, safety, and access in disadvantaged communities; protect and restore public lands and forestry; improve resiliency against drought and flooding; protect air quality; and promote environmental justice. EPA and DOT have played leading roles in the implementation of new grant programs, while the Department of Treasury is overseeing rules governing project eligibility for up to 12 clean energy tax credits newly available to units of local government under "direct pay" provisions. With tax reform on the horizon, it is important for special district governments to take advantage of existing resources working with the Executive Branch as soon as possible.

We have coordinated meetings with EPA, DOE, and the Bureau of Reclamation (USBR) on behalf of the Citrus Heights Water District to explore funding opportunities available under these laws to support water infrastructure projects and facility improvements. Our team will continue to work to ensure that agency officials and staff connect with key officials within the Executive Branch to take advantage of any federal resources of interest as those agencies outlined above continue their work implementing recently enacted laws. Most of the laws contain multi-year authorizations for key programs of interest to units of local government. However, with a known transition on the horizon within the Executive Branch, it will be important for special district governments to take advantage of existing resources and to anticipate likely changes associated with the evaluation criteria for discretionary grant programs beyond what is authorized by law.

Regardless of who wins the White House in November 2024, we expect that federal agencies will continue implementing these laws in accordance with the statutes of the authorizing laws. The next presidential administration will be able to layer some policy priorities into their evaluation processes for competitive grant programs, as appropriate to do so in accordance with the law. We recognize that there is a strong possibility for some adaptation given the presidential candidates' views on some aspects of these laws. We will monitor related developments for any programs of

interest to the Citrus Heights Water District.

Beginning with the transition period during the post-election lame duck session of the 118th Session of Congress and building upon that early engagement post-Inauguration Day as the 119th Session of Congress starts in January 2025, our team will work diligently to ensure that Citrus Heights Water District officials are connected with the White House and relevant federal agencies in either the first term of a Harris-Walz Administration or the second term of a Trump-Vance Administration.

Our staff previously worked with the Trump Administration from January 2017 until January 2021; we will be prepared to reconnect with officials who served in that term or new appointees who would join the former President's team in a second term. We would expect that the Trump-Vance Administration will pursue changes in direction with policy setting and the regulatory agenda, marking a departure from the Biden-Harris Administration.

Our staff also worked with the Vice President's team during her service with the Biden Administration between January 2021 until now. We also worked directly with Vice President Harris and her team in her previous capacity serving as the United States Senator representing the State of California from January 2017 until January 2021. We would expect that the Vice President may offer more continuity regarding policy and regulations given her role within the current Administration.

Regardless of who wins the presidential election this November, we will ensure that the federal priorities of the Citrus Heights Water District account for the upcoming changes within the Executive Branch. We will report outcomes of the presidential and congressional elections taking place on November 5, 2024 and assess how those results will impact the agenda for the 119th Session of Congress. Our team will be sure to communicate news regarding the transition team, Cabinet appointments, and other personnel decisions during the final weeks of 2024 and early in the new year. Following Inauguration Day, we will be prepared to engage with the next Administration and connect you with officials within the Executive Branch as appropriate to do so. During the first 100 days, our team will share updates regarding the next Administration's policy proposals to inform their approach to governance and to working with Congress on major legislative initiatives. We anticipate that the Executive Branch will be eager to engage lawmakers with their ideas for tax reform, housing programs, workforce programs, and the next surface transportation reauthorization next year.

Legislative Branch

Our firm has enjoyed collaboration with the Congressional delegation representing California, specifically the 3rd and 6th Congressional Districts. We look forward to continuing to foster positive connections with your Congressional delegation, as well as other relevant Members of the House of Representatives and the Senate on your behalf when appropriate.

The 119th Congress will commence in January 2025. Each newly elected senator will be sworn in for a six-year term by the Vice President of the United States who serves as President of the Senate. Only one-third of the Senate is up for election every two years. Newly elected and re-elected Senators will take the oath. Representatives elected to serve a two-year term will gather in the House chamber to take the oath of office together. Some will elect to have the Speaker of the House administer the oath to each of them individually.

The House of Representatives will begin the process for electing leadership following the November elections. They will determine who will serve as Speaker, Leader, Whip, and chairs of the caucuses. A full election for Speaker of the House will take place on January 3, 2025. Party caucuses determine committee assignments.

The Senate will utilize party caucus meetings to select their leaders. The majority will choose a Majority Leader, while the minority will choose a Minority Leader. Those two leaders will negotiate an organizing resolution to be voted upon by the chamber to outline how official business will be conducted, including its committee membership and partisan ratios.

Senator Alex Padilla is the senior United States Senator from California. As a member of the Senate Environment and Public Works Committee and the Senate Budget Committee, Senator Padilla played a key role in the development and passage of the *Bipartisan Infrastructure Law* (P.L. 117-58) and *Inflation Reduction Act* (P.L. 117-169) and continues to oversee their implementation. The Senator is also a member of the Senate Energy and Natural Resources; Senate Judiciary Committee; and Senate Rules and Administration Committee. We have worked with Senator Padilla's staff in Washington DC as well as with his constituent services teams based in the State Office in Sacramento.

Senator Laphonza Butler is the junior United States Senator from California appointed by Governor Gavin Newsom in October 2023 to fill the seat of the late Senator Dianne Feinstein. Senator Butler serves on the Senate Banking, Housing, and Urban Affairs Committee; Senate Homeland Security and Governmental Affairs Committee; Senate Judiciary Committee; and Senate Rules and Administration Committee. We have worked with Senator Butler's staff on Capitol Hill and her state staff based in San Francisco. The Senator announced that she will step down from her position following the General Election in November.

Following the special election primary held in March 2024, California voters will decide in November who will represent the Golden State in that seat formerly held by the late Senator Feinstein. They will choose between two candidates – former MLB player Steve Garvey, a Republican, or U.S. Representative Adam Schiff, a Democrat. We look forward to collaborating with your next Senator and their team.

Congressman Ami Bera is the Representative for the Sixth Congressional District of California. The Congressman serves as a member of the House Committee on Foreign Affairs, House Permanent Select Committee on Intelligence, and Select Subcommittee on the Coronavirus Pandemic. The Congressman has been a longtime champion for the Citrus Heights Water District, and we have enjoyed maintaining deep relationships with his staff throughout the years. We have worked with his constituent services and outreach teams based in the District Office in Sacramento located at 8950 Cal Center Drive, Building 3, Suite 100.

Congressman Kevin Kiley is the Representative for the Third Congressional District of California. The Congressman serves as a member of the House Transportation and Infrastructure Committee and its Subcommittee on Water Resources and Environment, which has played a leading role in the development of the *Water Resources Development Act of 2024 (WRDA 2024)* that lawmakers hope to enact by the end of this year. He also serves on the House Judiciary Committee and House Education and the Workforce Committee. The Congressman's constituent services and outreach teams are based in the District Office in Rocklin located at 6538 Lonetree Boulevard, Suite 200.

Our team is happy to be responsible for communicating local priorities to Members of Congress, their legislative staff, and schedulers here in the nation’s capital and back in State and District Offices in California. We will continue to work with Members and their staff to advance favorable legislative outcomes. Those activities may include the preparation of legislative language for inclusion in bills, the development and submission of Community Project Funding or Congressionally Directed Spending requests through the annual budget and appropriations process, and the submission of requests for letters of support to accompany federal grant applications submitted to federal agencies. When appropriate, we will seek letters of support and ask the Members to engage with the Administration.

Federal Funding Opportunities

Congressionally Directed Spending or Community Project Funding

Earmarks have returned to serve as an additional source of federal funding for local projects and initiatives beyond the traditional grantmaking process. After a decade-long moratorium, lawmakers in the House and Senate agreed to restore earmarks as part of the Fiscal Year (FY) 2022 budget and appropriations process. Our team has worked directly with our clients, advising on potential project concepts for submission as well as the formal submission of those requests. Our consultation has resulted in those units of local government securing more than \$85 million worth of total federal assistance since the reinstatement of the earmark process.

These requests are now formally known as Community Project Funding (CPF) requests in the House of Representatives and Congressionally Directed Spending (CDS) requests in the Senate. The budget and appropriations process now offers an accessible pathway for units of state and local government and nonprofit organizations to directly compete for federal funds through a competitive process overseen by the House and Senate Appropriations Committees. Representatives may submit up to fifteen (15) requests per Congressional District to the House Appropriations Committee, while Senators are not subject to a cap on the number of requests they may submit to the Senate Appropriations Committee. Following that vetting by Members of Congress, selected projects are then reviewed by the Appropriations Committees to ensure eligibility requirements with each corresponding spending bill and account. House lawmakers were able to request earmarks under eligible accounts in seven of the twelve annual spending bills in the FY 2025 cycle, while Senators could access earmarks in nine out of the dozen bills. CPF and CDS projects included in the House and Senate spending bills respectively must ultimately be included in the final spending agreements reconciled between the two chambers for sponsors to secure those federal dollars.

During the first round in FY 2022, our team worked with 12 different clients to secure \$19 million worth of federal funding for 14 different projects in the *Consolidated Appropriations Act, 2022* (P.L. 117-103), including a \$585,000 award for the Groundwater Production Well project sponsored by the Citrus Heights Water District and requested by Congressman Bera and Senator Feinstein. In FY 2023, our team worked with 13 different clients to successfully advance 19 projects that were included in the *Consolidated Appropriations Act, 2023* (P.L. 117-328), securing a total of approximately \$46.8 million worth of federal assistance. This included a \$1.5 million allocation for the Highland Avenue Well Project requested by Congressman Bera and sponsored by CHWD. Once enacted, we worked closely with Congressional staff and the Environmental Protection Agency on the implementation of funding for both projects.

In FY 2024, our team helped secure \$21.5 million worth of federal funding for 14 projects that were included in the *Consolidated Appropriations Act, 2024* (P.L. 118-122) on behalf of 11 clients. Our clients now have more than \$15.8 million worth of CPF and CDS requests currently pending that were submitted by their Representatives and Senators and included in spending bills introduced by the House and Senate Appropriations Committees in this FY 2025 cycle.

Members of the California delegation have demonstrated prowess in securing funding for local projects in the CDS/CPF process. Should the process be maintained moving forward into FY 2026, the Citrus Heights Water District would be well-positioned to continue to explore opportunities to submit earmark requests working with House and/or Senate staff, given the delegation's willingness to participate and advocate for projects and initiatives submitted by state and local governments and, in some cases, nonprofit organizations.

Moving forward, we will continue to coordinate with local officials to develop a list of potential projects to be submitted as CPF or CDS requests on an annual basis. Our team can provide support with outlining eligible spending bills and accounts with applicable federal requirements, brainstorming concepts, drafting and/or submitting those requests, and working with Congressional offices to revise requests for submission to Appropriations Committees. If awarded, we will also share implementation guidance as it becomes available from Members of Congress or the relevant administering agency.

Federal Grants

Our team reviews federal discretionary grant opportunities administered by the Executive Branch to support local projects and programs of interest to the Citrus Heights Water District on a daily basis. We produce memoranda on funding opportunities several times a week in response to notices published by the federal agencies. Our team identifies programs that could be well-aligned with local initiatives and offers consultation throughout the application process. This includes the provision of guidance on how to develop a competitive proposal that is responsive to the evaluation criteria put forth in the Notice of Funding Availability/Opportunity (NOFA/NOFO) or Request for Proposals (RFP). We are also glad to serve as your initial peer reviewer, offering feedback on the narrative, providing additional useful data points, and editing drafts of the proposal to improve its content.

Once a locality decides to pursue federal grant dollars, we will establish an advocacy and engagement strategy in support of that application package. We coordinate with the Congressional delegation, working with Congressional staff to draft letters of support and securing signatures from Members, if willing. We will make Congressional offices aware of the timelines established by each federal agency for each program being pursued to inform their communications with the Administration.

As we identify grant opportunities that align with our clients' needs, we believe that direct engagement with the Administration regarding forthcoming applications is critical. We have a keen understanding of what each Department has to offer for project funding and financing as well as the Administration's discretionary priorities. When possible and permissible, we seek to connect local officials with key federal decision makers in person to discuss any forthcoming proposals. These meetings serve as an opportunity to highlight the project's merit and anticipated public benefit on the community and surrounding region.

In the past three years and a half years of working with the Biden-Harris Administration, our clients have secured federal grants from various federal agencies that administer nondefense discretionary spending programs. Some representative highlights of those investments across agencies include:

- \$110 million from the Federal Transit Administration (FTA) Capital Investment Grant (CIG) Small Starts Grant Program to the City of Madison, Wisconsin to establish the East-West Bus Rapid Transit Project and another \$37.9 million from the Low or No Emissions Vehicle Program;
- \$30 million from the U.S. Department of Transportation (DOT) to the Alameda Transportation Commission from the Reconnecting Communities Program for the East Bay Multimodal Greenway, with another \$25 million from the Federal Railroad Administration (FRA) through the CRISI Grant Program for grade separations throughout the county;
- \$23 million from the U.S. Department of Transportation (DOT) Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program to the City of Lincoln, Nebraska to build the Lincoln Multimodal Transportation Center;
- \$17 million from the FTA Low or No Emissions Vehicle Program to the City of Fresno to support bus electrification, and another \$7.1 million from the Federal Aviation Administration (FAA) through the Airport Terminal Program for Fresno Yosemite International Airport;
- \$7.3 million to the City of Fresno from the U.S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program;
- \$5.1 million from the U.S. Department of Housing and Urban Development (HUD) to Salt Lake County through the Lead Hazard Reduction Grant Program;
- Various awards through the U.S. Environmental Protection Agency (EPA) Brownfields Program, Climate Pollution Reduction Grant (Planning Grant) Program, WIFIA Program, and Recycling Education and Outreach Program; and
- Dozens of police officer positions across multiple jurisdictions funded by the U.S. Department of Justice (DOJ) Office of Community Oriented Policing Services (COPS) COPS Hiring Program, as well as funding for various law enforcement and public safety initiatives.

This list of federal grant awards is not meant to be exhaustive; however, it demonstrates merely some of the funding opportunities accessible to local governments at the federal level where our clients have had recent success. We would be happy to provide a comprehensive list for your review.

Legislative Monitoring and Advocacy

During the 119th Session of Congress, the legislative process will begin anew with the introduction or re-introduction of bills. The majority party will typically assign low bill numbers (1-10) to demonstrate top policy priorities for the upcoming session. Next year, Congress will have a number of pressing legislative matters on the agenda due to expiring authorizations. We expect that lawmakers will consider proposals to address those expiring authorizations, such as tax reform, *Workforce Innovation and Opportunity Act* (WIOA) programs, the *Water Resources Development Act* (WRDA), and the surface transportation reauthorization.

Our legislative monitoring and advocacy are key components of our operations. Our team reviews the websites of Senate and House leaders, individual Members of Congress, and Congressional committees daily. We regularly review the schedule and other materials circulated by

House and Senate leadership to anticipate what is on the agenda and which pieces of legislation are likely to see action. Our staff are subscribed to press alerts from all Members of the California delegation. We maintain subscriptions like Congressional Quarterly (CQ) for legislative alerts, enabling our staff to communicate the latest developments rapidly.

Throughout the session, our team will monitor key pieces of legislation of concern and provide real-time updates on bills of interest to the Citrus Heights Water District. We are happy to provide analysis of major pieces of legislation under consideration on Capitol Hill and assess how any measure will impact local operations. We will track any bills of interest throughout the process of consideration from committee to the floor of each chamber. We monitor key House and Senate committee hearings and markups in real time. Our staff will review proposed amendments submitted to House or Senate committees and communicate any concerns.

If the Citrus Heights Water District has interest in or takes a position on a bill, our team will draft communications to express your stance on provisions of the legislation, articulate your overall position to the delegation, and work to garner support for outcomes that will be favorable to the agency and your constituents. We will also share any Statements of Administration Policy (SAP) from the White House to anticipate whether or not the Administration will support the legislation if passed by both chambers. When appropriate, we are happy to coordinate with nonpartisan or bipartisan organizations in coalition-building activities to express support for or opposition to legislative proposals as directed by agency officials.

Regulatory Analysis

The regulatory process has become increasingly important for units of local government to shape federal policy in recent years as the Executive Branch has explored the boundaries of its Constitutional powers to set the agenda. This is a result of the political stalemate occurring at times in recent years on Capitol Hill. Our team monitors the *Federal Register* and federal agency websites for proposed rules and assesses how any proposed regulatory changes could impact your local operations or members of your community.

We will draft public comment in response to any regulatory proposals issued by the Administration on your behalf to communicate local impacts and considerations, when that engagement is of interest. Our team will also ensure that your Congressional delegation is aware of any concerns with or support for those policy directives from the Executive Branch. Effective public comments will utilize both quantitative and qualitative evidence to articulate support for or concern with a regulatory proposal.

We expect that lawmakers in the 119th Session of Congress will seek to utilize authorities provided by the Congressional Review Act to scrutinize and perhaps repeal some regulations promulgated by the outgoing Biden Administration in its final months. Depending on the outcome of the November elections, the next administration may pursue some regulatory reforms. The Supreme Court's recent 6-3 decision to overrule the landmark 1984 decision in *Chevron v. Natural Resources Defense Council* will certainly complicate how federal agencies go about the regulatory process moving forward, while likely giving way to legal challenges to previously issued rulemakings. Under the so-called "Chevron doctrine," courts were required to give deference to federal agency expertise and uphold a federal agency's interpretation of legal statute as long as it was determined reasonable in the event that Congress had not directly addressed the question at hand.

Coalition Building Activities

Coalition building is critical to advancing legislative priorities through both chambers of Congress. Outside of our direct work with the federal government, we rely on our long-established relationships with bipartisan or nonpartisan national associations, intergovernmental organizations, external stakeholders, and industry. These connections provide us with policy expertise and strong supporting evidence from a diverse collection of voices involved in federal advocacy here in Washington, DC. As your federal consultant, we consider it our professional responsibility to maintain close relationships with colleagues in this far-reaching network. Oftentimes, we work in concert with intergovernmental associations to amplify calls for legislative action.

Our team enjoys close relationships with the U.S. Conference of Mayors (USCM) and the National League of Cities (NLC). We also work on behalf of members of the National Association of Counties (NACo), National Association of Regional Councils (NARC), and Association of California Water Agencies (ACWA). We attend meetings and conferences organized by these intergovernmental organizations regularly, maintaining meaningful connections with their leadership and staff. We are glad to share your priorities to inform the agendas of these organizations or to draft policy resolutions for the consideration of members for potential inclusion in official platforms.

In our history as a firm, we have provided staffing assistance to several local elected officials who were elected to serve in leadership of those organizations, including as President of USCM or NLC. Those officers include: Salt Lake City Mayor Deedee Corradini as USCM President (1998-1999); Salt Lake City Mayor Ralph Becker as NLC President (2012-2013); Louisville Mayor Greg Fischer as USCM President (2020-2021); Tacoma Mayor Victoria Woodards as NLC President (2022-2023); and Rancho Cordova Mayor David Sander, PhD as NLC President (2023-2024).

Our team also participates in conferences and networking opportunities hosted by policy-specific advocacy organizations to maintain an up-to-date perspective on legislative happenings. These various forums provide us with a great opportunity to gain insight, exchange best practices, and participate in coalition-building efforts that are critical to advancing the shared federal priorities of local governments. We consider maintaining these connections across policy areas as part of our professional responsibility. Examples of those member organizations include the American Public Transportation Association (APTA), the International Association of Firefighters (IAFF), the National Alliance to End Homelessness (NAEH), the National Low-Income Housing Coalition (NLIHC), and various organizations representing law enforcement. We also maintain working relationships with policy-specific advocacy organizations serving special district governments specifically.

When appropriate, we will align interests with these partners at intergovernmental organizations, national associations, or in industry to amplify our advocacy for special district governments and calls for action of lawmakers. Activities include circulating sign-on letters, drafting policy resolutions, and joining calls upon Congress or the Administration to act in favor of special district governments. Our staff will continue to make the Citrus Heights Water District aware of advocacy opportunities led by nonpartisan or bipartisan coalitions that are well aligned with local objectives.

Executive Communications & Testimony

In our work, we are responsible for drafting effective communications on behalf of special district

government representatives to federal officials to articulate positions or concern regarding legislative and regulatory proposals. Our staff oversee the writing of executive communications for various private or public audiences.

Examples of typical federal advocacy products may include drafting letters to Members of Congress or the Administration to articulate positions on federal issues; sending invitations to federal officials requesting their presence or participation in local events; preparing Congressional written and oral testimony for appearances before House or Senate Committees; writing letters of support on behalf of a client or a community partner to accompany federal grant applications or Congressionally Directed Spending or Community Project Funding requests; and drafting public comments responding to Notices of Proposed Rulemakings published by federal agencies within the Executive Branch and submitting those comments to Regulations.gov for public review in official dockets. In preparation for meetings with federal officials, our team can prepare talking points and other briefing materials.

Our team has experience dealing with national and local press on behalf of our clients. We are happy to coordinate with press to prepare for interviews and develop effective responses to questions. Our staff have prepared op-eds for publication in national or local news outlets to amplify messages of support or concern related to federal legislative, regulatory, or funding developments. In preparation for interviews, our team can develop talking points and background materials.

As mentioned, our team prepares clients for appearances before Congressional committees in the Senate and in the House of Representatives, which are unique opportunities for local officials to highlight their positions and inform the legislative process. We are happy to draft oral and written testimony for witnesses upon request. Our staff will advise clients on the content of their oral and written testimony and how to structure their remarks and accompanying materials for submission to House or Senate Committees most effectively. Recent examples of our work on behalf of our clients include preparation for the following hearings:

- Tacoma Public Schools Superintendent Dr. Joshua Garcia testifying before the Senate Health, Education, Labor, and Pensions Committee in a [hearing](#) entitled “Why Are So Many American Youth in a Mental Health Crisis? Exploring Causes and Solutions” on June 6, 2023;
- City of Tacoma Mayor Victoria Woodards testifying before the House Oversight and Reform Committee in a [hearing](#) entitled “From Recession to Recovery: Examining the Impact of the American Rescue Plan’s State and Local Fiscal Recovery Funds” on March 1, 2022;
- City of Madison Mayor Satya Rhodes Conway testifying before the House Select Committee on the Climate Crisis in a [hearing](#) entitled “Building Climate Resilient Communities” on June 11, 2021;
- Louisville Metro Government Mayor Greg Fischer [testifying](#) before the Senate Environment and Public Works Committee in a [hearing](#) entitled “Infrastructure: The Road to Recovery” on June 4, 2020;
- Salt Lake City Mayor Jackie Biskupski [testifying](#) before the House Energy and Commerce Subcommittee on Environment and Climate Change in a [hearing](#) entitled “Lessons from Across the Nation: State and Local Action to Combat Climate Change” on April 2, 2019; and
- Carmel Mayor James Brainard [testifying](#) before the House Energy and Commerce Subcommittee on Environment and Climate Change in a [hearing](#) entitled “Lessons from Across the Nation: State and Local Action to Combat Climate Change” on April 2, 2019.

Project Team

Our Project Team will work collaboratively with agency officials and Board Members to advance your federal agenda. Team members are available to respond to your needs and inquiries 24 hours a day, seven days a week by various forms of communication. Lead staffing responsibility for this work plan will be under the direction of Jen Covino, President, serving as the Project Manager and the primary point of contact. Her email address is jen@covinosmithsimon.com and her direct line is 1-617-869-0193 if you want to reach out. Jen will conduct those federal lobbying and advocacy activities on behalf of the Citrus Heights Water District with support from David Gellman, Aly Hernandez, Sommer Sison, and Stephanie Carter McIntosh.

As President of the firm, Jen currently serves as primary advisor to local and special district government clients and the primary liaison with the Biden-Harris Administration and Members of Congress. She has proudly served our clients since joining the firm as an Associate in 2011, then being promoted to Director of Intergovernmental Affairs in 2013 and Vice President in 2018.

As the lead advocate for the cities, counties, and public agencies we represent, Jen provides strategic advice to local elected officials and public administrators, while functioning as their liaison to Congress and the Administration. As President, Jen manages our legislative advocacy, regulatory analysis, strategic partnerships, and coalition-building activities. She identifies grants, tax credits, and other resources available to support local projects and programs. Her policy focus areas include transportation and infrastructure, community and economic development, housing, civil rights, public safety and community policing, municipal financing, social impact bonds, and the arts. Jen has served as a trusted advisor to past presidents of the U.S. Conference of Mayors and the National League of Cities during their service to those nonpartisan organizations.

With Jen's guidance, our clients have successfully submitted applications to leverage more than \$2 billion in total public and private investment in transportation, infrastructure, and housing over the past decade. Those federal grants catalyzed additional investments in neighborhood revitalization, small business, and creative place-making. At the helm of a woman-owned firm, Jen is committed to investing in human capital, advancing more equitable outcomes, and supporting local government efforts to help residents to better realize their full potential.

Jen has spent nearly a decade advancing the priorities of local governments in the nation's capital, following previous roles in transportation planning and sustainability. She started her career at TransComm serving the South End corridor of the City of Boston, Massachusetts as a Communications Associate. In that role, she oversaw grant administration and public engagement processes. Jen worked on the deployment of E/V charging infrastructure and Hubway bikeshare.

A proud Bostonian, Jen received a Bachelor of Arts from Boston University. She relocated to the District to attend the George Washington University Trachtenberg School of Public Policy and Administration. She graduated with a Master of Public Administration with concentrations in Community Development and Public-Private Partnerships in 2013 as a member of Pi Alpha Alpha.

David Gellman, Senior Advisor, first joined our team as an Associate in January 2019. He oversees a legislative and regulatory portfolio including federal budget and appropriations, transportation and infrastructure, energy and environment, telecommunications, commerce, and climate. Through the appropriations process, David tracks timelines and requirements for the

application process for individual Representatives and Senators to solicit and submit constituent requests for Community Project Funding or Congressionally Directed Spending to the House and Senate Appropriations Committees respectively seeking federal funding for local projects. David oversees drafting of the firm's weekly *Infrastructure Update* to review relevant legislative and regulatory developments and funding opportunities available at the federal level.

Prior to joining our firm, David served in a number of legislative roles on Capitol Hill and in the private sector. During his time working for the U.S. Congress, David served as a Legislative Aide for Congressman Raúl Grijalva of Arizona, the Chair of the House Natural Resources Committee, and as Deputy Scheduler and Staff Assistant for Former Congressman Ted Deutch of Florida. As a former Congressional staffer, David maintains good working relationships with his former colleagues on Capitol Hill.

Outside of his work at Simon and Company, David serves as President of the Breakthrough Miami Alumni Network. He holds a Master of Public Administration from the George Washington University Trachtenberg School of Public Policy and Public Administration, where he graduated as a Bryce Harlow Fellow and a member of Pi Alpha Alpha. He also holds a Bachelor of Arts with a major in Government and minor in Spanish from Georgetown University.

Aly Hernandez, Senior Associate, will serve as the third member of the Project Team. Aly joined Covino Smith & Simon as an Associate in August 2021. Her legislative portfolio focuses on human capital and soft infrastructure at the federal level. This includes issues related to justice and public safety, housing and homelessness, climate and environment, education, and workforce development. Aly oversees drafting of the *Washington Friday Report*, a review of federal developments related to these policy areas and other news from Washington, DC.

Prior to joining the firm, Aly served as the External Affairs Manager for Mayor Quinton D. Lucas in Kansas City, Missouri and as Community Liaison for Congressman Emanuel Cleaver, II (MO-05). In the Mayor's Office, Aly worked to advance the administration's priorities: improving public safety, providing affordable housing, enhancing opportunity, and improving basic city services. Her work contributed to the passage of two major gun reform ordinances, implementation of zero fare transit in the city, and the adoption of two new ordinances focused on allocation methods for funding the local police department. In the Congressman's Office, Aly worked on legislative correspondence and casework with the U.S. Departments of Housing and Urban Development, Veterans Affairs, Homeland Security, Justice, and State.

Aly is a first-generation college student who holds a master's degree in public administration from the University of Missouri – Kansas City Bloch School of Management. She has two Bachelor of Arts degrees from the University of Missouri in Criminal Justice & Criminology and French Language & Literature. Aly is a proud graduate of the 2021 Congressional Black Caucus Institute Political Bootcamp.

Finally, the Project Team will include Sommer Sison, who joined Covino Smith & Simon as an Intergovernmental Associate in February 2024. In this role, she supports the development and implementation of advocacy strategies for the firm's clients by monitoring legislation and regulations, conducting policy analysis, and communicating impacts for local governments. She oversees a portfolio that includes the Departments of Health and Human Services, Agriculture, Homeland Security, Justice, and Veterans Affairs. Those policy areas include public health, behavioral health

and mental health, substance use, agriculture, nutrition assistance, emergency management, disaster preparedness, veterans' affairs, immigration, public safety, and gun violence.

Prior to Covino Smith & Simon, Sommer worked on Capitol Hill as a Legislative Intern for a member of the Appropriations Committee. During her time working for Representative Josh Harder (CA-9), she gained firsthand experience of the legislative process by conducting health policy research and attending briefings on various issues. Before her entrance into government affairs, she worked as a public health professional for Sonoran UCEDD and PHIMC where she took part in reducing health inequities in Arizona and Illinois, respectively.

Sommer obtained her Bachelor of Science degree in Public Health, with minors in Government and Public Policy, from the University of Arizona. She was a member of Delta Gamma and the Public Health Undergraduate Network.

Stephanie Carter McIntosh, a native Washingtonian, is the firm's Administrative Manager, effectively serving our clients for more than 20 years. In that role, she oversees our accounts payable and receivable and the distribution of our monthly invoices to clients. Stephanie oversees our accounting and compliance with applicable federal, state, and local laws and ordinances. She provides administrative support to our clients and our professional staff. She provides daily reviews of press releases from local newspapers and press releases from the California delegation to ensure that the Project Team is aware of local developments. She assists with event planning and logistics when clients travel to Washington.

Stephanie previously held positions at the Library of Congress and HQ Business Centers. She is an active member of her son's Parent Teacher Association, the MaMa Sisterhood of Prince George's County, and her church where she serves on the hospitality committee. She enjoys volunteering in community events. Stephanie is a graduate of Virginia State University with a Bachelor of Psychology.

Current Clients and References

Our current client list is provided for your awareness below, sorted alphabetically first by state, then by name of jurisdiction. We have also included the start date of our services provided to each jurisdiction for your awareness, showcasing our many years of partnership with each of our local government clients.

California

Access Services of Los Angeles County (2006)
Alameda County Transportation Commission (1995)
City of Fresno (1987)
City of Newark (1988)
City of Rancho Cordova (2003)
City of San Leandro (1987)
San Joaquin Valley Regional Planning Agencies Policy Council (2021)
Stanislaus Council of Governments (2015)

Indiana

City of Carmel (1999)

Nebraska

City of Lincoln (2020)

Utah

Salt Lake City (1994)

Salt Lake County (2013)

Washington

Ben Franklin Transit (2021)

City of Tacoma (1988)

Metro Parks of Tacoma (2007)

Pierce Transit (1993)

Tacoma Public Schools (2013)

Washington State Transit Association (2016)

Wisconsin

City of Madison (1995)

We have provided three references who can speak to the work ethic of our team and our qualifications representing units of local government below. We have provided each of these clients with support in legislative advocacy, regulatory analysis, intergovernmental relations, identification of federal funding opportunities, coalition-building activities, and executive-level communications.

The Honorable Greg Fischer
Second Mayor of Louisville Metro Government (former)
78th President of the United State Conference of Mayors
g@gregfischer.com

The Honorable Victoria Woodards
39th Mayor of the City of Tacoma, Washington
Immediate Past President of the National League of Cities
vwoodards@cityoftacoma.org

The Honorable Satya Rhodes-Conway
58th Mayor of the City of Madison, Wisconsin
Past President of Climate Mayors
srhodes-conway@cityofmadison.com

Please let us know if we can help facilitate any discussion with any of our references or provide additional information about the services we provide to their units of local government.

Proposed Budget

The firm proposes a budget of \$20,000 annually to perform the full scope of federal lobbying services as outlined in the scope provided above. The professional services fee would be billed at a rate of \$1,666.67 monthly for the first twelve (12) months during the term of the agreement. Invoices will be sent at the end of each month with full payment to be remitted to Covino Smith & Simon, Inc.

due upon receipt. After twelve (12) months, the firm would offer a recommendation to either maintain or adjust that compensation rate to support the provision of ongoing federal lobbying services, with consideration for inflation and/or proposed changes to the scope of services. The firm's recommendation would be considered by the District in its sole discretion.

Please contact Jen Covino, President, via email to jen@covinosmithsimon.com or by phone at (617) 869-0193 if you wish to discuss the proposed scope of services and recommended budget. We would be happy to consider adjustments to this proposal to better reflect the needs of the Citrus Heights Water District moving forward.

Conclusion

It would be an honor for our team at Covino Smith & Simon, Inc. to continue to represent the Citrus Heights Water District at the federal level, and we appreciate having this opportunity to submit a proposal to provide federal lobbying services to the General Manager and Board Members for their consideration. If selected, our team would continue to undertake collaborative efforts working with the Legislative and Executive Branches of the federal government to secure federal resources for your community and advance your local legislative and regulatory positions.

The scope of services presented in this proposal would help to ensure that the Citrus Heights Water District is well-positioned to secure resources to deliver projects and programs at home in California and to influence law and regulations back here in the Washington. Thank you for your time and consideration of this proposal. We look forward to hopefully continuing to be of service to the Citrus Heights Water District to yield good outcomes for the benefit of your constituents.

JENNIFER “JEN” COVINO

jen@covinosmithsimon.com | 617-869-0193 (direct)
1155 15th Street NW Suite 405 Washington, DC 20005

PROFESSIONAL EXPERIENCE

Covino Smith & Simon, Inc.

President and Owner

Vice President

Director of Intergovernmental Affairs

Intergovernmental Affairs Associate

Washington, DC

January 2019 – Current

January 2017 – December 2018

May 2013 – December 2016

December 2011 – May 2013

- Serves as principal advisor to mayors, city council members, city managers, county executives and supervisors, police chiefs, executive directors, and public administrators
- Functions as liaison to the White House, the Administration, and Members of Congress and facilitates discussions between those federal representatives and local elected officials
- Develops and advances federal strategies for 20+ units of local and regional government
- Led the firm’s advocacy efforts in partnership with coalitions to help secure more than \$2 billion worth of direct emergency relief for clients in response to the coronavirus pandemic
- Advised past Presidents of the U.S. Conference of Mayors and National League of Cities
- Functions as the firm’s grants coordinator, identifying discretionary and formula grants, tax credits, and technical assistance available to support local programs and projects
- Guides lobbying efforts in support of federal funding proposals, helping clients to secure grants, Community Project Funding/Congressionally Directed Spending requests, and invitations to apply for federal credit assistance
- Works with Members and Congressional staff to advance legislative requests
- Drafts executive communications such as testimony, speeches, continuity, and letters
- Coordinates conference programming on behalf of mayors, securing high-profile speakers including presidential candidates for appearances before audiences of 1,000+ guests
- Oversees regulatory analysis and writes public comments responding to rulemakings
- Builds coalitions with intergovernmental organizations, national associations, think tanks, special interest groups, industry, and networks of city and county officials
- Oversees policy portfolio including transportation and infrastructure, community and economic development, housing, public safety, civil rights, and public arts
- Manages intergovernmental firm with five employees and guides business development

TranSComm

Communications Associate

Boston, MA

May 2009 – December 2011

- Served as a community liaison for public engagement in transportation planning process
- Oversaw grant writing, administration, and reporting to state agencies
- Edited communication materials and Green Mobile newsletter focused on sustainability
- Worked with the City of Boston and MA DOT to implement rideshare and bikeshare systems and to deploy E/V infrastructure

EDUCATION

George Washington University, Master of Public Administration

May 2013

Member: Pi Alpha Alpha | Focus: Community Development, Public-Private Partnerships

Boston University, Bachelor of Arts

May 2011

DAVID GELLMAN

david@covinosmithsimon.com | 305-582-4744 (direct)
1155 15th Street NW Suite 405 Washington, DC 20005

PROFESSIONAL EXPERIENCE

Covino Smith & Simon, Inc.

Senior Advisor

Intergovernmental Affairs Associate

Washington, D.C.

May 2020 – Present

January 2019 – May 2020

- Advances federal agendas of 20+ units of local government and advocates for legislative, regulatory, and funding priorities before Congress and the Administration
- Oversees a policy portfolio that includes transportation and infrastructure, climate and resilience, appropriations, energy, environment, and economic development
- Briefs local agency officials, board members, mayors, city managers, and city council members on federal issues impacting local governments and provides direct staffing assistance during their visits to Washington, DC
- Manages submission process for earmark requests to advance clients' projects and other appropriations goals
- Writes weekly newsletter titled *Infrastructure Update* distributed to 500 local officials highlighting Administration's implementation efforts, federal funding opportunities, legislative updates, and regulatory actions

Federal Advocates Inc.

Legislative Assistant

Washington, D.C.

May 2017 – July 2018

- Advised client throughout successful application to secure a \$20 million federal port infrastructure grant
- Directed research, composition, and editing of transportation, housing, public lands, and energy advocacy materials

Office of Congressman Raúl M. Grijalva

Legislative Correspondent/Aide

Washington, D.C.

February 2015 – May 2017

- Served as policy advisor to the Congressman and facilitated coordination with House Natural Resources committee
- Reviewed and responded to 25,000 letters from constituents and reduced an existing backlog to zero

Office of Congressman Ted Deutch

Staff Assistant/Deputy Scheduler

Washington, D.C.

February 2014 – February 2015

- Managed the Congressman's schedule and engagements in Washington, DC
- Provided administrative support for the Congressman overseeing front office and staffing

EDUCATION

George Washington University, Master of Public Administration

December 2020

Member: Pi Alpha Alpha | Focus: Politics, Policy, and Administration

Georgetown University, Bachelor of Arts, Cum Laude

May 2013

YVONNE “ALY” HERNANDEZ

aly@covinosmithsimon.com | 816-777-7184 (direct)
1155 15th Street NW Suite 405 Washington, DC 20005

PROFESSIONAL EXPERIENCE

Covino Smith & Simon, Inc.

Senior Associate

Intergovernmental Affairs Associate

Washington, DC

January 2024 – Present

August 2021 – December 2023

- Supports advocacy strategies supporting federal agendas of cities and counties
- Provides staffing assistance to mayors, council members, staff, and other clients
- Monitors legislation, conducting policy analysis and communicating impacts
- Drafts official correspondence to articulate local positions on legislation or regulations
- Identifies federal funding opportunities and drafts letters in support of grant applications
- Coordinates efforts of coalition-building activities with intergovernmental organizations
- Oversees scheduling of meetings and events

External Affairs Manager & Executive Assistant

Kansas City Mayor's Office

Kansas City, MO

August 2019 – August 2021

- Maintained communications with local media news stations and organized press
- Attended community meetings on behalf of the mayor and accompanied him to events
- Wrote, reviewed, and approved letters of support for organizations
- Acted as liaison for Latinx community by increasing outreach and providing translation
- Met with constituents, community leaders, and advocacy groups on important issues
- Organized meetings with various community organizations, leaders, and constituents

Communications Coordinator

UnidosUS

Washington, DC

June 2019 – August 2019

- Tracked national news networks for major immigration, census, and civil rights updates
- Created social media posts to engage organizations, affiliates and the Latinx community

Outreach Coordinator

Lucas for KC

Kansas City, MO

February 2019 – June 2019

- Scheduled and organized events, meetings, and fundraisers for the candidate
- Staffed and accompanied the candidate to events, fundraisers, and community meetings

Congressional Intern, Fellow, and Community Liaison

Congressman Emanuel Cleaver, II

Kansas City, MO

May 2017 – May 2019

- Advocated on behalf of constituents through casework
- Met with constituents and local advocacy groups on current or upcoming legislation
- Wrote speeches, letters, and Congressional Records to be introduced to Congress

EDUCATION

University of Missouri – Kansas City, Master of Public Administration

December 2021

University of Missouri – Kansas City, Bachelor of Arts

May 2019

SOMMER SISON

sommer@covinosmithsimon.com | 630-379-3762 (direct)
1155 15th Street NW Suite 405 Washington, DC 20005

PROFESSIONAL EXPERIENCE

Covino Smith & Simon, Inc.

