



**CITRUS
HEIGHTS
WATER
DISTRICT**

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California
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**BOARD MEETING AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS OF
CITRUS HEIGHTS WATER DISTRICT**

FEBRUARY 10, 2015 beginning at 6:30 PM

****** NOTE CHANGE IN MEETING LOCATION ******

**DISTRICT TEMPORARY ADMINISTRATIVE OFFICE
7011 SYLVAN ROAD, SUITE E , CITRUS HEIGHTS, CA**

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

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

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, subject to reasonable time limitation of each speaker.

(A) Action Item (D) Discussion Item (I) Information Item

CONSENT CALENDAR: (A)

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

- CC-1a. Minutes of the Regular Meeting – December 9, 2014.
- CC-1b. Minutes of the Regular Meeting – January 13, 2015
- CC-2. Assessor/Collector's Report for January 2015.
- CC-3. Assessor/Collector's Roll Adjustments for January 2015.
- CC-4. Treasurer's Report for January 2015.
- CC-5. Payables for January 2015.
- CC-6. CAL-Card Purchases – January 2015
- CC-7. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.

Board of Directors
Allen B. Dains
Joseph M. Dion
Caryl F. Sheehan

*General Manager/
Secretary*
Robert A. Churchill

*Assistant General
Manager/Treasurer*
Darlene J. Gillum

*Customer Service
Administrator*
Assessor/Collector
Susan K. Sohal

CC-8. Park Drive Easements Acceptance.

Adopt Resolutions 04-2015 through 11-2015 accepting eight(8) easements for water distribution facilities on the east end of Park Drive.

OLD BUSINESS:

- O-1. Appointment of Director from Division Two (I,D)
Receive a status report on community outreach and responses to date.
- O-2. Assistant General Manager Recruitment (I)
Receive a status report on the Assistant General Manager Recruitment process.
- O-3. Administration Building Improvements (I)
Receive a status report on the construction phase of the project.
- O-4. San Juan Water District / Sacramento Suburban Water District Joint Meetings (I/D)
Receive and discuss information regarding SJWD/SSWD Meetings.
- O-5. Antelope Pump-Back Booster Pump Station Project (I/D)
Receive information and discuss the Antelope Pump-Back Booster Pump Station Project being proposed by San Juan Water District and Sacramento Suburban Water District.
- O-6. Skycrest Well Equipping (I)
Receive a status report on equipping the Skycrest Well site.
- O-7. Acceptance of Park Drive and Poplar Avenue Water Main Replacement Project (A)
Consider adoption of Resolution 02-2015 Accepting the Park Drive and Poplar Avenue 8-Inch and 6-Inch Water Main Replacement Project (2013-31), and authorize execution and recording of a Notice of Completion for the Project.
- O-8. Sunrise Boulevard and Highwood Way Water Main Replacement / Installation Project (A)
 - a. Consider authorization of additional funds for extra paving restoration, traffic control and nighttime work.
 - b. Consider adoption of Resolution 03-2015 Accepting the Sunrise Boulevard and Highwood Way 12-Inch and 6-Inch Water Main Replacement / Installation Project (2014-32), and authorize execution and recording of a Notice of Completion for the Project.

NEW BUSINESS:

- N-1. Training/Continued Education /Meetings (I)
Discuss training, continued education, and meeting opportunities.
- N-2. Auction of Surplus Equipment (A)
Consider authorization of sale of surplus District equipment at public auction.
- N-3. Appeal of Denied Billing Adjustment Request (A)
Consider an appeal from Aniano and Evelyn Urbano for a billing adjustment that was denied by the District's Assessor-Collector.
- N-4. Inspection Services for Water Main Replacement Project (A)
Consider a contract with the ICM Group, Inc. to provide inspection services for the Sonora Way 8-Inch and Hanson Avenue 6-Inch Water Main Replacement Project.

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

PROJECT MANAGER'S REPORTS (I):

- PM-1. Accepted Water Systems.
- PM-2. Projects Under Construction by Private Developers.
- PM-3. Contractor / Developer Projects Pending Construction.
- PM-4. Proposed District Capital Improvement Projects.
- PM-5. Projects Contracted by Citrus Heights Water District.
- PM-6. City of Citrus Heights Projects.

OPERATIONS MANAGER'S REPORTS (I):

- OM-1. Monthly report on construction and maintenance activities plus water analysis reports.
- OM-2. 2015 Water Consumption.
- OM-3. Water Supply.

RECESS: The Meeting will have a brief recess.

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

- D-1. Regional Water Authority (Sheehan, Churchill)
 - a. Executive Committee
- D-2. Sacramento Groundwater Authority (Dains)
- D-3. San Juan Water District
 - a. Executive Committee (Dains, Churchill)
- D-4. Association of California Water Agencies (Dains)
- D-5. ACWA Joint Powers Insurance Authority (Churchill)
- D-6. Sacramento Local Agency Formation Commission
- D-7. City of Citrus Heights
- D-8. Chamber of Commerce Government Issues Committee (Kane)
- D-9. Other Reports:

ASSISTANT GENERAL MANAGER'S REPORTS (I):

- AGM-1. Water Efficiency Program Update.
- AGM-2. Water Forum Update.
- AGM-3. Government Accounting Standards Board Statement No. 68.
- AGM-4. Financial Audit for 2014.
- AGM-5. Administrative Office Relocation.

GENERAL MANAGER'S REPORTS (I):

- GM-1. Employee Recognition.
- GM-2. General Manager's Task List.

CORRESPONDENCE:

- C-1. Citrus Heights Chamber of Commerce Letter of Thanks for Membership Renewal

CLOSED SESSION:

- CL-1. Receive report/conference with Legal Counsel
Pursuant to subdivision (a) of Government Code Section 54956.9 (one case).
Existing Litigation: Citrus Heights Water District v. Fed Ex

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

- | | | |
|----------------|---------|-----------------|
| March 10, 2015 | 6:30 PM | Regular Meeting |
| April 14, 2015 | 6:30 PM | Regular Meeting |

ADJOURNMENT:

CERTIFICATION:

I do hereby declare and certify that this agenda for the regular meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the outdoor bulletin board 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.



ROBERT A. CHURCHILL, Secretary

Dated: February 5, 2015

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
January 13, 2015

The Regular Meeting of the Board of Directors was called to order at 6:30 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President
Caryl F. Sheehan, Vice President
Robert A. Churchill, General Manager
David B. Kane, Interim Assistant General Manager
John J. Townsel, Operations Manager
Paul A. Dietrich, Project Manager
Lisa A. Smoot, Human Resources Specialist
James Buford, Water Distribution Lead Worker/Operator
Director Joseph M. Dion was absent.

VISITORS

Ray Riehle

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment at this time.

CONSENT CALENDAR

President Dains asked for the Consent Calendar. GM Churchill noted that the Minutes for the Board of Directors Meeting of December 9, 2014 were not available for review and adoption at this meeting due to the departure of former Assistant General Manager Darlene Gillum. They will be presented for adoption at the February 10, 2015 Board meeting.

Director Sheehan requested additional information on the claim from Xavier Holcomb. GM Churchill and AGM Kane explained that rejection of the claim is a required step for the District to refer the claim to its insurer, ACWA-JPIA, for handling, and is neither an admission nor denial of responsibility for claimed damages.

Motion: It was moved by Director Dains and seconded by Director Sheehan to accept the Consent Calendar consisting of:

1. Assessor/Collector's Report for December 2014.
2. Assessor/Collector's Roll Adjustments for December 2014.

3. Treasurer's Report for December 2014.
4. Payables for December 2014.
5. CAL-Card Purchases – December 2014.
6. Summary of 2014 Directors, Officers and Employees Training, Seminars and Conference Expenses.
7. Reject the claim from Xavier Holcomb in an unspecified dollar amount and forward it to the District's insurance carrier, ACWA-JPIA.

The motion passed 2-0 with all Directors voting yes.

(Copy of Bill List here)

OLD BUSINESS

Skycrest Well Equipping

OM Townsel presented a report on bids received for equipping and constructing of the Skycrest Wellsite. Plans were prepared by NV5 Consulting Engineers and the District Operations Department and distributed on November 20, 2014 for equipping and constructing of the Skycrest Wellsite. The District received five sealed bids on December 30, 2014, at which time bids were opened and read publicly. The low bidder is R.E. Smith Contractor, Inc. of Newcastle, CA. Bids received are as follows:

	<u>Bid</u>
1. R.E. Smith Contractor, Inc.	\$1,822,000.00
2. Conoco-West, Inc.	\$1,845,500.00
3. Sierra National Construction, Inc.	\$1,878,500.00
4. Manito Construction, Inc.	\$1,930,300.00
5. JJM Engineering Constructors, Inc.	\$1,996,936.00

The Engineer's Estimate for the project was \$1,740,115.00.

Directors and staff discussed the low bidder and bids received for the project.

Motion: It was moved by Director Sheehan and seconded by Director Dains to accept the bid of R.E. Smith Contractor, Inc. of \$1,822,000.00 and establish a change order contingency fund in the amount of \$90,000.00; and to authorize the General Manager to execute the contract.

The motion carried 2-0 with all Directors voting yes.

Assistant General Manager Recruitment

GM Churchill provided a report on the status of the Assistant General Manager recruitment process. Outreach to identify potential candidates of the District's vacant Assistant General Manager position is being facilitated by CPS HR Consulting. As of January 8, 2015, 18 applications have been received by the Consultant, with the application period closing on January 20, 2015.

Directors were provided with an updated schedule for filling the vacancy. The schedule calls for interviews in early March 2015 with the selected candidate starting work in early April 2015.

Water Supply

GM Churchill presented a status report on water supplies available to the District.

As of midnight on January 6, 2015, storage in Folsom Lake was at 438,750 acre-feet, 45 percent of the total capacity of 977,000 acre-feet. This is about 91 percent of historical average for this date. This represents an increase in the amount of water in storage of nearly 150,000 acre feet in the past month due to the December rainfall.

CHWD continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. All District wells (Bonita, Mitchell Farms, Palm, Sylvan and Sunrise) remain operational and are being operated on a rotational or modified-as-needed basis.

As noted on the Operations Manager's 2014 Water Consumption Report presented as a part of this Board meeting agenda, total water use from January 1 through the end of December 2014 was 11,792.65 acre-feet, 16.9 percent less than the five-year average for the same period. Total water consumption for the month of December was 563.15 acre-feet; 15.9 percent below the five year average for the month of December and 19.7 percent below December 2013 use. Year-to-date water use in 2014 is 20.8 percent below the corresponding time period in 2013.

Administration Building Improvements

GM Churchill presented a status report on the construction phase of the Administration Building Expansion and Renovation Project. On December 9, 2014, the Board of Directors awarded a construction contract in the amount of \$743,200 for construction of the Administration Building Expansion and Renovation Project to Kaler/Dobler Construction, Inc. The General Manager subsequently executed an Agreement for Construction Services with the Contractor.

A preconstruction meeting took place on January 5, 2015 and a target date for beginning construction was set as January 20, 2015. The duration of the construction is estimated to be six months. The Administrative staff is preparing to relocate temporarily to leased office space at 7011 Sylvan Road, Suite D with the majority of the moving to be done from January 16 to January 19, 2015. It is anticipated that the regular Board of Directors Meetings beginning in February and likely continuing until July will be held at the temporary location.

San Juan Water District / Sacramento Suburban Water District Joint Meetings

GM Churchill presented a report regarding San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD) Joint Meetings.

Director Dains, Director Sheehan and GM Churchill attended the SJWD/SSWD Joint Board of Directors Meeting held on December 16, 2014 at SSWD.

Comments on the Phase 2A Draft report were requested to be submitted by the Directors of SJWD and SSWD by January 5, 2015. After this date a final administrative draft report will be provided to the Joint Boards and to the 2 x 2 Ad Hoc Water Management Committee which will then circulate the report for a 30-day public review period. To date meetings of the Joint Board and 2 x 2 Ad Hoc Committee have not been scheduled and a report is not available.

Director Dains, GM Churchill and Legal Counsel Albietz attended the 2 x 2 Ad Hoc Water Management Committee Meeting held on in the morning of December 18, 2014 at SSWD.

Copies of the Meeting Agenda and additional information from the meeting were provided to Directors, as well as a schedule for upcoming meetings.

Antelope Pump Back Booster Pump Station Project

GM Churchill presented a report on the Antelope Pump-Back Booster Pump Station Project being proposed by San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD). As reported previously, SJWD is considering a project with SSWD whereby SSWD's current Antelope pumping facility will be modified to pump surplus SSWD groundwater to SJWD – Wholesale (SJWD-W) in dry years, during planned outages of SJWD-W or United States Bureau of Reclamation (USBR) facilities, or in emergencies. The primary beneficiaries of the pump-back groundwater project are proposed to be San Juan Water District's retail customers, Orange Vale Water Company and the City of Folsom's service area north of the American River (also known as the Ashland area). As presently proposed, those benefitting agencies noted above will be paying approximately \$1.935 million for upgrades to the Antelope Pump Station through a capital program sub-charge by SJWD-W.

Directors were provided with a December 1, 2014 letter from GM Churchill to SJWD GM Shauna Lorance detailing questions and concerns related to assignment of capacity, use of facilities and the operation of the Project and equity between the retail customers served by SJWD-W. Directors were also provided with SJWD's January 6, 2015 response to CHWD's comment letter. A response to SJWD will be forthcoming upon staff and legal counsel review and Board direction.

Directors and staff discussed the proposed project and possible issues of concern to CHWD.

NEW BUSINESS

Training/Continued Education/Meetings

The Board was informed of various upcoming training, continued education opportunities and meetings.

Health Plan Coverage for District Employees for 2015

AGM Kane and HRS Smoot presented a report on proposed health care insurance coverage for District employees for the health plan year beginning February 1, 2015 and related changes to District Human Resources Policy No. 4210, Health Insurance.

The District’s health care insurance coverage for employees expires after January 31, 2015. The District currently offers Kaiser and Western Health Advantage (WHA) as its health care insurance providers for employees. Employees with spouses and employee with families pay an amount each pay period toward their health insurance premium, and this amount was most recently increased in 2013. The District continues to combine higher co-payment insurance plans, specified levels of co-payment reimbursement and employee contributions to premiums to control health care benefit costs while maintaining a high level of health-care benefit for employees.

While CHWD continues to see changes to its health care insurance plans as a result of the Patient Protection and Affordable Care Act (PPACA), the plans proposed for 2015 are very similar to those that were offered to CHWD employees in 2014. The plans being offered by Kaiser and WHA provide comparable coverage in benefits and co-payment levels and continue the trend of having much higher annual out-of-pocket maximums than plans that were offered prior to the PPACA.

The overall change in monthly premium costs for the two plans compared with 2014 rates are as follows:

Kaiser:	6.8% increase	WHA	8.1% increase
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The District continues to offer in-lieu-of health insurance payments for employees who have duplicating health care coverage through a spouse’s employer and decline to be covered under a District offered health insurance plan. This practice reduces the District’s overall health insurance premium costs while offering an incentive to employees who have the option to be covered under a spouse’s plan. The District has a total of six employees taking advantage of this alternate health insurance payment. The District realizes a savings of more than \$48,117 annually from providing this in-lieu-of payment rather than paying for duplicating family insurance and it is recommended that this program be continued.

It is further recommended that no additional contribution be required from employees to share in the cost of premiums for 2015. With the current employee contributions, the recommended plans will maintain the existing high level of health care benefit and keep costs within the 2015 adopted budget limits.

Employee contribution amounts for health insurance premiums are set by District policy as follows:

Employee Only	No contribution
Employee + Spouse	\$25.00 per pay period (\$650 annually)
Employee + Family	\$50.00 per pay period (\$1,300 annually)

Staff is recommending that these contribution amounts be maintained at their current levels.

Staff also recommends increasing the dollar “cap” for monthly health care premiums from the current level of \$1,654.00 per month to \$1,786.00. This recommended increase is consistent with the Board’s recent practice of establishing a “cap” that represents the lowest cost of the two offered health insurance plans for the most expensive employee premium. There is currently only one employee that has a monthly health insurance premium that exceeds the “cap” and this employee pays the difference between the “cap” amount and the monthly premium through a payroll deduction. For 2015, it is anticipated that there will continue to be one employee whose premiums will exceed the recommended 2015 cap. This employee has the option to avoid exceeding the cap by switching health insurance providers during the January 2015 open enrollment period.

The District reimburses employees for specified amounts of their co-payments through the use of a Supplemental Medical Reimbursement Account (SMRA). In 2007, the District implemented an SMRA in conjunction with switching to health plans with higher co-payments for medical services and prescriptions. The District offset the employee’s higher co-pay costs by reimbursing them for their co-payments through the use of a SMRA. This program has been successful in reducing the District’s health care costs while minimally impacting the out-of-pocket costs for the employees. It is recommended the reimbursement limits set by District policy with a 75 percent reimbursement limit for office visit co-payments for spouses and dependents be kept in place. Brand name and non-formulary prescription drugs are reimbursed at 75 percent of the co-payment amount as an incentive for employees to request lower-cost generic drugs when available. As proposed, the District will continue to fully cover co-payments for other more costly medical services such as emergency room visits, hospitalization and medical equipment. The SMRA co-payment utilization for 2014 was budgeted for \$26,000; the actual amount for 2014 was \$19,712, a total of \$6,288 under the budgeted amount. Co-payments within the two offered plans will remain substantially the same for 2015, so it is estimated that co-payment utilization will remain in the same range as well.

Directors were provided with a table detailing the proposed 2015 renewal rates and the range of premium rates, the number of employees currently covered under each plan, and the estimated total cost of the District’s health insurance benefit for 2015. The total estimated cost to the District for proposed plans for 2015 is \$365,800, which includes the estimated self-funded co-payments, employee contributions toward their health insurance costs and reimbursement for employees who have duplicating health care coverage through a spouse’s employer and decline to be covered under a District offered health insurance plan.

The total estimated cost for the 2015 Plan Year is within the total \$375,272 budgeted for insurance premiums and co-payment reimbursements when employee participation is included. The 2015 budgeted amount for co-payment reimbursements is \$26,000.

Directors were provided with a copy of District Policy No. 4210, Health Insurance, with

proposed amendments. Amendments included the proposed change to the monthly health care premium “cap” and a minor change to reflect the \$400 per month (\$4,800 per year) in lieu of health insurance enrollment amount that was previously shown incorrectly.

Directors and staff discussed the health insurance recommendations. Directors inquired as to the reason for one employee electing a plan that would be above the proposed 2015 cap. Staff replied that the choice of health insurance plans was the employee’s preference, and that the employee was aware of the option to select a lower-cost plan that would be within the proposed cap amount. Directors also asked if the plans were compliant with the provisions of the Affordable Care Act, and staff affirmed that they are in compliance. Directors further inquired if the plans offered by the District would be subject to the “Cadillac tax” to be levied by the federal government on employer-paid high-benefit health insurance plans. Staff responded that it is possible that plans offered by the District could be subject to the tax in 2017 when this provision of the Affordable Care Act is set to go into effect. Staff informed Directors that there would be future discussions with the District’s health insurance broker on the possible tax implications of the “Cadillac tax” on District employees.

Motion: It was moved by Director Dains and seconded by Director Sheehan to approve the Kaiser Permanente - Gold 0/30 Plan and the Western Health Advantage – Gateway 30 Plan Plan as the District’s employee health care plans for 2015; and to adopt District Human Resources Policy No. 4210, Health Insurance, with amendments as presented.

The motion carried 2-0 with all Directors voting yes.

Sonora Way and Hanson Avenue Water Main Replacement Project

PM Dietrich presented a report on bids received to replace water mains along Sonora Way between Palm Avenue and Madison Avenue in the community of Carmichael, and along Hanson Avenue between Wonder Street and Glen Tree Drive in the City of Citrus Heights. Project plans were prepared by Unico Engineering, Inc. and the District Engineering Department and distributed to 21 contractors and three material suppliers. The project involves installing and connecting approximately 985 lineal feet (lf) of 8-inch water main and 540 lf of 6-inch water main and related appurtenances in the aforementioned project areas.

The District received six sealed proposals on January 6, 2015, at which time proposals were opened and read publicly. The apparent low bidder is Rawles Engineering, Inc. of Folsom, California. Bids received are as follows:

1. Rawles Engineering, Inc.	\$320,734.00
2. Lamon Construction Company, Inc.	\$342,440.00
3. Civil Engineering Construction, Inc.	\$367,880.00
4. Performance Piping, Inc.	\$421,858.50
5. Martin General Engineering, Inc.	\$439,057.50
6. North Star Construction & Engineering, Inc.	\$518,338.00

The District's budget estimate for the project was: \$400,000.00.

Directors and staff discussed the low bidder for the project. Director Sheehan inquired about the difference in percentage for the change order contingency fund between this project and the Skycrest Wellsite project approved earlier in the meeting. Staff explained that this water main replacement project involves a higher possibility of encountering unanticipated underground conditions that could cause change orders, as opposed to the well project which is mostly above ground and in an area without any possible conflicting underground utilities. That is why the percentage for potential change orders relative to the cost of the project is higher for this water main replacement project.