Intergovernmental Affairs Associate

Washington, DC
February 2024 – Present

- Provides staffing assistance to local government clients including mayors and council members
- Oversees a legislative and regulatory portfolio that includes the Departments of Health and Human Services, Agriculture, Homeland Security, Justice, and Veterans Affairs
- Submits meeting requests to federal officials and coordinates logistics for those discussions
- Writes memoranda summarizing federal funding opportunities as published by federal agencies
- Communicates developments and contributes to the firm's newsletter, the *Washington Friday Report*

U.S. House of Representatives

Legislative Intern

Washington, DC
August 2023 – December 2023

- Gained firsthand experience on the inner workings of the legislative process by attending science related congressional briefings and writing memorandums for staff members
- Independently researched healthcare issues such as pharmaceutical pricings and hospital data breaches to support potential legislation
- Responded to constituent letters on various policy issues, such as the Afghan Adjustment Act
- Drafted press releases and compiled relative statistics for the communications team to publish

Sonoran UCEDD

Public Health Research Assistant

Tucson, AZ
June 2021 – August 2021

- Disseminated findings through literature reviews, data collection, qualitative and quantitative coding, data mapping, and manuscript writing
- Participated in weekly roundtables discussing piloting projects and statewide needs for people with disabilities, including the national AUCD public policy committee meetings
- Co-facilitated Homelessness focus groups and assisted in transcription of dialogue
- Wrote 1,000+ word articles that included event summaries and quotes from organized interviews

Public Health Institute of Metropolitan Chicago (PHIMC)

Communications Intern

Chicago, IL
June 2021 – August 2021

- Conducted interviews, research, and press releases for public health nonprofits to promote partnering programs that served underrepresented groups in Illinois
- Designed PHIMC's social media posts/ infographics to educate followers on public health and statewide news

EDUCATION

University of Arizona, Bachelor of Science
Major: Health Systems, Theory & Practice

May 2023

STEPHANIE CARTER MCINTOSH

stephanie@covinosmithsimon.com | 301-602-3511 (direct)
1155 15th Street NW Suite 405 Washington, DC 20005

PROFESSIONAL EXPERIENCE

Covino Smith & Simon, Inc.
Administrator

Washington, DC
August 1998 – Present

- Oversees the administration of contracts and invoices for 20 local government clients
- Directs monthly billing process, accounts payable, and accounts receivable
- Manages daily operations of the office and provides support to a team of four professional staff
- Attends meetings and briefings to offer staffing assistance to Mayors and city staff
- Assists with special event planning for meetings hosted by or for clients in Washington
- Provides support with special projects and event planning
- Coordinates agendas and logistics for staff and clients
- Administers employee benefits including health insurance, dental, and vision plans
- Communicates with clients and other professionals across local governments
- Ensures compliance with federal, state, and local laws and regulations
- Provides daily press clippings and other updates for staff from clients' local news sources
- Compiles press releases from federal agencies and Congressional offices
- Screens visitors and incoming calls

HQ Business Centers
Administrative Assistant

Washington, DC
July 1997 – July 1998

- Screened and greeted organization's visitors
- Answered phones and directed calls to clients
- Provided assistance to staff to prepare for meetings
- Prepared reports, memos, invoices, letters, and other documents
- Filed and organized documents
- Distributed incoming faxes, emails, and other correspondence
- Performed office duties that included ordering supplies
- Provided general administrative support

EDUCATION

Virginia State University, Bachelor of Science
Major: Psychology

Petersburg, VA

EXHIBIT "B"

SAMPLE TASK ORDER FORM

CITRUS HEIGHTS WATER DISTRICT

TASK ORDER

Task Order No. _____

Agreement: Professional Services Agreement with Covino Smith & Simon

Contractor: Covino Smith & Simon

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

List any attachments: _____

Dollar Amount of Task Order: Not to exceed \$_____,_____.00

Rates:

Completion Date: _____, 20__

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

CITRUS HEIGHTS WATER DISTRICT

COVINO SMITH & SIMON

Dated: _____

Dated: _____

By: _____

By: _____

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO DESIGNATE THE DISTRICT'S VOTING REPRESENTATIVE FOR THE DECEMBER 4 MEMBERSHIP MEETING AT THE 2024 ACWA FALL CONFERENCE

STATUS : Action Item

REPORT DATE : October 15, 2024

PREPARED BY : Brittney Moore, Administrative Services Manager/Chief Board Clerk

OBJECTIVE:

Consider action to designate a voting representative for the District at the 2024 ACWA Fall Conference on December 4, 2024.

BACKGROUND AND ANALYSIS:

The Citrus Heights Water District (District) is a voting member of the Association of California Water Agencies (ACWA). Annually, ACWA conducts a Membership Meeting during its Fall Conference (Conference). This year, this meeting will be held at 1:30 p.m. on Wednesday, December 4, 2024. The purpose of this year's meeting is to conduct a vote by the membership on proposed amended and restated bylaws of ACWA (Attachment 3) as recommended by the ACWA Board of Directors at its meeting on September 20, 2024.

ACWA's meeting procedures require that one voting representative (representative) from each member agency be formally designated prior to the Conference through an Authorized Voting Representative Form (form) (Attachment 1). ACWA has requested that the completed form be submitted by Monday, November 25, 2024.

Once at the Conference, the District's representative will need to check in at the ACWA Membership Meeting Check-in Desk on Wednesday, December 4th, between 9:00 a.m. and noon to pick up the keypad that will be used to submit the District's vote. The representative must then attend the Membership Meeting and vote at the appointed time.

Board Vice President David Wheaton, Board Director Raymond Riehle, General Manager Hilary Straus and Director of Public Affairs Tammy Gordon will be attending the Fall 2024 ACWA Conference this year. Staff recommends that the Board designate Vice President David Wheaton as the District's representative and Board Director Raymond Riehle as the alternate representative; and authorize the General Manager, or designee, to complete the Authorized Voting Representative Form and submit it to ACWA by the requested deadline.

RECOMMENDATIONS:

1. Designate Vice President Wheaton as the District's voting representative, and Board Director Raymond Riehle as the alternate representative for the ACWA Membership Meeting.
2. Authorize the General Manager or designee to complete and submit the Authorized Voting Representative Form to ACWA.

ATTACHMENTS:

1. ACWA Authorized Voting Representative Form

2. ACWA Notice of Membership Meeting at ACWA 2024 Fall Conference
3. Proposed Amendments to the Bylaws of ACWA

ACTION:

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

ATTACHMENT 1
ACWA Authorized Voting Representative Form



2024 ACWA MEMBERSHIP MEETING AUTHORIZED VOTING REPRESENTATIVE FORM

There will be a Membership Meeting at ACWA's 2024 Fall Conference & Expo.

Date & Time: December 4, 2024, 1:30 p.m.
Location: JW Marriott Desert Springs Resort & Spa, Palm Desert
Main Stage in the Springs Ballroom F & G

The purpose of the meeting is to conduct a vote by the membership on proposed Amended and Restated Bylaws of the Association of California Water Agencies as recommended by the Board of Directors at its meeting on September 20, 2024.

As set forth in Board Policy 2.8.1.5, each authorized voting representative has the responsibility to do the following in order to vote:

- Pick up handheld keypad or other designated voting mechanism prior to the start time of the membership meeting as specified in the meeting notice.
- Be physically present and inside the meeting room at the start of the membership meeting as specified on the meeting agenda.

Pick up Voting Keypad and Ask Questions

ACWA staff will be at the **Membership Meeting Check-In Desk** on **Wednesday, December 4, from 9:00 a.m. to noon.** to answer questions about the membership meeting and voting process. Voters must sign in during this time to pick up their voting keypads. *Note: If you do not have your keypad by noon., you will not be able to vote, consistent with established Board Policy 2.8.1.5.*

The person designated below will attend the Membership Meeting on December 4 as our voting representative. An alternate has also been identified as a backup voter in the event one is needed.

Member Agency's Name		Agency's Phone No.
Authorized Voting Representative's Name	Authorized Voting Representative's Email	Authorized Voting Representative's Phone No.
Alternate Authorized Voting Representative's Name	Alternate Authorized Voting Representative's Email	Alternate Authorized Voting Representative's Phone No.

Member acknowledges that this information has been communicated to their authorized voting representative.

Print Name of Member Agency's Authorized Signatory

Date

X

Authorized Signatory Signature

SUBMIT YOUR FORM

To: Donna Pangborn, Senior Clerk of the Board
Email: donnap@acwa.com
Fax: 916-669-2425

SUBMISSION DEADLINE
NOVEMBER 25, 2024

ATTACHMENT 2
ACWA Notice of Membership Meeting at ACWA
2024 Fall Conference



MEMORANDUM

Via U.S. Mail and Electronic Mail

TO: ACWA Member Agency Board Presidents and General Managers
CC: ACWA Board of Directors
FROM: Dave Eggerton, ACWA Executive Director
DATE: October 8, 2024
SUBJECT: Notice of Membership Meeting — December 4

A Membership Meeting will be held at ACWA's 2024 Fall Conference & Expo to conduct a vote by the membership on proposed Amended and Restated Bylaws of the Association of California Water Agencies. The in-person meeting will be held on **Wednesday, December 4 at 1:30 p.m.** at the Main Stage in the Springs Ballroom F & G at the JW Marriott Desert Springs Resort & Spa, Palm Desert.

Each member agency is entitled to one vote that will be cast by its authorized voting representative. Member agencies must designate their voting representative and alternate by submitting the attached Voting Representative Form by **Monday, November 25**.

Important Next Steps

1. **Designate your voting representative:** Fill out the attached Voting Representative Form by Monday, November 25.
2. **Review the proposed Amended and Restated Bylaws:** These are available online at www.acwa.com.
3. **Have your designated voter pick up their keypad:** During ACWA's Fall Conference & Expo, have your designated voter go to the ACWA Membership Meeting Check-in Desk on **Wednesday, December 4, between 9 a.m. and noon** to sign in and pick up their voting keypad. If your voting representative does not get a keypad by noon, they will not be able to vote. ACWA staff will also be available at the desk to answer questions.
4. **Have your designated voter attend the Membership Meeting:** Make sure your designated voter takes their keypad to the Membership Meeting on December 4 at 1:30 p.m. The voting representative must be present to vote.

More information on the proposed Amended & Restated Bylaws, voting process and next steps is available at www.acwa.com. If you have any questions regarding the proposed Amended and Restated Bylaws or the voting process, please contact Senior Clerk of the Board Donna Pangborn at 916-669-2425 or donnap@acwa.com.



Attachments:

1. Authorized Voting Representative Form
2. Proposed Amendments to ACWA's Bylaws Table
3. Proposed Amended and Restated Bylaws (redline version) – see website [link](#)
4. Proposed Amended and Restated Bylaws (clean version) – see website [link](#)

ATTACHMENT 3
Proposed Amendments to the Bylaws of ACWA



Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 1: ARTICLE 3, Officers

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 3.01. (c) Vice President. The vice president shall, in the absence of the president, assume all of the duties of that office and, if a vacancy occurs, succeed thereto for the unexpired term. The vice president shall sit as a member of the Executive Committee of the ACWA Joint Powers Insurance Authority and shall perform such other duties as assigned by the president.</p>	<p>Section 3.01. (c) Vice President. The vice president shall, in the absence of the president, assume all of the duties of that office and, if a vacancy occurs, succeed thereto for the unexpired term. The vice president shall sit as a member of the Executive Committee of the ACWA Joint Powers Insurance Authority and shall perform such other duties as assigned by the president. <u>The vice president shall be a non-voting, <i>ex officio</i> member of each committee, but shall not be an <i>ex officio</i> member of the Election Committee or the region boards.</u></p> <p><u>The vice president may be expelled from office with or without cause, upon the satisfaction of the following two events: (1) a two-thirds vote of the Board of Directors; and (2) a subsequent simple majority vote of the members of the Association during a meeting of the membership.</u></p>	<p>Amendment to add these provisions to the Vice President position, similar to Section 3.01(b) to provide procedural consistency to the two Board Officer positions.</p>

Note: Green text throughout this document reflects edits recommended by the Legal Affairs Committee (LAC) Workgroup in response to its review and analysis of the proposed amendments to the Bylaws, consistent with Section 9.09 of ACWA’s Bylaws. The ACWA Board included the LAC Workgroup’s recommended edits as part of its recommendation to the members.



Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 2: ARTICLE 4, Board of Directors

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 4.07. Quorum. At any meeting of the Board of Directors, the attendance of 50 percent of the voting members of the Board of Directors, or their permitted alternates as specified in these bylaws, shall constitute a quorum for the transaction of any business. The Board may hold a closed session for discussion of personnel matters or enforcement of violations of the code of conduct.</p>	<p>Section 4.07. Quorum. At any meeting of the Board of Directors, the attendance of 50 percent of the voting members of the Board of Directors, or their permitted alternates as specified in these bylaws, shall constitute a quorum for the transaction of any business. The Board may hold a closed session for discussion of personnel matters; or enforcement of violations of the code of conduct; <u>pending or anticipated litigation or other legal matters, including, but not limited to, considering whether to file or join in an amicus brief; real property negotiations and discussions; and other confidential matters as determined by the Board to the extent permitted by applicable law.</u> (See Board Policy 2.1.8.3.)</p>	<p>Amendment to clarify the scope of issues that can be addressed by the Board in closed session.</p>

Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 3, ARTICLE 3, Board of Directors

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 4.12. Code of Conduct of Board Members.</p> <p>(a) Code of Conduct Purpose and Adoption. The Board of Directors shall establish, and update as appropriate, a code of conduct for its Directors that recognizes the Association’s commitment of integrity, respect, and fair representation to its members and the public they serve and establishes minimum ethical standards for the performance of the duties of office. The code shall be consistent with the procedural processes contained in this section. The code shall be distributed to all new Directors and shall be distributed annually to all members of the Association.</p>	<p>Section 4.12. Code of Conduct of Board Members.</p> <p>(a) Code of Conduct Purpose and Adoption. The Board of Directors shall establish, and update as appropriate, a code of conduct for its Directors that recognizes the Association’s commitment of integrity, respect, and fair representation to its members and the public they serve and establishes minimum ethical standards for the performance of the duties of office. The code shall be consistent with the procedural processes contained in this section. <u>(See Code of Conduct Policy, Board Policy Manual, Policy No. GO-2.1A).</u> The code shall be consistent with the procedural processes contained in <u>the Code of Conduct Policy (See sections 2.1.3A and 2.1.4A of Policy No. GO-2.1A of the Board Policy Manual.)</u> The code shall be distributed to all new Directors and shall be distributed annually to all members of the Association.</p>	<p>Amendment to reflect consistency with recently adopted Board Policy GO-2.1A Code of Code and to delete reference to the Legal Affairs Committee Chair in Section 4.12(b). Amendment reflects deletion to this text to be less prescriptive due to the details in Board Policy GO-2.1A.</p>

Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 3 (cont'd), ARTICLE 3, Board of Directors

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 4.12. Code of Conduct of Board Members.</p> <p>(b) Violations and Enforcement Process. A violation of the code of conduct may result in removal, public censure, or private reprimand of a Director, or such other action as contained in the code of conduct. However, removal and public censure shall be reserved only for serious violations. A Director may not be removed or publicly censured absent an affirmative vote of two-thirds of the voting members of the Board of Directors. A Director may be privately reprimanded for a violation of the code of conduct upon the majority vote of the quorum. Complaints of violation of the code of conduct may be filed with the president, or the vice-president if the allegations are made against the president. The president may refer a complaint of violation to the executive director/secretary for investigation. The executive director/secretary may retain a special investigator or special counsel to conduct or assist the investigation. A Director accused of a violation shall be provided a</p>	<p>Section 4.12. Code of Conduct of Board Members.</p> <p>(b) Violation and Enforcement Process. A violation of the code of conduct may result in removal, public censure, or private reprimand of a Director, or such other action as contained in the code of conduct. However, removal and public censure shall be reserved only for serious violations. A Director may not be removed or publicly censured absent an affirmative vote of two-thirds of the voting members of the Board of Directors. A Director may be privately reprimanded for a violation of the code of conduct upon the majority vote of the quorum. Complaints of violation of the code of conduct may be filed with the president, or the vice-president if the allegations are made against the president. The president may refer a complaint of violation to the executive director/secretary for investigation. The executive director/secretary may retain a special investigator or special counsel to conduct or assist the investigation. A Director accused of a violation shall be provided a</p>	<p>Amendment to reflect consistency with recently adopted Board Policy GO-2.1A Code of Code and to delete reference to the Legal Affairs Committee Chair in Section 4.12(b). Amendment reflects deletion to this text to be less prescriptive due to the details in Board Policy GO-2.1A.</p>



Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 4, Article 6, Executive Committee

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 6.02 Powers. Personnel.</p> <p>(a) Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend compensation for the executive director/secretary to the Board of Directors for approval; (2) perform annual reviews of the executive director/secretary and submit that review to the Board of Directors; (3) review and approve the classification and compensation plan and publicly posted salary schedule for Association employees submitted by the executive director/secretary, which shall be reviewable by the Board of Directors, in closed session, upon request of the Board of Directors;</p> <p>...</p>	<p>Section 6.02 Powers. Personnel.</p> <p>(a) Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend compensation for the executive director/secretary to the Board of Directors for approval; (2) perform annual reviews of the executive director/secretary and submit that review to the Board of Directors; (3) review and approve the classification and compensation plan and publicly posted salary schedule for Association employees submitted by the executive director/secretary, which shall be reviewable <u>approved</u> by the Board of Directors, in closed session, upon request of the Board of Directors;</p> <p>...</p>	<p>Amendment to clarify that the ACWA Board is the approving authority for the public salary schedule, as required by CalPERS. The Executive Committee will review and make a recommendation to the Board.</p>

Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 5, ARTICLE 8, Special Council, Committees, and Task Forces

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 8.01 Council of Past Presidents.</p> <p>There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association’s Board meetings.</p>	<p>Section 8.01 Council of Past Presidents.</p> <p>There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association’s Board <u>and Executive Committee meetings, including attending closed sessions. With the exception of the immediate past president, members of the Council of Past Presidents are non-voting.</u></p>	<p>Amendment to clarify that Past Presidents are non-voting representatives on ACWA’s Board and Executive Committee with the ability to participate in the full range of activities, including closed session.</p>



Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 6, ARTICLE 8, Special Council, Committees, and Task Forces

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 8.02 Election Committee.</p> <p>(b) Qualification. In order to serve on the Election Committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the election cycle, the individual may not continue to serve. When the disqualified member represented a Region Board, the affected Region Board shall select a replacement representative. When the disqualified member represented the President, the President shall select an alternate representative.</p>	<p>Section 8.02 Election Committee.</p> <p>Qualification. In order to serve on the Election Committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. <u>Past presidents, who are Honorary Life Members of the Association, may also serve on the Election Committee without meeting stated qualifications unless otherwise disqualified.</u> Where an individual ceases to meet these criteria during the election cycle, the individual may not continue to serve. When the disqualified member represented a Region Board, the affected Region Board shall select a replacement representative. When the disqualified member represented the President, the President shall select an alternate representative.</p>	<p>Amendment to allow unaffiliated Past Presidents to serve on the Election Committee without meeting the stated criteria since they are Honorary Life Members of the Association.</p>

Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 7, ARTICLE 9, Meetings of Members

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 9.06 Voting. Each member of the Association in good standing at the time of the annual or special meeting shall be entitled to one vote that shall be cast by its authorized representative. Each member must designate its authorized representative prior to the annual or special meeting. It is the member’s responsibility to designate or update its authorized representative as needed. The Association may confirm with any member the identify of that member’s authorized representative for the purpose of casting ballots in any election of president and vice president. All questions, except amendments or revisions of these bylaws, shall be determined by a majority of the members present and voting. A roll call may be requested by any authorized representative.</p>	<p>Section 9.06 Voting. Each member of the Association in good standing at the time of the annual or special meeting shall be entitled to one vote that shall be cast by its authorized representative. Each member must designate its authorized representative prior to the annual or special meeting. It is the member’s responsibility to designate or update its authorized representative as needed. The Association may confirm with any member the identity of that member’s authorized representative for the purpose of casting ballots in any election of president and vice president, amendments to these Bylaws, or other Association business that requires a vote. All questions, except amendments or revisions of these bylaws, shall be determined by a majority of the members present and voting. A roll call may be requested by any authorized representative.</p>	<p>Amendment to expand this language to cover additional actions where an authorized representative will need to be confirmed for the purposes of casting a ballot (see newly added Section 9.15).</p>



Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 8, ARTICLE 9, Meetings of Members

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 9.08 Quorums. The presence of the authorized representative of 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business. Written ballots timely received from the authorized representative of 50 members shall constitute a quorum for elections of president and vice president.</p>	<p>Section 9.08 Quorums. The presence of the authorized representatives of at least 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business. Written ballots timely received from the authorized representative of 50 members shall constitute a quorum for elections of president and vice president. <u>Actions taken by written ballot shall require the timely receipt of the written ballot from the authorized representatives of at least 50 members to constitute a quorum.</u></p>	<p>Amendment to clarify the written ballot quorum language to cover other actions besides the elections of president and vice president (see newly added Section 9.15)</p>

Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 9, ARTICLE 9, Meetings of Members

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 9.11. Election of President and Vice President. Each member of the Association in good standing at the time a vote is cast is entitled to one vote for election of the president and vice president that shall be cast by its authorized representative by written ballot. The ballot and any related material may be sent by first class, registered, or certified mail or electronic transmission by the Corporation that meets the requirements of Corporations Code section 20, and responses may be returned to the Corporation by mail or electronic transmission. On any written ballot for the election of president or vice president, an authorized representative acting on behalf of the member may write in a qualified candidate for election.</p>	<p>Section 9.11. Election of President and Vice President. Each member of the Association in good standing at the time a vote is cast is entitled to one vote for election of the president and vice president that shall be cast by its authorized representative by written ballot. The ballot and any related material may be sent by first class, registered, or certified mail or electronic transmission by the Corporation that meets the requirements of Corporations Code section 20, and responses may be returned to the Corporation by mail or electronic transmission. On any written ballot for the election of president or vice president, an authorized representative acting on behalf of the member may write in a qualified candidate for election. Nominating resolutions for write-in candidates must be received by the deadline for the return of ballots.</p>	<p>Amendment to clarify that write-in candidates for president or vice presidents must submit a nominating resolution by the election deadline since they did not go through the Election Committee review process.</p>

Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 10, ARTICLE 9, Meeting of Members

Current Bylaw	Proposed Bylaw	Rationale
	<p>Newly Added Section. <u>Section 9.15. Action by Written Ballot. To the extent permitted by applicable law and subject to all applicable requirements, any action that may be taken at a regular or special member meeting of the members may be approved by written ballot if a ballot is sent to each member entitled to vote on the matter. Ballots may be sent and returned by electronic transmission as permitted in the Corporations Code. Ballot format, solicitation and voting thresholds shall meet the requirements of the Corporations Code and be consistent with applicable provisions of these Bylaws.</u></p>	<p>Amendment to allow the flexibility to take action by written ballot beyond the currently approved process of electing the president and vice president by written ballot.</p>



Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 11, Article 11, Definitions

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 11.04. Definitions. As used in these bylaws, the term “notice provided by electronic means” shall refer to notice given by fax or e-mail.</p>	<p>Section 11.04. Definitions. As used in the bBylaws, the terms <u>“electronic transmission” and “notice provided by electronic means”</u> shall refer to notice and <u>other communications</u> given by fax or email.</p>	<p>Amendment to add “electronic transmission,” to clarify the meaning of this term in Section 9.15 and to harmonize this term with currently accepted means of providing notice.</p>
	<p>Newly Added Section. <u>Section 11.05. Conflicts Between Bylaws and Other Association Policies. To the extent permitted by applicable law, these Bylaws shall govern in the event there is a conflict between these Bylaws and another Association policy, rule, or procedure.</u></p>	<p>Amendment to clarify that ACWA’s Bylaws govern in the event there is a conflict with another Association policy, rule, or procedure.</p>



Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 12, VARIOUS, References to ACWA

Current Bylaw	Proposed Bylaw	Rationale
Cleanup amendments:	Change the reference to ACWA to Association in the following Bylaws: Section 5.02 Officers (a) Section 7.01 Qualification. Section 7.05 Agriculture Committee Section 5.02 Officers (a): Delete reference to ACWA before Board of Directors.	Amendment to change references to ACWA to Association to provide consistency throughout the document.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : Resolution Recognizing the Life and Service of Al Dains
 STATUS : Action Item
 REPORT DATE : September 30, 2024
 PREPARED BY : Brittney C. Moore, Administrative Services Manager/Chief Board Clerk

OBJECTIVE:

Consider adoption of Resolution 10-2024 recognizing the life and service of Al Dains.

BACKGROUND AND ANALYSIS:

A resolution recognizing the life and service of Citrus Heights Water District’s former Board Director, Al Dains, who passed away on September 21, 2024.

RECOMMENDATION:

Approve Resolution 10-2024 recognizing the life of Al Dains and his contributions to the Citrus Heights Water District and the Community of Citrus Heights.

ATTACHMENT:

Resolution 10-2024 Recognizing the Life of Al Dains

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION 10-2024

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
RECOGNIZING THE LIFE AND SERVICE TO THE COMMUNITY OF ALLEN B. DAINS

WHEREAS, on behalf of the Citrus Heights Water District, the Board of Directors wishes to record our deep sorrow over the passing of ALLEN B. DAINS on September 21, 2024, and;

WHEREAS, ALLEN B. DAINS was a beloved husband, father, and friend, and;

WHEREAS, ALLEN B. DAINS began his tenure as Director for Division One on the Citrus Heights Water District Board of Directors on December 8, 1998, and faithfully served until December 19, 2018, and;

WHEREAS, throughout his 20 years of continuous service, ALLEN B. DAINS distinguished himself as a respected leader in the water industry, serving as President of the Board of Directors in 2003, 2006, 2009, 2012, 2014, 2015, and 2016, and;

WHEREAS, ALLEN B. DAINS's thoughtful and diligent contributions to numerous District policy matters, as well as his insights on regional and statewide water issues, were highly valued by his constituents, fellow Board members, and District employees, and;

WHEREAS, ALLEN B. DAINS also demonstrated his leadership while serving on the Boards of the Regional Water Authority and the Sacramento Groundwater Authority, and;

Whereas ALLEN B. DAINS served as a leader and mentor in the water industry, and through his example and mentorship, the District recruited several key employees during his tenure on the Board of Directors.

NOW THEREFORE BE IT RESOLVED that the Board of Directors of CITRUS HEIGHTS WATER DISTRICT does hereby honor the life, service, and legacy of ALLEN B. DAINS.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 22nd day of October 2024 by the following vote, to wit:

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

CARYL SHEEHAN, President
Board of Directors
Citrus Heights Water District

ATTEST:

BRITTNEY MOORE, Chief Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT: 2025 MISCELLANEOUS FEES AND CHARGES AND CAPACITY FEES
STATUS: Discussion Item
REPORT DATE: October 14, 2024
PREPARED BY: Michael Shorter, Accounting Manager
Annie Liu, Director of Administrative Services

OBJECTIVE:

Review and discuss the proposed Miscellaneous Fees and Charges and Capacity Fees for 2025.

BACKGROUND AND ANALYSIS:

Board review of the proposed updated 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 2025.

2025 Schedule of Miscellaneous Fees, Charges and Capacity Fees

A schedule comparing current 2024 adopted Miscellaneous Fees and Charges and Capacity Fees with the proposed 2025 Miscellaneous Fees and Charges and Capacity Fees accompanies this staff report.

Significant elements of the 2025 fee schedule are as follows:

- Adjustments to Other Charges and Fees are based on an analysis of staff time, equipment, materials, and other costs involved in providing the specified services.
- Capacity Fees and Construction Water Charges are proposed to an adjustment of 1.0% per the Engineering News-Record (ENR) cost index average from January to October 2024 as compared to 3% in the prior year.

Next Steps:

The draft 2025 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 December 10, 2024 Special Board meeting concerning the adoption of the 2025 budget, rate and fee schedules.

RECOMMENDATION:

Provide directions to staff concerning the draft Miscellaneous Fees, Charges and Capacity Fees for 2025.

ATTACHMENT:

2025 Proposed Miscellaneous Fees, Charges and Capacity Fees

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2025
Proposed -- October 22, 2024

Type of Charge	Applied Basis or Frequency	2024	2025
		Adopted	Proposed
Construction Water Charges			
Construction Water Charges	minimum charge	\$304.60	\$309.00
Schedule A - Projects	per lot	\$209.45	\$212.47
Schedule B - Trenches, Excavations & Grading	per 100 cubic yards	\$56.55	\$57.36
Schedule C - Tank Trucks	per 1,000 gallons	\$9.37	\$9.50
Schedule D - Metered Use	per unit, for all units bi-monthly	\$4.0482	\$4.11
Schedule E - Non-Profit	per day	\$63.61	\$64.53
Construction Meter Deposit	per meter	\$2,231.47	\$2,583.00
Water Service Installation Charges			
¾-inch & larger services w/meter	per service	Actual Cost	Actual Cost
Meter set charge:			
⅝ inch x ¾ inch	per meter	\$629.00	\$630.00
¾ inch	per meter	\$680.00	\$680.00
1 inch	per meter	\$699.00	\$699.00
1½ inch	per meter	\$1,015.00	\$1,011.00
2 inch	per meter	\$1,344.00	\$1,336.00
>2 inch	actual cost		
Backflow prevention assembly installation charge			
¾ inch & larger	each	Actual Cost	Actual Cost
Capacity Fees			
⅝ inch	per service	\$3,319.18	\$3,367.11
¾ inch	per service	\$4,978.77	\$5,050.67
1 inch	per service	\$8,297.96	\$8,417.78
1½ inch	per service	\$16,595.91	\$16,835.55
2 inch	per service	\$26,553.46	\$26,936.88
3 inch	per service	\$58,085.69	\$58,924.43
4 inch	per service	\$104,554.23	\$106,063.97
6 inch	per service	\$215,746.84	\$218,862.17
8 inch	per service	\$464,685.50	\$471,395.45
10 inch	per service	\$697,028.26	\$707,093.17
12 inch	per service	\$872,721.99	\$885,323.88

CITRUS HEIGHTS WATER DISTRICT
WATER RATES, FEES AND CHARGES EFFECTIVE 2025
Proposed -- October 22, 2024

Type of Charge	Applied Basis or Frequency	2024	2025
		Adopted	Proposed
<u>Other Charges and Fees</u>			
Agenda-By-Mail Charge (e-mail delivery free)	per packet	\$28.00	\$28.00
Standby Service Charge	per hour, 1 hour minimum	\$148.00	\$144.00
Returned Payment Fee	per check	\$33.00	\$40.00
Late Payment Penalty	5% of overdue account balance	5.00%	5.00%
Missed Appointment/No-Show Fee	per occurrence	\$49.00	\$49.00
Disconnect Service Charge	per occurrence	\$75.00	\$74.00
Reconnect Service Charge	per occurrence	\$75.00	\$74.00
Reconnect Service Charge (Non Business Hours)	per occurrence	\$145.00	\$141.00
Meter Re-Read / Maintenance Charge	per occurrence	\$62.00	\$63.00
Customer Account Deposit	per account	\$224.00	\$223.00
Copy Charge	per page	\$0.14	\$0.14
Recording of Lien	per occurrence	\$85.00	\$86.00
Release of Lien	per occurrence	\$98.00	\$99.00
Tamper Charge	per occurrence	\$120.00	\$120.00
Water Conservation Violation Charge (1)	first occurrence	\$50.00	\$50.00
Water Conservation Violation Charge (2)	second occurrence	\$100.00	\$100.00
Water Conservation Violation Charge (3)	third occurrence	\$250.00	\$250.00
Inclusion / Annexation Fee	per gross acre, ½ acre or greater	\$2,011.00	\$2,170.00
	minimum to ½ acre	\$1,005.50	\$1,005.50
Plan Check Charges	minimum charge + per connection	\$1,477.07	\$1,532.00
	per connection	\$220.00	\$220.00
Easement/Quitclaim	per easement/quitclaim	\$939.02	\$951.00
Inspection Charges			
Minimum	min. + per connect. + per main tie-in	\$1,596.00	\$1,605.00
Plus per connection	per connection	\$220.00	\$220.00
Plus per main tie-in	per main tie-in	\$1,600.00	\$1,603.00
AC pipe disposal charge	per foot, 4 feet minimum (\$200 min.)	\$72.00	\$72.00
Hydrostatic pressure test	each	\$436.00	\$437.00
Chlorination & Flushing	per project	\$582.00	\$583.00
Weekend/After Hours	per hour (4 hr. minimum)	\$195.00	\$195.00
Holiday	per hour (4 hr. minimum)	\$244.00	\$245.00
Backflow Prevention Assembly Testing Charge	per assembly bimonthly	\$16.00	\$16.00
Backflow Prevention Assembly Re-testing Charge	per test	\$102.00	\$101.00
Backflow Prevention Assembly Testing Charge for New Development			
	per assembly	\$115.00	\$115.00
Bacteriological water test sampling	minimum	\$1,416.00	\$1,426.00
Additional Bacteriological water sample	additional samples after minimum	\$77.00	\$89.00
Fire Flow Certification Letter	per letter	\$30.00	\$36.00
Fire Flow Modeling	per modeling	\$340.00	\$357.00
Fire Flow Modeling & Certification Letter	per modeling plus letter	\$370.00	\$393.00

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : DISCUSSION & POSSIBLE ACTION TO ADOPT ORDINANCE 01-2024
RELATING TO THEFT AND UNAUTHORIZED USE OF WATER

STATUS : Action Item

REPORT DATE : September 5, 2024

PREPARED BY : Kelly Drake, Water Efficiency Supervisor
Rebecca Scott, Director of Operations

OBJECTIVE:

Consider approving Ordinance 01-2024: Theft and Unauthorized Use of Water

BACKGROUND AND ANALYSIS:

Water theft is defined as an action to divert, tamper, or reconnect water utility services. In addition to posing health risks, water theft makes it more difficult for water agencies to accurately account for the water being used by ratepayers. The revenue lost from water theft is passed on to paying customers, which in turn has a negative impact on water affordability.

California Senate Bill (SB) 427 gives California water agencies the authority to adopt an ordinance prohibiting water theft and making a violation of said ordinance punishable by an administrative fine or penalty. The bill, which added Section 53069.45 to the Government Code, allows fines for the first violation to be ten (10) times larger than the previous limits.

Allowable fines vary based on the type/method of water theft, distinguishing between theft committed via meter tampering or by any other method. Maximum fines range from \$130 to \$1,300 for thefts via meter tampering, or from \$1,000 to \$3,000 for all other water theft methods. If the State increases these limits in the future, CHWD staff will bring an updated ordinance to the Board with the revised fine amounts. The bill further requires that the agency adopt administrative procedures governing the imposition, enforcement, collection, and review of the administrative fines or penalties for water theft and to establish a process for granting a hardship waiver to reduce the amount of the fine.

RECOMMENDATION:

Adopt Ordinance 01-2024: Theft and Unauthorized Use of Water

ATTACHMENT:

Ordinance 01-2024: Theft and Unauthorized Use of Water

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
ORDINANCE 01-2024
AN ORDINANCE RELATING TO THE PREVENTION OF
THEFT AND UNAUTHORIZED USE OF WATER

WHEREAS, pursuant to California Government Code section 53069.45, the Citrus Heights Water District (“CHWD” or “District”) may adopt an ordinance that prohibits water theft and makes a violation of the enacted ordinance subject to an administrative fine or penalty; and

WHEREAS, the District may impose fines or penalties for water theft in accordance with California Government Code section 53069.45 or Division 11 of the Water Code (commencing with California Water Code section 20500); and

WHEREAS, the District’s ability to impose fines or penalties for water theft under Division 11 of the Water Code (commencing with California Water Code section 20500) shall not be limited by California Government Code section 53069.45; and

WHEREAS, the District recognizes that water is a valuable natural resource, which should not be wasted, and the District has the mission of providing its customers with high quality water for domestic, commercial, irrigation, and fire protection purposes at adequate pressures and equitable rates.

NOW, THEREFORE, BE IT ORDAINED that the Board of Directors of the CHWD as follows:

SECTION I – PURPOSE

(1) To adopt an ordinance as authorized by Government Code, § 53069.45 to protect the public water system of the District against actual or potential water theft and the unauthorized use of water by prescribing progressive administrative fines or penalties.

(2) To safeguard the right and ability of the District’s customers to access a readily available source of safe, high quality water for domestic, commercial, irrigation, and fire protection purposes at adequate pressures and equitable rates.

(3) To encourage the public to lawfully access the District’s water system to ensure the preservation of a vital natural resource for present and future generations of the community.

SECTION II – DEFINITIONS

The meanings of the terms used in this Ordinance – whether or not such terms are capitalized in the text of the Ordinance – are as follows:

District – shall mean the Citrus Heights Water District, its authorized representatives, and its employees.

Meter Tampering – shall mean any action taken by a person, who is not the District, that interferes, impedes, bypasses, and/or otherwise disrupts, in any manner, the operation of the District’s water meters, its related infrastructure, its related instrumentalities, and/or its related facilities.

Person – shall mean any natural person or any artificial person, including but not limited to a corporation, limited liability company, limited liability partnership, general partnership, or limited partnership.

Tamper – shall mean any action taken by a person, who is not the District, that interferes, impedes, bypasses, and/or otherwise disrupts, in any manner, the operation of the District’s infrastructure, instrumentalities, and/or facilities.

Violator - shall mean any person that violates this ordinance.

Water Theft – shall mean the following:

- A. an action to divert, tamper, and/or reconnect water utility services, as defined in California Penal Code section 498; or
- B. an action by a person who intentionally obtains water services from District without paying the full lawful charge; or
- C. an action by a person who intentionally solicits, authorizes, assists, and/or enables another person to obtain water services from District without paying the full lawful charge; or
- D. an action by a person who intentionally diverts or causes water to be diverted from District by any means whatsoever; or
- E. an action by a person who intentionally interferes, impedes, bypasses, and/or otherwise disrupts any water meter or other similar device used in determining the charge for water services from accurately performing its measuring function and/or to cause no measurement or inaccurate measurement of water actually delivered; or
- F. an action by a person who intentionally tampers with any property owned by or used by District to provide water services; or
- G. an action by a person who intentionally makes or causes to be made any connection with or reconnection to water service facilities owned or used by District to provide water services without the District’s authorization or consent; or
- H. an action by a person who intentionally uses or receives the direct benefit of all or a portion of water services with knowledge or reason to believe that the diversion, tampering or unauthorized connection existed at the time of that use, or that the use, or receipt was otherwise without the District authorization or consent; or
- I. an action by a person who intentionally uses any instrument(s), apparatus(es), or device(s), which is/are primarily designed to be used to obtain water service without paying the full lawful charge; or
- J. an action by a person who intentionally cuts or removes a seal(s), lock(s), or any security device(s) on any water meter or other water measuring device owned by District; or

- K. an action by a person who intentionally obtain water services from District via meter tampering.

Section III – ORDINANCE

It is unlawful for any person to engage in water theft within the Citrus Heights Water District.

Section IV – ENFORCEMENT

Upon complaint or discovery of possible water theft, the District shall investigate and pursue all applicable fines and penalties, including:

Fines and Penalties for Water Theft Via Meter Tampering

If the water theft is committed via meter tampering in violation of an ordinance adopted under this section, it is punishable as follows:

- (1) A fine not exceeding one hundred thirty dollars (\$130) for a first violation.
- (2) A fine not exceeding seven hundred dollars (\$700) for a second violation of the same ordinance within one year of the first violation.
- (3) A fine not exceeding one thousand three hundred dollars (\$1,300) for the third violation and each additional violation of the same ordinance within one year of the first violation.

Fines and Penalties for Water Theft Not Via Meter Tampering

All other forms of water theft in violation of an ordinance adopted under this section are punishable as follows:

- (1) A fine not exceeding one thousand dollars (\$1,000) for a first violation.
- (2) A fine not exceeding two thousand dollars (\$2,000) for a second violation of the same ordinance within one year.
- (3) A fine not exceeding three thousand dollars (\$3,000) for each additional violation of the same ordinance within one year.

Additional Fines and Penalties

In addition to the fines and penalties above, Violator may be billed for all water estimated by District to have been withdrawn from the distribution system at the current domestic rate. The District may file a lien against the Violator's real property for any charges for water and/or other services that remains unpaid pursuant to California Water Code section 25806.

Appeal and Hardship Waiver

The District shall provide notice of any violation of this ordinance, which shall include a general description of the violation and the procedures for appealing the notice. Anyone seeking to dispute the violation may request a hearing before the General Manager by filing a request within ten (10) days of the notice. If requested, the General Manager shall conduct a hearing to determine the existence of the violation and the amount of the fine. His or her decision shall be final. The General Manager may appoint a hearing officer to consider any appeals. Notwithstanding the foregoing, in the event that the violation presents an immediate threat to health and safety, the District may terminate water service without providing advance notice or the opportunity for a hearing. In such event, the affected person shall receive notice as soon as possible and may request and receive a hearing in the manner otherwise set forth in this section. The General Manager shall reduce the fine amount upon a showing by the violator that the fine amount would impose an undue financial burden.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 22nd day of October 2024, by the following vote, to wit:

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

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

ATTEST:

BRITTNEY C. MOORE, Chief Board Clerk
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT FOR ENGINEERING SERVICES WITH CAROLLO ENGINEERS, INC. FOR THE DISTRICT'S WATER SYSTEM MASTER PLAN

STATUS : Action Item

REPORT DATE : October 7, 2024

PREPARED BY : Todd Jordan, Principal Civil Engineer
Missy Pieri, Director of Engineering

OBJECTIVE:

Consider approval of an agreement with Carollo Engineers, Inc. for engineering services for the District's Water System Master Plan.

BACKGROUND AND ANALYSIS:

Water System Master Plans are the key planning tool for water districts. The District's original Water System Master Plan (Master Plan), developed in 1998, with a planning period through 2024, has concluded and water demand projections have shifted significantly since then. In coordination with this Master Plan, the District developed a Capital Improvement Plan (Plan) for 1998 through 2030. Most of the projects outlined in the Plan have been completed. These changes are driving the need to update the Master Plan.

The updated Master Plan will include a 25-year Capital Improvement Program, structured into three planning periods: the short-term (0-5 years), medium-term (6-15 years), and long-term (16-25 years). This approach ensures that the plan will address both immediate needs and future system requirements.

The District issued a Request for Proposals for engineering services for the Water System Master Plan Project on June 10, 2024. The scope of work for the project includes the following items:

Task 1: Project Management and Planning

- Task 1.1 – Project Management
- Task 1.2 – Project Management Meetings

Task 2: Water System Master Plan Sections

- Task 2.1 – Summaries of Applicable Studies
- Task 2.2 – Water Rights, Water Service Agreements, Legislation, and Regulations
- Task 2.3 – Water Supply Resource Capacity and Reliability Evaluation
- Task 2.4 – Water Demand Analysis
- Task 2.5 – System Pressure Management Plan
- Task 2.6 – Water Storage Analysis
- Task 2.7 – Transmission Main Capacity Analysis
- Task 2.8 – Distribution Main Capacity Analysis
- Task 2.9 – Evaluate Existing Transmission and Distribution Systems
- Task 2.10 – Automated Meter Reading/Advanced Metering Infrastructure Evaluation
- Task 2.11 – Supervisory Control and Data Acquisition

Task 3: Prepare Water System Master Plan

- Task 3.1 – Recommend Plan and Implementation Schedule
- Task 3.2 – Capital Improvement Program
- Task 3.3 – Prepare Water System Master Plan

The District conducted a mandatory pre-proposal meeting at the Citrus Heights Water District offices on June 18, 2024. Staff representatives from four consulting firms (Carollo Engineers, Inc.; Hazen and Sawyer; HDR; and Water Systems Consulting, Inc.) attended the meeting.

The District received three responsive proposals on July 17, 2024 from the following firms:

- Carollo Engineers, Inc.
- Hazen and Sawyer
- Water System Consulting, Inc.

The District selection panel comprised seven staff members that included personnel from engineering and operations. The panel reviewed the proposals and selected two firms to interview: Carollo Engineers, Inc. (Carollo) and Water System Consulting, Inc. (WSC). Interviews were conducted during the week of August 25, 2024. During the interviews, the District provided clarification on a few of the scope items. The proposed total fee from each firm interviewed is included below along with Hazen & Sawyer, who was not interviewed.

- | | |
|---------------------------------|-------------|
| • Carollo Engineers, Inc. | \$476,785 |
| • Hazen & Sawyer | \$1,189,666 |
| • Water System Consulting, Inc. | \$330,558 |

Based on their proposal and interview, the panel selected Carollo Engineers, Inc. to provide the Water System Master Plan engineering services.

Carollo demonstrated superior expertise in risk and condition assessment, key components of Task 2.9 in the Water System Master Plan, which focuses on evaluating existing transmission and distribution mains. During the interview process, Carollo's deep knowledge and experience in this area stood out, making that firm particularly well-suited for the District's long-term planning needs. This expertise is critical as the Water System Master Plan will form the foundation for Project 2030. Carollo's ability to accurately assess and manage risk in water replacements ensures that the District can prioritize projects that address the most vulnerable parts of its infrastructure.

Carollo's strengths align closely with the District's Project 2030, which focuses on the replacement of aging water mains and infrastructure. Their experience in assessing risk, condition assessment technologies, evaluating pipeline condition, and planning replacement strategies makes them uniquely qualified to develop targeted risk and condition assessment plans that will support an effective and sustainable replacement program.

Although Carollo's proposed fee is higher compared to WSC, the additional cost is offset by the long-term savings and reliability Carollo will provide through their in-depth analyses and recommendations. Carollo's expertise will lead to more efficient use of capital improvement funds over time.

The District staff's recommendation to select Carollo Engineers, Inc. represents a focus on the highest level of expertise, forward-thinking planning, and comprehensive solutions. It is staff's opinion that Carollo Engineers, Inc.'s detailed approach to risk assessment, innovative use of technology, and alignment with Project 2030 make the firm the best value for this critical Water System Master Plan update.

The Professional Services Agreement, including Carollo’s proposal, scope of work, schedule and fee, accompanies this report.

RECOMMENDATION:

Approve the professional services agreement with Carollo Engineers, Inc. in the amount of \$476,785 and establish a contingency fund in the amount of \$47,678 (10%). Authorize the General Manager to execute the accompanying agreement with Carollo Engineers, Inc.

ATTACHMENT:

Professional Services Agreement with Carollo Engineers, Inc. for Engineering Services.

ACTION:

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

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

This Agreement is made and entered into as of _____, 20____ by and between the Citrus Heights Water District, an irrigation district organized and operating under the laws of the State of California with its principal place of business at 6230 Sylvan Road, Citrus Heights, California (“District”), and Carollo Engineers, Incorporated, a CORPORATION, with its principal place of business at 2795 Mitchell Drive, Walnut Creek, CA, 94598 (hereinafter referred to as “Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. District is a public agency of the State of California and is in need of professional services for the following project:

Water System Master Plan (hereinafter referred to as “the Project”).

B. Consultant is duly licensed and has the necessary qualifications to provide such services.

C. The Parties desire by this Agreement to establish the terms for District to retain Consultant to provide the services described herein.

AGREEMENT

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Services.

Consultant shall provide the District with the services described in the Scope of Services attached hereto as Exhibit “A.”

2. Compensation.

a. Subject to paragraph 2(b) below, the District shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit “B.”

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$476,785.00. This amount is to cover all printing and related costs, and the District will not pay any additional fees for printing expenses. Periodic payments shall be made within 45 days of receipt of an invoice which includes a detailed

description of the work performed. Payments to Consultant for work performed will be made on a monthly billing basis.

3. Additional Work.

If changes in the work seem merited by Consultant or the District, and informal consultations with the other party indicate that a change is warranted, it shall be processed in the following manner: a letter outlining the changes shall be forwarded to the District by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the District and executed by both Parties before performance of such services, or the District will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

4. Maintenance of Records.

Books, documents, papers, accounting records, and other evidence pertaining to costs incurred shall be maintained by Consultant and made available at all reasonable times during the contract period and for four (4) years from the date of final payment under the contract for inspection by District.

5. Time of Performance.

Consultant shall perform its services in a prompt and timely manner and shall commence performance upon receipt of written notice from the District to proceed (“Notice to Proceed”). Consultant shall complete the services required hereunder per the **attached Project Schedule as Exhibit C**. The Notice to Proceed shall set forth the date of commencement of work.

6. Delays in Performance.

a. Neither District nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

b. Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

7. Compliance with Law.

a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government, including Cal/OSHA requirements.

b. If required, Consultant shall assist the District, as requested, in obtaining and maintaining all permits required of Consultant by federal, state and local regulatory agencies.

c. If applicable, Consultant is responsible for all costs of clean up and/ or removal of hazardous and toxic substances spilled as a result of his or her services or operations performed under this Agreement.

8. Standard of Care

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

9. Assignment and Subconsultant

Consultant shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the District, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. Nothing contained herein shall prevent Consultant from employing independent associates, and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

10. Independent Consultant

Consultant is retained as an independent contractor and is not an employee of District. No employee or agent of Consultant shall become an employee of District. The work to be performed shall be in accordance with the work described in this Agreement, subject to such directions and amendments from District as herein provided.

11. Insurance. Consultant shall not commence work for the District until it has provided evidence satisfactory to the District it has secured all insurance required under this section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

a. Commercial General Liability

(i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the District.

(ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:

(1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 00 01) or exact equivalent.

(iii) Commercial General Liability Insurance must include coverage for the following:

- (1) Bodily Injury and Property Damage
- (2) Personal Injury/Advertising Injury
- (3) Premises/Operations Liability
- (4) Products/Completed Operations Liability
- (5) Aggregate Limits that Apply per Project
- (6) Explosion, Collapse and Underground (UCX) exclusion deleted
- (7) Contractual Liability with respect to this Contract
- (8) Broad Form Property Damage
- (9) Independent Consultants Coverage

(iv) The policy shall contain no endorsements or provisions limiting coverage for (1) contractual liability; (2) cross liability exclusion for claims or suits by one insured against another; (3) products/completed operations liability; or (4) contain any other exclusion contrary to the Agreement.

(v) The policy shall give District, its officials, officers, employees, agents and District designated volunteers additional insured status using ISO endorsement forms CG 20 10 10 01 and 20 37 10 01, or endorsements providing the exact same coverage.

(vi) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the District, and provided that such deductibles shall not apply to the District as an additional insured.

b. Automobile Liability

(i) At all times during the performance of the work under this Agreement, the Consultant shall maintain Automobile Liability Insurance for bodily injury and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the District.

(ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 00 01 covering automobile liability (Coverage Symbol 1, any auto).

(iii) The policy shall give District, its officials, officers, employees, agents and District designated volunteers additional insured status.

(iv) Subject to written approval by the District, the automobile liability program may utilize deductibles, provided that such deductibles shall not apply to the District as an additional insured, but not a self-insured retention.

c. Workers' Compensation/Employer's Liability

(i) Consultant certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing work under this Agreement.

(ii) To the extent Consultant has employees at any time during the term of this Agreement, at all times during the performance of the work under this Agreement, the Consultant shall maintain full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof, and Employer's Liability Coverage in amounts indicated herein. Consultant shall require all subconsultants to obtain and maintain, for the period required by this Agreement, workers' compensation coverage of the same type and limits as specified in this section.

d. Professional Liability (Errors and Omissions)

At all times during the performance of the work under this Agreement the Consultant shall maintain professional liability or Errors and Omissions insurance appropriate to its profession, in a form and with insurance companies acceptable to the District and in an amount indicated herein. This insurance shall be endorsed to include contractual liability applicable to this Agreement and shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the Consultant. "Covered Professional Services" as designated in the policy must specifically include work performed under this Agreement. The policy must "pay on behalf of" the insured and must include a provision establishing the insurer's duty to defend.

e. Minimum Policy Limits Required

(i) The following insurance limits are required for the Agreement:

Combined Single Limit

Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 aggregate for bodily injury, personal injury, and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage
Employer's Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claim and \$2,000,000 policy aggregate (errors and omissions)

(ii) Defense costs shall be payable in addition to the limits.

(iii) Requirements of specific coverage or limits contained in this section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance. Any available coverage shall be provided to the parties required to be named as Additional Insured pursuant to this Agreement.

f. Evidence Required

Prior to execution of the Agreement, the Consultant shall file with the District evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 00 01 (or insurer's equivalent) signed by the insurer's representative and Certificate of Insurance (Acord Form 25-S or equivalent), together with required endorsements. All evidence of insurance shall be signed by a properly authorized officer, agent, or qualified representative of the insurer and shall certify the names of the insured, any additional insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

g. Policy Provisions Required

(i) Consultant shall provide the District at least thirty (30) days prior written notice of cancellation of any policy required by this Agreement, except that the Consultant shall provide at least ten (10) days prior written notice of cancellation of any such policy due to non-payment of premium. If any of the required coverage is cancelled or expires during the term of this Agreement, the Consultant shall deliver renewal certificate(s) including the General Liability Additional Insured Endorsement to the District at least ten (10) days prior to the effective date of cancellation or expiration.

(ii) The Commercial General Liability Policy and Automobile Policy shall each contain a provision stating that Consultant's policy is primary insurance and that any insurance, self-insurance or other coverage maintained by the District or any named insureds shall not be called upon to contribute to any loss.

(iii) The retroactive date (if any) of each policy is to be no later than the effective date of this Agreement. Consultant shall maintain such coverage continuously for a period of at least three years after the completion of the work under this Agreement. Consultant shall purchase a one (1) year extended reporting period A) if the retroactive date is advanced past the effective date of this Agreement; B) if the policy is cancelled or not renewed; or C) if the policy is replaced by another claims-made policy with a retroactive date subsequent to the effective date of this Agreement.

(iv) All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the District, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(v) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the District and shall not preclude the District from taking such other actions available to the District under other provisions of the Agreement or law.

h. Qualifying Insurers

(i) All policies required shall be issued by acceptable insurance companies, as determined by the District, which satisfy the following minimum requirements:

(1) Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and admitted to transact in the business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

i. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the District, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by District will be promptly reimbursed by Consultant or District will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, District may cancel this Agreement.

(iii) The District may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

(iv) Neither the District nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

j. Subconsultant Insurance Requirements. Consultant shall not allow any subcontractors or subconsultants to commence work on any subcontract until they have provided evidence satisfactory to the District that they have secured all insurance required under this section. Policies of commercial general liability insurance provided by such subcontractors or subconsultants shall be endorsed to name the District as an additional insured using ISO form CG 20 38 04 13 or an endorsement providing the exact same coverage. If requested by Consultant, District may approve different scopes or minimum limits of insurance for particular subcontractors or subconsultants.

12. Indemnification.

a. To the fullest extent permitted by law, Consultant shall defend (with counsel reasonably approved by the District), indemnify and hold the District, its officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liability, judgments, awards, decrees, settlements, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, (collectively, "Claims") to the extent caused by the negligent acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents to the extent caused by the negligent performance of the Consultant's services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to Claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, in no event shall the cost to defend charged to Consultant exceed Consultant's percentage of fault.

b. Additional Indemnity Obligations. Consultant shall defend, with counsel of District's choosing and at Consultant's own cost, expense and risk, any and all Claims covered by this section that may be brought or instituted against the District, its officials, officers, employees, agents or volunteers. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the District, its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Consultant shall also reimburse District for the cost of any settlement paid by the District, its officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for the District's attorney's fees and costs, including expert witness fees. Consultant shall reimburse the District, its officials, officers, employees, agents and volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, agents and volunteers.

13. California Labor Code Requirements.

a. Consultant is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. If the services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws, if applicable. Consultant shall defend, indemnify and hold the District, its officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not

limited to prevailing wages, employment of apprentices, hours of labor and debarment of contractors and subcontractors. It shall be mandatory upon the Consultant and all subconsultants to comply with all California Labor Code provisions, which include but are not limited to prevailing wages (Labor Code Sections 1771, 1774 and 1775), employment of apprentices (Labor Code Section 1777.5), certified payroll records (Labor Code Section 1776), hours of labor (Labor Code Sections 1813 and 1815) and debarment of contractors and subcontractors (Labor Code Sections 1777.1).

b. If the services are being performed as part of an applicable “public works” or “maintenance” project, then pursuant to Labor Code Sections 1725.5 and 1771.1, the Consultant and all subconsultants performing such Services must be registered with the Department of Industrial Relations. Consultant shall maintain registration for the duration of the Project and require the same of any subconsultants, as applicable. This Project may also be subject to compliance monitoring and enforcement by the Department of Industrial Relations. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements.

14. Verification of Employment Eligibility.

By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time, and shall require all subconsultants and sub-subconsultants to comply with the same.

15. Laws and Venue.

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Sacramento, State of California.

16. Termination or Abandonment

a. District has the right to terminate or abandon any portion or all of the work under this Agreement by giving ten (10) calendar days written notice to Consultant. In such event, District shall be immediately given title and possession to all original field notes, drawings and specifications, written reports and other documents produced or developed for that portion of the work completed and/or being abandoned. District shall pay Consultant the reasonable value of services rendered for any portion of the work completed prior to termination. If said termination occurs prior to completion of any task for the Project for which a payment request has not been received, the charge for services performed during such task shall be the reasonable value of such services, based on an amount mutually agreed to by District and Consultant of the portion of such task completed but not paid prior to said termination. District shall not be liable for any costs other than the charges or portions thereof which are specified herein. Consultant shall not be entitled to payment for unperformed services, and shall not be entitled to damages or compensation for termination of work.

b. Consultant may terminate its obligation to provide further services under this Agreement upon thirty (30) calendar days' written notice to District only in the event of substantial failure by District to perform in accordance with the terms of this Agreement through no fault of Consultant.

17. Ownership and Use of Documents; Confidentiality

17.1 Ownership. All plans, specifications, original or reproducible transparencies of working drawings and master plans, preliminary sketches, design presentation drawings, structural computations, estimates and any other documents prepared pursuant to this Agreement, including, but not limited to, any other works of authorship fixed in any tangible medium of expression such as writings, physical drawings and data magnetically or otherwise recorded on computer diskettes (hereinafter referred to as the "Project Documents") shall be and remain the property of District. Although the official copyright in all Project Documents shall remain with the Consultant or other applicable subcontractors or consultants, the Project Documents shall be the property of District whether or not the work for which they were made is executed or completed. Within thirty (30) calendar days following completion of the Project, Consultant shall provide to District copies of all Project Documents required by District. In addition, Consultant shall retain copies of all Project Documents on file for a minimum of fifteen (15) years following completion of the Project, and shall make copies available to District upon the payment of reasonable duplication costs. Before destroying the Project Documents following this retention period, Consultant shall make a reasonable effort to notify District and provide District with the opportunity to obtain the documents.

17.2 Right to Use. Consultant grants to District the right to use and reuse all or part of the Project Documents, at District's sole discretion and with no additional compensation to Consultant, for the following purposes:

- (a) The construction of all or part of this Project.
- (b) The repair, renovation, modernization, replacement, reconstruction or expansion of this Project at any time;
- (c) The construction of another project by or on behalf of the District for its ownership and use;

District is not bound by this Agreement to employ the services of Consultant in the event such documents are used or reused for these purposes. District shall be able to use or reuse the Project Documents for these purposes without risk of liability to the Consultant or third parties with respect to the condition of the Project Documents, and the use or reuse of the Project Documents for these purposes shall not be construed or interpreted to waive or limit District's right to recover for latent defects or for errors or omissions of the Consultant.

Any use or reuse by District of the Project Documents on any project other than this Project without employing the services of Consultant shall be at District's own risk with respect to third parties. If District uses or reuses the Project Documents on any project other than this Project, it shall remove the Consultant's seal from the Project Documents and hold harmless Consultant and its officers, directors, agents and employees from claims arising out of the negligent use or re-use

of the Project Documents on such other project.

17.3 License. This Agreement creates a non-exclusive and perpetual license for District to copy, use, modify or reuse any and all Project Documents and any intellectual property rights therein. Consultant shall require any and all subcontractors and consultants to agree in writing that District is granted a non-exclusive and perpetual license for the work of such subcontractors or consultants performed pursuant to this Agreement.

17.4 Right to License. Consultant represents and warrants that Consultant has the legal right to license any and all copyrights, designs and other intellectual property embodied in the Project Documents that Consultant prepares or causes to be prepared pursuant to this Agreement. Consultant shall indemnify and hold District harmless pursuant to the indemnification provisions of this Agreement for any breach of this Section. Consultant makes no such representation and warranty in regard to previously prepared designs, plans, specifications, studies, drawings, estimates or other documents that were prepared by design professionals other than Consultant and provided to Consultant by District.

17.5 Confidentiality. All Project Documents, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant to the extent they are not subject to disclosure pursuant to the Public Records Act. All Project Documents shall not, without the written consent of District, be used or reproduced by Consultant for any purposes other than the performance of the Services. Consultant shall not disclose, cause or facilitate the disclosure of the Project Documents to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the written consent of District.

18. Organization

Consultant shall assign Tim Loper as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the District.

19. Limitation of Agreement.

This Agreement is limited to and includes only the work included in the Project described above.

20. Notice

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed to:

DISTRICT

CONSULTANT:

Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, California 95610
Attn: Missy Pieri, District Engineer

Carollo Engineers, Inc.
50 West Liberty St, Suite 300
Reno, NV 89501
Attn: Tim Loper, Vice President

and shall be effective upon receipt thereof.

21. Third Party Rights

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the District and the Consultant.

22. Equal Opportunity Employment.

Consultant represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

23. Entire Agreement

This Agreement, with its exhibits, represents the entire understanding of District and Consultant as to those matters contained herein, and supersedes and cancels any prior or contemporaneous oral or written understanding, promises or representations with respect to those matters covered hereunder. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. This Agreement may not be modified or altered except in writing signed by both Parties hereto. This is an integrated Agreement.

24. Severability

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the provisions unenforceable, invalid or illegal.

25. Successors and Assigns

This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement. However, Consultant shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of District. Any attempted assignment without such consent shall be invalid and void.

26. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is specifically specified in writing.

27. Time of Essence

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

28. District's Right to Employ Other Consultants

District reserves its right to employ other consultants, including engineers, in connection with this Project or other projects.

29. Prohibited Interests

Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no director, official, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

30. District-Provided Information and Services

The District shall make all reasonable efforts to furnish to Consultant available studies, reports and other data in its possession that it knows to be pertinent to Consultant's services; obtain or authorize Consultant to obtain or provide such additional reports and data as the District determines to be required for the performance of Consultant's services hereunder; furnish to Consultant such services of others the District determines to be required for the performance of Consultant's services hereunder, and, unless otherwise specified in the scope or work or in any Task Order, Consultant shall be entitled to use and rely upon all such information and services provided by District or other in performing Consultant's services under this agreement.

31. Estimates and Projections

In providing opinions of cost, financial analyses, economic feasibility projects, and schedules for potential projects, Consultant has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, Consultant makes no warranty that the District's actual project costs, financial aspects, economic feasibility, or schedules will not vary from Consultant's opinions, analyses, projections, or estimates.

32. Conflict of Interest

Consultant's duties and services under this agreement shall not include preparing or assisting the District with any portion of the District's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the District. The District entering into this agreement shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. CONTRACTOR'S participation in the planning, discussion, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the District to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant pursuant to this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITRUS HEIGHTS WATER DISTRICT
AND CAROLLO ENGINEERS, INC.**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

CITRUS HEIGHTS WATER DISTRICT CAROLLO ENGINEERS, INC.

By: _____
Hilary m. Straus
General Manager

By: _____

Its: _____

Printed Name: _____

Federal ID No. _____

Business License Number _____ (City of
_____)

EXHIBIT A
Scope of Services

Water System Master Plan

PROPOSAL / JULY 2024



Letter of Transmittal





2880 Gateway Oaks Drive, Suite 300
Sacramento, California 95833
P 916-565-4888

carollo.com

July 17, 2024

Todd Jordan
Principal Civil Engineer
Citrus Heights Water District
6230 Sylvan Road
Citrus Heights, CA 95610

Subject: Proposal for the Water System Master Plan

Dear Todd,

“What should the District expect from your Water System Master Plan?” This is a thought-provoking question. Thinking it through has resulted in a lively dialogue—and response—among our team. Through our discussions, we have developed a robust approach to answering questions around focused demand projections, hydraulic analysis, and the integration of risk prioritization into a revised risk model all building off past District exercises. We focus on several tools and techniques that will make your job easier moving forward and put the District in a position to build supply resilience, improve system operations, and implement capital projects in the right place, at the right time.

While we focus on the process, technical development and analysis, we remain mindful that the work you have completed is a key part of updating the plan. The core effort will revolve around building confidence in the new analysis and collaborating with operations and engineering staff to come to a clear consensus on the recommended risk prioritization, R&R program, and capital projects. Our team is the best we can offer with a compelling record of service on master plan and asset management work that has technical and policy related experience to deliver a successful implementation plan.

As your project manager, I bring an entire career focused on hydraulic modeling, system evaluation, and long-range implementation plans. I am a master planning specialist and have developed more than 75 implementable planning documents and tools for agencies across California and the U.S. Through my role as the company-wide chief of planning services, I have worked with a deep bench of staff on many challenging modeling and planning projects across the country.

I am supported by a team that I have experience working with on dozens of planning projects. This team includes Ryan Orgill, Felicia James, Elisa Garvey, Jessica Fritsche, Jill Kjellson, Michael Ducker, and Michelle Eckard, each of whom are equally expert in their respective roles. This team has extensive experience working together on successful master plans, as well as a long list of successful work products and client relationships.



Citrus Heights Water District
July 17, 2024

Page 2

We look forward to working with you to develop a realistic, implementable plan that clearly focuses on understanding and mitigating the human impacts of the project recommendations. Please feel free to reach out to me directly if you have questions related to our proposal.

Thank you,
CAROLLO ENGINEERS, INC.

A handwritten signature in black ink, appearing to read 'Tim Loper', with a long horizontal line extending to the right.

Tim Loper, PE
Project Manager
TLOper@carollo.com
775-324-4427
50 West Liberty Street, Suite 300
Reno, Nevada 89501

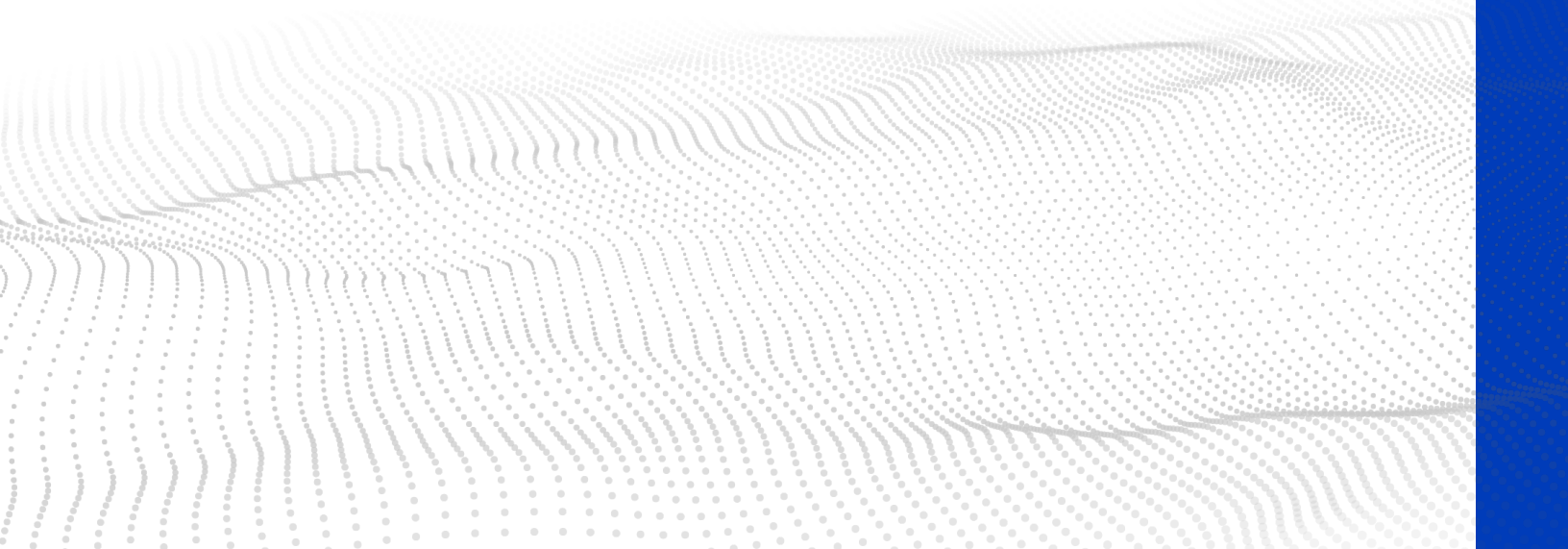


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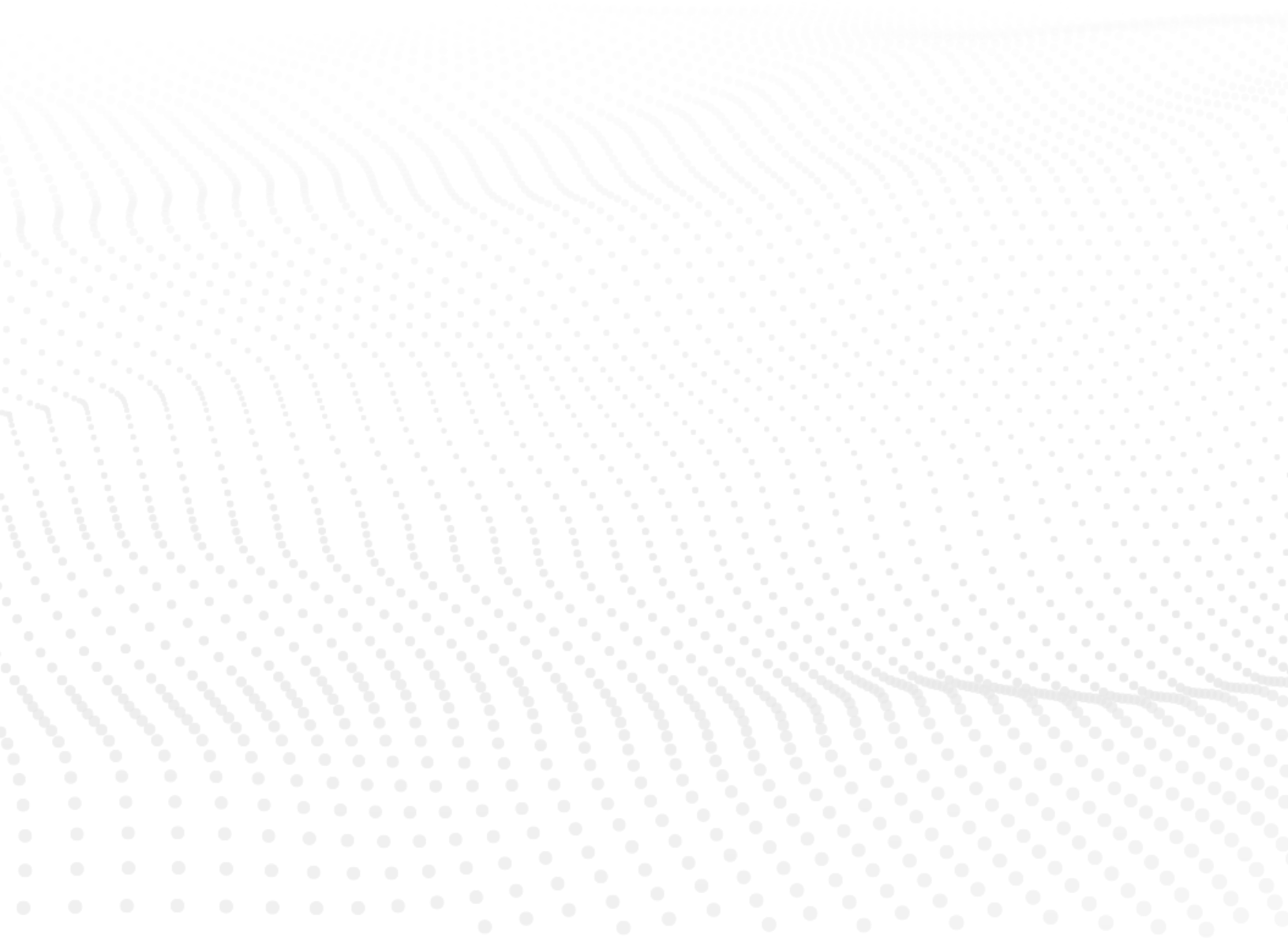


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Summary



Your Committed Partner

Our dedicated team is uniquely equipped to shape your resilient water future, with our extensive and proven experience in crafting comprehensive Water System Master Plans.

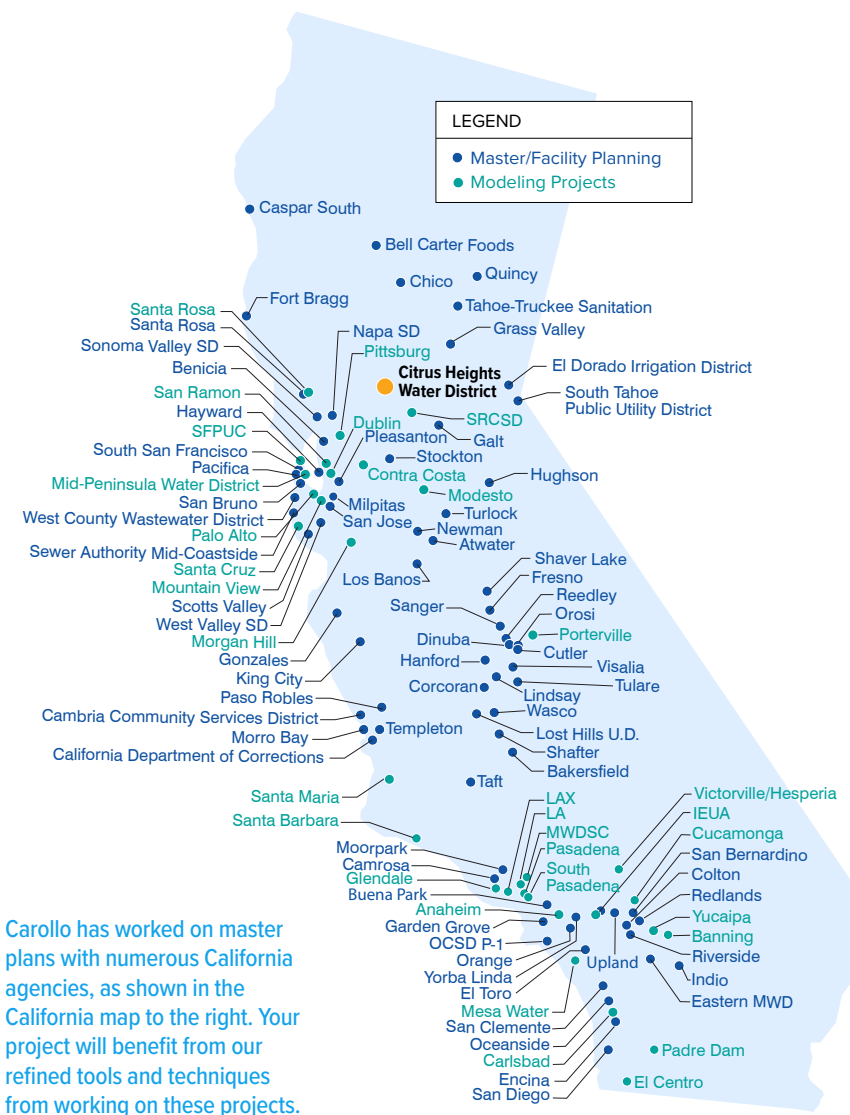
Leading the Way in Master Planning

Carollo is a leader in the development of award-winning master plans for water agencies, who face a variety of complex issues, including aging infrastructure, changing demand conditions, and client need for sustainable and resilient upgrades. We have successfully provided master planning services for municipal utilities with populations ranging from 5,000 to over four million people. Our projects range in size from small planning studies to comprehensive regional master plans that demonstrate our ability to simplify complex technical, legal, regulatory and institutional issues to produce clear, concise, cost-effective, and implementable recommendations for a wide variety of stakeholders. We understand that your CIP needs to be realistic and doesn't forget the human impacts projects can have on the public. This is especially true for CHWD, as many of the transmission mains are in private property.

Our Team

The success of any project starts with selecting the right project team. Tim Loper, our proposed project manager is Carollo's Chief of Master Planning Services company-wide. He has helped agencies across the Country develop realistic implementable Master Plans to provide solutions to challenges just like yours. Ryan Orgill has worked directly with Tim for 19 years, and the two of them together have established many of the technical practices that Carollo's national teams employ. Felicia James, is a national recognized leader in asset management and the development of Long Term R&R programs. Combined with the other technical leads our team offers best in class expertise. The primary office we will be working out of is the Sacramento office and the staffing allocation for that office is Michelle Eckard, Felicia James, Michael Ducker, Jill Kjellsson, Elise Moore, and Eli Weintraub.

Carollo has worked on master plans with numerous California agencies, as shown in the California map to the right. Your project will benefit from our refined tools and techniques from working on these projects.



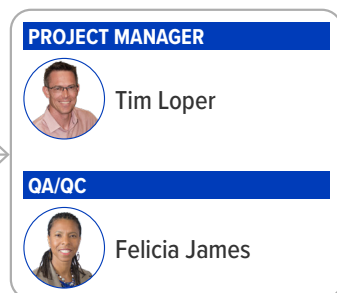
OUR PROJECT APPROACH

Carollo's approach focuses on efficient evaluation and development of a WSMP that develops recommendations that are realistic, focus on the human impacts, and incorporates the comments and concerns of the public as a whole. Successfully completing the WSMP update will require addressing several challenges and objectives, including:

- Create a comprehensive project work plan that integrates various elements within timelines.
- Use modern demand projection methods to determine realistic future facility needs.
- Integrate distribution and transmission analyses with the storage evaluation to enhance system operations.
- Develop a business case evaluation that provides a clear recommendation on the true costs, and impacts from AMR/AMI programs and equipment.
- Enhance the District's Project 2030 by using data-driven decision-making and hydraulic models to prioritize high-risk pipelines.
- Create digital deliverables that effectively communicate results and enable agile project implementation and spending.