Motion: It was moved by Director Dains and seconded by Director Sheehan to accept the bid of Rawles Engineering, Inc. in the amount of \$320,734.00 and establish a change order contingency fund in the amount of \$32,000.00; and to authorize the General Manager to execute the contract.

The motion carried 2-0 with all Directors voting yes.

2015 Fleet Vehicle Purchase

OM Townsel presented a report on the proposed purchase of three trucks to replace three existing trucks as authorized in the 2015 budget. The District has scheduled the following trucks for replacement in 2015:

<u>Vehicle Description/Mileage</u>	<u>Budget for Replacement</u>
Equip. No. 08, 2002 Ford F-250 Pickup Truck, approx. 57,288 miles	\$ 25,000
Equip. No. 09, 2004 Ford F-150 Pickup Truck, approx. 59,315 miles	\$ 25,000
Equip. No. 22, 2002 Ford F-350 Dump Truck, approx. 37,594 miles	<u>\$ 39,000*</u>
	\$ 89,000

*includes dump body, installation, etc.

For the purchase of the new vehicles, it is proposed that the District use the California State Bid (Contract No. 1-14-23-20A) as it has done since 1998. By using the State Bid, the District fulfills its public bidding responsibility and benefits from the State pricing while avoiding the time and expense involved in the competitive bidding process.

The vehicles to be purchased under the California State Bid are as follows:

<u>Qty</u>	<u>Description</u>	<u>Unit Price</u>	<u>Terms</u>	<u>Vendor</u>
2	2015 ½-ton Pickup Truck	\$24,972.96	\$500-20 days	Downtown Ford
1	2015 1-ton Cab & Chassis only	\$26,292.09	\$500-20 days	Downtown Ford

Motion: It was moved by Director Sheehan and seconded by Director Dains to authorize staff to proceed with the purchase of three trucks from Downtown Ford in Sacramento with a total cost not to exceed \$77,000.00.

The motion carried 2-0 with all Directors voting yes.

Resignation of Director Joseph M. Dion

GM Churchill presented a report on the resignation of Director Joseph M. Dion from the Citrus Heights Water District Board of Directors. Directors were provided with a copy of Director Dion's letter of resignation effective January 13, 2015.

Directors and staff expressed appreciation for Director Dion's more than 14 years of dedicated and distinguished service to CHWD and to the regional and state-wide water community. Directors were presented with a proposed Resolution to commend Director Dion for his service. GM Churchill read the Resolution aloud.

Motion: It was moved by Director Dians and seconded by Director Sheehan to adopt Resolution No. 01-2015 Commending Director Joseph M. Dion for Service as Director of Citrus Heights Water District.

The motion carried 2-0 with all Directors voting yes.

Insert Resolution No. 01-2015 here

Directors and staff discussed presentation of the Resolution to Director Dion at a place and time to be determined.

Directors and staff discussed the process to appoint a Director to fill the vacancy in the office of Director, Division 2. Directors were provided with a copy of California Government Code Section 1780 which sets forth the requirements for appointment to fill vacancies on the District's elected Board of Directors. Directors were also provided with a map of the District's Division Boundaries.

Within the 15 days of January 13, 2015, the Sacramento County Elections Division needs to be notified of the vacancy. The District General Manager/Secretary will send written correspondence in this regard on January 14, 2015. Within 60 days of January 13, 2015 the Board of Directors shall make an appointment to fill the vacancy. Said date is Friday, March 13, 2015.

The Code is silent on the method to determine an appointee, except that a Notice of Vacancy shall be posted in three or more conspicuous places in the District at least 15 days prior to the appointment. Directors and GM Churchill discussed locations where the Notice of Vacancy would or could be posted, including at the District Office, at the City of Citrus Heights City Hall, at Sunrise Recreation and Park District, at Orangevale Recreation and Park District and at Fair Oaks Recreation and Park District. Directors suggested the Fair Oaks Library as another possible location. Directors instructed GM Churchill to proceed immediately with the posting, and indicated that further consideration of a process to evaluate possible candidates would be discussed at the February 10 Board meeting. It was noted that, due to the timing of the vacancy, the appointee, if he or she so chooses, will be required to run for election in the November

2016 General Election for the remaining two years of the Division 2 term.

Amendment to Professional Services Agreement for Legal Services

GM Churchill presented a report on a proposed amendment to Exhibit A of the 2010 Professional Services Agreement for Legal Services with Albietz Law Firm to amend the hourly rate. Directors were provided with a copy of the current Professional Services Agreement for Legal Services with the Albietz Law Firm that was executed in November of 2010. The compensation rate as noted in Exhibit A for All Attorneys was set at \$250.00 per hour and that for Law Clerks & Paralegals at \$150.00 per hour. Legal Counsel Judith Albietz is requesting an increase in the rate for All Attorneys to \$285.00 per hour. The rate for Law Clerks and Paralegals is proposed to remain the same.

A survey of four neighboring water utilities found that the rates for similar services ranged from \$250.00 per hour to \$370.00 per hour with an average of \$295.00 per hour. Directors and staff discussed Ms. Albietz' legal services and the hourly rate for those services. Directors expressed the opinion that Ms. Albietz has a thorough understanding of the District and has continued to provide sound legal support to the District.

Motion: It was moved by Director Dains and seconded by Director Sheehan to approve an amendment to Exhibit A of the 2010 Professional Services Agreement for Legal Services with Albietz Law Firm to amend the hourly rate from \$250.00 per hour to \$285.00 per hour

The motion carried 2-0 with all Directors voting yes.

PROJECT MANAGER'S REPORT

PM Dietrich presented a report on the following activities during the month of December 2014 by the Project Management and Engineering Department:

- Accepted water systems:

No accepted water systems for the month of December 2014.

- Projects under construction or pending construction by private contractors and developers including:

Muschetto Subdivision, 46 Residential Lots, 7108 Antelope Road, 90% complete.

Fair Oaks Village, 6800 Madison Avenue, construction started January 6, 2015.

Texas Roadhouse, 6309 Sunrise Boulevard, 75% complete.

Residential Service, 7591 Cedar Drive, 90% complete.

- Contractor/developer projects pending construction:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Stock Ranch Retail - Interior Drive Aisle	Auburn Blvd at Stock Ranch	Plans Approved December 12, 2014

Improvements

4-lot Subdivision

8200 Oak Avenue

Plans Approved
January 5, 2015

- Project development/design underway by District staff including:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Sonora Way 8" Water Main Hanson Ave 6" Water Main UNICO Engineering	Madison Ave to Palm Ave Between Wonder St and Glen Tree Dr	Bids Received January 6, 2015
Mariposa Ave 18" and 8" Water Main Area West Engineers, Inc.	Sycamore Drive to Pratt Ave	Designing New System
San Juan High School 24" Water Main Warren Consulting Engineers	Along North Property Line	Awaiting Easement Appraisal

- Projects contracted by the District including:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Park Dr 8" Water Main Poplar Ave 8" Water Main Preston Pipelines, Inc.	Sylvan Rd to east South end of Poplar Ave	95% Complete
Sunrise Blvd 12" Water Main Highwood Way 6" Water Main	7180 Sunrise Blvd Highwood Way	99% Complete

- Coordination and inspection is underway with the City of Citrus Heights on the following City projects:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Auburn Blvd Widening Teichert Construction (Seg 3)	Sylvan Corners to Sycamore Dr	Minor Remaining Punchlist Work
Sunrise Blvd Signalization Teichert Construction	Sungarden Dr	Construction Continues

OPERATIONS MANAGER'S REPORT

OM Townsel reported as follows:

1. A total of 398 work orders were performed during the month of December by Field Operations crews, Administration Field crews and District contractors. The results of recent bacteriological testing, a total of 90 samples, have met all California Department of Public Health requirements.
2. District-wide water consumption for the calendar year 2014 through the end of December 2014 was 11,792.65 acre-feet, a decrease of 16.9 percent compared with the average annual water consumption during the previous five years, 2009-2013. It was noted that this amount has been reconciled to account for CHWD-produced groundwater that was served outside of CHWD.

Director Dains called a recess to the meeting at 7:39 p.m. PM Dietrich, OM Townsel, HRS Smoot and Mr. Buford left the meeting.

Director Dains reconvened the meeting at 7:45 p.m.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

Director Sheehan reported that she and GM Churchill attended the January 8, 2015 Regular Meeting of Regional Water Authority and gave a brief summary of the topics discussed. The agenda was provided to the Directors. Draft minutes of the December 10, 2014 RWA Board Meeting and final minutes of the October 22, 2014 RWA Executive Committee were also provided.

ASSISTANT GENERAL MANAGER'S REPORT

Interim AGM Kane reported as follows:

1. Directors were provided with a summary of Water Efficiency Program activities year-to-date through December 2014.
2. Water Forum Update: there was no Water Forum activity to report.
3. Information from CalPERS is still pending regarding the amount they will charge to perform the GASB 68 actuarial. CalPERS anticipates publishing the cost in early 2015.
4. The Winter 2015 edition of the District's WaterLine has been printed and sent to the mailing vendor. Customers will begin receiving this edition of the newsletter in the mail soon.
5. The District's auditor, Richardson & Company, was on site at the District offices during the month of December 2014 to perform interim field work and inventory observation in preparation for the financial audit for the Fiscal Year Ending December 31, 2014. The auditors will return in late February 2015 to perform their field work on the 2014 audit. The auditor will present their report and

findings to the Board at the April 14, 2015 Board meeting

GENERAL MANAGER’S REPORT

GM Churchill reported as follows:

1. Twenty-two District employees received recognition for superior attendance, outstanding customer service and quality of work during the month of December 2014. Directors were provided with a list of the employees and items for which each received recognition.
2. A list of the General Manager’s significant assignments and activities was provided.

CORRESPONDENCE

There was no correspondence this month.

CLOSED SESSION

GM Churchill reported that there was no new information to report that would require the Board to conduct the Closed Session listed on the meeting agenda.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

February 10, 2015	6:30 PM	Regular Meeting
March 10, 2015	6:30 PM	Regular Meeting

GM Churchill reminded Directors that the February 10, 2015 meeting would be held at the District’s leased offices at 7011 Sylvan Road.

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 8:14 p.m.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District

**ASSESSOR/COLLECTOR'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT**

Month of Jan. 2015

BEGINNING ACCOUNTS RECEIVABLE BALANCE		\$894,664.77
 ACCRUED REVENUE		
Penalties & Costs	\$4,972.50	
Fire Protection Services Charge	\$3,215.84	
Backflow Service Charge	\$3,425.93	
Dom - Commercial - Cons	\$12,052.76	
Dom - Residential - Cons	\$107,211.60	
Dom - Public Agency - Cons	\$575.16	
Irrigation - Cons	\$37.32	
Irrg - Commercial - Cons	\$1,044.35	
Irrg - Residential - Cons	\$861.95	
Irrg - Public Agency - Cons	\$869.77	
Fire Service - Cons	\$2.27	
Dom - Commercial - SvcChg	\$17,695.41	
Dom - Residential - SvcChg	\$409,251.84	
Dom - Public Agency - SvcChg	\$1,741.90	
Irrg - Commercial - SvcChg	\$3,090.92	
Irrg - Residential - SvcChg	\$7,239.68	
Irrg - Public Agency - SvcChg	\$1,494.29	
Tap Fees	\$340.00	
Wheeling Water	\$6,171.15	
Surplus and Repair (S & R)	\$915.46	
S & R Inspection	\$2,463.00	
S&R Plan Check Fees	\$709.50	
Turn-off Fees	\$8,813.00	
New Acct Setup	\$1,860.00	
Toilet Rebate RWA Reimbursement	\$4,800.00	
Washing Machine Rebate RWA Reimbursement	\$200.00	
Continued Education	\$235.00	
Cobra Insurance reimbursement	\$1,354.94	
	TOTAL REVENUE	\$602,645.54
 ADJUSTMENTS		
Total Cash Receipts	\$939,833.30	
Toilet Rebate Credits Applied	\$825.00	
Deposits refunded to acct	\$1,883.90	
Deposit Interest refunded to acct	\$13.65	
Web pmts applied but not settled by Bank	\$1,122.52	
Account Adjustments	(\$89.96)	
Web pmts settled but applied prior Month	(\$260.00)	
Cash Receipts to Deposits	(\$2,016.76)	
Customer Refunds	(\$8,898.20)	
Returned Checks	(\$635.33)	
	TOTAL ADJUSTMENTS	(\$931,778.12)
	TOTAL RECEIVABLES	\$565,532.19
	LESS UNAPPLIED PAYMENTS	(\$84,738.33)
	TOTAL NET ACCOUNTS RECEIVABLE	\$480,793.86
 BEGINNING LIENS RECEIVABLE BALANCE		
Liens Assessed	\$0.00	\$533.61
Liens Redeemed	\$0.00	
	TOTAL LIENS RECEIVABLE	\$533.61
 BEGINNING GRANTS RECEIVABLE BALANCE		
Grants Submitted	\$0.00	\$1,173.47
Grants Funds Received	\$0.00	
	TOTAL GRANTS RECEIVABLE	\$1,173.47
	TOTAL RECEIVABLES	\$482,500.94

I, **Susan K. Sohal**, Assessor/Collector of **CITRUS HEIGHTS WATER DISTRICT**, do hereby swear that the foregoing report is true and correct to the best of my knowledge and belief.

SUSAN K. SOHAL, Assessor/Collector

RECEIPT OF TREASURER: I hereby acknowledge the receipt from the Assessor/Collector of CITRUS HEIGHTS WATER DISTRICT of the sums set forth in the above report.

Filed: February 10, 2015

DAVE KANE, Treasurer

ROBERT CHURCHILL, Secretary

CITRUS HEIGHTS WATER DISTRICT
2015 ACCOUNTS RECEIVABLE ANALYSIS

Mo-Yr	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Est. Revenue	To Date	Balance	% Collected
Metered Service Charges	440,514												6,674,668	440,514	6,234,154	6.6%
Metered Water Deliveries	122,655												4,594,209	122,655	4,471,554	2.7%
Penalties	13,786												215,600	13,786	201,815	6.4%
Interest	4,180												0	4,180	-4,180	0.0%
New Acct, Fire & Backflow Fees	8,502												115,243	8,502	106,741	7.4%
WS Install & S&R	4,428												26,626	4,428	22,198	16.6%
Grant Funds	5,000												0	5,000	-5,000	0.0%
Misc*	1,590												120,510	1,590	118,920	1.3%
Wheeling Water	6,171												4,429	6,171	-1,742	139.3%
Reserves													0	0	0	0.0%
Total	606,826	0	0	0	0	0	0	0	0	0	0	0	11,751,285	606,826	11,144,459	5.2%

* Includes Assessments, Inclusions, Back Charges, Capacity Fees and other Miscellaneous Revenue Sources

Assessor/Collector Roll Adjustment		
January-15		
	Dollar	Count
3-DAY DOOR HANG		
One Time Courtesy	\$ 200.00	8
New Owner	\$ 75.00	3
3-DAY DOOR HANG Total	275.00	11
DEFAULT		
One Time Courtesy	\$ 48.84	6
New Owner	\$ 12.08	4
Owner Tenant MIMO	\$ 2.73	1
DEFAULT Total	63.65	11
Grand Total	\$ 338.65	22

TREASURER'S REPORT TO THE BOARD OF DIRECTORS
CITRUS HEIGHTS WATER DISTRICT
 Month of Jan. 2015

RECEIPTS:

Received from Collector		939,833.30
Interest on Accounts		
LAIF	4,180.15	
SJ/CH COP Interest	0.16	
2010 COP Reserve Account	13.54	
Money Mkt Activity Acct	4.50	
Total Interest		4,198.35
Voided Checks		2,957.79
Total Receipts		\$946,989.44
Balance from Last Report		\$9,766,795.72
Total		\$10,713,785.16

DISBURSEMENTS:

Checks Issued / ACH Payments	522,191.97	
Interest to SJ/CH COP Debt Service	(0.08)	
Bank Adj	(0.25)	
Employee Payroll & Taxes	184,559.45	
Director's Payroll	1,015.00	
Bank fees		
COP Payment Adj		
Returned Checks	428.21	
	\$	708,194.30

TOTAL BALANCE \$10,005,590.86

RECONCILEMENT:

Bank of the West (General Account)	2,458,770.88	
Local Agency Investment Fund	6,527,972.79	
COP Reserve Account	536,962.77	
COP 2010 Delivery Cost Fund	0.03	
Money Mkt Activity Account	530,382.29	
Total	\$	10,054,088.76
Less Outstanding Checks - Bank of the West	\$	(68,808.70)
Deposits in Transit	\$	20,310.55
Bank Adj	\$	0.25

TOTAL BALANCE \$ 10,005,590.86

CASH & INVESTMENT SUMMARY

Bank of the West (General Account)	2,410,272.98	
Local Agency Investment Fund	6,527,972.79	
COP 2010 Reserve Account	536,962.77	
COP 2010 Delivery Cost Fund	0.03	
Money Mkt Activity Account	530,382.29	
Total	\$	10,005,590.86

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.25%	4,180.15	1/15/2014

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.

DAVID KANE, Treasurer

ROBERT CHURCHILL, Secretary

TREASURER'S REPORT OF FUND BALANCES

January 31, 2015

	Beginning Balance 1/1/2014	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	12/31/2014 Ending Balance	2014 Target Balance per Policy
Connection Fund	\$ -	\$ 318,644	\$ (318,644)		\$ -	\$ -	N/A
Operating Fund	\$ 5,780,733	\$ 10,415,255	\$ (13,462,054)	\$ 1,001,890	\$ (589,342)	\$ 3,146,482	\$1,918,930
Operating Reserve	\$ 3,085,466	\$ 8,728,525	\$ (8,978,003)			\$ 2,835,988	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$1,000,000
Depreciation Reserve	\$ (621,260)	\$ 6,889,000	\$ (5,284,200)		\$ -	\$ 983,540	\$3,609,597
Capital Improvement Reserve	\$ 627,185	\$ 1,318,644	\$ (1,289,620)		\$ -	\$ 656,209	\$2,265,246
Restricted for Debt Service	\$ 536,973	\$ -	\$ -	\$ -	\$ -	\$ 536,973	N/A
Fleet Equipment Reserve	\$ 400,229	\$ 92,000	\$ (201,594)			\$ 290,635	\$290,444
Employment-Related Benefits Reserve	\$ 423,120	\$ 120,000	\$ (226,153)			\$ 316,967	\$864,229
	<u>\$ 11,232,446</u>	<u>\$ 27,882,068</u>	<u>\$ (29,760,268)</u>	<u>\$ 1,001,890</u>	<u>\$ (589,342)</u>	<u>\$ 9,766,794</u>	

DAVID KANE, Treasurer

TREASURER'S REPORT OF FUND BALANCES
January 31, 2015

Fund Transfers Summary:

The Operating Fund received:	<u>\$ 1,001,890.14</u>	from funds collected in Dec 2014 per Treasurer's Report
	<u><u>\$ 1,001,890.14</u></u>	

The Operating Fund transferred:	<u>\$ 589,341.95</u>	disbursements made in Dec 2014 per Treasurer's Report
	<u><u>\$ 589,341.95</u></u>	