The Sunrise Tomorrow Specific Plan focuses on the redevelopment of the Sunrise Mall area. The City's plans to make the Sunrise Mall area a regional shopping and business destination is a key element of the City's future plans. Carollo's approach helps capture the future demand impacts by applying detailed and specific factors for targeted development areas for realistic and accurate projections.



Task 2.3 – Water Supply Resource Capacity and Reliability Evaluation Elisa Garvey (Lead) Michael Ducker (Wells)	Task 2.8 – Distribution Main Capacity Analysis Ryan Orgill (Lead) Julia Semmens
Task 2.4 – Water Demand Analysis Jessica Fritsche (Lead)	Task 2.9 – Evaluate Existing Transmission and Distribution Systems Jill Kjellsson (Lead) Michelle Eckard
Task 2.5 – System Pressure Management Plan Ryan Orgill (Lead) Julia Semmens	Task 2.10 – AMR/AMI Evaluation Julia Semmens (Lead) Eli Weintraub
Task 2.6 – Water Storage Analysis Ryan Orgill (Lead) Julia Semmens	Task 2.11 – Supervisory Control and Data Acquisition (SCADA) Elise Moore (Lead)
Task 2.7 – Transmission Main Capacity Analysis Ryan Orgill (Lead) Julia Semmens	Task 4.0 – Digital Delivery Andy Baldwin (Lead) Jackie Silber (GIS Support – All Tasks)

Carollo's team includes experts with extensive resumes of experience in their identified fields and scope areas. We offer CHWD some of the best that Carollo can offer. We encourage you to contact our references and find out for yourselves how we can help you deliver the Water System Master Plan.



“
 Tim's dedication to delivering high-quality results, coupled with his effective communication skills and proactive problem-solving abilities, made him an invaluable asset to our team.
 – Charley Miller
 Assistant GM, Tahoe City Public Utilities District

Statement of Understanding



Statement of Understanding

The Citrus Heights Water District seeks an engineering firm to develop a water system master plan to update and address unique transmission and distribution challenges.

Understanding and Approach

The Citrus Heights Water District (CHWD, District) is looking to contract with a professional engineering consulting firm to develop a water system master plan (WSMP). The WSMP will provide valuable updates to work completed by the District in the last 10 years. Key elements of the plan include a comprehensive list of required capital and rehabilitation and replacement (R&R) projects and programs. The District has been progressive in its short and long-term planning of facilities and capital funding requirements. The District has some unique challenges associated with its transmission and distribution system, including major transmission infrastructure in backyards and private property. The District also doesn't have currently any of its own storage in the distribution system, and they are developing and maintaining groundwater supply sources.

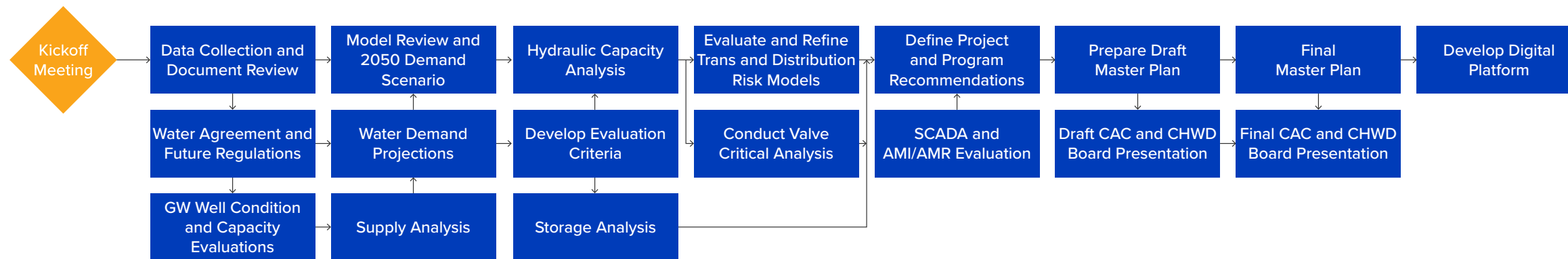
This project will require a team of diverse specialists who can incorporate the requirements and recommendations from multiple specialist evaluations and be able to aggregate capital and programmatic requirements into a cohesive and comprehensive planning document that establishes a clear path forward for the CHWD. Successful completion of the WSMP update will require meeting several challenges and objectives, including:

- Development of a well conceptualized and thorough project work plan that integrates multiple project evaluation elements within the required project timelines.
- Development of a modern approach to demand projections to provide realistic future facility needs.
- Coordination of the distribution and transmission analysis with the storage evaluations to allow a focus on system operational improvement benefits.
- Utilizing and building upon existing efforts to develop robust and repeatable annual renewal prioritization and costs.
- Develop a business case evaluation that provides a clear recommendation on the true costs, and impacts from AMI/AMR programs and equipment.
- Development of digital deliverables that not only communicate the results and findings but allows the District to be nimble in project implementation and spending.

Carollo's approach focuses on efficient evaluation and development of a WSMP that develops recommendations that are realistic, focus on the human impacts, and incorporates the comments and concerns of the public as a whole.

Carollo developed the following work plan to incorporate these factors into a logical work flow that provides multiple touch points for District Leadership and the Customer Advisory Committee (CAC).

Project Work Flow



DELIVERABLE/WORKSHOP

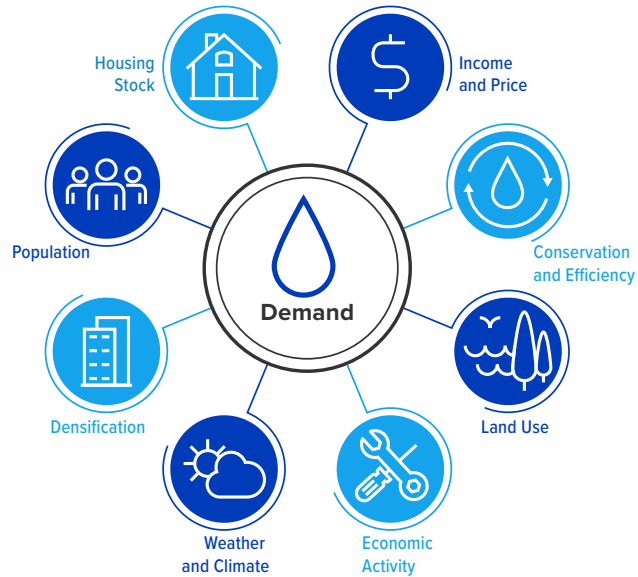
<ul style="list-style-type: none"> Agenda, Minutes and Action Items Data Collection Matrix 	<ul style="list-style-type: none"> Agreement, Regulations and Water Rights Water Agreements, Regulations and Rights TM 	<ul style="list-style-type: none"> Demand and Supply Workshop Demand and Supply TM 	<ul style="list-style-type: none"> Hydraulic Capacity Storage Workshop Hydraulic Capacity TM Storage Evaluation TM 	<ul style="list-style-type: none"> Existing Risk Model Workshop Risk Model Recommendations Risk Evaluation TM Valve Criticality TM 	<ul style="list-style-type: none"> SCADA and AMI Workshop SCADA TM AMI/AMR TM Draft Capital Improvement Plan CAC Meeting No.1 	<ul style="list-style-type: none"> Draft Master Plan Draft ES Draft Master Plan Workshop Draft CAC Presentation Draft Board Presentations 	<ul style="list-style-type: none"> Final Master Plans Final Executive Summary Final CAC Presentation Final Board Presentations CAC Meeting No.2 	<ul style="list-style-type: none"> Digital Delivery Prototype Digital Delivery Workshop Final Digital Delivery
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Carollo's work plan focuses on developing the right information and findings at the right times to provide efficient system analysis and avoid re-work.

Robust water demand projections that account for modern residential, commercial, and industrial demand behavior are the basis for infrastructure sizing and capital costs.

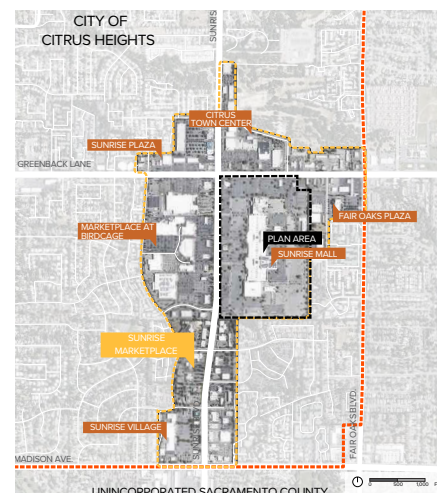
Over the past two decades, indoor and outdoor water use patterns and use rates have significantly changed. Past practices that try to simplify demand projections are not adequate to utilize with modern data collection methods, or to develop more detailed understanding of new development water usage. Combined with California’s new water conservation regulations, gone are the days of per capita projections based on rough estimates of future population and people per dwelling unit.

The City of Citrus Heights is also looking towards the future. Plans such as the Sunrise Tomorrow Specific Plan and other proposed redevelopment areas look to densify older parts of town. The District would also like to understand the potential impacts of Accessory Dwelling Units (ADU’s). Carollo’s demand projection approach provides a greater level of detail in demand projections. This is critical because all of the future facility sizing is based on the impacts from projected demands. Its paramount that we use an accurate and robust methodology for predicting future demands.



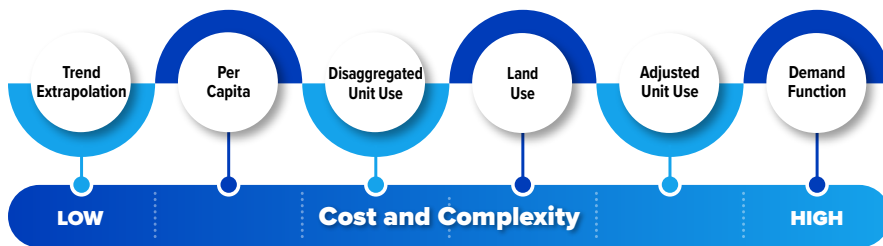
Existing data platforms allow us to utilize complex projection methodologies that account for a variety of factors, such as economics, conservation, and development densities. Ultimately, this allows us to develop a more focused and detailed demand projection.

The Sunrise Tomorrow Specific Plan focuses on the redevelopment of the Sunrise Mall area. The City’s plans to make the Sunrise Mall area a regional shopping and business destination is a key element of the City’s future plans. Carollo’s approach helps capture the future demand impacts by applying detailed and specific factors to targeted development areas for realistic and accurate projections.



Source: Sunrise Tomorrow Specific Plan, November 10, 2021

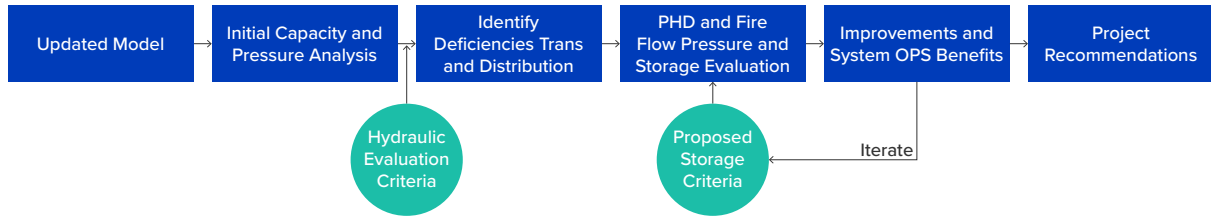
Analysis Inputs by Level of Complexity



A plan like this requires a variety of methods to develop water projections. For key redevelopment and densification areas, such as the sunrise mall zone, we may want to focus on more complex solutions, where other more developed areas of the City may allow for the utilization of a more standard approach.

Understanding the true benefits of including storage in the distribution system can only be accomplished with focused hydraulic modeling efforts.

Modeling Evaluation Work Flow

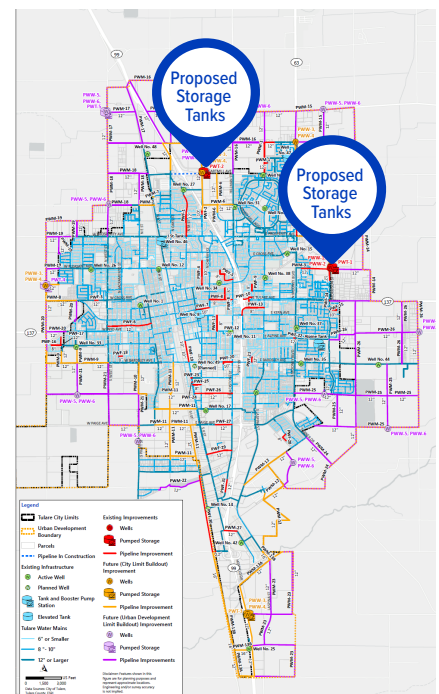
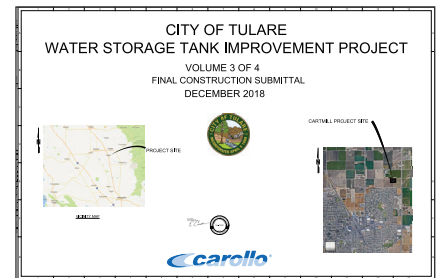


Carollo's approach to integrating the transmission, distribution, and storage evaluations provides efficiency in its evaluations and the ability to optimize solutions and minimize capital project costs.

Carollo's staff has extensive experience conducting hydraulic analysis for transmission and distribution systems. Developing focused evaluation criteria that allows us to identify deficiencies for MDD, PHD, and Fire Flow scenarios provides targeted focus on critical infrastructure. Our modeling approach will go beyond simple hydraulic evaluations to identify the key benefits of adding storage for a comprehensive list of improvements and identified benefits.

To understand the true benefit of adding storage tanks to the District's distribution system, there needs to be a detailed and focused analysis using the hydraulic model. Typically, the supply required is equal to the maximum day demand with the largest supply out of service, and peak hour demands are met through storage. Without distribution system storage, peak hour demands need to be met by your firm supply capacity. Without storage, the supply required is significantly larger. Storage tanks, strategically placed in the distribution system can provide significant benefit in terms of peaking capacity and operational efficiency.

Carollo's approach is to build storage analysis scenarios that look at pressure benefit during peak demands, as well as fire flows. We will also quantify the reduction in required supply that providing storage allows, and evaluate the cost and benefits of potential system performance improvements to make a business case for including (or not) storage in the long term capital and operational plans of the District.



Tulare Case Study

Carollo began working with the City of Tulare in 2009 to develop a plan to increase the reliability of the water system. With failing wells, the City needed a plan to increase supply and meet peak demands during high demand times. Carollo conducted an analysis to show how adding water storage to the water system could drastically improve operating pressures during peak demands. Carollo worked with City staff, the Public Utilities Board and the City Council to approve a plan to build three one million gallon ground level storage tanks. Over the next ten years the City has completed construction of three new tanks, that have provided the required resilience to mitigate groundwater supply disruptions and has allowed the City the time to continue planning for new supply sources, and provide its residence with reliable pressure.

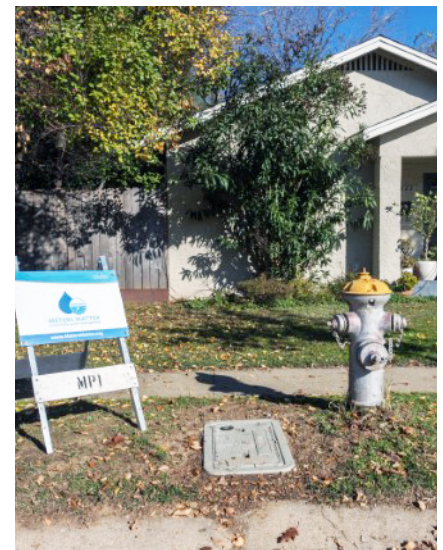
Carollo's approach to metering options will provide a clear understanding of the costs and benefits of advanced metering technologies

It's common for most agencies to move toward advanced metering infrastructure (AMI) as a replacement for standard meter equipment as old assets need to be replaced. But the true cost and benefits needs to be understood to make long term capital and operations and maintenance decisions. AMI provides the utility with the opportunity to have real-time, precise, system wide information without having to send staff out to collect it. The benefit is that issues like leaks, running toilets, reverse-flow meters, and billing problems can get sorted out much more quickly (and less expensively). However, implementation of AMI equipment and programs come with a high capital costs.

Carollo's evaluation approach looks to use quantitative and qualitative evaluation criteria to develop a business case analysis of AMI implementation.

Carollo's approach will use multiple factors and evaluation criteria to paint a comprehensive picture of the cost and the benefits of multiple AMI implementation products and programs. The table on the right lists a few factors and criteria that will be included.

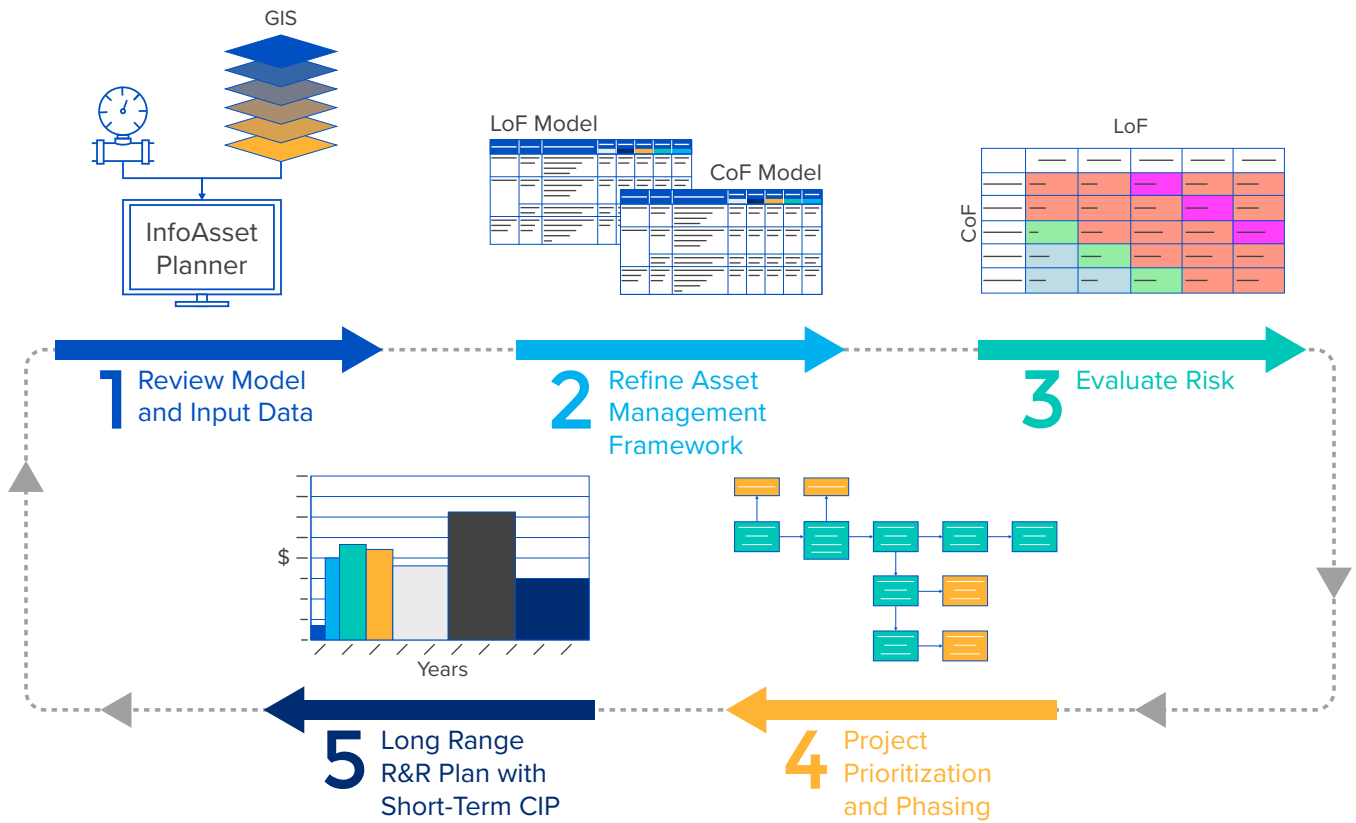
Qualitative and Quantitative Factors	Criteria
Meter Assets	<ul style="list-style-type: none"> ▪ Rate of replacement ▪ Capital Costs ▪ Calibration Schedule and Cost
Leak Detection	<ul style="list-style-type: none"> ▪ Water loss ▪ Customer service
Billing	<ul style="list-style-type: none"> ▪ No Field Data Collection ▪ Apparent Loss Data
Data Analysis	<ul style="list-style-type: none"> ▪ Modeling Development and Calibration ▪ Operational Analysis
Operations and Maintenance	<ul style="list-style-type: none"> ▪ Cost Impacts ▪ Staffing Impacts (FTE+-) ▪ Data Analytics



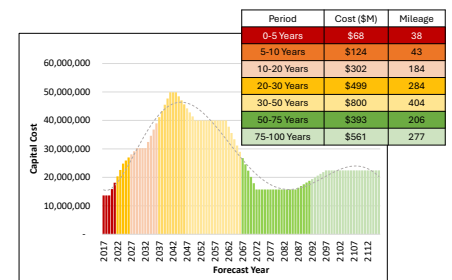
Carollo's experience with the Sacramento meter program has allowed Carollo to develop a comprehensive understand of many of the cost factors. Carollo's team provides valuable knowledge of program implementation costs and challenges. That benefit is not always worth the capital cost to implement.

Building on the District's R&R practices, Carollo will develop a robust and repeatable process for annual renewal.

As part of this Project, the District wishes to refine the risk framework, evaluate the transmission and distribution mains separately, perform a valve criticality assessment, and prepare a strategy, including technology recommendations, for the District to complete a physical condition assessment. To focus resources on pipelines that are in the greatest need, Carollo will apply a data-driven decision-approach to refining the District's existing risk model, summarized in the graphic below. This effort builds off the work completed to date and incorporates hydraulic model results to account for capacity-related failure in addition to condition-based physical mortality.



- 1 The existing InfoAsset Planner risk model will be reviewed for usability and updated to incorporate hydraulic modeling results.
- 2 A large portion of the District's pipes are identified as risk category 3. The Likelihood of Failure (LOF) and Consequence of Failure (COF), inputs to the risk score calculation, will be refined in collaboration with the District to improve the distribution of risk grading to aid in prioritization.
- 3 Risk will be evaluated for the transmission and distribution mains separately. Identifying and understanding what factors are driving the resulting risk score is important to define the appropriate action and provide transparent and defensible project selection and prioritization.
- 4 Main replacement recommendations will be updated based on the refined risk models and will be consistent with the Phasing Plan in the Project 2030.
- 5 The results of the risk modeling will inform the Capital Improvement Program for the short-term (5-year), medium-term (5- to 15-year) and long-term (16- to 25-year). As projects are implemented and new data is obtained, the model inputs can be updated annually.

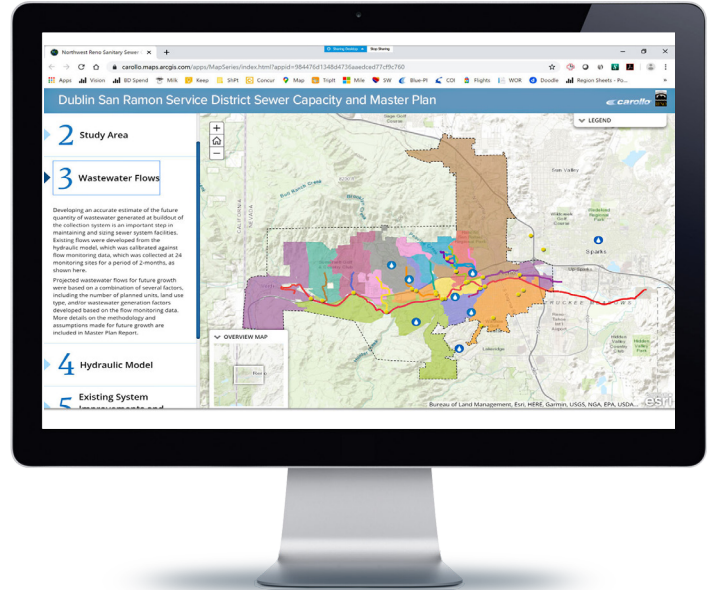


Carollo helped Central San develop a long term R&R program using InfoAsset Planner. We helped implement to software solution and assisted the District with the processes needed for annual R&R prioritization.

Digital Master Plans provide a sustainable communication platform that allows the District to be nimble to changes in planning assumptions and funding parameters.

The one issue that we have heard for years is that the master plans are out of date the moment they are published. Carollo has been working for the past 10 years to develop digital delivery platforms that allow utilities to stay nimble to changes in planning assumptions, cost factors, the pace of development, or annual cash flow. Digital platforms such as PowerBI, ESRI ArcGIS Online, and others allow us to build update-able electronic deliverable, formats that can stay current as projects are completed or delayed, as development pace changes the risk prioritization of capital projects.

The other significant benefit of digital delivery platforms is ease in communications of project findings, recommendations or other key elements. Digital platforms can easily be shared and viewed through handheld devices or personal computers. This type of delivery allows the District to be flexible to changes so that key programs can be modified based on current conditions. Carollo will work closely with District staff to determine the best digital platform for CHWD's communication and CIP planning needs.



Digital cloud-based platform such as an ESRI StoryMap provide an easy communication platform to reach stakeholder groups.

Benefit to the District

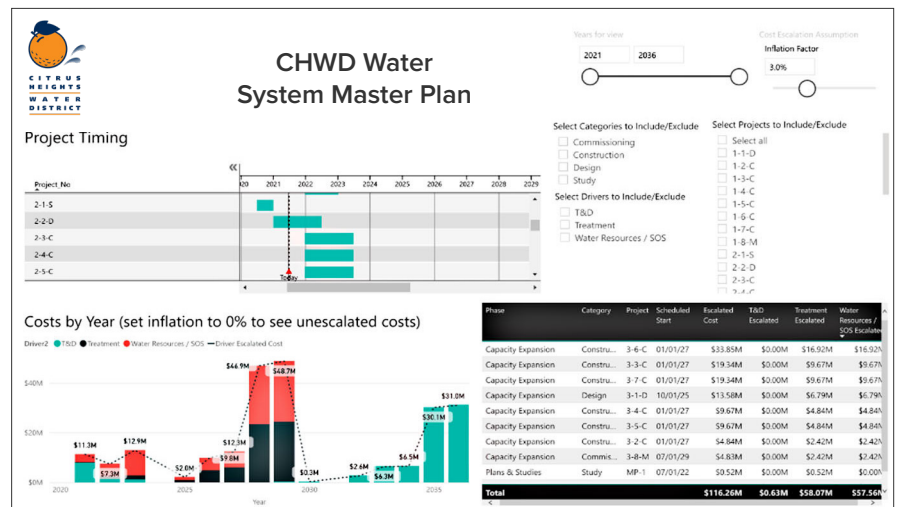
By providing a common information platform where capital projects and planning assumptions are directly linked to related infrastructure requirements, the CIP implementation plan can be updated and re-prioritized as projects are completed and reflect inevitable changes that occur over time.



Link to a StoryMap example that we developed for the City of Reno.

Key Features of a Digital Master Plan

1. Single location for all project information.
2. Integration with asset database.
3. "Living CIP" and implementation plan.
4. Platform is easily updated and configured for long-term District implementation.



A dynamic CIP dashboard in PowerBI allows exploration of projects by driver and discipline (water resources/source of supply, treatment, transmission). Our approach enables District staff to economically update this in-house by simply swapping out the underlying Excel table.

Report Tasks



Report Tasks

We have developed a preliminary scope of work based on our understanding of the scope of services in the RFP.

Task 1 – Project Management and Planning

Carollo's project manager will direct and coordinate the efforts of the project team members, and will provide overall project management activities to keep the project on schedule and within budget.

Task 1.1 Project Management

This task includes general project management for the duration of approximately fourteen (14) months. As part of this task, Carollo will lead, coordinate, and monitor the day-to-day activities and administration of the WSMP. Carollo will prepare monthly status reports that outline past and upcoming work progress, quality management activities, and summarize schedule and budget status in measurable terms.

Task 1.2 Project Management Meetings

Carollo will prepare for and attend project meetings. As part of this task, meeting agendas and notes will be prepared by Carollo staff and delivered in electronic format.

Task 1.2.1 - Monthly Progress Meetings

Carollo will prepare for and administer monthly project progress meetings. It is assumed that fourteen (14) monthly progress meetings will be conducted, and that they will be a mix of virtual and in person meetings. This task assumes seven (7) in person meetings and seven (7) virtual meetings.

Task 1.2.2 - Monthly Progress Calls

Carollo will also administer a short additional monthly coordination call once per month (up to a total of 14 calls) for the duration of the project. The progress calls will be used to coordinate project needs. The progress calls will generally be a half hour or less.

Task 1.2.3 - Customer Advisory Committee (CAC) Meetings

Carollo will prepare for and administer up to two (2) in person CAC meetings. The timing of each public advisory group meeting will be determined based on discussions with District staff. Comments and responses to content produced during the meetings will be documented and District Staff will coordinate with Carollo on the inclusion of CAC comments as necessary.

Task 1.3 Data Collection

Carollo will submit a list to the District requesting available relevant reports and other data/information to be provided by the District for use in this project. Carollo will develop a data collection table that will be discussed at the project kickoff meeting. Carollo will update the data collection table as items are received and will update the District on outstanding items remaining for the project.

TASK 1 DELIVERABLES

- Agendas and meeting minutes.
- Monthly reports summarizing consultant progress, budget, and schedule.
- Data collection matrix.

Task 2 – Water System Master Plan Sections

Task 2.1 Summary of Applicable Studies

Carollo will summarize the data and other relevant information from previous and ongoing studies (as provided in Task 1.3) to avoid duplication. Previously completed work will be utilized to the extent practical in the development of the WSMP.

Task 2.2 Water Rights, Water Service Agreements, Legislation, and Regulations

Task 2.2.1 - Water Rights Review

Carollo will review existing water rights and entitlements for the District's surface and groundwater supply sources, and compare against future demand and resilience requirements. The findings will be incorporated in the supply and demand analysis findings.

Task 2.2.2 - Service Agreements Review

Carollo will review the Wholesale Water Supply Agreement between the District and the San Juan Water District and evaluate potential impacts or opportunities from the projected demands.

Task 2.2.3 - Existing and Future Legislation and Regulations Review

Carollo will review state and regional water plan goals, with a focus on the long-term best management for the underlying groundwater and surface water resources that specifically involve the District. Carollo will also review current and anticipated water-related laws, codes, and regulations that currently affect, or are expected to affect the District, and incorporate them as appropriate into the WSMP. Existing and future regulation review will include anticipated conservation regulations, as well as California's new water loss and water quality regulations.

TASK 2.2 DELIVERABLES

- Workshop presentation to District staff summarizing the key findings, recommendations, draft presentation to project manager for review prior to Workshop.
- Draft workshop meeting minutes for District review.
- Final workshop meeting minutes that address District comments from the draft version.
- Draft technical memorandum.
- Final technical memorandum that addresses District comments from the draft version.

Task 2.3 Water Supply Resource Capacity and Reliability Evaluation

Task 2.3.1 - Summarize Existing Supply Facilities

Carollo will compile and summarize the major attributes associated with the District's water supply facilities. This information will be used to establish the available supply capacity of the District's system and to provide background information for the well facility site visits and reliability evaluation.

Task 2.3.2 - Water Supply Analysis (Supply vs. Projected Demands)

Carollo will evaluate the District's existing water supply resources capacity and reliability under various water supply operational conditions. Carollo will evaluate the capacity of the District's supply sources to meet the projected Maximum Day Demand (MDD) and Peak Hour Demand (PHD) conditions in the system. Carollo will identify the extent of any supply deficiencies with District staff and discuss potential supply options to consider mitigating any current or future capacity shortfalls.

Task 2.3.3 - Well Facility Site Visits

Carollo will conduct a condition assessment of the District's six groundwater wells as part of this task. Carollo will conduct a site visit (up to two days) to meet and conduct interviews with District staff to perform the visual condition assessment. The following available historical data will be requested and reviewed prior to the site visit:

- Initial well development and production (drilling method, total depth, static water depth, size of well, type of material used in well construction, cement records, type and location of screening).
- Well design considerations (submersible vs. vertical turbine well design criteria, manufacturer O&M manuals, whether wells have VFDs).
- Geotechnical and subsurface information from production and/or monitoring wells.
- Past inspection reports (e.g., pump tests), video inspections, chemical cleaning, screen inspections or replacements.
- Past maintenance records including replacement or refurbishing of parts.
- Aquifer history, operating parameters, and response/recovery data (e.g., historical water levels, any trends in draw down, interactions with multiple wells running).
- Pump information (horsepower, pump test data, pump curves, historical pumping data).
- Any Regulatory changes that have or will impact well production (e.g., water quality).
- Any Permitting changes that have or will impact planning or operating criteria.

The visual condition assessment will be conducted for well assets including the pump motors, visible pipes, well structures and well appurtenances (such as chemical feed or wellhead treatment systems). Particular attention will be given to the mechanical design considerations and maintenance history to provide mechanical recommendations for future well improvements and/or development of new wells. Hydrogeological information provided by the District will be reviewed for background information, but hydrogeological data and reports are assumed to not require further peer review or analysis.

Task 2.3.4 - Groundwater Well Reliability Evaluation

Carollo will use the information and evaluations performed through tasks 2.3.1 through 2.3.3 to develop a comprehensive set of reliability and capacity recommendations. Carollo will:

- Assess the District’s existing groundwater wells for performance and remaining useful life and provide recommendations.
- Evaluate groundwater target service level alternatives (up to three), identify the most operationally and economically justifiable alternative, and provide recommendations.
- Assess existing groundwater well facilities to make recommendations to address any issues, evaluate the possibility of re-drilling existing wells or drilling new wells, based on the targeted groundwater service level.
- Assess historical well water quality reports to identify any trends in constituents that may require additional treatment.

TASK 2.3 DELIVERABLES

- Project coordination meeting with key District staff to discuss study criteria.
- Workshop presentation to District staff summarizing the key findings and recommendations, draft presentation to project manager for review prior to Workshop.
- Draft Workshop meeting minutes for District review.
- Final Workshop meeting minutes that address District comments from the draft version.
- Draft technical memorandum.
- Final technical memorandum that addresses District comments from the draft version.

Task 2.4 Water Demand Analysis

Task 2.4.1 - Evaluate and Summarize Existing Water Demand and Production

Carollo will review data provided by the District related to historical water production and water consumption at the start of this project. Carollo will use this data to calculate the existing average day demand (ADD), existing MDD, existing PHD, and existing minimum day demand (MinDD) throughout the District.

Carollo will develop unit water demands factors for the different water use types for the District. The unit demand factors will be based on land use (including, but not limited to, residential, commercial, institutional/governmental, landscape, construction, and non-revenue water), the age of the infrastructure, and the efficiency of the water distribution system. Carollo will also develop max-day and peak hour peaking factors.

Task 2.4.2 - Water Conservation Regulations Review

Carollo will review and assess existing and under-review water conservation requirements from the State or other authorities that may impact water use within the District. Carollo will incorporate these conservation requirements into a detailed demand projection methodology, which will be presented to District staff for review and approval.

Task 2.4.3 - Develop Water Demand Projections

Carollo will develop demand projections for build-out conditions in 2050 considering various factors that could impact future District-wide water usage. The analysis will consider the following factors:

- **Population growth projections:** Carollo will prepare an assessment of the population growth projections for the District. This assessment shall be based on the latest census data and reliable planning documents.
- **Land use:** Carollo will review potential impacts of changes in water demand due to new developments, changes in land use/zoning, and other relevant factors.
- **Recommended unit water demand/peaking factors:** Unit demand factors and peaking factors will be developed based on the findings of Tasks 2.4.1 and 2.4.2.
- **Population densification:** Carollo will assess the impact of population densification on water demands, including the possible population densification associated with Senate Bill 9 (SB-9) California Housing Opportunity and More Efficiency (“HOME”) Act, for example.

TASK 2.4 DELIVERABLES

- Project coordination meeting with key District staff to discuss study criteria.
- Workshop presentation to District staff summarizing the key findings and recommendations, provide draft to project manager for review prior to Workshop.
- Draft Workshop meeting minutes for District review.
- Final Workshop meeting minutes that address District comments from the draft version.
- Draft technical memorandum.
- Final technical memorandum that addresses District comments from the draft version.

Task 2.5 System Pressure Management Plan

Task 2.5.1 - Evaluate Existing System Pressures

Carollo will use the calibrated model to evaluate system pressures under existing and build out demand conditions. This analysis will help to identify areas with high/low pressures. System pressures will be mapped and compared against typical industry standard values for maximum and minimum pressures under various demand conditions (i.e., existing ADD, existing MDD/PHD, future ADD, future MDD/PHD). The findings of this task will help identify areas of potential efficiency or improvement to the District's current pressure zone boundaries.

Task 2.5.2 - Evaluate Pressure Zones

Carollo will analyze and develop recommendations for potential pressure zone modification as part of this task. This could include creation of additional pressure zones, consolidation of pressure zones, or modifications to pressure zone hydraulic grade lines (HGLs) as appropriate. Carollo will develop system performance results, cost assessments, recommendations, and implementation options for potential re-zoning options. Carollo will develop a set of recommended improvements based on a cost/benefit analysis that will consider capital costs, operating costs, and other factors.

TASK 2.5 DELIVERABLES

- Project coordination meeting with key District staff to discuss study criteria.
- Workshop presentation to District staff summarizing the key findings and recommendations, provide draft to project manager for review prior to Workshop.
- Draft Workshop meeting minutes for District review.
- Final Workshop meeting minutes that address District comments from the draft version.
- Draft technical memorandum.
- Final technical memorandum that addresses District comments from the draft version.

Task 2.6 Water Storage Analysis

Task 2.6.1 - Evaluate Water Storage Needs

Carollo will conduct an evaluation to determine if there is a need to add storage into the District's distribution system considering the existing available storage provided by the San Juan Water District. The initial step for this would be to determine the required storage for the District's system broken down by pressure zone. This required storage would include operational, fire, and emergency.

Task 2.6.2 Develop Water Storage Recommendations

Carollo will document the required storage by pressure zone for both existing and future conditions. Carollo will also consider the District's available groundwater supplies and availability (both existing and future) into the storage analysis. Carollo will then provide recommendations for potential storage within the system, if required, including a capital cost and implementation plan for the tanks, as well as a rough idea of the O&M costs associated with the tanks.

TASK 2.6 DELIVERABLES

- Project coordination meeting with key District staff to discuss study criteria.
- Assume one site visit to see existing sites considered for storage facilities.
- Workshop presentation to District staff summarizing the key findings and recommendations, provide draft to project manager for review prior to Workshop.
- Draft Workshop meeting minutes for District review.
- Final Workshop meeting minutes that address District comments from the draft version.
- Draft technical memorandum.
- Final technical memorandum that addresses District comments from the draft version.

Task 2.7 Transmission Capacity Analysis

Task 2.7.1 - Develop Hydraulic Evaluation Criteria

This task consists of defining the methodologies for evaluating the water distribution system, sizing improvements, and for developing capital improvements. Carollo will review the District's existing design standards and level of surface goals for water transmission, water storage, pump stations, groundwater wells, and other water facilities pertinent to water system planning.

Criteria that will be developed/confirmed as part of this task include:

- System supply/pumping criteria
- Tank storage criteria, including:
 - » Operational storage
 - » Fire storage
 - » Emergency storage
- System pressure criteria
- Pipeline roughness coefficients
- Minimum/maximum pipeline velocity
- Pipeline head loss criteria
- Peaking factors
- Fire flow criteria

Task 2.7.2 - Evaluate Transmission Hydraulic Capacity

The hydraulic model will be set up to represent various operating scenarios under normal conditions. The following scenarios will be set up in the model:

- Existing ADD
- Existing MDD/PHD
- Existing MDD + Fireflow Conditions
- Buildout ADD
- Buildout MDD/PHD
- Buildout MDD + Fireflow Conditions

In addition, the model will be setup to run the above scenarios for up to two emergency and/or water transfer scenarios. These model runs will be used to identify the need for transmission system upgrades. The analysis will consider transmission main rehabilitations and replacements or realignment for pipelines installed outside of the public right of way. The analysis will consider long-term operations and required redundancies under various scenarios, including emergency water supply conditions, and water transfer opportunities for outside agencies.

Task 2.7.3 - Develop Transmission System Recommendations

As part of this task, Carollo will develop recommended transmission improvements to mitigate existing/future capacity deficiencies, including but not limited to:

- Replacement sizes and locations for transmission mains to meet projected demands and fire flow requirements.
- Projects that may be needed to facilitate the abandonment (partially or in whole) or replacement of the existing 24-inch transmission main from Oak Avenue to Greenback Lane.
- Projects that may be needed due to the abandonment of the 24-inch transmission main from Canady Lane to Sunrise Boulevard.
- Projects that may be needed to facilitate the replacement of the existing 24-inch transmission main from Fair Oaks Boulevard to Canady Lane with a distribution main.
- Projects that may be needed to facilitate the replacement of the existing 30-inch transmission main from C-Bar-C Park to Fair Oaks Blvd. With a transmission main on Woodside School and Villa Oak Drive to Fair Oaks Boulevard.

TASK 2.7 DELIVERABLES

- Project coordination meeting with key District staff to discuss study criteria.
- Workshop presentation to District staff summarizing the key findings and recommendations, provide draft to project manager for review prior to Workshop.
- Draft Workshop meeting minutes for District review.
- Final Workshop meeting minutes that address District comments from the draft version.
- Draft technical memorandum.
- Final technical memorandum that addresses District comments from the draft version.

Task 2.8 Distribution Main Capacity Analysis

Task 2.8.1 - Evaluate Distribution System Capacity

Carollo will perform a capacity analysis of the existing distribution mains and evaluate alternatives for replacement where needed. The analysis will consider various water supply operating conditions including fire flow as noted in Task 2.7, and will assess the ability of the existing distribution mains to support additional wells.

The model will be used to evaluate maximum delivery pressures and pipe velocities under ADD and PHD conditions. The model will also be used to evaluate available fire flows (under MDD condition) by land use, as well as higher fire flows for specific sites. Carollo will develop fire flow demands using current ISO standards, the Fire Department requirements, and land use information. Fire flow demands at each node will be based on its proximity to the land use with the highest fire flow demand flow rate. Typically, a radius of 300 to 600 feet (depending on hydrant spacing) is used to determine the land use types within the node's proximity.

If any pressure, velocity, or fire flow deficiencies are identified, the model will be used to investigate required improvements to meet the criteria.

Task 2.8.2 - Evaluate Distribution System Water Quality

Carollo will perform water age simulations to identify potential water quality issues. Carollo will use the hydraulic model to analyze potential solutions to help mitigate high water age conditions simulated in the hydraulic model. These will be presented at Workshop and documented in TM.

2.8.3 - Develop Distribution System Recommendations

Carollo will develop distribution system improvement recommendations based on the findings of Tasks 2.8.1 and 2.8.2.

TASK 2.8 DELIVERABLES

- Project coordination meeting with key District staff to discuss study criteria.
- Workshop presentation to District staff summarizing the key findings and recommendations, provide draft to project manager for review prior to Workshop.
- Draft Workshop meeting minutes for District review
- Final Workshop meeting minutes that address District comments from the draft version.
- Draft technical memorandum.
- Final technical memorandum that addresses District comments from the draft version.

Task 2.9 Existing Transmission and Distribution System Risk Assessment

Task 2.9.1 - LOF, COF, and Risk Model Evaluation

In collaboration with the District, Carollo will review the District's asset management model and define their goals and objectives. The existing software will be evaluated for effectiveness in meeting the District's needs. This evaluation may lead to recommendations for continued use, upgrades, simplifications or alternatives.

This task includes a workshop to define the District's goals and objectives and review existing Likelihood of Failure, Consequence of Failure, and Risk models, if needed.

Task 2.9.2 - Transmission System Risk Model Development

Based on the recommendations from Task 2.9.1 and input from the District, Carollo will refine the District's asset management model and develop a risk model for transmission mains by evaluating the remaining useful life from material, age, and condition of the existing infrastructure. Recommendations from other sections of the scope of work (i.e., system pressure analysis and capacity analyses) and findings from Project 2030 will also be incorporated. This task includes a workshop to review the risk model.

The results of the risk model will include recommendations to perform physical pipeline inspection that is prioritized by risk. This will include established inspection procedures and planning level cost estimate. Furthermore, options or opportunities to increase service life (such as cathodic protection, pipeline rehabilitation, etc.) will also be considered.

This task assumes the consultant will not need to include resources for physical pipeline condition assessments.

Task 2.9.3 - Distribution System Risk Model Development

Carollo will refine the District's asset management model and develop a risk model for distribution mains by evaluating the remaining useful life from material, age, and condition of the existing infrastructure. Recommendations from other sections of the scope of work (i.e., system pressure analysis and capacity analyses) and findings from Project 2030 will also be incorporated.

The results of the risk model will include recommendations to perform physical pipeline inspection that is prioritized by risk. This will include established inspection procedures and a planning level cost estimate. Furthermore, options or opportunities to increase service life (such as cathodic protection, pipeline rehabilitation, etc.) will also be considered.

This task assumes the consultant will not need to include resources for physical pipeline condition assessments.

Task 2.9.4 - Valve Criticality Analysis

Carollo will use InfoWater's valve criticality analysis tool to identify the locations of critical valves within the system, and to identify and prioritize where additional valve installations could prove to be beneficial.

Task 2.9.5 - Capital Improvement Plan Recommendations

Carollo will develop projects from the results of the risk evaluation of the transmission and distribution systems and the valve criticality analysis. The projects will be incorporated into a prioritized phasing plan presented per decade for decades ending 2040, 2050, 2060, 2070 and 2080 consistent with Project 2030. The phasing plan will include separate lists of recommended water main replacements for transmission mains, distribution mains, and valves. Projects that are within the next 25 years will be included in the 25-year CIP schedule and grouped by near-term (0-5 years), medium-term (6-15 years), and long-term (16-25 years). Additionally, recommendations and required improvements from Project 2030 will also be incorporated into the phased plan and CIP.

TASK 2.9 DELIVERABLES

- Project coordination meeting with key District staff to discuss study risk assessment criteria for each system.
- Workshops (3).
 - » Asset Management Model Evaluation Workshop.
 - » Transmission and Distribution System Risk Model Workshop.
 - » Risk Assessment: Workshop presentation to District staff summarizing the key findings and recommendations, provide draft to project manager for review prior to Workshop.
- Draft Workshop meeting minutes for District review.

- Final Workshop meeting minutes that address District comments from the draft version.
- Draft Risk Assessment technical memorandum.
- Final Risk Assessment technical memorandum that addresses District comments from the draft version.

Task 2.10 AMR/AMI Evaluation

Carollo will perform a Business Case evaluation for implementing AMR and AMI meter reading technology. Analyses will include:

- AMR vs. AMI evaluation.
- AMR Leased vs. Owned infrastructure evaluation.
- Short term construction – one year vs. long-term construction – 15-year cycle for both infrastructure options.

These analyses will be presented in a meeting and in a draft memorandum. After City review and comment, an updated memorandum will be included in the Capital Improvement Plan described in Task 2.9.

TASK 2.10 DELIVERABLES

- Project coordination meeting with key District staff to discuss evaluation and return on investment criteria.
- Workshop presentation to District staff summarizing the key findings and recommendations, provide draft to project manager for review prior to Workshop.
- Draft Workshop meeting minutes for District review.
- Final Workshop meeting minutes that address District comments from the draft version.
- Draft technical memorandum.
- Final technical memorandum that addresses District comments from the draft version.

Task 2.11 Supervisory Control and Data Acquisition (SCADA)

Carollo will review the District's existing SCADA Implementation and expansion plans. Carollo will review the costs of expansion to all the District's pressure reducing stations and other identified facilities. Carollo will summarize the findings at a project workshop and will develop recommendations that will be included in the Master Plan report.

TASK 2.11 DELIVERABLES

- Project coordination meeting with key District staff to discuss study criteria.
- Workshop presentation to District staff summarizing the key findings and recommendations, provide draft to project manager for review prior to Workshop.
- Draft Workshop meeting minutes for District review.
- Final Workshop meeting minutes that address District comments from the draft version.
- Draft technical memorandum.
- Final technical memorandum that addresses District comments from the draft version.

Task 3 – Prepare Water System Master Plan

Task 3.1 Recommendation Plan and Implementation Schedule

Using the information developed in Task 2, Carollo will develop the recommended capital improvement plan (CIP) with respect to design criteria, alignment, and preliminary location of proposed facilities, integration of proposed facilities with existing infrastructure, and operational requirements. The recommended CIP will include the potential phasing for facilities for implementing the recommended plan. The CIP will be phased on an annual basis, and each project will include two phases: planning/design and construction.

Task 3.2 Capital Improvement Program

Task 3.2.1 - Develop Cost Estimates

This task consists of reviewing construction costs from similar projects in Carollo's cost database (adjusted based on local factors) and comparing with any known projects in the Sacramento area that have been constructed recently. It is assumed that the District will provide construction costs specific to the District as well. The cost data will be used to develop unit construction costs that are tailored to the District.

Task 3.2.2 - Develop Capital Improvement Program

This task consists of the development of planning-level cost estimates for the recommended facility improvements developed in Task 2. Cost estimates will be prepared in accordance with the American Association of Cost Engineers (AACE) Class 4 or 5 planning level estimates.

The recommended CIP will be prioritized into a five-year (short-term) CIP, a 5- to 15-year (medium term) CIP, and 16- to 25-year (long-term) CIP. Phasing of projects will be based on the severity of existing deficiencies for existing system improvements, and the anticipated time-frame in which future growth will occur.

A master CIP table of recommended capital improvement projects will be developed, which summarizes each CIP project and summarizes the total CIP cost by facility type and phase. Individual descriptions for each CIP project will also be developed. The project descriptions will include recommended scope, map showing location and alignment, justification for the project, recommended timing for implementation, and itemized estimated planning-level capital costs.

The master CIP table will also incorporate the District's latest internal list of CIP projects (if appropriate) into a comprehensive list of CIP water projects for the District.

Task 3.3 Prepare Water System Master Plan

Task 3.3.1 - Develop Draft Master Plan

This task consists of development of the Draft Water System Master Plan report. A project meeting will be conducted to discuss District comments on the Draft Master Plan.

Task 3.3.2 - Develop Final Master Plan

Carollo will respond to and incorporate the appropriate comments from the Draft Master Plan report into the Final Master Plan report. Carollo will also assist District staff with preparation material and participate in meetings with the Customer Advisory Committee and the District Board.

TASK 3 DELIVERABLES

- Workshop presentation material of the final findings and recommendations for the Water System Master Plan.
- Electronic copy of draft Water System Master Plan.
- Electronic copy of draft Executive Summary.
- Electronic copy of final Executive Summary.
- Electronic copy of final Water System Master Plan.
- Electronic files of Final Product in MS Excel, MS Word, and PDF.
- Draft Power Point Presentation for the Customer Advisory Committee.
- Final Power Point Presentation for the Customer Advisory Committee.
- Draft Power Point Presentation for the CHWD Board.
- Final Power Point Presentation for the CHWD Board.

Task 4 – Digital Delivery

Carollo will work with the District to develop digital delivery platforms. Initial concepts include ESRI story maps and PowerBI based electronic CIPs.

Task 4.1 Develop Digital Delivery Concepts

Carollo will summarize available digital delivery platforms and concepts. Carollo will present proposed concepts in project progress meetings for review and discussion.

Task 4.2 Develop Digital Delivery Platforms

Based on coordination with District staff, Carollo will develop the digital delivery platforms to present and summarize the work completed in the Master Plan, as well as to provide an editable CIP implementation plan.

TASK 4 DELIVERABLES

- Digital Master Plan Platform.
- Digital Master Plan Training.
- Digital Delivery prototype workshop presentation material.
- Final Digital Delivery platform review workshop.

Background and Experience



Background and Experience

Carollo's singular focus coupled with local and targeted expertise provides the District with a strong team to meet your master planning needs.

Firm Background

For 91 years, Carollo Engineers has provided full service environmental engineering assistance to municipal clients, specializing in the planning, design and construction of infrastructure for water and wastewater utilities. Carollo's reputation is based upon client service and a continual commitment to quality. We currently maintain over 50 offices across North America with a total staff of more than 1,400. Our broad base of national work allows us to access a network of professionals to resolve the complex range of challenges faced by municipal water agencies, while supporting local staff that understand specific regional obstacles.

Our exposure to a wide variety of water supply, water treatment, and master planning projects across the country supports recommendations based on the real world experience of many similar agencies. Our national perspective brings an added degree of value by incorporating the most appropriate experiences of others into solutions tailored by local, experienced staff to meet your needs.


Leading the Way in Master Planning

Carollo is a leader in the development of award-winning master plans for water agencies, including the El Dorado Irrigation District, Truckee Meadows Water Agency, and Zone 7 Water Agency, who face a variety of complex issues, including aging infrastructure, changing demand conditions, and client need for sustainable and resilient upgrades.

We have successfully provided master planning services for municipal utilities with populations ranging from 5,000 to over four million people. Our projects range in size from small planning studies to comprehensive regional master plans that demonstrate our ability to simplify complex technical, legal, regulatory, and institutional issues to produce clear, concise, cost-effective, and implementable recommendations for a wide variety of stakeholders.

CAROLLO BY THE NUMBERS

Carollo Engineers, Inc.
2795 Mitchell Dr
Walnut Creek, CA 94598

 **1**
singular
focus – water
is all we do!

 **91**
year
history

 **50+**
offices
in North
America

 **1,400+**
nationwide
employees

Infrastructure Specialists

Groundwater Wells

Carollo stands as a distinguished leader in the design and construction of potable groundwater wellhead treatment systems, production wells, and aquifer storage and recovery (ASR) wells, storage reservoirs, pump stations, and drinking water transmission systems. We are pioneers in the use of biological treatment for groundwater contaminant removal. With over 90 years of dedicated service, we have successfully provided design and construction management services for more than 50 wells across California and the Southwest United States. We are currently designing new wells for the City of Tulare and have designed and constructed ASR wells in Roseville, Woodland, and for other clients in the Southwest.

Reservoirs

We've designed over 150 water reservoirs across the western United States, with wide-ranging geotechnical challenges, to bolster system resiliency and meet emergency demands. Our reservoir designs span various types, materials, coating systems, and construction methods, for versatility and effectiveness in addressing diverse project

requirements.

Pump Stations

Our portfolio includes over 600 pump stations, featuring diverse pump configurations such as horizontal split-case, end suction, submersible lineshaft, and vertical turbine. These stations serve various purposes including raw water transmission, water treatment processes, drinking water transmission, and potable network distribution.

Pipelines

Carollo has worked with cities, public utility districts, local businesses, and community groups to install 2.5 million linear feet of water pipeline in California alone. We match the needs of our clients with the latest technology to achieve innovative and cost-effective results. We have provided engineering solutions for pipelines capable of handling flows of up to 600 mgd in capacity.

Our pipeline design projects have incorporated standard cut-and-cover, jack and bore, cured in-place lining (CIPP), sliplining techniques, microtunneling, horizontal directional drilling, tunnel boring machines, pipe bursting, and fold and form pipe. We have worked with pipe diameters up to 148 inches including gravity and pressure lines of up to 600 psi.

Infrastructure Projects Overview

\$500M

Construction value of infrastructure design projects completed by Carollo throughout the U.S in the last 10 years

> 1,000

Water infrastructure projects complete for municipal and private clients

> 600

Pump Station Evaluations

> 150

Water Reservoir Designs

>2.5M

Linear Feet of Water Pipeline Installed in CA

Financial Planning Expertise

Carollo's Financial Management Group (FMG) helps utilities develop cost-conscious, results-oriented rate studies and financial planning analyses specific to the water and wastewater markets. Our team is nationally experienced but, more specifically, has provided financial planning services for more than 300 utilities with service area populations ranging in size from several hundred to 4 million residents. Our expertise is available to provide you with a deep bench of national experts well-versed in your objectives, as well as a team familiar with the latest tools and techniques for providing the ideal rate structure in this modern utility market.

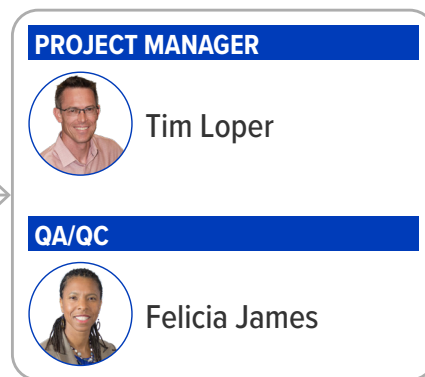
The Right Team for the District

The success of this project lies in the experience and abilities of the project team. A successful project team must demonstrate practical and relevant experience in all technical aspects of the project, a well-conceived work plan and project approach, and a commitment to the project goals. We have dedicated a team to your project that will fulfill these requirements completely.

We have assembled a strong team with individuals who understand the unique requirements that many California utilities face and who will help you navigate the creation of your Water System Master Plan.

With **Tim Loper** as the Project Manager you will be in good hands, as he is the lead of Carollo's Infrastructure Master Planning Services group and has served as project manager and/or project engineer for more than 90 water, wastewater, stormwater and recycled water master plans and modeling projects.

Brief introductions detailing individual responsibilities of our team members are included on the following pages. Resumes are provided in the appendix.



Task 2.3 – Water Supply Resource Capacity and Reliability Evaluation

Elisa Garvey Lead **Michael Ducker** Wells

Task 2.4 – Water Demand Analysis

Jessica Fritsche Lead

Task 2.5 – System Pressure Management Plan

Ryan Orgill Lead **Julia Semmens**

Task 2.6 – Water Storage Analysis

Ryan Orgill Lead **Julia Semmens**

Task 2.7 – Transmission Main Capacity Analysis

Ryan Orgill Lead **Julia Semmens**

Task 2.8 – Distribution Main Capacity Analysis

Ryan Orgill Lead **Julia Semmens**

Task 2.9 – Evaluate Existing Transmission and Distribution Systems

Jill Kjellsson Lead **Michelle Eckard**

Task 2.10 – AMR/AMI Evaluation

Julia Semmens Lead **Eli Weintraub**

Task 2.11 – Supervisory Control and Data Acquisition (SCADA)

Elise Moore Lead

Task 4.0 – Digital Delivery

Andy Baldwin Lead **Jackie Silber** GIS Support – All Tasks

Key Team Member	Office Location
Tim Loper, Ryan Orgill, Julia Semmens, Elisa Garvey	Reno, NV
Jessica Fritsche	Denver, Broomfield, CO
Michelle Eckard, Felicia James, Michael Ducker, Eli Weintraub, Jill Kjellsson, Elise Moore	Sacramento, CA

Three Distinct Benefits of the Carollo Team



Depth of Technical Knowledge

Tim Loper leads a team of Master Planning Specialists, who understand the latest technical approaches, and the political and policy related decisions that are often required for developing implementable CIPs. The benefit to the District is the depth of experience gained from our experience allows Carollo to anticipate challenges, have a plan to mitigate, and deliver project success.



Collaborative Experience

This project merges hydraulic analysis and asset management, and Carollo's modeling and asset management teams have worked together on multiple projects. Risk models integrate hydraulic capacity as a critical factor in evaluating consequences of failure, and criticality analysis integrates condition findings in capital program development. Our team has worked together on multiple efforts for clients such as Pleasanton, Chico and Central San.



Depth of Resources

Carollo's planning team has a local and national bench of more than 50 staff that can support modeling and planning efforts like this. Our national experience provides a depth of experience and bench strength that can't be matched.

A Minute with Your Project Manager

Tim brings 21 years of experience focused on infrastructure master planning and modeling projects. Tim has dedicated his entire career to hydraulic modeling, water system capacity analysis, and capital improvement program development. Tim understands the dynamics of water distribution system planning and has a proven ability to collaborate with all project participants to develop sound and defensible planning documents. Tim is focused on project success through the development of implementation plans that consider public impacts, rate increases and annual cash flow. His focus is on ease of implementation and realistic solutions.



Tim Loper
PROJECT MANAGER

Tahoe Cedars and Madden Creek Water Master Plan

Tahoe City Public Utilities District (TCPUD), CA

TIM'S ROLE: PROJECT MANAGER

Tahoe City Public Utilities District hired Carollo to complete water master plans for both the Tahoe Cedars and Madden Creek systems. Both small private water systems were purchased by TCPUD. Carollo developed hydraulic models for both systems, conducted evaluations for system resilience, evaluated historical maintenance records, and hydraulic capacity. Both systems were recommended for complete system replacement.

Tim's Project Experience in Photos



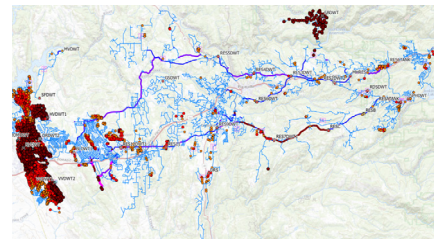
TCPUD Tahoe Cedars and Madden Creek Water Master Plan

Water and Recycled Water Master Plan

El Dorado Irrigation District (EID), CA

TIM'S ROLE: PROJECT MANAGER

Carollo worked with EID staff to update existing hydraulic model and perform a hydraulic analysis to solve challenges in their complex water system. Tim helped EID wrestle with the challenges of integrating hydraulic capacity improvements, treatment upgrades and condition rehabilitation, and long term R&R spending into and implementable CIP. EID is facing budget shortfalls, and Tim and his team helped evaluate multiple spending scenarios to implement projects under acceptable rate increases.



EID Water and Recycled Water Master Plan

Water, Sewer and Storm Drainage System Master Plan

City of Tulare, CA

TIM'S ROLE: PROJECT MANAGER

The City of Tulare hired Carollo to prepare its Water, Sewer, and Storm Drainage Master Plans. Work for these three master plans included background review, mapping and hydraulic model selection, development of design standards and planning criteria, hydraulic modeling, and systems evaluation. Tim has been working with the City of Tulare since 2006 to update and build resilience in its water system, including adding three water storage tanks, new groundwater wells, and multiple pipeline upgrades all under acceptable rate scenarios.



Tulare Water, Sewer and Stormwater Master Plan



Citrus Heights Water District

Water System Master Plan Project Team



Felicia James, PE

QA/QC

Felicia's experience includes asset management planning of water and wastewater infrastructure and condition assessment planning for implementation. Felicia routinely applies advanced asset management strategies to work with utilities in developing programs for prioritizing capital and operating expenses to reduce risks for both vertical and linear infrastructure.

CAROLLO JOB TITLE

Project Manager

YEARS OF EXPERIENCE

29

EDUCATION

BS Civil Engineering
MSE Civil Engineering

LICENSES

Civil Engineer, CA
Professional Engineer, MD, TX

RELEVANT PROJECTS

- **Program Development Team Lead for the Washington Suburban Sanitary Commission, MD, Pipeline Evaluation Services and Condition Assessment of Buried Water Assets.** The project goal is to develop a condition assessment program for metallic water mains that involves evaluating new and emerging technologies for water main condition assessment.
- **Asset Management Lead for the Dallas Water Utilities, TX, Water Delivery Comprehensive System Assessment and Update.** The system assessment included distribution and transmission systems, pump stations, and associated supporting assets. In addition the assessment involved hydraulic modeling and calibration, surge and pressure analyses, and water quality modeling.
- **Project Manager and Asset Management Lead for the Sonoma Water, CA, Asset Management Program Development and Implementation.** Carollo is developing an asset management framework and implementation strategy for this project. The framework is being used by a team of mechanical, structural, electrical, and corrosion discipline leads to conduct a field condition assessment of water and wastewater facilities.



Elisa Garvey, PE, PhD

TASK 2.3 – WATER SUPPLY RESOURCE CAPACITY AND RELIABILITY EVALUATION

Elisa is Carollo's National Water Supply Planning lead. Her background spans every drop in the water cycle and includes water resources management, development of analytical tools, system modeling, and water quality assessments. She has led water quality assessments, water resources planning and management, and regulatory/permitting support studies.

RELEVANT PROJECTS

- **Project Engineer for the Alameda County Flood Control and Water Conservation District, CA, Tri-Valley Potable Reuse Feasibility Study.** Responsible for leading the development of more than 22 potable reuse alternatives involving three agencies, multiple single and shared treatment facilities, and three types of potable water end uses.
- **Water Supply Resource Lead for the City of Morro Bay, CA, One Water Morro Bay Integrated Master Plan.** Evaluated the resiliency of water supply for Morro Bay. Her role included evaluating groundwater, surface water from the State Water Project, desalination, recycled water and indirect potable reuse.
- **Engineering Support for the City of Los Angeles Bureau of Sanitation, CA, One Water LA 2040 Plan.** The integrated planning approach for this project incorporates surface water, groundwater, recycled water, desalination, and stormwater projects into an overall water supply planning process.

CAROLLO JOB TITLE

Project Manager

YEARS OF EXPERIENCE

31

EDUCATION

BS Mechanical Engineering
MS Environmental Engineering
PhD Environmental Engineering

LICENSES

Civil Engineer, CA



Michael Ducker, PE

TASK 2.3 – WELLS

Michael has experience in water and wastewater systems engineering with expertise in mechanical systems and specializes in Well analysis and design. His water supply system experience includes drinking water and agricultural wells, hydropneumatic tanks, water storage tanks, pump stations, and water distribution systems. Michael routinely coordinates design teams and subconsultants in producing project plans and specifications.

CAROLLO JOB TITLE

Senior Engineer

YEARS OF EXPERIENCE

28

EDUCATION

BS Civil Engineering

LICENSES

Civil Engineer, CA

RELEVANT PROJECTS

- **Project Manager for the City of Tulare, CA, Well 1 Replacement.** The project includes the abandonment of the existing well, demolition of the existing facilities, and the design and installation of a new public water well.
- **Project Engineer for the City of Roseville, CA, Aquifer Storage and Recovery (ASR) Well and Pump Station.** The project involves preliminary design of six new ASR wells injecting treated water from Folsom Lake, as well as design and engineering services during construction.
- **Project Engineer for the City of Santa Cruz, CA, Beltz Wells and Aquifer Storage and Recovery Design.** The project includes improvements to the existing wells to convert them from production wells to ASR wells and points of connection to various site utilities.



Jessica Fritsche

TASK 2.4 – WATER DEMAND ANALYSIS

Jessica has experience in urban, regional, statewide, and national planning projects that model future water resource demand, economic outputs, and growth, and integrate risk and uncertainty. She brings expertise in project management, statistical analysis and mathematical modeling, benefit-cost analysis, GIS analysis, methodology and study design, preparation of technical documents and reports, and stakeholder outreach and support.

CAROLLO JOB TITLE

Senior Planner

YEARS OF EXPERIENCE

20

EDUCATION

BA Philosophy
MS Geography and
Environmental Resources

RELEVANT PROJECTS

- **Senior Planner for Loudoun Water, VA, Demand and Flow Forecast.** Jessica is leading the team to develop water demand projections for project-defined spatial planning units that capture the intersections between water pressure zones and sewer sheds.
- **Water Demand Task Lead for the City of San Diego, CA, Water Demand Study and Urban Management Plan.** While at another firm, Jessica was task lead to develop water demand projections for 136 pressure zones across the City's service area for use in water, wastewater, and recycled water master plans.
- **Technical Lead for the City of Arvada, CO, Water Demand Forecast Update.** While at another firm, Jessica led the team to develop water demand projections by pressure zones which were inputs into the City's water and wastewater mater plans.



CAROLLO JOB TITLE

Principal Planning Engineer

YEARS OF EXPERIENCE

19

EDUCATION

BS Civil Engineering

LICENSES

Civil Engineer, CA, NV

Ryan Orgill, PE

TASK 2.5 – SYSTEM PRESSURE MANAGEMENT PLAN

TASK 2.6 – WATER STORAGE ANALYSIS

TASK 2.7 – TRANSMISSION MAIN CAPACITY ANALYSIS

TASK 2.8 – DISTRIBUTION MAIN CAPACITY ANALYSIS

Ryan has experience in infrastructure master planning; construction, calibration, and evaluation of hydraulic models for water, sewer, stormwater, and recycled water systems; sewer system and urban water management plans; and regulatory assistance for municipalities. He serves as Carollo's company-wide technical lead for water distribution system modeling. He has extensive experience in developing high-quality water system master plans for municipalities throughout California and the western United States.

RELEVANT PROJECTS

- **Project Engineer for the City of Tulare, CA, Water, Sewer and Storm Drainage System Master Plan.** Work for these three master plans included background review, mapping and hydraulic model selection, development of design standards and planning criteria, hydraulic modeling, and systems evaluation.
- **Project Engineer for the City of Watsonville, CA, Water System Master Plan.** Responsible for overseeing the development and calibration of the water distribution system hydraulic model, development of improvement recommendations to meet existing and future demands, and a phased capital improvement plan.
- **Hydraulic Modeling Lead for the City of Santa Barbara, CA, Water Distribution System Master Plan.** Responsible for update and calibration of the City's water system hydraulic model using the InfoWater modeling software application.



CAROLLO JOB TITLE

Senior Planning Engineer

YEARS OF EXPERIENCE

13

EDUCATION

BS Environmental Engineering
MSE Environmental and Water
Resources Engineering

LICENSES

Civil Engineer, CA

Jill Kjellsson, PE

TASK 2.9 – EVALUATE EXISTING TRANSMISSION AND DISTRIBUTION SYSTEMS

Jill has experience as a water resources engineer and project manager focused on strategic planning projects for water, wastewater, stormwater, and water reuse, including utility master planning, capital improvement project planning, and asset management. Jill is experienced in managing multidisciplinary teams and executing master planning projects with risk-based prioritization for capital improvement projects, rehabilitation, and operations and maintenance programs.

RELEVANT PROJECTS

- **Project Manager for the Sonoma Water, CA, Water System 20-Year Comprehensive Plan.** Plan includes development of base elements such as basis of costs, identification and evaluation of project alternatives, and development of the recommended projects with associated planning level costs.
- **Lead Engineer for the McKinleyville Community Services District, CA, Water and Sewer Master Plans Phase 3.** At her previous firm, Jill developed and applied a risk framework unique to each system and developed a prioritized rehabilitation plan, planning level opinions of probable cost, and master plan reports for each system.
- **Deputy Project Manager for City of Berkeley, CA, Sewer Master Plan.** At her previous firm, she developed and applied a risk framework to the collection system assets using InfoAsset Planner to prioritize capital improvement projects and the City's infiltration and inflow reduction program.



Michelle Eckard, PE

TASK 2.9 – EVALUATE EXISTING TRANSMISSION AND DISTRIBUTION SYSTEMS

Michelle has a background in environmental engineering and is experienced in water and wastewater facility assessments and water main condition assessment. Michelle's asset management experience combined with her engineering background provides enhanced understanding of infrastructure assets. Michelle will be responsible for the evaluation of the transmission and distribution systems.

CAROLLO JOB TITLE

Senior Engineer

YEARS OF EXPERIENCE

9

EDUCATION

BS Civil Engineering

LICENSES

Civil Engineer, CA

RELEVANT PROJECTS

- **Condition Assessment Lead for the City of Pleasanton, CA, Water System Master Plan.** The project includes a condition assessment of the water facilities (booster stations, turnouts, reservoirs) and water distribution mains to develop prioritized renewal and replacement strategies for the 10-year capital improvement plan.
- **Project Engineer and Assistant Project Manager for the Sonoma Water, CA, Water System 20-Year Comprehensive Plan.** The project includes developing a central planning document to guide improvements to Sonoma Water's water infrastructure facilities for the 20-year planning horizon.
- **Project Engineer for the Sonoma Water, CA, Asset Management Program Development and Implementation.** Carollo is developing an AMP framework and implementation strategy for this project. This framework is being used by a team of mechanical, structural, electrical and corrosion discipline leads to conduct a field condition assessment of water and wastewater facilities.



Julia Semmens

TASK 2.5, 2.6, 2.7, 2.8, 2.10 – AMR/AMI EVALUATION

Julia specializes in creating and calibrating hydraulic models, developing analysis criteria, evaluating existing distribution and collection systems, and developing improvement projects to mitigate existing deficiencies and serve projected growth.

CAROLLO JOB TITLE

Staff Professional

YEARS OF EXPERIENCE

4

EDUCATION

BS Civil and Environmental Engineering

LICENSES

Civil Engineer-in-Training, CA

RELEVANT PROJECTS

- **Staff Professional for the El Dorado Irrigation District, CA, Water and Recycled Water Master Plan.** This Master Plan established a planning framework that will enable the District to meet water and recycled water system needs through the 2045 planning horizon.
- **Staff Professional for the Tahoe City Public Utility District, CA, Tahoe Cedars and Maden Creek Water Master Plan.** Julia helped develop and calibrate an InfoWater Pro hydraulic water model of the two systems and performed model and desktop analyses to identify system deficiencies and develop prioritized capital improvement recommendations.
- **Staff Professional for the Alpine Springs County Water District, CA, Water and Wastewater Master Plans.** Julia developed and calibrated hydraulic water and wastewater models using Bentley's WaterGEMS and SewerGEMS software, respectively, and used the models to identify existing and future capital improvement needs.



CAROLLO JOB TITLE

Senior Engineer

YEARS OF EXPERIENCE

21

EDUCATION

BS Civil Engineering
MS Civil Engineering with an
emphasis on Environmental
Engineering

LICENSES

Civil Engineer, CA

Eli Weintraub, PE

TASK 2.10 – AMR/AMI EVALUATION

Eli is an environmental engineer and project manager specializing in program management and implementation, wastewater and drinking water treatment, membrane treatment, water quality, and water infrastructure planning. His experience includes program development and management, large-scale water meter replacement, project prioritization, water treatment studies, water quality studies, treatment system design, pilot study design and operation, and process engineering.

RELEVANT PROJECTS

- **Project Manager for the City of Tigard, OR, AMI Implementation Evaluation.** Eli is responsible for the development of a business case analysis for AMI implementation including costs, benefits and construction for city-wide AMI installations.
- **Deputy Program Manager for the City of Sacramento, CA, Accelerated Water Meter Program.** This project resulted in the installation of more than 40,000 water service meters and 60 miles of water main replacements or relocations.
- **Lead Pilot Plant Operator, City of Santa Cruz, CA, Seawater Desalination Pilot Plant Program.** Designed and sized the conventional treatment, slow sand filter, and low-pressure membrane pretreatment systems; seawater reverse osmosis systems; and ancillary equipment for a comprehensive seawater desalination pilot study.



CAROLLO JOB TITLE

Principal Programmer

YEARS OF EXPERIENCE

17

EDUCATION

Courses taken at Sierra College,
and Sacramento City College

Elise Moore

TASK 2.11 – SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA)

Elise has experience in construction project coordination, programming, automation implementing and testing, instrumentation, control, and communication systems for water and wastewater treatment and power generation facilities. She has detailed programming experience with several major SCADA software and PLC hardware/software systems.

RELEVANT PROJECTS

- **Project Engineer and Assistant Project Manager for the North of River Sanitary District, CA, SCADA Master Plan.** The project involved developing a standard approach to optimize the SCADA system and take advantage of new technologies while identifying ways to minimize the overall cost of ownership, maintenance, and security risks to the project.
- **Project Manager for the South Placer Municipal Utility District, CA, SCADA System Improvements Design.** The project involved the design of replacing the existing radio hardware and proprietary Data Flow Systems RTUs and SCADA system with a new industry standard open platform SCADA system.
- **Lead Programmer for the City of Aurora, CO, SCADA Master Plan and Implementation.** Carollo provided a master plan that identified and prioritized projects for the City of Aurora's I&C and SCADA systems for their four treatment facilities and over 80 remote facilities.



Jackie Silber, GISP

TASK 2, 3, 4 – GIS

Jackie's experience includes geospatial analysis for water resource planning, environmental remediation sampling, and demographic forecasting projects. Her GIS skills focus on geodatabase design and optimization, manipulation and conversion of projections, CAD and KML to GIS conversion, spatial analysis, automation of repetitive analysis using Model Builder and Python, and creation of cartographic figures.

CAROLLO JOB TITLE

Senior GIS Analyst

YEARS OF EXPERIENCE

21

EDUCATION

AA Geology
BA Geography
MS Geographic Information Systems

RELEVANT PROJECTS

- **GIS Lead for the El Toro Water District, CA, Master Plan Update.** The project includes the development and calibration of water and sewer hydraulic models, development of CIP, and a master plan report.
- **GIS Specialist for the San Gabriel Valley Water Company, CA, Water System Master Plan Update.** In addition to developing figures illustrating system deficiencies, Ms. Silber also developed a Python script to loop through an 11 million record table and sum the total water demands for every customer.
- **GIS Specialist for the West Basin Municipal Water District, CA, 2020 Recycled Water Master Plan Update.** As subconsultant, Carollo conducted a customer survey within multiple jurisdictions to prepare a recycled water demand forecast and update Capital Implementation Plan for Recycled Water Systems.



Andrew Baldwin

TASK 4 – DIGITAL DELIVERY

Andy brings specialized experience in digital technologies supporting the water industry, including data management and GIS solutions, asset management technologies, and hydraulic modeling for water distribution and wastewater collection infrastructure. Andy has extensive knowledge of web solutions, database and document management systems, work order management, GIS, and asset management software systems.

CAROLLO JOB TITLE

Service Delivery Lead

YEARS OF EXPERIENCE

36

EDUCATION

BA Civil Engineering

RELEVANT PROJECTS

- **Technical Lead for the City of Anaheim, CA, Water System Condition Assessment and Risk Analysis.** As part of the Water System Model Update study, Andy lead the development of the condition assessment and risk analysis in support of the City's asset management program for their water distribution facilities.
- **Technical Lead for the City of San Diego Metropolitan Wastewater Department, CA, GIS Integration Development.** Completed a hydraulic model conversion and integration project for MWWDD's modeling team. The project focused on developing a modeling toolkit to integrate InfoWorks CS with the City's GIS (ArcGIS) database.
- **Project and Technical Lead for the City of San Mateo, CA, Hydraulic Modeling and Master Planning Study.** Developed an InfoWorks CS model of the wastewater collection system for the City of San Mateo. The project utilized InfoWorks CS to model the collection system which included complex hydraulic structures such as pump stations, storage systems, and treatment facilities.

References

Carollo takes pride in the continuing relationships we have developed with our clients. They will be happy to attest to the quality of services and responsiveness provided by our team members on similar projects.