CITRUS HEIGHTS WATER DISTRICT
2015 OPERATING EXPENDITURE VS BUDGET
Jan-15

Account	Description	2015 MTD Expense	2015 YTD Expense	2015 Budget	Variance \$	Variance %
0000-28200-00	RATE STABILIZATION RESERVE	0	0	-	-	0.0%
0000-28300-00	DEPRECIATION RESERVE	0	0	949,000	949,000	0.0%
0000-28400-00	CAPITAL IMPROVEMENT RESERVE	0	0	1,000,000	1,000,000	0.0%
0000-28800-00	EMPLOYMENT-RELATED BENEFITS RESERVE	0	0	120,000	120,000	0.0%
0000-51000-01	WATER DEMAND MANAGEMENT - POSTAGE	0	0	13,390	13,390	0.0%
0000-51000-02	WATER DEMAND MANAGEMENT - PRINTING	4489.8	4489.8	7,004	2,514	64.1%
0000-51000-03	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	0	0	8,137	8,137	0.0%
0000-51000-04	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	3479.53	3479.53	71,032	67,552	4.9%
0000-51000-05	WATER DEMAND MANAGEMENT - OTHER	0	0	7,132	7,132	0.0%
0000-51000-06	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	-3075	-3075	27,500	30,575	-11.2%
0000-52000-00	PURCHASED WATER	0	0	2,295,483	2,295,483	0.0%
0000-52050-00	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	0	0	5,000	5,000	0.0%
0000-52300-01	POWER TO WELLS	8963.83	8963.83	177,495	168,531	5.1%
0000-52300-02	WELLS - REPAIR / MAINTENANCE	0	0	23,228	23,228	0.0%
0000-52400-00	WATER QUALITY ANALYSIS	780	780	19,432	18,652	4.0%
0000-54110-00	DIRECTORS MEETING COMPENSATION	1015	1015	20,300	19,285	5.0%
0000-54110-01	RETIREE HEALTH CARE BENEFIT	2528.7	2528.7	41,565	39,036	6.1%
0000-54120-01	SALARY - GENERAL MANAGER	13218	13218	186,302	173,084	7.1%
0000-54120-02	SALARY - ASSISTANT GENERAL MANAGER	8698.6	8698.6	141,960	133,261	6.1%
0000-54120-03	SALARY - OFFICE (6 authorized positions)	25097.9	25097.9	348,136	323,038	7.2%
0000-54120-04	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	10561.5	10561.5	145,936	135,374	7.2%
0000-54130-01	SALARY - OPERATIONS MANAGER	10240.4	10240.4	141,522	131,281	7.2%
0000-54130-02	SALARY - FIELD / O&M (15 authorized positions)	76881	76881	1,069,222	992,341	7.2%
0000-54130-03	STANDBY DUTY	1280	1280	16,640	15,360	7.7%
0000-54200-01	FIELD MISCELLANEOUS - DUMP FEES	65	65		(65)	0.0%
0000-54200-03	FIELD MISCELLANEOUS - OTHER	0	0	500	500	0.0%
0000-54210-00	SMALL TOOLS - FIELD	0	0	15,000	15,000	0.0%
0000-54211-00	SUPPLIES - FIELD	647.76	647.76	18,000	17,352	3.6%
0000-54220-00	MATERIALS	18634.02	18634.02	35,000	16,366	53.2%
0000-54222-00	ROADBASE	1493.47	1493.47	33,000	33,507	4.3%
0000-54223-01	CONTRACT SERVICES - CONCRETE	0	0	10,000	10,000	0.0%
0000-54223-02	CONTRACT SERVICES - MISC FIELD / O&M	0	0	30,400	30,400	0.0%
0000-54223-03	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	0	0	2,000	2,000	0.0%
0000-54223-04	CONTRACT SERVICES - PAVING	4396.86	4396.86	25,000	20,603	17.6%
0000-54231-01	MAINTENANCE AGREEMENTS - EQUIPMENT	152.43	152.43	6,670	6,518	2.3%
0000-54231-02	MAINTENANCE AGREEMENTS - SOFTWARE	4597.78	4597.78	114,037	109,439	4.0%
0000-54241-01	REPAIR - FLEET EQUIPMENT	687.74	687.74	32,000	31,312	2.1%
0000-54241-02	REPAIR - TOOLS AND EQUIPMENT	625	625	12,000	11,375	5.2%
0000-54242-00	GAS AND OIL	2760.56	2760.56	51,000	48,239	5.4%
0000-54243-01	EQUIPMENT RENTAL - FIELD	212.4	212.4	3,000	2,788	7.1%
0000-54243-02	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	1531.27	1531.27	11,580	10,049	13.2%
0000-54250-03	PERMIT FEE - AIR QUALITY / HAZ MAT	0	0	4,800	4,800	0.0%
0000-54250-04	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	0	0	14,000	14,000	0.0%
0000-54250-05	PERMIT FEE - ENCROACHMENT PERMITS	5075	5075	29,000	23,925	17.5%
0000-56120-00	JANITORIAL	603.77	603.77	9,313	8,709	6.5%
0000-56150-00	BANK FEES	5546.02	5546.02	71,000	65,454	7.8%
0000-56200-00	OFFICE EXPENSE	1565.18	1565.18	15,000	13,435	10.4%
0000-56210-00	SMALL OFFICE EQUIPMENT	0	0	2,000	2,000	0.0%
0000-56220-00	DUES & SUBSCRIPTIONS	477.52	477.52	102,210	101,732	0.5%
0000-56230-00	POSTAGE	11466.74	11466.74	98,500	87,033	11.6%
0000-56240-00	PRINTING	364.4	364.4	6,000	5,636	6.1%
0000-56250-01	TELEPHONE - WIRELESS	1170.37	1170.37	11,244	10,074	10.4%
0000-56250-02	TELEPHONE - LOCAL / LONG DISTANCE	890.46	890.46	16,220	15,330	5.5%
0000-56250-04	TELEPHONE - ANSWERING SERVICE	166.85	166.85	2,400	2,233	7.0%
0000-56251-00	UTILITIES	2375.19	2375.19	18,720	16,345	12.7%
0000-56310-01	INSURANCE - LIABILITY & COMPREHENSIVE	14573	14573	68,845	54,272	21.2%
0000-56310-02	INSURANCE - DISABILITY & LIFE	1817.39	1817.39	28,300	26,483	6.4%
0000-56310-03	INSURANCE - WORKER'S COMPENSATION	0	0	54,319	54,319	0.0%
0000-56400-01	EMPLOYEE BENEFIT - VISION INSURANCE	394.69	394.69	5,040	4,645	7.8%
0000-56400-02	EMPLOYEE BENEFIT - DENTAL INSURANCE	3312.98	3312.98	41,258	37,945	8.0%
0000-56400-03	EMPLOYEE BENEFIT - HEALTH INSURANCE	28054.94	28054.94	351,272	323,217	8.0%
0000-56400-04	EMPLOYEE BENEFIT - PERS RETIREMENT	6165	6165	591,083	584,918	1.0%
0000-56400-05	EMPLOYEE BENEFIT - SOCIAL SECURITY	10817.24	10817.24	144,642	133,824	7.5%

CITRUS HEIGHTS WATER DISTRICT
2015 OPERATING EXPENDITURE VS BUDGET
Jan-15

<i>Account</i>	<i>Description</i>	<i>2015 MTD Expense</i>	<i>2015 YTD Expense</i>	<i>2015 Budget</i>	<i>Variance \$</i>	<i>Variance %</i>
0000-56400-06	EMPLOYEE BENEFIT - MEDICARE	2529.86	2529.86	33,827	31,298	7.5%
0000-56400-07	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	3553.07	3553.07	6,825	3,272	52.1%
0000-56400-08	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	766.55	766.55	26,000	25,233	2.9%
0000-56400-99	EMPLOYEE SALARY AND BENEFITS - ALLOCATION TO CAPITAL PROJ.	0	0	(629,907)	(629,907)	0.0%
0000-56810-00	LEGAL & AUDIT	4205	4205	57,680	53,475	7.3%
0000-56830-00	CONTINUED EDUCATION	2240.41	2240.41	31,580	29,340	7.1%
0000-56840-01	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	0	0	13,000	13,000	0.0%
0000-56840-02	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	0	0	5,000	5,000	0.0%
0000-56840-03	PROFESSIONAL / CONTRACT SERVICES - WELLS	0	0	10,000	10,000	0.0%
0000-56840-04	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	0	0	-	-	0.0%
0000-56840-05	PROFESSIONAL / CONTRACT SERVICES - METER READING	8541.73	8541.73	108,960	100,418	7.8%
0000-56840-06	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	8114.54	8114.54	26,400	18,285	30.7%
0000-56840-08	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	0	0	-	-	0.0%
0000-56840-09	PROFESSIONAL / CONTRACT SERVICES - OTHER	1740.95	1740.95	312,169	310,428	0.6%
0000-56845-00	ELECTION EXPENSE	0	0	-	-	0.0%
0000-56846-00	PUBLICATION NOTICES	0	0	1,236	1,236	0.0%
0000-56890-01	OFFICE MISC - DISTRICT EVENTS	0	0	4,903	4,903	0.0%
0000-56890-02	OFFICE MISC - MEETING ACCOMODATIONS	0	0	309	309	0.0%
0000-56890-03	OFFICE MISC - OTHER	2484.04	2484.04	1,200	(1,284)	207.0%
0000-56890-04	OFFICE MISC - MILESTONE EVENTS	0	0	2,100	2,100	0.0%
0000-56950-00	COMPUTER SOFTWARE	0	0	3,605	3,605	0.0%
0000-59000-01	DEBT SERVICE - COP SERIES 2010	0	0	569,200	569,200	0.0%
0000-59010-01	DEBT SERVICE - COP SERIES 2012	48643.75	48643.75	167,288	118,644	29.1%
		\$ 377,620	\$ 377,620	\$ 9,673,142	\$ 9,295,521	3.90%

Citrus Heights Water District
Capital Projects Summary
Fiscal Period End as of Jan 2015