Client References

Name	Email Address	Phone Number	Relevant Project	Project Description
Charlie Miller <i>Former Engineering Manager</i> Tahoe City Public Utility District, CA	cmiller@ovpsd.org	530-583-4692	Tahoe Cedars and Madden Creek Master Plans	See pg. 19
Michael Brink <i>Supervising Civil Engineer</i> El Dorado Irrigation District, CA	mbrink@eid.org	530-642-4054	Water and Recycled Water Master Plan	See pg. 19
Kevin Booker <i>Project Manager</i> Sonoma Water, CA	kbooker@scwa.ca.gov	707-521-1865	Asset Management Implementation Plan	See below

Project Reference

Asset Management Implementation Plan

Sonoma Water, CA

Carollo developed an Asset Management Plan (AMP) framework and implementation strategy for this project. The framework is being used by a team of mechanical, structural, electrical, and corrosion discipline leads to conduct a field condition assessment of water and wastewater facilities. Carollo used an in-house mobile field data collection application to collect and manage condition data and observations as well as notes from maintenance staff to manage and organize the results to align with Sonoma Water’s Maximo® computerized maintenance management system (CMMS) asset inventory. Facility AMPs were developed to provide a risk assessment and Rehabilitation and Renewal (R&R) forecast of assets relying on a combination of field assessment results and desktop analyses. The R&R forecasts are inputs to the Water System Comprehensive Plan which Carollo is also developing.



Project Cost



Task Description	Bev Han (Principal-In- Charge)	Tim Loper (Project Manager)	Ryan Orgill (Task 2.5, 2.6, 2.7, & 2.8 Lead)	Felicia James (QA/QC)	Elisa Garvey (Water Supply)	Michael Drucker (Wells)	Jessica Fritsche (Demands)	Jill Kjellson (Task 2.9 Lead)	Julia Semmens (Engineering Support)	Ell Weintraub (AMI/AMR)	Michelle Eckard (Asset Management Support)	Elise Moore (SCADA)	Jackie Silber (GIS)	Andy Baldwin (Digital Delivery)	Word Processing	Total Hours	Carollo Labor	PECE	HIDE Subs/ Direct Cost +10%	Estimated Fee
	\$324	\$324	\$262	\$308	\$324	\$262	\$262	\$262	\$181	\$208	\$181	\$308	\$156	\$324	\$133			\$ 15.00		
Task 1 - Project Management and Planning	8	90	68	16	10	16	8	28	48	6	16	8	28	2	70	452	\$ 101,000	\$ 6,780	\$ 8,800	\$ 121,480
Task 1.1 - Project Management	4	32	8	0	0	0	0	0	0	0	0	0	8	0	24	76	\$ 18,200	\$ 1,140	\$ -	\$ 19,340
Task 1.1.2 - Project Management Meetings	4	54	52	16	8	8	4	16	24	4	8	4	16	2	38	288	\$ 73,000	\$ 4,320	\$ 4,400	\$ 81,320
Task 1.1.2.1 - Monthly Progress Meeting	8	24	24	6	8	8	4	16	24	4	8	4	2	2	24	166	\$ 40,400	\$ 2,490	\$ 2,200	\$ 44,890
Task 1.1.2.2 - Additional Meetings As Necessary	16	20	18	0	0	0	0	0	0	0	0	0	8	0	8	70	\$ 18,700	\$ 1,050	\$ -	\$ 19,750
Task 1.1.2.3 - Customer Advisory Committee (CAC)	10	10	10	10	0	0	0	0	0	0	0	0	6	0	6	52	\$ 13,900	\$ 780	\$ 2,200	\$ 16,680
Task 1.3 - Data Collection	0	4	8	0	2	8	4	12	24	2	8	4	4	0	8	88	\$ 19,500	\$ 1,320	\$ -	\$ 20,820
Task 2 - Water Master Plan Sections	18	82	135	63	44	40	46	86	278	33	122	32	92	2	70	1143	\$ 259,700	\$ 17,145	\$ -	\$ 276,845
Task 2.1 - Summary of Applicable Studies	0	4	6	2	0	0	0	2	8	0	8	2	0	0	4	36	\$ 8,100	\$ 540	\$ -	\$ 8,640
Task 2.2 - Water Rights, Water Service Agreements, Legislation, and Regulations	3	12	6	4	24	0	0	0	16	0	0	0	4	0	6	75	\$ 19,700	\$ 1,125	\$ -	\$ 20,825
Task 2.2.1 - Water Rights Review	1	4	2	2	8	0	0	0	4	0	0	0	0	0	2	23	\$ 6,300	\$ 345	\$ -	\$ 6,645
Task 2.2.2 - Service Agreement Review	1	4	2	2	8	0	0	0	8	0	0	0	2	0	2	29	\$ 7,400	\$ 435	\$ -	\$ 7,835
Task 2.2.3 - Existing and Future Legislature and Regulations Review	1	4	2	0	8	0	0	0	4	0	0	0	2	0	2	23	\$ 6,000	\$ 345	\$ -	\$ 6,345
Task 2.3 - Water Supply Resource Capacity and Reliability Analysis	3	10	24	8	4	34	2	6	34	1	4	2	8	2	10	152	\$ 36,200	\$ 2,280	\$ -	\$ 38,480
Task 2.3.1 - Summarize Existing Supply Facilities	1	2	4	2	0	0	0	0	6	0	0	0	4	0	4	23	\$ 4,900	\$ 345	\$ -	\$ 5,245
Task 2.3.2 - Water Supply Analysis (Supply vs. Projected Demands)	1	2	6	2	2	2	2	0	8	0	0	0	2	0	4	31	\$ 7,100	\$ 465	\$ -	\$ 7,565
Task 2.3.3 - Well Facility Site Visits	0	2	6	2	0	24	0	4	12	0	2	0	2	0	2	56	\$ 13,300	\$ 840	\$ -	\$ 14,140
Task 2.3.4 - Groundwater Well Reliability Evaluation	1	4	8	2	2	8	0	2	8	1	2	2	0	2	0	42	\$ 10,900	\$ 630	\$ -	\$ 11,530
Task 2.4 - Water Demand Analysis	2	10	20	4	8	0	38	0	24	0	0	0	12	0	10	128	\$ 30,400	\$ 1,920	\$ -	\$ 32,320
Task 2.4.1 - Evaluate and Summarize Existing Water Demands and Production	0	2	8	1	0	0	12	0	8	0	0	0	4	0	4	39	\$ 8,800	\$ 585	\$ -	\$ 9,385
Task 2.4.2 - Water Conservation Regulatory Review	1	4	4	1	6	0	2	0	8	0	0	0	0	0	4	30	\$ 7,400	\$ 450	\$ -	\$ 7,850
Task 2.4.3 - Develop Water Demand Projections	1	4	8	2	2	0	24	0	8	0	0	0	8	0	2	59	\$ 14,200	\$ 885	\$ -	\$ 15,085
Task 2.5 - System Pressure Management Plan	1	4	12	0	0	0	0	0	28	0	0	0	6	0	4	55	\$ 11,300	\$ 825	\$ -	\$ 12,125
Task 2.5.1 - Evaluate Existing System Pressures	0	2	6	0	0	0	0	0	12	0	0	0	2	0	2	24	\$ 5,000	\$ 360	\$ -	\$ 5,360
Task 2.5.2 - Evaluate Pressure Zones	1	2	6	0	0	0	0	0	16	0	0	0	4	0	2	31	\$ 6,300	\$ 465	\$ -	\$ 6,765
Task 2.6 - Water Storage Analysis	2	6	12	4	0	4	0	0	24	0	0	0	8	0	4	64	\$ 14,200	\$ 960	\$ -	\$ 15,160
Task 2.6.1 - Evaluate Water Storage Needs	1	4	6	2	0	0	0	0	12	0	0	0	4	0	2	31	\$ 6,900	\$ 465	\$ -	\$ 7,365
Task 2.6.2 - Develop Water Storage Recommendations	1	2	6	2	0	4	0	0	12	0	0	0	4	0	2	33	\$ 7,300	\$ 495	\$ -	\$ 7,795
Task 2.7 - Transmission Capacity Analysis	2	10	16	3	2	2	4	2	36	0	0	0	12	0	6	95	\$ 20,900	\$ 1,425	\$ -	\$ 22,325
Task 2.7.1 - Develop Hydraulic Analysis Criteria	1	2	4	1	2	2	2	0	8	0	0	0	0	0	2	24	\$ 5,700	\$ 360	\$ -	\$ 6,060
Task 2.7.2 - Evaluate Transmission Hydraulic Capacity	0	4	6	1	0	0	0	0	16	0	0	0	8	0	2	37	\$ 7,600	\$ 555	\$ -	\$ 8,155
Task 2.7.3 - Develop Transmission System Recommendations	1	4	6	1	0	0	2	2	12	0	0	0	4	0	2	34	\$ 7,600	\$ 510	\$ -	\$ 8,110
Task 2.8 - Distribution Main Capacity Analysis	1	10	11	4	6	0	0	0	44	0	0	0	8	0	8	92	\$ 19,800	\$ 1,380	\$ -	\$ 21,180
Task 2.8.1 - Evaluate Distribution System Hydraulic Capacity	0	2	3	0	0	0	0	0	16	0	0	0	2	0	2	25	\$ 4,900	\$ 375	\$ -	\$ 5,275
Task 2.8.2 - Evaluate Distribution System Water Quality	0	4	4	2	4	0	0	0	16	0	0	0	4	0	2	36	\$ 8,000	\$ 540	\$ -	\$ 8,540
Task 2.8.3 - Develop Distribution System Recommendations	1	4	4	2	2	0	0	0	12	0	0	0	2	0	4	31	\$ 6,900	\$ 465	\$ -	\$ 7,365
Task 2.9 - Existing Transmission and Distribution System Risk Assessment	2	10	24	30	0	0	2	68	40	0	88	0	28	0	12	304	\$ 66,800	\$ 4,560	\$ -	\$ 71,360
Task 2.9.1 - Transmission System Risk Model Development	0	2	2	10	0	0	0	20	4	0	32	0	8	0	4	82	\$ 17,800	\$ 1,230	\$ -	\$ 19,030
Task 2.9.2 - Distribution System Risk Model Development	0	2	2	10	0	0	0	28	4	0	32	0	8	0	2	88	\$ 19,600	\$ 1,320	\$ -	\$ 20,920
Task 2.9.3 - Valve Criticality Analysis	1	2	8	2	0	0	0	8	16	0	8	0	8	0	2	55	\$ 11,600	\$ 825	\$ -	\$ 12,425
Task 2.9.4 - Capital Improvement Plan Recommendations	1	4	12	8	0	0	2	12	16	0	16	0	4	0	4	79	\$ 17,800	\$ 1,185	\$ -	\$ 18,985
Task 2.10 - AMR/AMI Evaluation	1	4	2	2	0	0	0	8	12	32	18	0	4	0	4	87	\$ 18,100	\$ 1,305	\$ -	\$ 19,405
Task 2.10.1 - Supervisory Control and Data Acquisition	1	2	2	2	0	0	0	0	12	0	4	28	2	0	2	55	\$ 14,200	\$ 825	\$ -	\$ 15,025
Task 3 - Prepare Water System Master Plan	6	18	34	10	2	16	2	34	64	8	70	10	24	0	26	324	\$ 70,100	\$ 4,860	\$ 3,850	\$ 78,460
Task 3.1 - Recommendations Plan and Implementation Schedule	2	4	8	2	0	0	0	6	8	4	16	2	8	0	4	64	\$ 13,800	\$ 960	\$ -	\$ 14,760
Task 3.2 - Capital Improvement Plan	1	4	12	4	0	12	0	16	24	0	22	6	6	0	4	111	\$ 24,900	\$ 1,665	\$ -	\$ 26,565
Task 3.2.1 - Develop Cost Estimates	0	2	6	2	0	8	0	12	16	0	14	4	4	0	2	70	\$ 15,600	\$ 1,050	\$ -	\$ 16,650
Task 3.2.2 - Develop Capital Improvement Program	1	2	6	2	0	4	0	4	8	0	8	2	2	0	2	41	\$ 9,300	\$ 615	\$ -	\$ 9,915
Task 3.3 - Prepare Water System Master Plan	3	10	14	4	2	4	2	12	32	4	32	2	10	0	18	149	\$ 31,400	\$ 2,235	\$ 3,850	\$ 37,135
Task 3.3.1 - Develop Draft Master Plan	2	8	10	2	2	2	2	8	24	2	24	2	6	0	12	106	\$ 22,500	\$ 1,590	\$ 1,650	\$ 25,590
Task 3.3.2 - Develop Final Master Plan	1	2	4	2	0	2	0	4	8	2	8	0	4	0	6	43	\$ 8,900	\$ 645	\$ 2,200	\$ 11,545
Total Hours and Fee	32	190	237	89	56	72	56	148	390	47	208	50	144	4	166	1919	\$ 430,800	\$ 28,785	\$ 12,650	\$ 476,785

Notes:
(1) Direct expenses include mileage travelling to/from meetings at IRS Federal Rate, travel costs, and Project Equipment and Communication Expense billed at \$15.00 per hour.

Plan Preparation Schedule

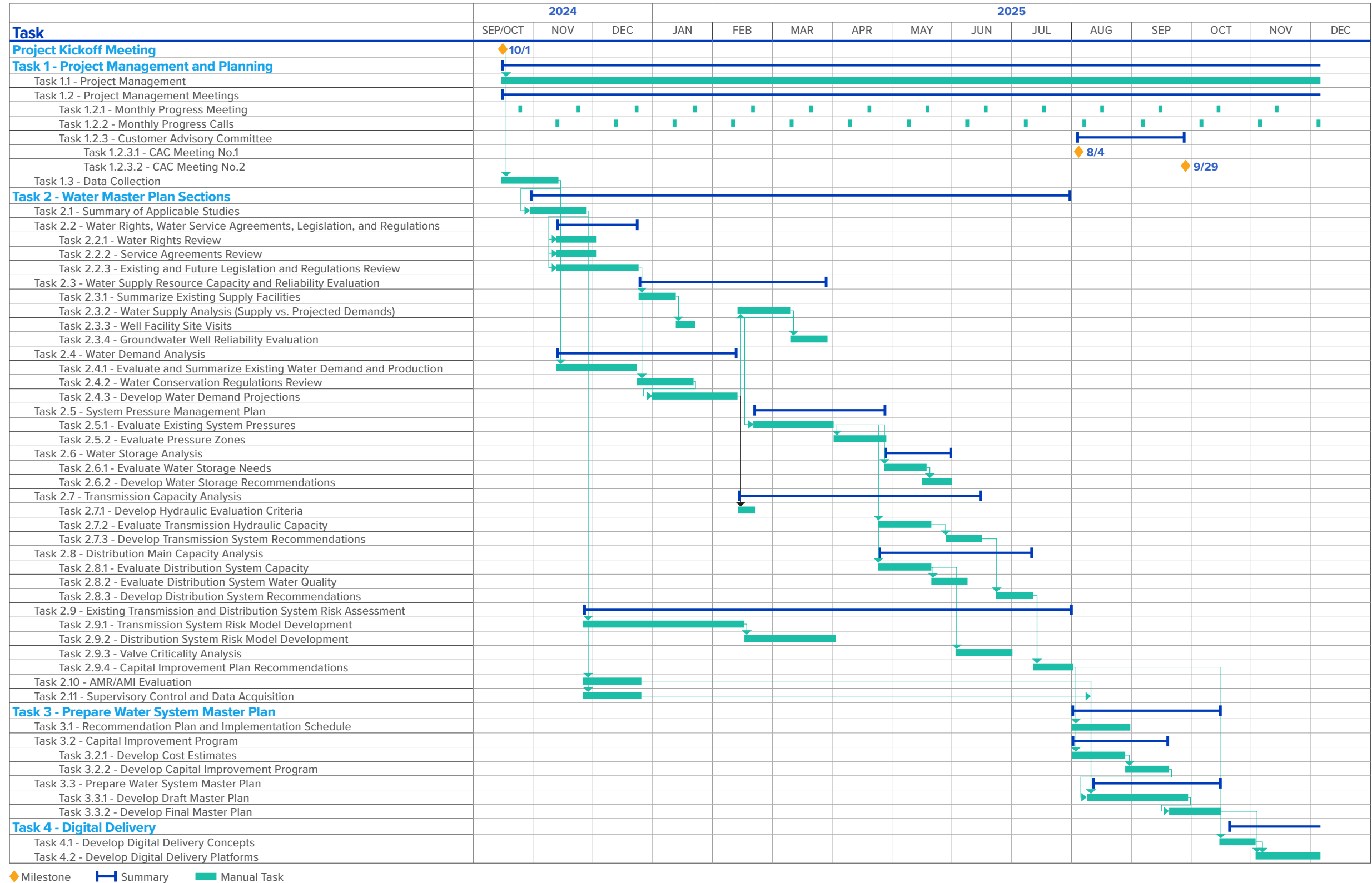


Plan Preparation Schedule

Carollo has developed a preliminary schedule based on our understanding of the scope of services outlined in the RFP.

We developed the proposed project schedule based on our understanding of the scope of work, our proposed work flow and the District's timeline expectations. There are a few things to highlight.

- We assume a project Kickoff on October 1, 2024.
- We are planning to use the Monthly Project Meetings for the project task workshops identified in Task 2 subtasks.
- We included the proposed timing for the CAC meetings. The first after the CIP is developed and the second after the delivery of the Draft Master Plan
- We developed the schedule for the Master Plan to be completed in 12 months, with the Digital Delivery tasks occurring after the Final Master Plan has been completed.
- AMI/AMR and the SCADA tasks are currently planned to occur in the early parts of the project but could slide to later stages based on coordination with the District.



◆ Milestone | Summary | Manual Task

Agreement



Agreement

Contract Exception(s)

- Section 12(a), Indemnification.
 - » Beginning in the 6th line, replace "...in any manner arising out of, pertaining to, or incident to any alleged" with "to the extent caused by the negligent".
 - » In the 8th line, replace "in connection with the" with "to the extent caused by the negligent".
 - » Add to the end of the paragraph "Notwithstanding the foregoing, in no event shall the cost to defend charged to Consultant exceed Consultant's percentage of fault."
- Section 12(b); remove entirely as insurable defense obligations are addressed in subsection (a) above.
- Section 17.2.
 - » 1st section, item (c); Remove entirely.
 - » 2nd paragraph, 2nd sentence: After "...condition of the Project Documents" strike remainder of sentence beginning with "and the use or reuse..."
 - » 3rd paragraph, 5th line: Remove "negligent"

Contract Addition(s)

- New Sections 30, 31 & 32:
 - » "Section 30. DISTRICT-PROVIDED INFORMATION AND SERVICES. District shall furnish to Consultant available studies, reports and other data in its possession that it knows to be pertinent to Consultant's services; obtain or authorize Consultant to obtain or provide such additional reports and data as District determines to be required for the performance of Consultant's services hereunder; furnish to Consultant such services of others District determines to be required for the performance of Consultant's services hereunder, and, unless otherwise specified in the scope or work or in any Task Order, Consultant shall be entitled to use and rely upon all such information and services provided by District or others in performing Consultant's services under this Agreement.

- » Section 31. ESTIMATES AND PROJECTIONS. In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for potential projects, Consultant has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, Consultant makes no warranty that District's actual project costs, financial aspects, economic feasibility, or schedules will not vary from Consultant's opinions, analyses, projections, or estimates.
- » Section 32. Conflict of Interest. Consultant's duties and services under this agreement shall not include preparing or assisting the District with any portion of the District's preparation of a request for proposals, request for qualifications, or any other solicitation regarding a subsequent or additional contract with the District. The District entering this agreement shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. CONTRACTOR's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the District to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by Consultant pursuant to this Agreement."

Appendix: Resumes





Timothy J. Loper, PE

Timothy Loper brings extensive experience in wastewater collection system modeling, water distribution system modeling, water system feasibility studies, wastewater treatment facilities planning, and infrastructure master planning. He is Carollo's Infrastructure Master Planning Services Lead and has served as project manager and/or project engineer for more than 90 water, wastewater, stormwater, and/or recycled water master plans and modeling projects, with a focus on helping agencies develop capital improvement programs that help prioritize rehabilitation and replacement projects, as well as integrate capital with inspection and funding prioritization.

Education

MS Environmental Engineering, University of California, Berkeley, 2005

BS Civil Engineering, California State University, Fresno, 2003

Licenses

Civil Engineer, California, Nevada

Professional Affiliations

Nevada Water Environment Association

American Water Works Association

Relevant Experience

→ Project manager for the Tahoe City Public Utilities District, Tahoe Cedars and Madden Creek Water Master Plan. Tahoe City Public Utilities District hired Carollo to complete watermaster plans for both the Tahoe Cedars and Madden Creek systems. Both small private water systems were purchased by TCPUD. Carollo developed hydraulic models for both systems, conducted evaluations for system resilience, evaluated historical maintenance records, and hydraulic capacity. Both systems were recommended for complete system replacement.

→ Project manager for the El Dorado Irrigation District, California, Integrated Water Master Plan Update. Carollo worked closely with District staff to update the existing hydraulic model in InfoWater. A significant amount of data scrubbing was needed to create a hydraulic model that accurately represents the existing system and its performance. Portions of the system are isolated from the main system, while other systems are fed from two main transmission mains that are more than 25 miles long. Carollo created a water system schematic of the entire water system to confirm all facilities are properly represented in the model.

→ Project manager for City of Tulare, California, Matheny Soutlz Water System Improvements. Responsible for development of required improvements to mitigate existing system deficiencies and provide water service to the Matheny and Soutlz water service areas. The project developed improvement alternatives for consolidated and distributed water storage tank sites. Carollo developed recommended cost estimates for selected alternatives, as well as a project technical memorandum to support the City's efforts in negotiations with the State

of California and the Matheny and Soutlz water system providers.

→ Hydraulic modeling QA/QC for the Water Delivery Comprehensive System Assessment, Dallas Water Utilities, Texas. Carollo performed a comprehensive investigation of projected water demands, aging infrastructure, service reliability, benchmarking, water quality, risk management, and efficiency improvements. The project involved analyzing many different hydraulic scenarios, predicting the consequences, and identifying the optimum approach to address those consequences.

→ Project engineer for the City of Livingston, California, Water Distribution System Master Plan. Responsible for construction and calibration of the City's water system computer model to simulate existing conditions, development of evaluation and planning criteria, evaluation and determination of existing system deficiencies, and development of system improvements to mitigate those deficiencies. The City is unique in that 65 percent of the potable water from the distribution system is used for a single industrial customer. Provided support to the City for implementation of a California Prop 218 water rate increase, attended public hearings and meetings with industrial users, and made presentations to the public and the City Council.

→ Project manager for El Toro Water District Master Plan Update, El Toro, California. The project includes the development and calibration of water and sewer hydraulic models, development of CIP, and a master plan report. The water system evaluation includes an energy evaluation, water quality evaluation, and impact of new facilities on the water system.

Timothy J. Loper, PE

→ Project manager for the Mesa Water District, California, GIS and Hydraulic Model Hosting and Maintenance Services. Since 2019, Carollo has served as Mesa Water District's GIS team which includes hosting the District's GIS database, providing quarterly updates to the GIS based on plan check as-built PDF drawings, developing and publishing departmental specific web applications for staff access to their GIS, hydraulic modeling fire flow pressure tests, and developing text notification system to notify customers of outages.

→ Project manager for the City of Shasta Lake, California, 2016-2026 Water Master Plan. The project involved development of a new water system hydraulic model based on the City's most recent GIS database of the water distribution system. The water distribution system hydraulic model was developed using the Innowyze InfoWater hydraulic modeling software package. The hydraulic model was calibrated using a three-step calibration approach, including a macro calibration, steady state (fire flow test) calibration, and extended period simulation calibration.

→ Project manager for City of Tulare, California, Water Model Update and Calibration. Responsible for update and calibration of the City's existing water system model, which was developed in the InfoWater hydraulic modeling software. Carollo worked closely with the City to collect and analyze SCADA data for water production to use in the development of maximum and average day demand peaking factors, as well as conduct a water system supply analysis to determine supply needs. Carollo installed temporary pressure loggers to collect pressure data to be used for model calibration and used the updated model to conduct an analysis of system deficiencies and make recommendations for system improvements.

→ Project manager for the City of Millbrae, California, Water System Master Plan. Carollo was contracted to complete a water master plan that provided a capital improvement program to help mitigate storage deficiencies and hydraulic constraints caused by the separation of the City's four

pressure zones. Responsible for update and calibration of the hydraulic model, which was developed in InfoWater. The City's primary concern was lack of storage in the lower pressure zone and the potential for emergency outages in the event of a large earthquake. Carollo conducted a seismic evaluation of the water storage tanks, optimization of storage needs for the lower zone, and rehabilitation of existing tanks.

→ Project engineer for the City of Morro Bay, California, OneWater Morro Bay Master Plan. The project included water system field data gathering (pressure logger installation, SCADA system data gathering, and fire flow test data). That information, combined with the City's GIS and as-built drawings, was used to develop dynamic hydraulic (water and sewer) and hydrologic (stormwater) models for those systems. The calibrated models were used to evaluate each system under current and future scenarios. Based on the evaluation, deficiencies were identified and associated improvements necessary to eliminate these deficiencies were determined.

→ Principal-in-charge for the City of Porterville Integrated Master Plan for water, wastewater, and storm drainage. The wastewater element also included an evaluation of the condition of the wastewater treatment plant. Carollo conducted a water demand analysis by looking at historical water production and consumption data as well as conducting an evaluation of per capita consumption.

→ Quality control engineer for the Padre Dam Municipal Water, California, 2015 Comprehensive Master Plan. This integrated master plan involved the District's water, wastewater, and recycled water infrastructure. The project included potable and recycled water demand and sewer flows forecasting, water supply analysis, hydraulic model updates for water and recycled water systems, development and calibration of a new sewer system model, and field condition assessment of key facilities. Findings were incorporated in a comprehensive capital improvement plan and water master plan report.



Felicia James, PE

Felicia James is an Asset Management Lead in Carollo's Strategic Management Group. She has 29 years of experience, including as an Asset Strategy Manager with the Washington Suburban Sanitary Commission prior to joining Carollo in 2015. While at WSSC Water, Felicia was responsible for asset management planning of buried water infrastructure (water mains, valves, hydrants, water meters, and service connections) and supported condition assessment planning for water mains. Felicia holds the Institute of Asset Management's Diploma in Asset Management with distinction. She continues to apply advanced asset management strategies and work with utilities to develop programs for prioritizing capital and operating expenses in order to reduce risks for both vertical and linear infrastructure.

Education

MSE Civil Engineering,
University of Texas,
Austin, 2001

BS Civil Engineering,
Stanford University, 1995

Licenses

Civil Engineer, California,
Texas

Professional Engineer,
Maryland

Certification

Institute of Asset
Management Diploma in
Asset Management, with
Distinction (2023)

Stanford Advanced
Project Management
Certificate (2014)

George Washington
University, School of
Business Master's
Certificate in Government
Contracting (2012)

USEPA Advanced Asset
Management Training
Certificate (2010)

Professional Affiliations

American Water Works
Association

Asset Management

→ Program development team lead for the Washington Suburban Sanitary Commission, Maryland, Pipeline Evaluation Services and Condition Assessment of Buried Water Assets. The project goal is to develop a condition assessment program for metallic water mains that involves evaluating new and emerging technologies for water main condition assessment. The program provides condition assessment of 75 miles of water main per year in diameters ranging from 6 to 96 inches. Integral to the program is providing analysis for selection and prioritization of water mains for assessment, as well as integrating the results into the Commission's asset management program.

→ Project manager for the City of Fresno, California, Downtown Water and Sewer Infrastructure Improvements. Analyzed existing water and sewer infrastructure in the Downtown Fresno area to identify and prioritize replacement needs through a likelihood of failure and consequence of failure risk analysis. This analysis, coupled with input from City of Fresno utilities operations staff, public works, traffic, and construction management resulted in a series of projects qualified for replacement to be funded by a series of state received funds to promote downtown development and infill projects. Carollo was directed by the City to design approximately \$20 million worth of water and sewer construction projects for the City in a span of two months to meet the City's funding timeline. The projects consisted of approximately 16,000 feet of water main replacement, 4,000 feet of sewer main replacement, and approximately 2,000 feet of Cured in Place Pipe (CIPP) rehabilitation.

→ Project manager and asset management lead for the Sonoma Water, California, Asset Management Program Development and Implementation. This is a multi-year effort to develop an asset management program framework and implementation strategy. The project includes asset inventory review and field condition assessments of water and wastewater facilities, as well as coordination of data updates with Sonoma Water's Maximo® computerized maintenance management system (CMMS). Field condition assessments were coordinated with developing process and instrumentation and control diagrams. The project also includes evaluating CMMS alternatives, developing reporting dashboards, and improving data management business practices.

→ Provided quality assurance/quality control for the Sacramento Suburban Water District, California, Condition Assessment of Main Replacement Areas 7D1, 7D2, and 7D3 (2020-2021). The project involved excavation and sampling of asbestos cement and cast iron pipelines in McClellan Park. The condition assessment consisted of visual observations during excavation followed by stain testing and crush testing of asbestos cement pipe, gasket testing (tensile strength, hardness, compression set), soil corrosivity testing, and hydraulic capacity. Acoustic condition assessment was conducted to evaluate remaining structural capacity and detect leaks. The project included a construction methods analysis to evaluate replacement or rehabilitation of pipelines in poor condition or incapable of conveying fire flow. Open trench and trenchless methods (pipe bursting, cured-in-place pipe, horizontal directional drilling, and sliplining) were evaluated based on cost, construction

Felicia James, PE

considerations, operational impacts, and hydraulics.

→ Asset management lead for the El Dorado Irrigation District, California, Water Treatment Plant Condition Assessments. The project involved a detailed asset inventory review, field condition assessment of four treatment facilities, and treatment process evaluation. A risk-based asset management framework has been developed to prioritize capital improvement projects and operations and maintenance improvement strategies. Results will be aligned with the District's Infor® computerized maintenance management system.

→ Asset management advisor for the Cape Fear Public Utility Authority, North Carolina, InnoVize® InfoAsset Planner Implementation to manage the large amount of collection system asset and condition data. The project involves development of a risk framework to prioritize rehabilitation and replacement projects and development of business process strategies to manage and integrate the condition assessment data with the organization's other databases.

→ Asset management lead for the Brazos River Authority, Texas, Asset Management and Capital Planning Program Development. This project includes the development of the asset management framework, selection and implementation oversight of an asset management system, assessment of BRA owned assets, and a risk-based prioritization of capital needs for the Authority in the near and long term.

→ Asset management lead for the City of Dallas Water Utilities, Texas, Water Delivery Comprehensive System Assessment and Update. The system assessment included distribution and transmission systems, pump stations, storage facilities, and associated supporting assets. In addition to condition and risk analyses, the assessment involved hydraulic modeling and calibration, surge and pressure analyses, and water quality modeling. Assessment results informed a risk-based prioritization of capital, operational, and maintenance strategies to achieve the Utility's management goals for the water delivery system. The project also

coordinated with the Utility's implementation of Maximo® by creating a mobile field data collection interface for populating asset record information.

→ Asset management lead for the San Jacinto River Authority (SJRA), Texas, Development of Digital Water System (DWS) for Utilities/Woodlands Asset Management Plan (AMP) Phase 1 and Phase 2 projects. For Phase 1, Carollo provided professional services to develop the Woodlands Water and Wastewater System DWS integrated platform and AMP Update. The DWS included reporting dashboards that assist with data integration from SJWA's CMMS, GIS, and capital planning. Also, reviewed and updated SJRA's asset management framework and updated the AMP for the Woodlands Division. This involved a cross-section of department representatives and included a series of interactive workshops conducted both virtual and in-person. For Phase 2, continuing to develop the asset management plan reporting dashboards for the Woodlands Division and for the Groundwater Reduction Plan system.

→ Asset management advisor for the Central Contra Costa Sanitary District, California, Collection System Master Plan (2017) and Master Plan Update (2022). The initial master plan project involved creation of a collection system asset management and master plan for the District's collection system and treatment plant. It included maintenance and capital planning, on-site condition assessments, business process mapping, and development of a risk assessment and prioritization model for the District's collection system using InfoMaster®. The master plan update focuses on updating the risk assessment, maintenance and inspection recommendations, and capital projects aligned with the Institute for Sustainable Infrastructure's Envision sustainability model.

→ Asset management advisor for the City of Santa Cruz, California, North Coast System Repair and Replacement project. Carollo provided the City of Santa Cruz a complete assessment of their existing North Coast raw water transmission system that directly feeds the Graham Hill Water Treatment Plant.





Michael E. Ducker, P.E.

Michael Ducker has 26 years of experience in water and wastewater systems engineering, with expertise in general civil site and utility plans, mechanical systems, groundwater wells, tanks, pump stations, and onsite disposal. He has coordinated design teams and subconsultants in producing plans and specifications. Mr. Ducker's experience includes design of water supply systems including aquifer storage and recovery (ASR) wells, domestic and agricultural wells, hydropneumatic tanks, ground storage tanks, pump stations, and water distribution systems. He has also designed new wastewater treatment facilities and rehabilitation of existing facilities, including sewer lift stations, force mains, influent screens, membrane bioreactors, oxidation ditches, ultraviolet and chlorine disinfection, sludge dewatering facilities, chemical storage and handling, percolation ponds, recycled water systems, large subsurface and spray field disposal systems, and stormwater pump stations.

Education

BS Civil Engineering,
California State
University, 1998

Licenses

Civil Engineer, California

Professional Affiliations

California Onsite
Wastewater Association
California Water
Environment Association
National Onsite
Wastewater Association
Water Environment
Federation

Relevant Experience

→ Project Manager for design for the City of Tulare, CA Well 1 Replacement. The project includes the abandonment of the existing well, demolition of the existing facilities, and the design and installation of a new public water well. Facilities will include electrical building with HVAC, new well located outside with a deep well vertical turbine pump. The motor will be housed inside a weather and sound enclosure, exterior above ground piping, and sodium hypochlorite tank and chemical feed pumps located under a canopy and shade structure. Emergency power will be provided by a portable generator and manual transfer switch. Dry utilities include a new electrical power transformer and radio communications. Wet utilities include the extension of storm drain and sewer to the site and the upsizing of the potable water line.

→ Project Engineer for design and engineering services during construction for the City of Santa Cruz, CA Beltz ASR Wells 8 & 12. The project includes improvements to the existing wells to convert them from production wells to ASR wells and points of connection to various site utilities. The wells are anticipated to produce 1,000 gpm and 750 gpm. Challenges include the coordination with other design and construction projects, and the process, controls and instrumentation of water treatment facilities at both well sites and the interaction with other raw water supply wells.

→ Project Engineer for the design and engineering services during construction for the City of Lathrop, CA of a ASR feasibility study, drilling one monitoring well, and a new 1,200 ft deep 1,500 gpm ASR well. The project is located on a City corporation tank and booster pump station yard. The project includes a building that encloses the well head, well piping, chemical storage and handling facility, and electrical room.

→ Project Manager for the design and engineering services during construction for the Yuba City ASR Well No. 3 project. The facilities include the drilling of a new ASR well located on the City Water Treatment Plant site and will supply blended raw water to the WTP. The project includes expansion of the electrical power supply, PLC and SCADA programming. Flows are anticipated to be 1,200 gpm.

→ Project Engineer for the design and engineering services during construction of a new production well for the City of Gig Harbor, WA. The project includes feasibility study to identify the preferred well site, well design, and well equipping plans and specifications.

→ Project manager for engineering services during construction and construction management services for the City of Woodland, California, Aquifer Storage and Recovery (ASR) Wells 29 and 30. The project included improvements to two existing City well sites. Well 11 was abandoned and replaced with ASR Well 29 (2,500-gpm). At Well 30, a 1,500-gpm ASR well was installed and the existing Well 11 was converted to an irrigation well by

Michael E. Ducker, P.E.

sealing off the lower water bearing zones and re-equipping the well head. Other improvements included CMU well buildings with pumping and automated valves, chemical storage and handling, electrical power and controls, yard piping, and site improvements. The existing outdoor emergency generator at Well 29 was reused, and a new indoor emergency generator was installed at the Well 30 site. Construction management services included well development, startup and testing, operations and maintenance manual, and training.

→ Project engineer for the City of Roseville, California, Aquifer Storage and Recovery (ASR) Well and Pump Station. The project involves preliminary design of six new ASR wells injecting treated water from Folsom Lake, as well as design and engineering services during construction. The first two wells, ASR wells 9 and 18, have been designed with onsite water treatment for iron and manganese removal. Construction was completed as a design-assist project. The project includes engineering services during construction (ESDC) and construction management (CM) services. The next two wells, ASR Wells 13 and 19 have been drilled and constructed. The well equipping is currently in design. . The last two ASR wells will go into design next year. It is anticipated that ESDC and CM services will continue throughout the project.

→ Design review for the City of Modesto, California, Del Rio Well, Tank, and Booster Pump Station. The project involved design of a 1,000-gpm well, 0.25-MG water storage tank, 1,700-gpm booster pump station, 1.4-acre-foot holding capacity, 16-inch transmission main, pump building, sodium hypochlorite injection system, emergency generator with fuel tank, and concrete pad for future granular activated carbon filters.

→ Project engineer for the City of Tulare, California, J Street and Cartmill Well, Tank, and Pump Station, a potable water storage tank and booster pump station for a new development. Responsible for civil and mechanical design, including paving, drainage, yard piping, well head, and pump station.

→ Project engineer for the Winship Elementary School District in Meridian, California, for construction of a new replacement water well and improvements to the existing hydropneumatic tank and distribution system.

→ Project engineer for an agricultural well for The Cannery in Davis, California. Retained by The New Home Company to design a 1,000-gpm agricultural well to supply water to the community farm, parks, and landscaped areas. The well was dedicated to the City of Davis, which requested that it be designed to drinking water standards. The well included a hydropneumatic tank, potable water makeup line, booster pump station, control panel, and telemetry to the City's SCADA system.

→ Project manager for the Butte Mechoopda Indian Tribe's Casino and Hotel project in Chico, California. Provided design and specifications for supply, treatment, storage, and distribution of onsite water, as well as collection, treatment, and disposal of onsite wastewater. Domestic water is to be supplied by wells, treated for any naturally occurring constituents that are present, and pumped into the water system for storage and distribution. An onsite membrane bioreactor was designed for wastewater treatment. Wastewater is treated and dispersed in subsurface disposal fields utilizing chamber trench systems.

→ Project engineer for the Elk Grove Unified School District, California, New Dillard Elementary School Water and Wastewater Design. Contracted by Rainforth-Grau Architects for planning, permitting, design, and construction engineering services for the new on-site water supply, wastewater treatment, and effluent disposal systems in support of a complete replacement of this rural elementary school campus. Water supply facilities included two 750-gpm wells and pumps configured to supply both potable demands and fire flows; 5,000-gallon hydropneumatic tank; and electrical power, backup power, instrumentation, and controls systems in a utility building.



Michelle L. Eckard, PE

Michelle Eckard specializes in asset management within Carollo's Strategic Management Group. She has a background in environmental engineering and is experienced in water and wastewater facility assessments and investigations. Her asset management experience and engineering background combine to provide enhanced understanding of infrastructure assets that produce meaningful results for clients.

Education

BS Civil Engineering,
University of California,
Davis, 2015

Licenses

Civil Engineer, California

Certifications

California Water Audit
Validator, American
Water Works Association,
California-Nevada
Section

Professional Affiliations

Society of Women
Engineers

American Water Works
Association

Asset Management

→ Project engineer for Sonoma Water, California, Asset Management (AM) Program Development, and Implementation. The phased project started with the development of an AM program framework, which is now being implemented. The project includes development of AM plans (including condition assessments) for each water and wastewater facility, an evaluation of computerized maintenance management systems and implementation of NexGen®, development of data visualization software, and improved data management.

→ Project engineer and assistant project manager for City of Sacramento, Asset Management Program Development which includes development of an Asset Management Framework and Plan for the City's water system that aligns with ISO 55000 standards for asset management.

→ Condition assessment lead for the City of Pleasanton, California, Water System Management Plan. The project includes a condition assessment of the water facilities (booster stations, turnouts, reservoirs) and water distribution mains to develop prioritized renewal and replacement strategies for the 10-year capital improvement plan.