Project No.	Description	Budget				Amounts Paid			Remaining Projections
		Total Project	Expenditures to 12/2014	Total Remaining	2015 Expenditures	Month to Date	Year to Date	Project to date	2016
2014-30	Sonora Way 8" and Hanson Avenue 6" Water Main Replacement Project	517,094	36,637	480,457	482,192	1,088	1,088	37,725	-
2015-31	Baird Way 12" Water Main Replacement Project	510,255	-	510,255	38,606	-	-	-	471,648
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project	46,262	-	46,262	-	-	-	-	46,262
2015-33	Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project	33,469	-	33,469	-	-	-	-	33,469
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project	255,821	-	255,821	-	-	-	-	20,049
2015-35	Sunrise Blvd Streetscape Phase III	165,067	-	165,067	165,067	-	-	-	-
2015-36	Sylvan Road Street Improvements	67,948	-	67,948	67,948	-	-	-	-
Distribution Mains - Replacement		1,595,915	36,637	1,559,278	753,813	1,088	1,088	37,725	571,428
2015-14	Fire Hydrants - Replacements / Upgrades / Infill / New	173,738	-	173,738	173,738	9,874	9,874	9,874	-
Fire Hydrants - Replacements/Upgrades/New		173,738	-	173,738	173,738	9,874	9,874	9,874	-
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	-	109,500	109,500	-	-	-	-
2015-03	Annual Fleet and Field Operations Equipment Improvements/Replacements	174,000	-	174,000	174,000	-	-	-	-
2015-04	Annual Technology Hardware and Software Improvements/Replacements	503,500	-	503,500	53,500	-	-	-	450,000
2015-10	Water Main Pipeline Replacements	20,877	-	20,877	20,877	8,586	8,586	8,586	-
2015-11	Water Valve Replacements	100,976	-	100,976	100,976	8,573	8,573	8,573	-
2015-12	Water Service Replacements	678,080	-	678,080	678,080	35,560	35,560	35,560	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	28,073	-	28,073	28,073	-	-	-	-
2015-39	Cal-Am Water Lincoln Oaks Water Tank 8" Interconnection Project	58,582	-	58,582	58,582	-	-	-	-
2015-40	Other City Partnership Opportunities	100,000	-	100,000	100,000	-	-	-	-
2015-41	Other Miscellaneous Infrastructure Projects	100,000	-	100,000	100,000	-	-	-	-
Miscellaneous Projects		1,873,588	-	1,873,588	1,423,588	52,719	52,719	52,719	450,000
2012-13	Administration Building Expansion / Renovation Project	1,131,872	119,246	1,012,626	978,171	34,105	34,105	153,351	-
Miscellaneous Projects - Facilities		1,131,872	119,246	1,012,626	978,171	34,105	34,105	153,351	-
2015-01	Annual Non-Project Specific Project Management & Engineering Salaries & Benefits	291,761	-	291,761	291,761	-	-	-	-
Miscellaneous Projects-Miscellaneous CIP		291,761	-	291,761	291,761	-	-	-	-
2013-30	San Juan High School 24" North Property Line Transmission Main Installation	544,364	-	544,364	522,968	93	93	93	-
2014-36	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	378,304	123	378,181	346,419	1,070	1,070	1,193	-
2015-30	Poplar Avenue 14" Transmission Main Installation	142,325	-	142,325	12,680	-	-	-	129,645
Transmission Mains - New		1,064,993	123	1,064,870	882,067	1,162	1,162	1,285	129,645
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue	471,102	12,853	458,249	439,026	245	245	13,098	-
Transmission Mains - New and Distribution Mains - Replacement		471,102	12,853	458,249	439,026	245	245	13,098	-
2015-13	Water Meter Replacements	28,441	-	28,441	28,441	3,952	3,952	3,952	-
Water Meters		28,441	-	28,441	28,441	3,952	3,952	3,952	-
2011-01	Fair Way 12" x 8" Interconnection w/ RV	76,128	-	76,128	28,405	-	-	-	47,723
2012-09	Blossom Hill Drive 6" x 10" Interconnection w/ RV	25,655	-	25,655	25,655	-	-	-	-
2012-10	Crestmont Avenue 6" Interconnection w/ RV	20,155	-	20,155	20,155	-	-	-	-
2012-11	Skycrest Well No. 13 Construction	316,483	327,209	(10,726)	62,254	12,445	12,445	339,654	-
2013-21	Skycrest Well No. 13 Construction	2,081,569	486,155	1,595,414	1,640,805	219	219	486,374	-
2015-20	Groundwater Well Improvements	51,829	-	51,829	51,829	840	840	840	-
2015-37	C-Bar-C Pressure Control Station	300,000	-	300,000	-	-	-	-	300,000
Water Meters - Emergency Intertie Water Meters		2,871,819	813,364	2,058,455	1,829,102	13,504	13,504	826,868	347,723
Grand Total		16,134,638	1,151,082	14,983,556	11,770,312	219,792	219,792	1,370,874	2,649,869

January 31, 2015 Payables

Check #	Vendor	Description	Amount
58376	A-Applied Mailing Service	Water Cons-Contract	\$7,367.38
58377	VOID	VOID	\$0.00
58378	VOID	VOID	\$0.00
58379	Sylvan Professional Plaza LLC	Fixed Assets	\$3,919.35
58380	AFLAC	Employee Paid Ins	\$810.27
58381	Albietz Law Firm	Legal & Audit	\$13,138.75
58382	Dorothy M Barringer	Overpayments	\$200.00
58383	City of Citrus Heights	Permit Fees	\$5,000.00
58384	County of Sacramento	Election Expense	\$27,971.84
58385	Dawson Oil Company	Gas & Oil	\$1,030.17
58386	Forsgren Associates, Inc.	Contract Services-Misc	\$9,797.00
58387	Lois A Galloway Trust	Overpayments	\$200.00
58388	GM Construction & Developers	Contract Services-Engineering	\$52,978.75
58389	Grainger	Small Tools	\$19.74
58390	Johnny or Barbara Henman	Overpayments	\$5,616.27
58391	ICM Group, Inc.	Contract Services-Misc	\$19,992.75
58392	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$11,547.52
58393	Douglas A MacTaggart	Contract Services-Paving/Concrete	\$6,688.00
58394	Tina L Mansch	Overpayments	\$175.60
58395	Moonlight BPO	Contract Services-Bill Print	\$6,208.89
58396	NV5 / Nolte Associates, Inc.	Contract Services-Engineering	\$11,490.25
58397	Pace Supply Corp	Material	\$316.83
58398	VOID	VOID	\$0.00
58399	Republic Services #922	Utilities	\$213.48
58400	RUE EQUIPMENT	Repair-Equip/Hard	\$383.58
58401	RW Trucking	Contract Services-Misc	\$1,638.75
58402	Sacramento Bee	Publication Notices	\$496.96
58403	SMUD	Utilities	\$11,688.45
58404	Sophos Solutions	Contract Services-other	\$6,587.50
58405	SureWest Directories	Tele-Local/Long Dis	\$49.00
58406	US Bank I.M.P.A.C. Government Services	See January Agenda Item CC:6	\$6,074.15
58407	Zim Industries Inc	Contract Services-wells	\$43,499.40
58408	Kei Window Cleaning #12	Janitorial	\$84.00
58409	Preston Pipelines Inc	Contract Services-Engineering	\$18,994.78
58410	Nathan Domeler DBA Top Quality Painting	Contract Services-Engineering	\$2,137.50
58411	J4 Systems	Contract Services-other	\$1,972.00
58412	A-Applied Mailing Service	Water Cons-Contract	\$246.87
58413	Afman Supply	Small Tools	\$104.59
58414	AnswerNet	Tele-Answer Service	\$166.85
58415	AREA Restroom Solutions	Equip Rental-Field	\$106.20
58416	Denise M Aspenall	Overpayments	\$176.12
58417	Mitchell or Tashara Barnowski	Overpayments	\$29.36
58418	Bart/Riebes Auto Parts	Repair-Trucks	\$43.60
58419	Blackbird Associates	Contract Services-Engineering	\$615.83
58420	Linda R Bristow	Overpayments	\$476.48
58421	Kenneth or Mary Broyles	Overpayments	\$6.77
58422	James Buford	Small Tools	\$640.41
58423	Burketts	Office Expense	\$226.84
58424	California Chamber of Commerce	Office Expense	\$217.69
58425	California State Disbursement Unit	Garnishment	\$184.61
58426	California State Disbursement Unit	Garnishment	\$109.61

58427	CirclePoint	Water Cons-Contract	\$3,354.53
58428	Corelogic Information Solutions Inc	Dues & Subscriptions	\$185.00
58429	Coverall North America Inc	Janitorial	\$280.00
58430	Cybex	Equip Rent-Office	\$118.46
58431	Robert B or Denise I Eckart	Overpayments	\$91.70
58432	Linda E Ellington	Overpayments	\$179.67
58433	Franchise Tax Board-Hesse	Garnishment	\$190.00
58434	Future Ford	Repair-Trucks	\$307.08
58435	Glenn Greene	Overpayments	\$10.22
58436	Integrity Administrators Inc	Health Insurance	\$262.00
58437	Terrie Jarvis	Overpayments	\$111.93
58438	Kaiser Foundation Health Plan, Inc	Health Insurance	\$13,083.00
58439	Kei Window Cleaning #12	Janitorial	\$22.00
58440	Richard D King	Overpayments	\$165.54
58441	Lawnman Commercial Landscape	Janitorial	\$301.77
58442	Norma L McCall Trust	Overpayments	\$49.58
58443	Minter Trust c/o Bernice Minter	Overpayments	\$69.10
58444	Office Depot	Office Expense	\$64.21
58445	One Print Source & Graphics	Printing	\$320.12
58446	Pacific Gas & Electric	Utilities	\$123.53
58447	Placer County Department of Public Works	Permit Fees	\$75.00
58448	Ramos Environmental Services	Field Miscellaneous	\$65.00
58449	Richardson & Company	Legal & Audit	\$4,205.00
58450	S&P Investing	Overpayments	\$55.00
58451	Sierra Office and Printing	Water Cons-Mat/Suppl	\$2,488.32
58452	Smoke Busters	Repair-Trucks	\$60.00
58453	Sonitrol	Equip Rent-Office	\$517.78
58454	A. Teichert & Son, Inc.	Road Base	\$1,493.47
58455	WaterWise Consulting, Inc	Water Cons-Contract Services	\$125.00
58456	Bryan or Coreena Whiteside	Overpayments	\$68.11
58457	Seth D or Rebecca Zatzke	Overpayments	\$153.38
58458	Robyn Cope	Health Insurance	\$389.00
58459	VOID	VOID	\$0.00
58460	VOID	VOID	\$0.00
58461	VOID	VOID	\$0.00
58462	Anderson Environmental Consulting Group	Contract Services-other	\$610.00
58463	ABA DABA Rentals & Sales	Supplies-Field	\$136.67
58464	Absolute Secured Shredding Inc	Equip Rent-Office	\$40.00
58465	ACWA/JPIA Health Benefits Authority	Disability & Life In	\$3,871.67
58466	Afman Supply	Small Tools	\$104.59
58467	Alexander's Contract Services	Contract Services-Meter Read	\$2,638.96
58468	Auburn Moving Company	Contract Services-Misc	\$3,346.50
58469	Bart/Riebes Auto Parts	Repair-Trucks	\$11.56
58470	BSK Associates	Water Analysis	\$516.00
58471	Burketts	Office Expense	\$468.36
58472	Canon Solutions America, Inc.	Maint Agree-Equip	\$60.58
58473	Connected Document Solutions	Maint Agree-Equip	\$91.85
58474	Consolidated	Tele-Local/Long Dis	\$890.46
58475	Cybex	Equip Rent-Office	\$118.46
58476	Hach Company	Wells Maintenance	\$165.83
58477	J4 Systems	Contract Services-other	\$4,482.56
58478	Moonlight BPO	Contract Services-Bill Print	\$92.50
58479	One Print Source & Graphics	Printing	\$44.28
58480	Sacramento County	Permit Fees	\$368.31