→ Condition assessment lead for Sonoma Water, California, Master Plans for Sonoma Valley Wastewater Treatment Plant and Airport-Larkfield-Wikiup Wastewater Treatment Plant. The project includes condition assessments of each plant. The results are incorporated into an asset management plan that prioritizes rehabilitation and replacement needs by risk. The findings are grouped into capital improvement projects for the master plans.

→ Condition assessment lead for West County Wastewater's 2024 Master Plan. The project includes the assessment of the Water Quality and Resource Recovery Plant

and the collection system. The findings are incorporated into the capital improvement program within the master plan.

→ Assistant project manager and asset management support for the City of Roseville, California, Barton Road Water Treatment Plant Condition Assessment. The project involved conducting visual assessments of treatment plant assets followed by more detailed, invasive inspection of facilities. The assessment results were incorporated into an asset management framework to prioritize rehabilitation and replacement needs. The project also includes integrating the asset management results with the City's Maximo® maintenance management system.

→ Condition assessment lead for the City of Chico, California, Sanitary Sewer Master Plan Update. The project includes the condition and risk assessment of 18 lift stations with recommendations for reliable, sustainable, cost-effective operation or removal from service.

→ Project engineer for Placer County Water Agency, California, I-80 Pipeline Crossings Condition Assessment Project. A desktop analysis supported by non-invasive field visits for raw and treated water crossings. The project resulted in a prioritized list of pipelines for maintenance and reinvestment needs.

→ Project engineer for condition assessment for Valley Water, California, Water Treatment Master Plan Implementation. This comprehensive and integrated master planning project involved field condition assessments of three water treatment plants and one water purification center, process evaluations, and a prioritized list of capital improvement projects. Condition assessments were coordinated with the agency's Maximo® CMMS and Valley Water's Asset Management Planning Tool.

Michelle L. Eckard, PE

→ Asset management support for the El Dorado Irrigation District, California, Water Treatment Plant Condition Assessments. The project involves a detailed asset inventory review, field condition assessment of four treatment facilities, and treatment process evaluation. A risk-based asset management framework was developed to prioritize capital improvement projects and operations and maintenance improvement strategies. Results were aligned with the District's Infor® maintenance management system.

→ Asset management support for the California Water Service Company Strategic Asset Management Plan, which includes development of a Gap Closure Plan, strategic visioning and pilot condition assessment.

→ Support for the City of St. Helena, California, Integrated Utility Master Plan, which includes conducting a gap analysis and developing recommendations for technology and operations and maintenance.

Water/Wastewater Planning

→ Project engineer and assistant project manager for Water System 20-Year Comprehensive Plan with the goal of providing a central planning document to guide improvements to Sonoma Water's water infrastructure for the 20-year planning horizon. The project includes identifying current and future needs, evaluating alternatives, and prioritizing future capital improvement projects with a phasing schedule that aligns with Sonoma Water's vision and goals.

→ Project engineer for Sonoma Water, California, SCADA System Support. The project involves the development of piping and instrumentation diagrams and process control narratives for all water and wastewater facilities.

→ Project engineer for Stockton East Water District, California, Disinfection Alternatives Study. The project involved evaluating chlorine and non-chlorine disinfection alternatives and developing a preliminary engineering report for the selected alternative, sodium hypochlorite.

→ Assistant project manager for United Government of Wyandotte County/Kansas

City, Kansas, Digital Water Services Integration Platform. Project activities include development and piloting of a "smart" wastewater platform.

→ Water Audit Validator for:

- City of Red Bluff, 2016-2022
- City of Morro Bay, 2021

Infrastructure

→ Project engineer for the City of Sacramento, California, Accelerated Water Meter Program. The program provides services for management, development, and implementation of the Program, which will install more than 51,000 water service meters and required water main replacements or relocations in four years. Program activities include public outreach, alternative project delivery options, meter retrofit and pipeline design, and rigorous project controls for monitoring the Program's progress.

→ Field engineer for the City of Modesto, California, River Trunk Realignment Gravity System. The project involves the installation of two miles of 42" to 60" sewer pipeline that is up to 30' deep. Michelle is responsible for reviewing submittals, coordinating with the design team, and reviewing construction practicality in the field.

→ Field engineer for the City of Modesto, California, River Trunk Realignment Shackelford Pump Station. The project involves the construction of a 7 MGD pump station. Michelle is responsible for reviewing submittals, coordinating with the design team, and reviewing construction practicality in the field.

→ Field engineer for Sacramento Suburban Water District, California, Condition Assessment of AC Pipe in Main Replacement Area 03A. The project involved acoustic leak detection, visual inspection of the AC pipe, and associated rubber joint gaskets plus laboratory testing.

→ Project engineer for the South Tahoe Public Utility District, California, Tahoe Keys Pump Station Replacement and Upper Truckee Pump Station Rehabilitation. Project activities include a basis of design report through final design for both pump stations.





Jessica R. Fritsche

Jessica Fritsche is a senior water resource planner with 20 years of experience in urban, regional, statewide, and national planning projects that model future water resource demand and economic outputs, and integrate risk and uncertainty. She brings expertise in project management, statistical analysis and mathematical modeling, benefit-cost analysis, GIS analysis, methodology and study design, database management, planning tool and model development; preparation of technical documents and reports, and stakeholder outreach and support. Jessica has developed an algorithm for estimating the impacts from federal and state laws that set standards for plumbing fixture flow rates and has applied the method to more than a dozen studies across the US. She is a skilled econometric modeler and brings innovative and technical excellence to projects to explore and solve complex water resource challenges.

Education

MS Geography/
Environmental Resource
Management, Southern
Illinois University, 2007

BS Philosophy, Southern
Illinois University, 2004

Professional Affiliations

American Water Works
Association

Relevant Experience

→ Technical lead for the City of Arvada, Colorado, Water Demand Forecast Update. The City was preparing to develop a raw water master plan and making significant infrastructure investments to meet the City's growing water needs. To understand the range of potential future water demand and properly budget and plan, Jessica led the team to develop updated, spatially detailed projections of water demand for Arvada. The forecast models were developed by sector, end-use, and forecast zones to the 2050 planning horizon. To capture the uncertainty inherent in future population growth, climate, conservation adoption, and demographic trends, the team developed four plausible scenarios of future water demands. Part of the effort was focusing on the tradeoffs between unmitigated outdoor water use and expensive water treatment plant upgrades.

→ Water demand task lead for the City of San Diego, California, Water Demand Study and Urban Management Plan. The City of San Diego required an updated long-range water demand forecast in support of its 2020 Urban Water Management Plan. Additionally, the City desired a robust water demand forecasting model in the short term for projecting increases across the 135 pressure zones. Jessica brought innovation to the City's model by projecting future demand per a tailored, mixed-mode method. The City's model includes econometric modeling for the residential sector that estimates water use per parcel based on characteristics such as temperature, lot size, building footprint,

persons per household, presence of a pool, number of dwelling units on the parcel, and median household income. For the nonresidential sector, water demands are projected according to identified future development and water use per square foot for the development, calculated from existing City water use/land use data. Categories of nonresidential demand include primary schools, nursing homes, universities, mixed-use, hotels, parks, city offices, and industrial, for example. The approach includes calculations of water use offsets from redeveloped parcels and reductions from indoor plumbing code and MWELo impacts.

→ Technical lead for the Bay Area Water Supply & Conservation Agency (BAWSCA), California, Water Demand Sensitivity. BAWSCA wanted to explore the uncertainty around future demands for their 27 Member Agencies. Jessica was part of the team compiled by BAWSCA to develop water demand models and future projections of key variables to project future scenarios of water demand. Jessica led the demand sensitivity task which included the development of 27 member-specific econometric water demand forecast models. Using these models, Jessica led the team to develop a range of future water demand projections that explores the uncertainty in future demographic growth, climate, economic conditions, and conservation adoption levels.

→ Technical advisor for the Tarrant Regional Water District (TRWD), Fort Worth, Texas, Integrated Water Supply Plan. TRWD

Jessica R. Fritsche

provides wholesale drinking water to more than 2.3 million residents across a fast-growing 11-county region centered on Fort Worth, Texas. TRWD was updating its Integrated Water Supply Plan (IWSP). Jessica led a top priority task to assess TRWD's future hydrologic risk – specifically, the prospect that more water may be permitted than would actually be available for withdrawal if future droughts are more severe than the 1950s recorded historical drought. The task included a literature summary of regionally relevant reports and studies on the relative likelihood and risk of reduced water availability, considering historically extended paleoclimate and hydrology as well as plausible future climate trends. On behalf of TRWD, Jessica convened and moderated a four-person panel of professionals from across the U.S. with expertise in climate, hydrology, and water supply planning to share opinions on potential vulnerabilities of TRWD's existing sources. Opinions rendered from the literature review and panel discussion were compiled into a list of recommendations for TRWD's next steps.

→ Water demand task lead for the Los Angeles Department of Power and Water, California, Urban Water Management Plan. Jessica worked with LADWP to update their water demand model and produce updated projections for 2050 in support of their 2020 Urban Water Management Plan. The model utilized the adjusted unit use with elasticity method and incorporated water demand impacts from conservation, housing growth increases in the price of water, lot size changes (densification), family size, and affluence as well as impacts from potential climate change.

→ Water demand task lead for the Tarrant Regional Water District, Texas, Service Area Demand Study. Tarrant Regional Water District supplies water to more than 80 cities and 2.1 million people in North Texas. Using statistical methods, Jessica developed models of residential and nonresidential water demand to be applied at the customer city aggregation to forecast water use to 2070. The demand models utilized nearly 20 years of historical water use, and

economic, demographic, and conservation-related data. The statistical models explain water use across Tarrant's 11 county region as a function of weather, household density, changes in plumbing fixture flow rates, affluence, outdoor watering ordinances, and impacts from conservation programs. The adjusted r-squares for the residential and nonresidential models are 0.85 and 0.84, respectively. The project incorporates the findings from research aimed at understanding generational shifts in water use and preferences for water-saving devices. Additionally, water savings were calculated for all 80 customer cities from ongoing impacts from the 2010 Texas Plumbing Fixtures Act, which set showerhead, toilet, and faucet standards beyond federal standards. Using the demand functions, demographic projections for the region, and conservation strategies for the area, multiple projections of water demand were developed to understand the potential ranges of future demand and water needs with spatial disaggregation.

→ Project manager for the USACE IWR, Water Supply Training for Water Demand Forecasting. IWR procured a contracting team to produce training materials to support the Corps' Water Supply Program. This training initiative was designed to help Corps staff address the contemporary reallocation opportunities faced at Corps projects. The training addressed current and trending issues and challenges, as well as contemporary approaches and tools of water use forecasting for water supply planning and management. The training materials included a module to describe approaches for estimating impacts from passive water conservation (i.e., impacts from plumbing code changes). The training materials were finalized and presented to nearly 20 USACE field staff during a two-day training session. Jessica served as the project manager as well as a technical subject matter expert.



Elisa A. Garvey, PhD, PE

Dr. Elisa Garvey's experience includes water resources management, water quality assessments, regulatory and permitting support, master planning, and monitoring plan development/implementation.

Education

PhD Environmental Engineering, University of Massachusetts, 2000

MS Environmental Engineering, University of Massachusetts, 1995

BS Mechanical Engineering, Johns Hopkins University, 1993

Licenses

Civil Engineer, California

Professional Affiliations

International Water Association

Water Environment Federation

Relevant Experience

→ Engineer for the City of Los Angeles, California, One Water LA 2040 Plan. The integrated planning approach for this project incorporates surface water, groundwater, recycled water, desalination, and stormwater projects into an overall water supply planning process. Responsible for compiling information on stormwater related projects to be considered as components of system-wide portfolios.

→ Stormwater analysis lead for the City of Morro Bay, California, OneWater Morro Bay Integrated Master Plan. Evaluated the resiliency of water, wastewater, and stormwater systems, as well as supply sources, including groundwater, surface water from the State Water Project, desalination, recycled water, and indirect potable water.

→ Project engineer for the Alameda County Flood Control and Water Conservation District, California, Zone 7 Tri-Valley Potable Reuse Feasibility Study. The Tri-Valley agencies embarked on a potable reuse feasibility to augment water supplies and increase water supply reliability. Responsible for leading the development of more than 22 potable reuse alternatives involving three agencies, multiple single and shared treatment facilities, and three types of potable water end uses (ranging from groundwater augmentation to raw water augmentation). Oversaw the development of a Blue Plan-it® modeling application to track and evaluate scenarios, yields, costs, and water quality. Project findings include several short-listed alternatives that provide the Tri-Valley with options for potable reuse that can be further developed.

→ As a subconsultant to Water Systems Consulting, contributed to analysis and development of the City of Pismo Beach, California, Recycled Water Feasibility Study. Responsible for developing treatment trains and associated cost estimates for various end recycled water uses. For the indirect potable reuse alternatives, contributed to the

analysis of regulatory constraints for surface recharge vs groundwater injection.

→ Project engineer for City of Ventura, California, Phase 2 and Phase 3 Estuary Studies. Building on the outcomes of the Phase 1 Recycled Water Market and Feasibility Study, the Phase 2 and 3 studies involved further investigation and development of potable reuse alternatives, ranging from groundwater augmentation to raw water augmentation. Responsible for further developing potable reuse alternatives, evaluating various regional solutions, and assisting the City in the decision-making process to move forward with a potable reuse project. Also responsible for evaluating how potable reuse fits into a portfolio of water supplies and assessing the opportunities and challenges of integrating various supplies from a technical and regulatory standpoint.

→ Project manager for the Bay Area Clean Water Agencies, California, Storm Water Diversion White Paper and Analysis. The driver for the project was interest among regulators in implementing stormwater diversion projects in northern California for the purpose of reducing concentrations of mercury and PCBs in stormwater runoff to San Francisco Bay. The objective of the White Paper is to identify challenges and opportunities associated with diversions of flow from stormwater systems to a publicly owned treatment works. Carollo developed the White Paper using published and grey literature and case studies from several agencies, including the City of Los Angeles, Orange County Sanitation District, City of Ventura, City of Santa Cruz, and East Bay Municipal Utility District. The final white paper documents the institutional, technical, and economic challenges and the opportunities associated with stormwater diversions.

→ Technical advisor for the Las Virgenes-Triunfo Joint Powers Authority, California, Pure Water Demonstration. This project is being designed to maximize non-potable reuse in the summer months and to use



Elisa A. Garvey, PhD, PE

excess summer flows and all winter flows for potable reuse. Project elements include planning, design, construction, and operation of a world-class demonstration facility with full-scale components and comprehensive program management services.

→ Project engineer for the Water Research Foundation Project No. 4536, "Blending Requirements for Water from Direct Potable Reuse Facilities." The project evaluates the impacts of blending, various advanced treatment trains, and blending location on both finished and distribution system water quality. Responsible for developing test protocols, coordinating sampling events, and compiling data.

→ Project manager for the California Department of Public Health (CDPH)/Contra Costa Water District, California, Removal of NDMA, EDCs, and PPCPs from South Delta Waters Project. This research project, funded by CDPH, focused on pilot testing three advanced water treatment trains to determine removal efficiencies of trace organic compounds. Responsible for technical oversight of development of the experimental plan and plot-testing activities, as well as project team management.

→ Project engineer for a feasibility study for construction of a new treatment plant located between Bakersfield and Los Angeles, California. The proposed source water for the treatment plant was the California Bay Delta. Various treatment plant alternatives were developed and evaluated with respect to effectiveness for treatment of pathogens, tastes and odors, and organics, as well as for effectiveness at minimizing disinfection by-product formation.

→ Project engineer for evaluation of a biomimicry inspired mixing technology designed by PAX Scientific. The primary objective of the study was to assess the ability of the PAX mixer to induce and maintain a thermally mixed condition in several drinking water supply reservoirs. Project tasks included developing the experimental plan, conducting field studies and data analysis, and preparing a report summarizing the study.

→ Project engineer for the U.S. Environmental Protection Agency/American Water Works Association Research Foundation Project No. 3004, "Advanced Water Treatment of Estuarine Water Supplies for Improving Water Quality." The goal of the project was to fill knowledge gaps with respect to treatment of estuarine supplies using existing and advanced technologies (GAC, PAC, MIEX® resin, membranes), as well as disinfectant combinations including chlorine, chloramines, chlorine dioxide, ozone, and UV disinfection. Primarily responsible for oversight of a demonstration-scale evaluation of medium-pressure and low-pressure UV disinfection, with a focus on assessing the operational issues associated with UV disinfection technologies.

→ Project engineer for the Contra Costa Water District, California, CALFED Old River Water Quality Improvements in the San Francisco Bay Delta. The project goal was to reduce significant sources of water quality degradation along Old River, a drinking water intake. Conducted a field survey to identify and evaluate potential point and non-point sources of pollution (e.g., agricultural drainage, wet weather runoff, and groundwater seepage). Provided technical support services for selection and permitting of the preferred alternative.

→ Project engineer for evaluation of the biological availability of dissolved organic nitrogen (DON) for the Cities of Reno and Sparks, Nevada, Regional Wastewater Facilities Design Phase III. The project's goal was to evaluate the bioavailability of DON to develop a range of percent DON availability, which would be removed from the permit total nitrogen compliance calculation. Analysis of the data included statistical analysis and a mass balance evaluation. Determined a conservative estimate of the amount of non-bioavailable DON in treatment plant effluent and prepared a final summary report.



Jill Kjellsson, PE

Jill Kjellsson is a water resources engineer and project manager with ten years of experience focused on strategic planning projects for water, wastewater, stormwater, and water reuse, including utility master planning, capital improvement project planning, and asset management. Jill is experienced in managing multi-disciplinary teams and executing master planning projects with risk-based prioritization for capital improvement projects, rehabilitation, and operations and maintenance programs.

Education

MSE Environmental and Water Resources Engineering, University of Texas at Austin, 2014

MA Public Affairs, University of Texas at Austin, 2014

BA Environmental Engineering California Polytechnic, San Luis Obispo, 2011

Licenses

Civil Engineer, California

Relevant Experience

→ Project manager for the Sonoma Water, California, Comprehensive Water System Master Plan. Plan includes development of base elements such as basis of costs, identification and evaluation of project alternatives, and development of the recommended projects with associated planning level costs, Capital Improvement Program (CIP), and implementation schedule.

→ Engineer for the Water and Sewer Master Plans Phase 3 McKinleyville Community Services District, McKinleyville, CA. Jill served as project engineer for Phase 3 of the water and sewer master plans for the McKinleyville Community Services District (MCSD). Jill developed and applied a risk framework unique to each system and developed a prioritized rehabilitation plan, planning level opinions of probable cost, and master plan reports for each system.

→ Deputy project manager for the Sewer Master Plan, Berkeley, California. Developed and applied a risk framework to the collection system assets using InfoAsset Planner to prioritize capital improvement projects and the City's infiltration and inflow reduction program. The risk model leverages a Geographic Information System (GIS) geodatabase with pipe age, material, and diameter; hydraulic model output for existing and future scenarios; and Closed-Circuit Television (CCTV) inspections for data-driven investment decisions.

→ Project manager for multiple sewer and water analyses for the City of Cotati, California. These projects evaluate the water distribution and collection systems based on updated information to assess impacts of development or rezoning on the water and wastewater systems.

→ Engineer for the Aurora, Colorado, Box Elder Feasibility Study. The Study identified

combinations of water supply and wastewater management to serve future development of the Box Elder basin. The study evaluates reuse scenarios and presents an interim strategy for managing wastewater generated in the near-term which can adapt to changes in planned development through 2080 and beyond.

→ Lead engineer for the City of Redmond Sanitary Sewer Master Plan, Redmond, Oregon. This Master Plan will present a framework for improving and expanding the collection system over a 20-year planning horizon to guide the expansion of the system to meet the City's needs as it grows. Carollo developed flow projections, updated and calibrated the hydraulic model, identified capacity deficiencies, and developed the Capital Improvement Plan.

→ Lead engineer for the City of Medford Sanitary Sewer Master Plan Update, Medford, Oregon. The update to the City of Medford's Sanitary Sewer Master Plan will provide updated flow projections, updated data on the overall condition and capacity of the system, and a strategic approach and workflow for managing the existing system and growth-related projects.

→ Engineer for the County of Hawaii, Hawaii, Cesspool Conversion and Wastewater Facilities Plans. This project assesses over 49,000 cesspools across the County and island of Hawaii to develop conversion recommendations including connection to existing or potential future County-owned wastewater systems, connection to existing privately-owned collection systems, upgraded onsite wastewater treatment systems, or decentralized wastewater collection and treatment systems. The project includes developing hydraulic models for six County-owned collection systems, condition assessment of treatment plants and pump stations, community engagement and

Jill Kjellsson, PE

outreach, and development of Financial and Funding Plan.

→ Engineer for the Pump Station and Conveyance System Master, Monterey, California. Jill worked with M1W to identify desired Levels of Service (LOS), apply the Business Risk Exposure (BRE) framework, and develop a prioritized CIP of recommended near-term and a long-term investment profile that includes capital projects, corrective and preventative maintenance, and predicted renewal and replacement.

→ Engineer for the Regional Water Reuse System Master Plan, City of Santa Rosa, Santa Rosa, California. Jill assisted development of the Regional Water Reuse System Master Plan, a comprehensive and forward-looking master plan that reflects current conditions and drivers, and anticipates potential regulatory changes, to provide a roadmap for future investments.

→ Project Manager for the Catastrophic Reserve Study Update, Santa Rosa, California. Jill was project manager for a Catastrophic Reserve Study which used spatial analysis and visual inspection to evaluate the potential damage to the City's water and wastewater infrastructure during a major seismic event along the Rodger's Creek Fault and costs of emergency repairs.

→ Project manager for the Town of Windsor Storm Drainage Master Plan Phase 2 in Town of Windsor, California. The second phase of the Storm Drainage Master Plan for the Town of Windsor used the 2D model developed with DHI MIKE software (combination of MIKE URBAN, 11, and 21) in Phase 1 to evaluate and prepare a capital improvement program. During the project, Jill coordinated with the Sonoma Water to implement design manual standards and presented to Town Council.

→ Engineer for the Town of Windsor Sewer Collection System Master Plan, Windsor, California. Served as Engineer for Phase 3 of a comprehensive planning effort for the Town's sewer collection system. Jill gathered land use planning information, developing recommended capital improvement projects, writing the master plan report and presenting to Town Council.

→ Engineer for the City of Rohnert Park Sewer Collection System Master Plan, Rohnert Park, California. Main author for a comprehensive evaluation of the City's sewer collection system to identify near-term risks, mitigation strategies, and capacity needs, and to identify sustainable long-term funding. Jill applied a risk framework and developed capital improvement projects.

→ Project Manager for the Asset Management Program Evaluation, Central Marin Sanitation Agency, San Rafael, CA. As part of the evaluation, CMSA's asset management program was evaluated against ISO 55001 standards. Jill was lead author of the Asset Management roadmap to assist in aligning Central Marin Sanitation Agency (CMSA) staff, create an implementation plan that emphasize and supports CMSA staff leading the implementation.

→ Engineer for the Groundwater Well Asset Management Plan, San Jose Water, San Jose, CA. Jill assisted in the development and implementation of the risk rating system for the groundwater well master planning. The outputs of the risk-based assessment were used to inform the capital improvement plan.

→ Engineer for the Asset Management Strategic Plan, Vallejo Flood Control and Sanitation District, Vallejo, CA. Jill assisted the implementation of the asset management plan by determining condition ratings, asset hierarchy, and consequence of failure for lift stations and the treatment plant in coordination with the new Computerized Maintenance Management Systems implementation.

→ Engineer for the Asset Management Strategic Plan, Napa Sanitation District, Napa, CA. Jill assisted the project to review existing condition assessment practices and develop asset condition assessment protocols appropriate for NapaSan.



Elise N. Moore

Elise Moore is a dedicated and results-driven Project Manager with a diverse background in construction management and supervisory control and data acquisition (SCADA) programming. Over her 18-year career with Carollo, she has demonstrated exceptional skills in overseeing projects, managing resources, and ensuring successful project delivery. Her unique blend of field and technical experience makes her a valuable asset in leading and delivering complex initiatives.

Education

Coursework

- Sierra College
- Sacramento City College

Training

- Wonderware Intouch SCADA Part 1
- Wonderware System Platform 2020
- Rockwell Studio 5000
- Rockwell PlantPAX
- Ignition Core Components
- Schneider CitectSCADAGE iFIX, Fundamentals and Advanced

Certifications

Wonderware Intouch Certified Developer

Wonderware Historian Certified Developer

Trihedral VT SCADA Certified Programmer

Ignition Core Certified Developer

Relevant Experience

→ Project Manager for the South Placer Municipal Utility District, California, SCADA System Improvements Design. The project involved the design of replacing the existing radio hardware and proprietary Data Flow Systems RTUs and SCADA system with a new industry standard open platform SCADA system comprising of Ignition SCADA, GE Orbit MDS radios, and Flygt MultiSmart pump controllers. In addition to managing the project, Elise also served as the SCADA specialist to make recommendations and facilitate hardware and software selections made during the design.

→ Assistant project manager and project engineer for the North of River Sanitary District, California, SCADA Master Plan. The project involved developing a standard approach to optimize the SCADA system and take advantage of new technologies while identifying ways to minimize the overall cost of ownership, maintenance, and security risks to the project. Project goals included establishing the current condition of the SCADA system's components, identifying operational requirements and information/control needs, defining communication standards, recommending SCADA system upgrades, and identifying system-wide hardware, software, and communication networks for future expansion of the treatment facility and conveyance systems.

→ Lead HMI programmer for the City of Aurora, Colorado, Wemlinger Water Purification Facility (WPF) PLC Upgrades. The project included design, procurement, and construction services to replace and consolidate the WPF's existing PLCs with new Allen Bradley ControlLogix PLCs. Responsible for managing the tag database and creating and implementing new SCADA graphics for the City using a hybrid approach to the high-performance HMI standard.

→ HMI Programmer for the City of Reedley, California, SCADA Master Plan and Wastewater Treatment Plant Expansion Programming. Carollo evaluated these facilities and prepared a SCADA Master Plan that provided the necessary information to design a functional and consolidated control system for the City's various utilities departments. The goal was to develop a control system master plan that would reduce current operating costs by replacing obsolete equipment, improving operational efficiency through utilization of innovative technologies, improving current operations staff efficiency, reducing total chemical use, and reducing total electrical power consumption. The wastewater treatment plant was expanded to include a new SCADA system, which serves as the central consolidation point as well as a foundation for the new city-wide SCADA system project. Carollo programmed the new wastewater treatment plant SCADA system, which uses a Wonderware InTouch HMI and Modicon Quantum PLCs.

→ HMI programmer for the City of Oak Harbor, Washington, SCADA Integration and Programming. Elements of the project included development of PLC and SCADA standards in coordination with the client. Responsible for developing SCADA/HMI graphics, operator training, Historian configuration, operations and maintenance manual, and startup and testing activities.

→ Project manager for the Sonoma Water, California SCADA Support Services project. The project included development of P&IDs and specific control descriptions for all water and wastewater facilities operated by Sonoma Water. Elise managed all aspects of the preliminary and final design packages and facilitated review workshops with Sonoma Water.



Elise N. Moore

→ Project manager the City of Turlock, California, SCADA Replacement Projects. This involved a series of projects scheduled to take place over the course of several years to replace the city-wide HSQ system with Trihedral VTScada and Allen-Bradley Control and Compact-Logix PLCs while also improving the City's telemetry network with new Ethernet-based radios and adding the use of cellular for redundancy. Responsible for overseeing the concurrent project schedules, coordinating with vendors and subconsultants, and facilitating the cutover from HSQ to the new non-proprietary SCADA system. In addition, served as the lead programmer on the projects and oversaw the HMI and PLC programming.

→ HMI programmer for the City of Oak Harbor, Washington, SCADA Integration and Programming. Elements of the project included development of PLC and SCADA standards in coordination with the client. Responsible for developing SCADA/HMI graphics, operator training, Historian configuration, operations and maintenance manual, and startup and testing activities.

→ Lead programmer for the City of Palm Springs, California, Palm Springs/Veolia Wastewater Treatment Plant Upgrade. Carollo provided design and engineering services during construction for a design-build project managed by Veolia Water for the City of Palm Springs. The project involved construction of several new replacement facilities at the wastewater treatment plant, including influent sewer, headworks, septage receiving station, influent pump station, primary clarifiers, scum pump station, primary sludge pump station, primary sludge dewatering, gravity thickener cover, foul air treatment facility, and new electrical building. Responsible for converting the plant SCADA application from RSVIEW32 to FactoryTalk View SE and adding new HMI screens for the headworks upgrades. Also provided operator training, startup and testing, and operations and maintenance manual/standards development.

→ Lead programmer for the County Sanitation Districts of Los Angeles County, California, Valencia Advanced Water Treatment Facility (AWTF). The \$90 million, 6.5-mgd

Valencia AWTF utilizes an innovative, all-membrane based process that targets chloride removal from tertiary effluent prior to discharge to the Santa Clara River. Key components of the project included development of drawings and process control strategies for the nanofiltration and microfiltration systems; process control system network design and integration with the existing plant network; factory acceptance testing and integration of two vendor systems; and PLC programming for two fully redundant ControlLogix PLCs and HMI graphics using the Districts' existing programming standards. Project software included FactoryTalk View SE/ME, Plant PAX, and RS Logix Studio Designer.

→ Programmer for the Modesto Irrigation District, California, Water Treatment Plant Improvements. Responsible for reverse engineering and making corrections and improvements to the existing iFix 5.5 SCADA application, as well as integrating new graphics for the new membrane filtration plant. Coordinated with several vendor programmers for factory and site acceptance testing, as well as multiple plant startups. Also added and configured two new dual historian servers with Proficy Historian 5.0, iFix workstations, and server racks.

→ Lead programmer for the Dallas Water Utilities, Texas, Bachman Water Treatment Plant Expansion. Responsible for development of new and existing Magelis Vijeo Designer OITs and modifications to existing iFix 5.1 applications and integration, including removal of unused screens, tags, and historized data. Co-facilitated the site and factory acceptance testing and part of the CEET testing and startup.

→ Programmer for the Sarasota County, Florida, SCADA Design Review. The project included development of programming standards, design of a SCADA HMI server, SCADA mobile client server, a SCADA I/O server, and a SCADA Historian server.



Ryan F. Orgill, PE

Ryan Orgill has 18 years of experience in master planning, hydraulic modeling, sewer system management planning, urban water management planning, and geographic information systems (GIS). He serves as Carollo's companywide lead for sewer system modeling, calibration, and system analysis and specializes in creating and calibrating hydraulic models, developing analysis criteria, and evaluating existing water systems. In addition, Ryan developed Carollo's means and methods for sewer system planning that have been adopted company-wide and is an expert in delivering projects that incorporate all critical elements of collection system capital program needs.

Education

BS Civil Engineering,
California State
University, Fresno, 2006

Licenses

Civil Engineer, Nevada,
California

Professional Affiliations

American Water Works
Association

California Water
Environment Association
– Central San Joaquin
Section

Relevant Experience

→ Project engineer for the City of Watsonville, California, Water Master Plan. Responsible for overseeing the development and calibration of the water distribution system hydraulic model, development of improvement recommendations to meet existing and future demands, and a phased capital improvement plan.

→ Hydraulic modeling lead for the City of Santa Barbara, California, Water Model Update. Responsible for update and calibration of the City's water system hydraulic model using the InfoWater modeling software application, development of a system specific diurnal pattern for the City, and custom hydraulic model training for City staff.

→ Project engineer for the City of Tulare, California, Water System Master Plan. Responsible for hydraulic model creation and calibration, development of analysis criteria, evaluation of the City's existing water system, development of improvement projects to mitigate existing deficiencies and serve future growth, and development of a staged capital improvement plan.

→ Project engineer for the El Dorado Irrigation District, California, Integrated Water Master Plan Update. Carollo worked closely with District staff to update the existing hydraulic model in InfoWater. A significant amount of data scrubbing was needed to create a hydraulic model that accurately represents the existing system and its performance. Portions of the system are isolated from the main system, while other systems are fed off of two main transmission mains that are more than 25 miles long. Carollo created a water system schematic of the entire water system to ensure that all facilities are properly represented in the model.

→ Quality control for the City of South Pasadena, California, One Water 2050 Plan. Hydraulic modeling performed on the project included updating the potable water model, using the potable water model to evaluate the water system, evaluating new developments using the potable water model, developing the new sewer model, evaluating the wastewater collection system capacity using the model, and evaluating the potential recycled water distribution systems.

→ Project engineer for the City of Porterville Integrated Master Plan for water, wastewater, and storm drainage. The wastewater element also included an evaluation of the condition of the wastewater treatment plant. Carollo conducted a water demand analysis by looking at historical water production and consumption data as well as conducting an evaluation of per capita consumption.

→ Hydraulic modeling support for the City of Tulare, California, J Street and Alpine Vista Water Storage Tank Improvements. The project involved planning, preliminary and final design, and engineering services during construction of two 2-MG concrete storage tanks and two wells. The storage tanks are designed to supply the flow needed between the peak day and peak hour demand to mitigate low pressure issues.

→ Hydraulic modeling lead for the City of West Sacramento, California, Water System Master Plan Update. Responsible for development and calibration of the water system hydraulic model, system evaluation under existing and year 2035 demand conditions, and development of a staged capital improvement plan for the City.



Ryan F. Orgill, PE

→ Hydraulic modeling lead for the City of Turlock, California, Terminal Pump Station and Reservoir. Responsible for updating and calibrating the City's existing water distribution model, which was then used to analyze the impact of the new Modesto Irrigation District Terminal Reservoir and Pump Station, which will provide the City with a new surface water supply. The City is currently supplied solely by groundwater wells that are owned and operated by the City.

→ Project engineer for the City of Shasta Lake, California, 2016-2026 Water Master Plan. Responsible for hydraulic model development and calibration using InfoWater modeling software and capacity evaluation of the distribution system.

→ Project engineer for the City of Cotati, California, Sewer and Water System Master Plans. Responsible for hydraulic model development and calibration, existing and buildout analysis of the water and sewer systems, development of capital improvements to mitigate existing deficiencies and serve future growth, development of a staged capital improvement plan, and development of the final Sewer and Water System Master Plan reports.

→ Staff engineer for the Victorville Water District, California, 20-Year Comprehensive Water Master Plan. Responsible for calibration of the District's ID2 water distribution system hydraulic model, evaluation of the ID2 water system, and development of improvement projects to mitigate existing deficiencies and accommodate future growth.

→ Staff engineer for the City of Galt, California, Water System Master Plan. Assisted with preparation of the City's Master Plan report and development of a staged capital improvement plan.

→ Staff engineer for the City of Hughson, California, Water System Master Plan. Assisted with preparation of the City's Master Plan report and development of a staged capital improvement plan.

→ Project engineer for the City of Galt, California, Recycled Water Evaluation. Responsible for identification of potential recycled water customers in and near the City,

estimation of potential recycled water demands, development of a conceptual recycled water distribution system, and development of planning level costs associated within implementation of a recycled water system.

→ Sewer modeling lead for the City of Banning, California, Water, Wastewater, and Recycled Water Integrated Master Plan. Carollo conducted hydraulic modeling to identify conveyance system improvements to meet near-term and buildout conditions of the water, sewer, and recycled water systems. Subsequent to the completion of the Master Plan, Carollo has provided hydraulic modeling and planning services to the City on infrastructure requirements for new development on the City's water and sewer systems.

→ Sewer modeling lead for the City of Glendale, California, Water and Recycled Water Master Plan and Hydraulic Model Calibration. The project included potable and recycled water demand forecasting, water supply analysis, hydraulic modeling, hydraulic system analysis, development of a pipeline replacement program, and a field condition assessment of critical water facilities. The findings of this project were used to develop a detailed CIP and master plan report with a 2040 planning horizon.

→ Sewer system modeling lead for the 2016 Water Master Plan for the City of Colton, California. This project included water demand forecasting, hydraulic model development and EPS calibration using field fire flow testing. Existing and future system analysis was conducted to develop a CIP including a rehabilitation and replacement program. The findings were presented in a comprehensive water master plan report that was developed in conjunction with the 2016 Sewer Master Plan.



Julia L. Semmens, EIT

Julia Semmens joined Carollo as a staff professional in July 2020. She graduated with high honors in Civil Engineering and Environmental Engineering from the University of California, Davis in June 2020. Julia assists in the development and analysis of water conveyance and sewage collection systems, as well as developing technical memoranda and reports for evaluation of existing systems.

Education

BS, Civil Engineering,
University of California,
Davis, 2020

BS, Environmental
Engineering, University of
California, Davis, 2020

Licenses

Engineer-in-Training,
California

Professional Affiliations

American Water Works
Association

Relevant Experience

→ Staff professional for the Tahoe City Public Utility District, California, Tahoe Cedars and Madden Creek 2020 – 2040 Water Master Plans. Julia assisted with the development and calibration of an InfoWater Pro hydraulic water model and performed model analyses to identify system deficiencies and develop prioritized capital improvement recommendations. Julia also assisted with the master plan documentation and presentations to the District's Water and Sewer Committee and Board.

→ Staff professional for the El Dorado Irrigation District, CA, Water and Recycled Water Master Plan. This Master Plan established a planning framework that will enable the District to meet water and recycled water needs through the 2045 planning horizon. The District's water system consists of approximately 1,100 miles of pipeline up to 50 inches in diameter and spans over 4,000 feet of elevation. Due to factors such as existing capacity limitations, planned developments, and aging infrastructure, the District's transmission and distribution system will require substantial capital investment over the next few decades to meet level of service goals. Julia identified and evaluated alternative supply and transmission strategies and developed capital improvements to meet capacity and reliability needs through 2045.

→ Staff professional for the Alpine Springs County Water District, CA, Water and Wastewater Master Plan. This Master Plan developed a planning framework for which to structure the District's capital improvement plan through 2045. Julia developed and calibrated hydraulic water and wastewater models using Bentley's WaterGEMS and SewerGEMS software, respectively, and used the models to identify existing and future capital improvement needs. Using findings from the model evaluations,

along with field and desktop condition assessments, Julia helped develop and prioritize the District's capital improvement plan through 2045. Julia was also responsible for developing Master Plan documentation and for presenting the Master Plan findings to the District's board and long-range planning committee.

→ Staff professional for Charleston Water System, South Carolina, 2020 – 2040 Water Master Plan. Julia used a WaterGEMS hydraulic model to evaluate the water distribution system under existing and future conditions and to develop a prioritized capital improvement program. Julia also assisted with master plan documentation and presentations to CWS.

→ Staff professional for the City of Ventura, California, Wastewater Collection System Master Plan. Julia was responsible for the development and calibration of the City's wastewater collection system hydraulic model using SewerGEMS software. Julia constructed the model using a variety of data sources and performed dry and wet weather calibrations based on historical water reclamation facility flow monitoring data and a temporary collection system flow monitoring program. Julia is using the calibrated model to evaluate the collection system under existing and future conditions to help develop a prioritized capital improvement program.

→ Staff professional for the Centennial Water and Sanitation District, Colorado, Water Model Update and Corrosion Study. Julia was responsible for updating the District's WaterGEMS hydraulic water model and performing water quality analyses for various blending scenarios.

→ Staff professional for the Washoe County, Nevada, Phase 3 Arsenic Mitigation Program. Julia was responsible for aggregating and analyzing flow and water quality

Julia L. Semmens, EIT

data from previous monitoring and mitigation efforts to develop updated monitoring and mitigation recommendations. Julia also assisted with the development of a GIS dashboard that the County can use to view past and future findings from the Arsenic Mitigation Program.

→ Staff professional for the Inland Empire Utilities Agency, California, recycled water system analyses. Julia used an InfoWater Pro hydraulic water model to evaluate the hydraulic and economic feasibility of various recharge strategies for the Agency's recycled water system.

→ Staff professional for the Dallas Water Utilities, Texas, Hydraulic Water Modeling Guidelines development. Julia was responsible for developing a guidelines document to assist DWU staff with using and maintaining the InfoWater Pro hydraulic water model that Carollo developed for DWU's water distribution system.

→ Staff professional for Collier County, Florida, on-call water modeling assistance. Julia has been responsible for performing on-call water modeling tasks for the County using a WaterGEMS hydraulic model since June 2021. Julia has performed numerous hydraulic capacity and water quality analyses to assist the County in maintaining and developing improvements for its water distribution system.

→ Staff professional for the Sacramento Suburban Water District, California, Pipeline Rehabilitation and Replacement Program. Julia used an InfoWater Pro hydraulic water model to identify hydraulic deficiencies and develop recommendations for small diameter replacement, lining, and pipeline realignment improvements.

→ Staff professional for the City of Ukiah, California, recycled water system improvements. Julia used an InfoWater Pro hydraulic model to evaluate proposed alignments for the City's recycled water system and to optimize the design of new recycled water facilities.

→ Staff professional for the Contra Costa Water District, California, Canal Moderniza-

tion Project. Julia used an InfoSWMM hydraulic model to evaluate the hydraulic feasibility of the proposed canal alignment.

→ Staff professional for the Contra Costa Water District, California, Bethany Transfer Pipeline Alignment Project. Julia used an InfoWater Pro hydraulic water model to optimize the hydraulic design of the proposed pipeline for the District's water conveyance system. The pipeline will convey up to 400 cubic feet per second of water over a distance of about 8 miles.

→ Technical intern at Watercourse Engineering, Inc. in Davis, California. Julia assisted in the development of a research article regarding cyanobacteria mitigation. She also assisted with stream temperature analyses using the Water Temperature Transaction Tool (W3T).

→ Engineering intern at the North Tahoe Public Utility District in Tahoe Vista, California. Julia assisted in the project management of capital improvement projects, including a water main replacement project and a sewer main rehabilitation project. Julia was the project manager for the rehabilitation of the North Tahoe Event Center roof, which involved organizing pre- and post-bid meetings, overseeing the construction schedule and change-orders, and managing payments. Julia also assisted with multiple internal projects, including updating the District's GIS database, improving connectivity between the GIS and Lucity databases, and creating swing-ties for new water services.

→ Education and Outreach Intern at the UC Davis Tahoe Environmental Research Center in Incline Village, Nevada. Julia assisted in the organization of the annual Children's Environmental Science Day. Julia also assisted in the development of the Take Care Tahoe Mural and other educational displays in the Tahoe Science Center and the UC Davis field station in Tahoe City. As an undergraduate at UC Davis, Julia assisted graduate students with projects including the Lake Tahoe Nearshore Network, which is a network of water quality monitoring stations at the perimeter of Lake Tahoe. Julia assisted with the collection and analysis of water quality data from the stations.



Eli Weintraub, PE

Eli Weintraub is an associate at Carollo with more than 15 years of experience. He serves as a senior environmental engineer and project manager. Eli specializes in program management and implementation, wastewater and drinking water treatment, membrane treatment, water quality, and water infrastructure planning. His experience includes program development and management, large-scale water meter replacement, project prioritization, water treatment studies, water quality studies, and water and wastewater treatment and reuse.

Prior to joining Carollo, Eli served as Associate Engineer for the Santa Cruz Water Department, where he was the engineering department's water treatment lead. He also worked with University of California, Santa Cruz, to develop and implement water quality and water treatment curriculum for The Department of Environmental Studies.

Education

MS Environmental Engineering, University of California Davis, 2006

BS Civil Engineering, University of California Davis, 2003

Licenses

Civil Engineer, California

Training

Occupational Safety and Health Administration 40-Hour HAZWOPER Safety Training, 2007

Professional Affiliations

American Water Works Association

Relevant Experience

→ Deputy program manager for the City of Sacramento, California, Accelerated Water Meter Program. The project provides services for management, development, and implementation of the program to install more than 40,000 water service meters and approximately 60 miles of water main replacements or relocations. The accelerated program involves condensing the water service meter installation effort from eight years to four years. Program activities include public outreach, alternative project delivery options, GIS and CMMS integration with customer billing system, and rigorous project controls for monitoring the program's progress.

→ Lead pilot plant operator and member of the design team for the City of Santa Cruz, California, Seawater Desalination Pilot Plant Program. Played a key role throughout the life of the project. Designed and sized the conventional treatment, slow sand filter, and low-pressure membrane (microfiltration/ultrafiltration) pretreatment systems; seawater reverse osmosis systems; and ancillary equipment for a comprehensive seawater desalination pilot study to meet California Proposition 50 grant requirements. Also operated the pilot plant and collected and reported data throughout the study.

→ Staff engineer for the Sacramento Regional County Sanitation District, California, EchoWater Project Tertiary Treatment Facilities Project (TTF). TTF will provide filtration and disinfection of secondary effluent to a level equivalent to Title 22 requirements for

tertiary disinfected recycled water for unrestricted reuse. Tertiary facilities include a 330-mgd filter influent pump station, 217 mgd of granular media filters, backwash equalization and treatment, chemical feed systems, covered disinfection contact basin, and new area control center. Responsible for development of project design criteria.

→ Program engineer for the City of San Jose, California, \$1.6 billion San Jose-Santa Clara Regional Wastewater Reclamation Facility. Provided program-level operations and maintenance (O&M) services in developing an O&M assessment of the existing program and processes. Led the effort to provide program-level O&M guidelines for current and future projects. The O&M assessment reviewed all existing O&M processes, systems, tools, organizational structures, and documentation and provided recommendations that are currently being implemented.

→ Program engineer for Metro Vancouver, Canada, Northwest Langley Wastewater Treatment Plant Program Owner's Advisor Services. Carollo assists WSP Vancouver with the program management portion of the \$1.3 billion (CAD) program that includes design and construction of a pump station and storage tank, river crossing, new outfall, and treatment plant expansion. Additional duties include supporting the development of the Project Management Information System and program budget and schedule tracking tools. Led the effort to develop the program management plan, which included information and guidelines for communications, budget and schedule management, risk management, and document control.

Other Accomplishments

Carollo's Sacramento
Office Quality Manager,
2016-2017

Open for Quote

"Eli was always responsive and made us feel like we were his most important client."

– Marc Lee, City of Sacramento

Elias T. Weintraub, PE

Also developed program issue and communications tracking logs.

→ Project engineer and lead pilot engineer for the City of Haverstraw, New York, Water Supply Project. Designed and implemented a brackish water desalination pilot study. At the pilot facility, managed the sampling and compliance program, as well as pilot plant staff. Also responsible for key operational decisions and analysis of data and results. This successful pilot study led to the implementation of a full-scale treatment facility in the area.

→ Assisted with preparation of design documents and final design report for the Alameda County Water District, California, Newark Desalination Facility Expansion. The existing brackish water desalination facility uses low-pressure, brackish water desalination membranes to treat groundwater. Treatment capacity at the facility was increased from 5 to 10 mgd.

→ Completed a Watershed Sanitary Survey for the Naval Air Station Lemoore, California, Drinking Water Treatment Plant. The survey was prepared to meet California's Surface Water Treatment Regulations and focused on water quality and conditions in the watershed.

→ Staff engineer for the Sacramento Regional County Sanitation District, California, EchoWater Project Tertiary Treatment Facilities Project (TTF). TTF will provide filtration and disinfection of secondary effluent to a level equivalent to Title 22 requirements for tertiary disinfected recycled water for unrestricted reuse. Tertiary facilities include a 330-mgd filter influent pump station, 217 mgd of granular media filters, backwash equalization and treatment, chemical feed systems, covered disinfection contact basin, and new area control center. Responsible for development of project design criteria.

→ Project manager for the Sacramento Area Sewer District, California, North Area Corporation Yard Car Wash Design and Code Review. Carollo provided services to review and make recommendations for an existing car wash facility design, that the district wanted to re-purpose at another site. The review and recommendations were

multi-disciplinary and included civil, mechanical, HVAC, structural and electrical reviews. The result of the review was a set of recommendations to meet current standards.

→ Project manager for engineering services during construction for the Foster Farms, California, Livingston Manure Facility Grading and Pond Liner Installation. The project includes a waste composting facilities and lined retention pond. Also responsible for development of a pre-construction Construction Quality Assurance Plan and a post-construction report.

→ Lead engineer and program manager at the Center for Integrated Water Studies' WaterLab, a University of California Santa Cruz (UCSC)-operated water treatment research facility located at the Watsonville Water Resource Center. Responsible for designing the treatment facility, overseeing financing for the project, and negotiating a lease agreement between UCSC and the City of Watsonville (a first for both parties involved).

→ Tour leader for the Food and Agriculture Organization of the United Nations' (FAO) Water Reuse Study Tour. The purpose of the tour was to allow officials from the Saudi Arabia Ministry of Agriculture to tour water reuse facilities and share information with water reuse experts and officials in the United States. Led the tour, which took place in Florida, California, Virginia, and Washington DC, along with FAO officials.

→ Staff engineer for the City of Benicia, California, Water Reuse Plant Conceptual Design. Conducted reverse osmosis pilot runs for toxicity tests associated with permitting requirements for brine disposal. In addition, sized and designed a reverse osmosis system for conceptual design of a 2-mgd wastewater reclamation facility.

→ Key member of a team focused on industrial water treatment projects, including treatment of agricultural/industrial water recycling for use as crop irrigation water in Hawaii.



Jackie M. Silber, GISP

Jackie Silber is a geographic information systems (GIS) lead with 21 years of professional experience in GIS and technical training. Her experience includes geospatial GIS analysis for water resource planning, environmental remediation sampling, and demographic forecasting projects. Her GIS skills focus on geodatabase design and optimization, manipulation and conversion of projections, CAD and KML to GIS conversion, spatial analysis, automation of repetitive analysis using Model Builder and Python, and creation of cartographic figures.

Education

MGIS, Penn State University, 2017

BA Geography, California State University, Northridge, 2001

AA Geology, Pasadena City College, 1997

Certifications

Certified Geographic Information Systems Professional (GISP), Geographic Information Systems Certification Institute, 2012

Relevant Experience

→ GIS lead for El Toro Water District Master Plan Update, El Toro, California. The project includes the development and calibration of water and sewer hydraulic models, development of CIP, and a master plan report. The water system evaluation includes an energy evaluation, water quality evaluation, and impact of new facilities on the water system.

→ GIS specialist for the San Gabriel Valley Water Company Water System Master Plan Update, California. In addition to developing figures illustrating system deficiencies, Ms. Silber also developed a Python script to loop through an 11 million record table and sum the total water demands for every customer.

→ GIS specialist for the 2020 Recycled Water Master Plan update for West Basin Municipal Water District, California. As subconsultant, Carollo conducted a customer survey within multiple jurisdictions to prepare a recycled water demand forecast and update Capital Implementation Plan for Recycled Water Systems. The recycled water model, system analysis, and CIP were updated as part of this project that extends the planning horizon to year 2050.

→ GIS specialist for the Hydraulic Model Implementation for Suburban Water Systems in Whittier, California. Ms. Silber created pressure system surface figures to compare water pressure modeling results throughout the system.

→ GIS specialist for the Antelope Valley East Kern Water Agency in Palmdale, California. Ms. Silber consolidated land use patterns and developed water system and capital improvement plan figures.

→ GIS specialist for the 2020 Recycled Water Master Plan update for West Basin Municipal Water District, California. As subconsultant, Carollo conducted a customer survey within multiple jurisdictions to prepare a recycled water demand forecast and update Capital Implementation Plan for Recycled Water Systems. The recycled water model, system analysis, and CIP were updated as part of this project that extends the planning horizon to year 2050.

→ GIS specialist for OneWater 2050 Plan for the City of South Pasadena, California. Ms. Silber developed figures based on hydraulic modeling results of recommended fire flow improvements to address deficiencies as well as minimum and maximum pressures throughout the District.

→ GIS specialist for the Water Distribution System Infrastructure Plan for the City of Santa Barbara, California. Ms. Silber developed an ArcGIS Online Collector web app and figures for field crew to capture results of fire hydrant testing.

→ GIS specialist for the 2020 Integrated Water Master Plan and Urban Water Management Plan for Padre Dam Municipal Water District, California.

→ GIS specialist for Long Beach Water Department's West Long Beach Advanced Treated Water Feasibility Study, California. As a subconsultant, Carollo led a team to evaluate and interview potential recycled water customers that could be served with recycled water or higher quality advanced treated water.

→ GIS acting project manager for the GIS and Hydraulic Model Hosting and Maintenance Services project for Mesa Water District, California. Ms. Silber created five web applications to assist department leads and field crew access and search the District's

Jackie M. Silber, GISP

GIS data. In addition, she worked with the District to develop a customer outage text notification system which allow Operation staff to identify valves that will be out of service. The web app performs a network trace of the customers that will be affected and sends the information to the Public Affairs Department who contact the customers. Provide on-going GIS support to the District for other projects including the annual water loss audit.

→ GIS lead for the Mesa Water District, California, Free Chlorine Conversion Study. Ms. Silber developed figures to illustrate the supply sources at different demand conditions.

→ GIS specialist for the 2020 Integrated Water Master Plan and Urban Water Management Plan for Padre Dam Municipal Water District, California.

→ GIS specialist for the 2020 Urban Water Management Plan for the City of Big Bear Lake, California.

→ GIS specialist for the City of Banning, California. As part of the Integrated Master Plan, Ms. Silber developed figures representing the existing recycled water system as well as the proposed non-potable reuse system.

→ GIS specialist for on-call GIS services for the City of Westminster Water Department, California. To provide current updates to the District's GIS data, Ms. Silber cleaned, projected, and updated the City's valves and hydrant attributes. Additionally, she cleaned the pipeline topology and created a map book for field personnel. The data was delivered and used as part of the training for water district personnel on using maintaining the map book.

→ GIS specialist for the Stormwater Capture BMP Site Suitability Analysis for the Upper San Gabriel River Enhanced Watershed Management Program, California. Using a uniform grid, performed a multi-criteria decision analysis of valued and binary constraints to identify potential stormwater BMP sites in the Watershed as part of the Los Angeles County MS4 Permit Compliance. The constraints were scored and

weighted to rank the locations. Iterative tasks such as classifying the locations were automated using python scripts.

→ GIS specialist for the Mission Creek and Garnet Hill Subbasins Water Management Plan for the Coachella Valley Water District, Desert Water Agency, and Mission Springs Water Districts, California. As part of a collaborative groundwater replenishment program, analyzed population and other demographic projections and mapped the watersheds and multi-habitat conservation areas.

→ GIS specialist for the Los Angeles County Waterworks District 29, California, Water System Master Plan. Compiled and developed a water infrastructure geodatabase and geocoded the water billing data to correlate metered usage data with parcels. Using current land use and future zoning parcel data, analyzed water demands for private customers. Also created pressure zones and allocated commercial demands for fire flow in InfoWater.

→ GIS specialist for on-call GIS services for the City of Westminster Water Department, California. To provide current updates to the District's GIS data, Ms. Silber cleaned, projected, and updated the City's valves and hydrant attributes. Additionally, she cleaned the pipeline topology and created a map book for field personnel. The data was delivered and used as part of the training for water district personnel on using maintaining the map book.

→ GIS specialist for the Stormwater Capture BMP Site Suitability Analysis for the Upper San Gabriel River Enhanced Watershed Management Program, California. Using a uniform grid, performed a multi-criteria decision analysis of valued and binary constraints to identify potential stormwater BMP sites in the Watershed as part of the Los Angeles County MS4 Permit Compliance. The constraints were scored and weighted to rank the locations. Iterative tasks such as classifying the locations were automated using python scripts.



Andrew P. Baldwin

Andy Baldwin specializes in asset management and planning for water distribution and wastewater collection infrastructure. Andy has focused his career in planning and assessment of water and wastewater infrastructure systems including asset management planning, sewer / water system capital improvement planning, Geographical Information Systems (GIS) and data management applications, hydraulic and mathematical modeling, water/wastewater master planning and implementation of Computerized Maintenance Management System (CMMS) software.

Andy has extensive knowledge of CMMS, GIS and asset management software systems including InfoMaster / InfoAsset Planner (Water and Sewer), Maintenance Connection, Cartograph, CityWorks and Lucity (GBA Master Series) with specific focus on selection and implementation for water and wastewater agencies.

In addition, Andy is a hydraulic computer modeling expert specializing in water, wastewater, and environmental engineering. He has extensive experience of many hydraulic modeling software systems including InfoWorks CS, InfoWorks ICM, Mike Urban, PCSWMM, H20Map Sewer, SewerGEMS and master planning for water distribution and wastewater collection systems. He has extensive experience in sewer master planning throughout the USA and overseas providing marketing and technical support for major sewer network modeling projects including the development and presentation of proposals, technical training, and specialized modeling advice.

Relevant Experience

→ Technical lead for the City of Anaheim, California, Water System Condition Assessment and Risk Analysis. As part of the Water System Model Update study, Andy lead the development of the condition assessment and risk analysis in support of the City's asset management program for their water distribution facilities. The task included the development of a risk evaluation model using GIS data, work order data, field observations and break / leak history data. The task delivered a risk model to evaluate the consequence risks and failure risks based on a useful life analysis driven by the historical break history, current condition, pipe age, material and known construction issues. The study also included staff training enabling the District to conduct future risk analysis using the GIS-based tools.

→ Technical lead for the City of San Diego Metropolitan Wastewater Department, California, GIS Integration Development. Completed a hydraulic model conversion and integration project for MWW's modeling team. The project focused on developing a modeling toolkit to integrate InfoWorks CS with the City's GIS (ArcGIS) database. Responsible for the management and devel-

opment of the software toolkit which included modules for deriving sewer inflows, data validation, network tracing and result reporting. The software tools utilized the InfoWorks CS application interface (API) to access the model database and populate with GIS feature data. In addition to his managerial role, Andy served as the lead software designer and developer utilizing .NET, C# and ArcObjects technologies.

→ Project and technical lead for the City of San Mateo, California, Hydraulic Modeling and Master Planning Study. Developed an InfoWorks CS model of the wastewater collection system for the City of San Mateo. The project utilized InfoWorks CS to model the collection system which included complex hydraulic structures such as pump stations, storage systems, treatment facilities and real-time-control (RTC) systems. Andy's InfoWorks modeling and planning expertise was used to support all modeling activities including GIS data management, land-use and population analysis, model calibration and data management. He was also responsible for liaising with City staff to integrate the hydraulic modeling and master planning efforts with City wide treatment planning activities.

Education

BEng Civil Engineering
(1st Class Honors),
Sheffield Hallam
University

Software

Technology Software
Asset Management
Software
Developmental
Languages

Andrew P. Baldwin

→ Project manager and technical lead for the Padre Dam Municipal Water District, California, Web GIS Model Viewing Tool. Andy was responsible for the development of a web-based model viewing tool to display the District's sewer modeling hydraulic results. The tool utilized the District's GIS data and InfoSWMM model to build web application to display hydraulic capacity results for existing and future flow scenarios. The tool has been integrated with District's internal GIS platform enabling staff to access the simple to use tool through via their intranet.

→ Task manager for the Los Angeles Department of Water and Power, California, Owens Valley GIS Data Management Implementation. Responsible for design and development of the GIS and data management system for the Owens Valley Groundwater project. The project involved development of data models, database design and construction, systems integration design, and development of a web-based data management system integrated with the client's GIS software. Served as technical lead in all activities providing data and software skills using ArcView, ArcGIS, MapGuide, MSXML, JSCRIPT, MSAccess and SQL.

→ Software developer for the Goleta Water District, California, Web-Based Water Distribution GIS System. Responsible for developing the District's database design and pilot web-based GIS system. Implemented MS SQL Server for storing and managing the relational database. Data modeling was conducted, based on adapted ESRI data models, to create the database design for storing water distribution assets. Used the MapGuide software to develop a web interface and integrate with the attribute database. VBScript and Javascript were used to develop the client and server software components. The MapGuide Application Interface (API) was used to create dynamic controls allowing the user to interface with the data via the web-site.

→ Technical lead for Web Information Systems for various California and Arkansas clients. Constructed a web-based information system for the asset management and hydraulic modeling software programs used

by Sacramento County, California, and Little Rock Wastewater Utilities, Arkansas. The web information system is designed to provide technical support and training on the use of ArcADE – a modeling toolkit used for managing sewer asset data and building and calibrating hydraulic network models. The web information system utilizes a comprehensive navigation system directing the user to graphical and text-based information. The software development involved design and programming using HTML, JavaScript, Visual Basic and ASP. The system also includes a web-GIS front-end interfacing with ArcView data displaying network data and model results.

→ Project and technical lead for the City of San Clemente, California, Hydraulic Modeling and Sewer Master Planning Study. Developed an InfoWorks ICM model of the wastewater collection system for the City of San Clemente. The project utilized InfoWorks ICM to model the collection system which included complex pump stations and real-time-control (RTC) systems. Andy's ICM modeling and planning expertise was used to support all modeling activities including GIS data management, land-use and population analysis, model calibration and data management. He was also responsible for providing technical guidance throughout the modeling and master planning activities and hosted client workshops using 'live' demonstrations of the planning tool to explain the system hydraulics to operations and engineering staff.

→ Technical lead for the City of Fullerton, California, Hydraulic Modeling and Master Planning. Andy is currently providing ongoing hydraulic modeling and planning support for the City of Fullerton's engineering and planning department. Andy is using InfoSWMM to evaluate hydraulic capacities and proposed CIP solutions for existing and future flow scenarios. The InfoSWMM model was calibrated using observed flow meter data along with gauge-adjusted radar rainfall (GARR) data.

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EXHIBIT B

Schedule of Charges/Payments

Consultant will invoice District on a monthly cycle. Consultant will include with each invoice a detailed progress report that indicates the amount of budget spent on each task. Consultant will inform District regarding any out-of-scope work prior to commencing as stipulated in Item 3, Additional Work. This is a time-and-materials contract.

Task Description	Bev Han (Principal-In-Charge)	Tim Loper (Project Manager)	Ryan Orgill (Task 2.5, 2.6, 2.7, & 2.8 Lead)	Felicia James (QA/QC)	Elisa Garvey (Water Supply)	Michael Drucker (Wells)	Jessica Fritzsche (Demands)	Jill Kjellson (Task 2.9 Lead)	Julia Semmens (Engineering Support)	Ell Weindraub (AMI/AMR)	Michelle Eckard (Asset Management Support)	Elise Moore (SCADA)	Jackie Silber (GIS)	Andy Baldwin (Digital Delivery)	Word Processing	Total Hours	Carollo Labor	PECE	HIDE	Estimated Fee
	\$324	\$324	\$262	\$308	\$324	\$262	\$262	\$262	\$181	\$208	\$181	\$308	\$156	\$324	\$133			\$ 15.00	Subs/ Direct Cost +10%	
Task 1 - Project Management and Planning	8	90	68	16	10	16	8	28	48	6	16	8	28	2	70	452	\$ 101,000	\$ 6,780	\$ 8,800	\$ 121,480
Task 1.1 - Project Management	4	32	8	0	0	0	0	0	0	0	0	0	8	0	24	76	\$ 18,200	\$ 1,140	\$ -	\$ 19,340
Task 1.2 - Project Management Meetings	4	54	52	16	8	8	4	16	24	4	8	4	16	2	38	288	\$ 73,000	\$ 4,320	\$ 4,400	\$ 81,320
Task 1.2.1 - Monthly Progress Meeting	8	24	24	6	8	8	4	16	24	4	8	4	2	2	24	166	\$ 40,400	\$ 2,490	\$ 2,200	\$ 44,890
Task 1.2.2 - Additional Meetings As Nessesary	16	20	18	0	0	0	0	0	0	0	0	0	8	0	8	70	\$ 18,700	\$ 1,050	\$ -	\$ 19,750
Task 1.2.3 - Customer Advisory Committee (CAC)	10	10	10	10	0	0	0	0	0	0	0	0	6	0	6	52	\$ 13,900	\$ 780	\$ 2,200	\$ 16,680
Task 1.3 - Data Collection	0	4	8	0	2	8	4	12	24	2	8	4	4	0	8	88	\$ 19,500	\$ 1,320	\$ -	\$ 20,820
Task 2 - Water Master Plan Sections	18	82	135	63	44	40	46	86	278	33	122	32	92	2	70	1143	\$ 259,700	\$ 17,145	\$ -	\$ 276,845
Task 2.1 - Summary of Applicable Studies	0	4	6	2	0	0	0	2	8	0	8	2	0	0	4	36	\$ 8,100	\$ 540	\$ -	\$ 8,640
Task 2.2 - Water Rights, Water Service Agreements, Legislation, and Regulations	3	12	6	4	24	0	0	0	16	0	0	0	4	0	6	75	\$ 19,700	\$ 1,125	\$ -	\$ 20,825
Task 2.2.1 - Water Rights Review	1	4	2	2	8	0	0	0	4	0	0	0	0	0	2	23	\$ 6,300	\$ 345	\$ -	\$ 6,645
Task 2.2.2 - Service Agreement Review	1	4	2	2	8	0	0	0	8	0	0	0	2	0	2	29	\$ 7,400	\$ 435	\$ -	\$ 7,835
Task 2.2.3 - Existing and Future Legislature and Regulations Review	1	4	2	0	8	0	0	0	4	0	0	0	2	0	2	23	\$ 6,000	\$ 345	\$ -	\$ 6,345
Task 2.3 - Water Supply Resource Capacity and Reliability Analysis	3	10	24	8	4	34	2	6	34	1	4	2	8	2	10	152	\$ 36,200	\$ 2,280	\$ -	\$ 38,480
Task 2.3.1 - Summarize Existing Supply Facilities	1	2	4	2	0	0	0	0	6	0	0	0	4	0	4	23	\$ 4,900	\$ 345	\$ -	\$ 5,245
Task 2.3.2 - Water Supply Analysis (Supply vs. Projected Demands)	1	2	6	2	2	2	2	0	8	0	0	0	2	0	4	31	\$ 7,100	\$ 465	\$ -	\$ 7,565
Task 2.3.3 - Well Facility Site Visits	0	2	6	2	0	24	0	4	12	0	2	0	2	0	2	56	\$ 13,300	\$ 840	\$ -	\$ 14,140
Task 2.3.4 - Groundwater Well Reliability Evaluation	1	4	8	2	2	8	0	2	8	1	2	2	0	2	0	42	\$ 10,900	\$ 630	\$ -	\$ 11,530
Task 2.4 - Water Demand Analysis	2	10	20	4	8	0	38	0	24	0	0	0	12	0	10	128	\$ 30,400	\$ 1,920	\$ -	\$ 32,320
Task 2.4.1 - Evaluate and Summarize Existing Water Demands and Production	0	2	8	1	0	0	12	0	8	0	0	0	4	0	4	39	\$ 8,800	\$ 585	\$ -	\$ 9,385
Task 2.4.2 - Water Conservation Regulatory Review	1	4	4	1	6	0	2	0	8	0	0	0	0	0	4	30	\$ 7,400	\$ 450	\$ -	\$ 7,850
Task 2.4.3 - Develop Water Demand Projections	1	4	8	2	2	0	24	0	8	0	0	0	8	0	2	59	\$ 14,200	\$ 885	\$ -	\$ 15,085
Task 2.5 - System Pressure Management Plan	1	4	12	0	0	0	0	0	28	0	0	0	6	0	4	55	\$ 11,300	\$ 825	\$ -	\$ 12,125
Task 2.5.1 - Evaluate Existing System Pressures	0	2	6	0	0	0	0	0	12	0	0	0	2	0	2	24	\$ 5,000	\$ 360	\$ -	\$ 5,360
Task 2.5.2 - Evaluate Pressure Zones	1	2	6	0	0	0	0	0	16	0	0	0	4	0	2	31	\$ 6,300	\$ 465	\$ -	\$ 6,765
Task 2.6 - Water Storage Analysis	2	6	12	4	0	4	0	0	24	0	0	0	8	0	4	64	\$ 14,200	\$ 960	\$ -	\$ 15,160
Task 2.6.1 - Evaluate Water Storage Needs	1	4	6	2	0	0	0	0	12	0	0	0	4	0	2	31	\$ 6,900	\$ 465	\$ -	\$ 7,365
Task 2.6.2 - Develop Water Storage Recommendations	1	2	6	2	0	4	0	0	12	0	0	0	4	0	2	33	\$ 7,300	\$ 495	\$ -	\$ 7,795
Task 2.7 - Transmission Capacity Analysis	2	10	16	3	2	2	4	2	36	0	0	0	12	0	6	95	\$ 20,900	\$ 1,425	\$ -	\$ 22,325
Task 2.7.1 - Develop Hydraulic Analysis Criteria	1	2	4	1	2	2	2	0	8	0	0	0	0	0	2	24	\$ 5,700	\$ 360	\$ -	\$ 6,060
Task 2.7.2 - Evaluate Transmission Hydraulic Capacity	0	4	6	1	0	0	0	0	16	0	0	0	8	0	2	37	\$ 7,600	\$ 555	\$ -	\$ 8,155
Task 2.7.3 - Develop Transmission System Recommendations	1	4	6	1	0	0	2	2	12	0	0	0	4	0	2	34	\$ 7,600	\$ 510	\$ -	\$ 8,110
Task 2.8 - Distribution Main Capacity Analysis	1	10	11	4	6	0	0	0	44	0	0	0	8	0	8	92	\$ 19,800	\$ 1,380	\$ -	\$ 21,180
Task 2.8.1 - Evaluate Distribution System Hydraulic Capacity	0	2	3	0	0	0	0	0	16	0	0	0	2	0	2	25	\$ 4,900	\$ 375	\$ -	\$ 5,275
Task 2.8.2 - Evaluate Distribution System Water Quality	0	4	4	2	4	0	0	0	16	0	0	0	4	0	2	36	\$ 8,000	\$ 540	\$ -	\$ 8,540
Task 2.8.3 - Develop Distribution System Recommendations	1	4	4	2	2	0	0	0	12	0	0	0	2	0	4	31	\$ 6,900	\$ 465	\$ -	\$ 7,365
Task 2.9 - Existing Transmission and Distribution System Risk Assessment	2	10	24	30	0	0	2	68	40	0	88	0	28	0	12	304	\$ 66,800	\$ 4,560	\$ -	\$ 71,360
Task 2.9.1 - Transmission System Risk Model Development	0	2	2	10	0	0	0	20	4	0	32	0	8	0	4	82	\$ 17,800	\$ 1,230	\$ -	\$ 19,030
Task 2.9.2 - Distribution System Risk Model Development	0	2	2	10	0	0	0	28	4	0	32	0	8	0	2	88	\$ 19,600	\$ 1,320	\$ -	\$ 20,920
Task 2.9.3 - Valve Criticality Analysis	1	2	8	2	0	0	0	8	16	0	8	0	8	0	2	55	\$ 11,600	\$ 825	\$ -	\$ 12,425
Task 2.9.4 - Capital Improvement Plan Recommendations	1	4	12	8	0	0	2	12	16	0	16	0	4	0	4	79	\$ 17,800	\$ 1,185	\$ -	\$ 18,985
Task 2.10 - AMR/AMI Evaluation	1	4	2	2	0	0	0	8	12	32	18	0	4	0	4	87	\$ 18,100	\$ 1,305	\$ -	\$ 19,405
Task 2.11 - Supervisory Control and Data Acquisition	1	2	2	2	0	0	0	0	12	0	4	28	2	0	2	55	\$ 14,200	\$ 825	\$ -	\$ 15,025
Task 3 - Prepare Water System Master Plan	6	18	34	10	2	16	2	34	64	8	70	10	24	0	26	324	\$ 70,100	\$ 4,860	\$ 3,850	\$ 78,460
Task 3.1 - Recommendations Plan and Implementation Schedule	2	4	8	2	0	0	0	6	8	4	16	2	8	0	4	64	\$ 13,800	\$ 960	\$ -	\$ 14,760
Task 3.2 - Capital Improvement Plan	1	4	12	4	0	12	0	16	24	0	22	6	6	0	4	111	\$ 24,900	\$ 1,665	\$ -	\$ 26,565
Task 3.2.1 - Develop Cost Estimates	0	2	6	2	0	8	0	12	16	0	14	4	4	0	2	70	\$ 15,600	\$ 1,050	\$ -	\$ 16,650
Task 3.2.2 - Develop Capital Improvement Program	1	2	6	2	0	4	0	4	8	0	8	2	2	0	2	41	\$ 9,300	\$ 615	\$ -	\$ 9,915
Task 3.3 - Prepare Water System Master Plan	3	10	14	4	2	4	2	12	32	4	32	2	10	0	18	149	\$ 31,400	\$ 2,235	\$ 3,850	\$ 37,135
Task 3.3.1 - Develop Draft Master Plan	2	8	10	2	2	2	2	8	24	2	24	2	6	0	12	106	\$ 22,500	\$ 1,590	\$ 1,650	\$ 25,590
Task 3.3.2 - Develop Final Master Plan	1	2	4	2	0	2	0	4	8	2	8	0	4	0	6	43	\$ 8,900	\$ 645	\$ 2,200	\$ 11,545
Total Hours and Fee	32	190	237	89	56	72	56	148	390	47	208	50	144	4	166	1919	\$ 430,800	\$ 28,785	\$ 12,650	\$ 476,785

Notes:

(1) Direct expenses include mileage travelling to/from meetings at IRS Federal Rate, travel costs, and Project Equipment and Communication Expense billed at \$15.00 per hour.

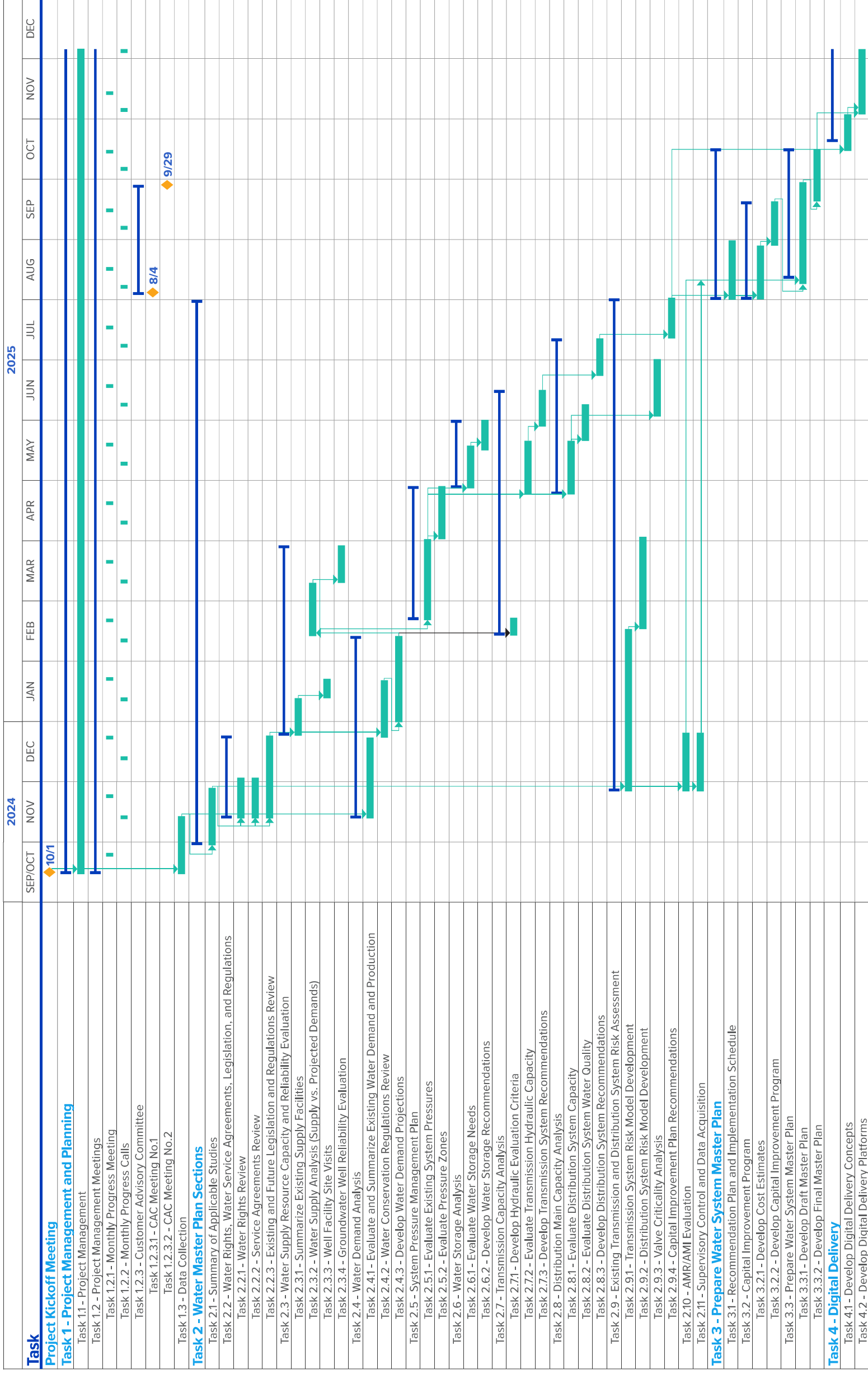
EXHIBIT C
Project Schedule

Plan Preparation Schedule

Carollo has developed a preliminary schedule based on our understanding of the scope of services outlined in the RFP.

We developed the proposed project schedule based on our understanding of the scope of work, our proposed work flow and the District's timeline expectations. There are a few things to highlight.

- We assume a project Kickoff on October 1, 2024.
- We are planning to use the Monthly Project Meetings for the project task workshops identified in Task 2 subtasks.
- We included the proposed timing for the CAC meetings. The first after the CIP is developed and the second after the delivery of the Draft Master Plan
- We developed the schedule for the Master Plan to be completed in 12 months, with the Digital Delivery tasks occurring after the Final Master Plan has been completed.
- AMI/AMR and the SCADA tasks are currently planned to occur in the early parts of the project but could slide to later stages based on coordination with the District.



◆ Milestone H Summary Manual Task

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS OCTOBER 22, 2024 REGULAR MEETING

SUBJECT : 2025 BOARD MEETING SCHEDULE
STATUS : Information Item
REPORT DATE : October 3, 2024
PREPARED BY : Kayleigh Shepard, Deputy Board Clerk
Brittney Moore, Administrative Services Manager/Chief Board Clerk

Administrative Services Manager/ Chief Board Clerk, Brittney Moore will discuss and receive direction on the draft 2025 Board Meeting times and dates, proposed below, with the Board.

Day	Date	Notes
Tuesday	January 28	
Tuesday	February 25*	Meeting date to be discussed/revised. Same week as ACWA DC Conference.
Tuesday	March 25	
Tuesday	April 22	
Tuesday	May 27	
Tuesday	June 24	
JULY RECESS		
Tuesday	August 26	
Tuesday	September 23	
Tuesday	October 28	
Tuesday	November 25	
Monday	December 15*	Moved from Regular Meeting date-December 23 to the Monday of the last full working week in December.

Regular Meetings of the Board of Directors are held beginning at 6:30 PM on the fourth Tuesday of each month. Meeting agendas are posted in this space a minimum of 72 hours in advance of each meeting. Meeting dates subject to change with 72-hour advance notice.

***Special Meetings** of the Board of Directors are held as may be necessary and require 24-hour advance posting of the meeting agenda.