58481	SAWWA	Dues & Subscriptions	\$1,845.00
58482	SHI International Corp	Maint Agree-Software	\$929.61
58483	Sonitrol	Equip Rent-Office	\$3,261.11
58484	Thomson Reuters	Dues & Subscriptions	\$47.52
58485	Voyager Fleet Systems Inc	Gas & Oil	\$1,836.13
58486	ABA DABA Rentals & Sales	Supplies-Field	\$128.11
58487	AFLAC	Employee Paid Ins	\$658.33
58488	Alexander's Contract Services	Contract Services-Meter Read	\$2,456.11
58489	Aqua Sierra Controls	Wells Maintenance	\$375.00
58490	Awards By Kay Inc	Office Expense	\$16.20
58491	Leland G or Marla Ball	Toilet Rebate Prog	\$12.84
58492	BSK Associates	Water Analysis	\$36.00
58493	David or Albert Burckhard	Overpayments	\$120.40
58494	California State Disbursement Unit	Garnishment	\$184.61
58495	California State Disbursement Unit	Garnishment	\$109.61
58496	Caltronics Business System	Small Office Equip	\$626.40
58497	Cogsdale	Contract Services-other	\$1,372.00
58498	Connected Document Solutions	Maint Agree-Equip	\$418.00
58499	Maynard or Elsie Davis or Jeanette Davis	Overpayments	\$6.73
58500	Dawson Oil Company	Gas & Oil	\$707.10
58501	Diez & Leis Real Estate Group	Overpayments	\$78.39
58502	Joseph F or Maria M Dimaggio	Overpayments	\$59.83
58503	Equarius Water Works	Material	\$4,114.80
58504	Forsgren Associates, Inc.	Contract Services-Misc	\$1,843.00
58505	Sarah E Foster or Jennifer Lynch- Successor Trustee	Overpayments	\$127.85
58506	Simon or Ludmila Gorelkin	Overpayments	\$79.46
58507	GreatAmerica Leasing Corp	Equip Rent-Office	\$218.79
58508	Michael or Jan Hagen	Overpayments	\$389.12
58509	Hansen Software Corporation	Maint Agree-Software	\$400.00
58510	HD Supply Waterworks LTD	Material	\$5,253.90
58511	John P Healy	Overpayments	\$19.56
58512	J&J Locksmiths	Contract Services-Office	\$89.50
58513	Meinert Trust	Overpayments	\$62.53
58514	Moonlight BPO	Contract Services-Bill Print	\$2,864.32
58515	Office Depot	Office Expense	\$364.52
58516	Arthur M Poe	Overpayments	\$67.05
58517	Adam Rehfeldt	Overpayments	\$94.51
58518	SHI International Corp	Maint Agree-Software	\$260.49
58519	Richard G or Glenda M Underdown	Overpayments	\$37.28
58520	Unum Life Insurance Co of America	Disability & Life In	\$1,671.99
58521	Verizon Wireless	Tele-Wireless	\$1,170.37
58522	Roland E Waldner	Overpayments	\$113.11
58523	Craig or Mandee Whitney	Overpayments	\$20.09
58524	Wiese Investments LP	Overpayments	\$106.90
58525	Barbara Carle	Toilet Rebate Program	\$150.00
58526	Brent Givens	Toilet Rebate Program	\$150.00
58527	Damon or Mina Lafleur	Toilet Rebate Program	\$150.00
58528	Jo Ann Manning	Toilet Rebate Program	\$75.00
58529	Blanca Nanoo	Toilet Rebate Program	\$75.00
58530	Chien Nguyen	Toilet Rebate Program	\$75.00
58531	Lavar Powell	Toilet Rebate Program	\$75.00
58532	Paul T White III	Toilet Rebate Program	\$75.00
58533	Jean Ann Walth	Toilet Rebate Program	\$75.00
			\$364,238.55

ACH	BOW DEC 2014	Water Cons-Other	\$2,278.14
ACH	VALIC 1/29/15	Deferred Compensation	\$1,970.00
ACH	VANCO01/02/2014	Contract Services-other	\$64.60
ACH	VOYA 1/29/15	Deferred Compensation	\$45.00
ACH	1/15/15 PERS	PERS	\$7,373.95
ACH	BOWDEC2014 FD	Water Cons-Other	\$214.33
ACH	BOWDEC2014 WEB	Water Cons-Other	\$2,840.52
ACH	BOWDEC2014PH	Water Cons-Other	\$213.03
ACH	PAYCHEX 1/12/15	Contract Services-other	\$304.35
ACH	PERS012915	PERS	\$7,686.61
ACH	UNIONBANK 1/31/15	COP Debt Service	\$118,643.67
ACH	VALIC 1/15/15	Deferred Compensation	\$1,820.00
ACH	VK7077 1/15/15	Deferred Compensation	\$45.00
ACH	WHA1/31/15	Health Insurance	\$14,454.22
			<u>\$157,953.42</u>
			<u>\$522,191.97</u>

February Checks Approved at February Board Meeting

58541	Corix Water Products, Inc	Material	\$8,206.92
58557	SMUD	Toilet Rebate Prog	\$10,800.00
58556	SMUD	Utilities	\$10,839.50
58540	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving/Concrete	\$13,653.81
58534	ACWA/JPIA	Workers Comp Insurance	\$14,573.00
58549	Douglas A MacTaggart	Contract Services-Paving/Concrete	\$14,999.00
58546	GM Construction & Developers	Contract Services-Engineering	\$51,340.97
58551	Preston Pipelines Inc	Contract Services-Engineering	\$70,496.53
			<u>\$194,909.73</u>

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : PARK DRIVE EASEMENTS ACCEPTANCE
 STATUS : Action Item – Consent Calendar
 REPORT DATE : February 3, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider adoption of eight (8) Resolutions accepting easements along a private roadway on the east end of Park Drive.

BACKGROUND AND ANALYSIS:

The Park Drive and Poplar Avenue 8-Inch and 6-Inch Water Main Replacement Project (2013-31) included the extension of a 6-inch water distribution main to serve eight (8) properties on the east end of Park Drive, which were formerly served by a series of aging private lines. That portion of Park Drive is a private roadway requiring the District to request and obtain eight (8) easements from the property owners to be served by the system improvements.

These properties were previously served through several private service lines and lacked adequate fire protection.

See attached vicinity map along with copies of the easements and plats for each of the eight properties.

RECOMMENDATION:

Adopt the following list of eight (8) Resolutions accepting easements along a private roadway on the east end of Park Drive:

- R04-2015 - Mattox Grant of Easement for 7604 Park Drive
- R05-2015 - Fleig Grant of Easement for 7605 Park Drive
- R06-2015 - Schavey Grant of Easement for 7610 Park Drive
- R07-2015 - Burgess Grant of Easement for 7616 Park Drive
- R08-2015 - Money Grant of Easement for 7620 Park Drive
- R09-2015 - Fields Grant of Easement for 7621 Park Drive
- R10-2015 - Horton Grant of Easement for 7624 Park Drive
- R11-2015 - Baker Grant of Easement for 7627 Park Drive

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : APPOINTMENT OF DIRECTOR FROM DIVISION TWO
 STATUS : Information, Discussion
 REPORT DATE : February 5, 2015
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Receive a status report on outreach efforts to the community regarding the vacancy and appointment process for a Director from Division 2. (D/A)

BACKGROUND AND ANALYSIS:

As reported at the January 13, 2015 Board of Director Meeting, Joseph M. Dion, Director from Division 2 of Citrus Heights Water District has resigned from his position on the Board of Directors due to health concerns effective January 13, 2015.

Appointment to fill vacancies on the District's elected Board of Directors is governed by the California Government Code Section 1780. Within the 15 days of January 13, 2015, the Sacramento County Elections Division needs to be notified of the vacancy. The District General Manager/Secretary provided written notification to Sacramento and Placer County Elections Departments on January 22, 2015. Within 60 days of January 13, 2015 the Board of Directors shall make an appointment to fill the vacancy. Said date is Friday March 13, 2015. The Board may choose to appoint an individual outright or may choose to solicit candidates to interview. Due to the timing of the vacancy, the appointee, if he or she so chooses, will be required to run for election in November 2016 General Election for the remaining two years of the Division 2 term.

The Code is silent on the method to determine an appointee, except that a Notice of Vacancy shall be posted in three or more conspicuous places in the District at least 15 days prior to the appointment. A "Notice of Vacancy on the Board of Directors" was on January 20, 2015 at the District office, at the City of Citrus Heights City Hall and at Sunrise Recreation and Park District. Said Notice along with an Application for Appointment and District Division Map also appear on the District's web site and those of the City of Citrus Heights and the Regional Water Authority. Posting at Orangevale Recreation and Park District and at Fair Oaks Recreation and Park District was requested but not forthcoming as was publication in the American River Messenger and the Orangevale View. Information was also mailed to Bret Daniels, former candidate for election for this position.

Further community outreach was provided in the General Manager's presentations to the following groups:

Citrus Heights Rotary Club – January 14, 2015.

Citrus Heights Area Seven and Eight (C.H.A.S.E.) – January 20, 2015.

Birdcage Heights Neighborhood Association (Area 11) – January 21, 2015.

Sunrise Oaks Neighborhood Association (Area 9) – February 4, 2015.

Supervisor MacGlashan's Orangevale Community Cabinet Meeting – February 6, 2015.

Attached is the following information that has been provided:

- Notice of Vacancy on the Board of Directors.
- Application for Appointment as Director of Division 2 on the Board of Directors.
- District Divisions and Neighborhood Map.

To date, no Applications have been received.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : ASSISTANT GENERAL MANAGER RECRUITMENT
 STATUS : Information Item
 REPORT DATE : February 5, 2015
 PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Provide a status report on the Assistant General Manager recruitment process.

BACKGROUND AND ANALYSIS:

Outreach to identify potential candidates of the District's vacant Assistant General Manager position has been completed by CPS HR Consulting. 67 applications were received by the Consultant by the closing of the application period on January 20, 2015.

An updated schedule for filling this vacancy is as follows:

Date	Task	By
January 21- February 5	Review Applications, Screening Interviews	CPS HR
February 10	Deliver Applicants Report & Recommendations	CPS HR
February 12, 2:00 PM	Candidate Report Meeting	President, GM, CPS HR
February 12-18	Select Finalists	President, GM
February 27 or March 2	Finalist Interviews	President, GM, CPS HR, Others (?)
March 3	Selection and Offer of Employment	GM, President
March 4-12	Pre-Employment Process	Candidate
April 6	Begin Work	Candidate

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : ADMINISTRATION BUILDING IMPROVEMENTS
STATUS : Information Item
REPORT DATE : February 6, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Receive a status report on the construction phase of the Administration Building Expansion and Renovation Project.

BACKGROUND AND ANALYSIS:

On December 9, 2014, the Board of Directors accepted the Bid of Kaler/Dobler Construction, Inc. in the amount of \$743,200 for construction of the Administration Building Expansion and Renovation Project. Subsequently, as authorized, the General Manager executed an Agreement for Construction Services with the Contractor. A preconstruction meeting took place on January 5, 2015 construction began on Tuesday January 20, 2015. Completion of the Project is estimated to be September 22, 2015.

The Administrative Department relocated temporarily to leased office space at 7011 Sylvan Road, Suite D from Friday January 16 to Monday January 19, a holiday. The regular Board of Directors Meetings beginning in February and likely continuing until September will be held at the temporary location.

Tasks undertaken and underway by the Contractor from the beginning of construction to date are as follows:

Site Work:

Hard Demolition

Building:

Interior Protection

Hard Demolition

Soft Demolition

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : SAN JUAN WATER DISTRICT / SACRAMENTO SUBURBAN WATER
DISTRICT JOINT MEETINGS

STATUS : Information Item

REPORT DATE : February 6, 2015

PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Receive and discuss information regarding San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD) Joint Meetings.

BACKGROUND AND ANALYSIS:

GM Churchill and AGM Kane attended the Citrus Heights Chamber of Commerce Government Issues Committee Meeting on February 5, 2015 where a presentation on the SJWD/SSWD Merger was provided. The presentation that was presented is the “6-on” version that is attached first to this report. A second version, provided by SJWD/SSWD consultant MMS Strategies, was also available but not discussed at the meeting. The second version contains similarities to the first version but is distinctly different in additional information provided regarding utilization of water supplies under existing and combined organization.

Director Dains and GM Churchill attended the SJWD/SSWD 2x2 Water Management Ad Hoc Committee Meeting held at SJWD on February 5, 2015. Copies of the meeting agenda and accompanying materials are attached to this report.

Next Steps:

February xx, 2015, 2x2 Committee Meeting

- Present “Public Draft for Comment Version of the Phase 2A Report
- Begin 30 day public review
- Present Results of Telephone Survey

March/April Joint Board Meetings

- Final Administrative Report Draft for consideration
- Present Results of Telephone Survey
- Opportunity to take actions

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : SAN JUAN WATER DISTRICT / SACRAMENTO SUBURBAN WATER
DISTRICT JOINT MEETINGS
STATUS : Information Item
REPORT DATE : February 6, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

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Next Steps:

February xx, 2015, 2x2 Committee Meeting

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March/April Joint Board Meetings

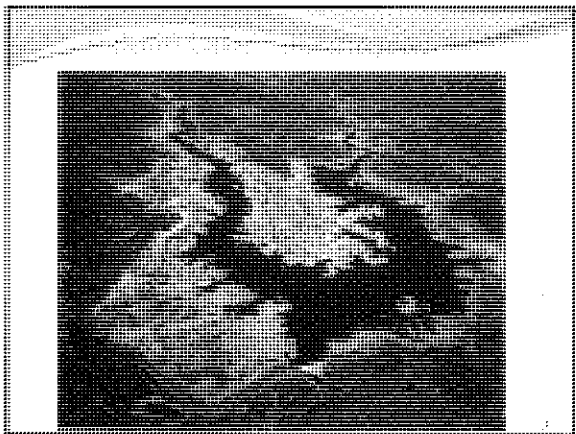
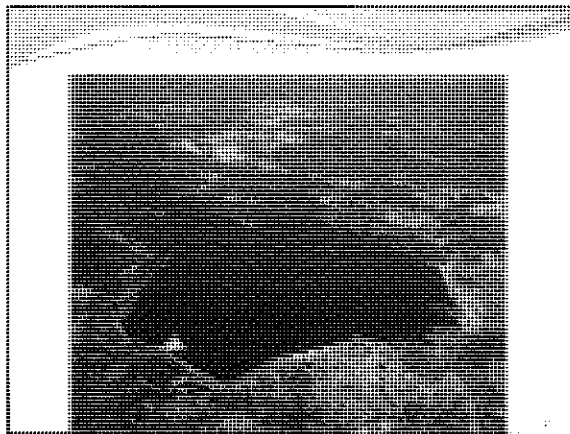
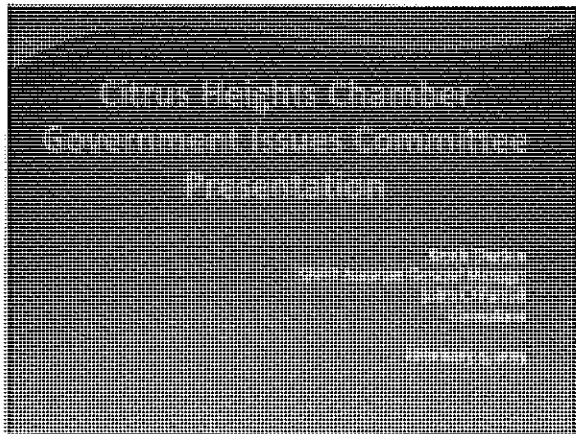
- Final Administrative Report Draft for consideration
- Present Results of Telephone Survey
- Opportunity to take actions



AGENDA

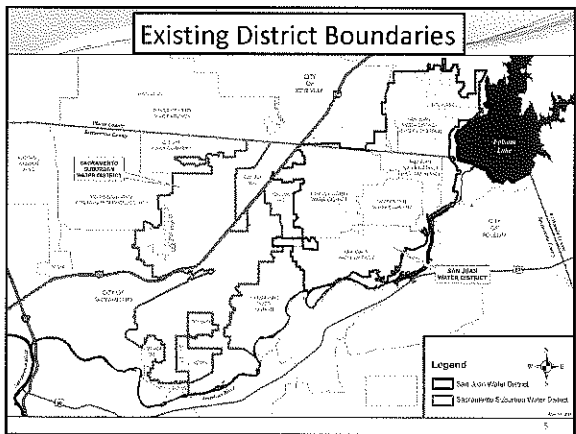
Government Issues Committee February 5, 2015 -- 8:00am – 9:00am – Trellis Hall

Item 1	Notes
Review and Approve Minutes Intro New Chamber Executive Director Jay Hornbuckle	
Item 2 Federal Update Congressman Bera's Office <i>Kelly Rivas</i>	
Item 3 State Update Assemblyman Cooley's Office <i>Jonathan Glatz</i> Senator Nielsen's Office <i>Robert Olmstead</i>	
Item 4 County Update Supervisor MacGlashan's Office <i>Ted Wolter</i>	
Item 5 City Update City of Citrus Heights <i>Monica Alejandrez</i>	
Item 6 Special Districts and Utilities Pacific Gas and Electric <i>Gregg McKenzie</i> Sylvan Cemetery District <i>Ron Clark</i> SMUD <i>Art Starkovich</i> Metro Fire <i>Michelle Eidam</i> Sunrise Recreation and Park District <i>Dave Mitchell</i> Citrus Heights Water District <i>Paul Dietrich</i> California American Water <i>Evan Jacobs</i>	
Item 7 Old Business	
Item 8 8:250am -- New Business <ul style="list-style-type: none"> • H.R. 241: ACCESS (ADA Compliance for Customer Entry to Stores and Services) Act of 2015- Sunrise MarketPlace • Guest Speaker: Proposed Merger of Sacramento Suburban Water District and San Juan Water District 	
Item 9 Wrap-up Announcements Next Meeting: Thursday, March 5 at 8:00am – location <i>tbd</i> Topic/Guest Speaker (TENTATIVE): Federal Offender Re-Entry Center Proposal – locations being considered include Bay Area, Stockton, Boys Ranch, Citrus Heights	



Background

- SJWD and SSWD initiated conversations to identify possible functional reorganizations in 2011:
 - Intent was to increase efficiency and effectiveness
 - Began with functional items, such as purchasing, outsourcing, sharing of staff, etc.
- Joint Board meeting in March 2013 to discuss opportunities for improvements in regional water management, resource sustainability, and long-term water supply reliability:
 - Do nothing
 - Increase interagency cooperation
 - Consider organizational changes up to and including potential agency merger
 - Perform a Phase 1 Study

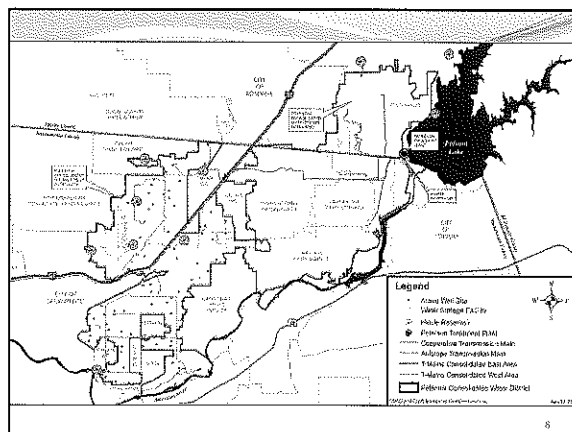


Districts – Current Structure

1. SJWD
 - a. Executive Management
 - b. History
 - Formed in 1954 as a CSD by Citizens of Citrus Heights, Fair Oaks, Orangevale, Folsom and South Placer County
 - c. Water Rights
 - Pre 1914, From North Fork Ditch Company (1854)
 - d. Wholesale Service Area
 - CHWD, FOWD, OVWC and North Folsom
 - e. Retail Service Area
 - North Folsom, Orangevale, Granite Bay and East Roseville

Districts – Current Structure (cont)

1. SSWD
 - a. Executive Management
 - b. History
 - Formed in 2002 by Merger of AWD and NWD
 - Arcade and Northridge Water Districts from the mid-1950's
 - c. Water Supply
 - Ground Water Drawn from 84 Wells, Contracts for Surface Water – PCWA and City of Sacramento
 - d. Retail Service Area
 - Antelope, North Highlands, Arden-Arcade, Foothill Farms



Phase I Recommendation

- Option 3 – Reorganization
 - Best For Water Management Between Agencies
 - Districts Have Complementary Assets
 - Best Approach For Achieving Water Supply Reliability For Both Districts
 - No Fatal Flaws Identified
- Joint Board Meeting – April 28, 2014
 - Phase 1 Study Accepted
 - 2x2 Committee Instructed To Proceed With Phase 2A

Preliminary Findings

1. State Oversight and Intervention
 - Heightened Interest in Water Rights, Contracts
2. Climate Change and the Environment
 - Increase Flexibility to Respond to Change
3. Sacramento County and the Region
 - 21 Different Agencies Responsible for Water in Sacramento County
4. Culture of SSWD and SJWD
 - SSWD and SJWD are Taking a Broad View – Looking Beyond Historic Boundaries
5. Stakeholder Interviews
 - Questions, Observations, Impressions

Preliminary Findings (cont)

6. Synergies
 - Increasing Beneficial Use, More Effective Management of Contractual Water, Maximize Value of Unused Asset, Ability to Comprehensively Plan for Needed Improvements and Infrastructure
7. Greater Economy and Efficiency of the Combined Organization
 - Stronger Management, Depth, Specialization, Ability to Defer Some or Mitigate Cost of New Personnel, Sharing of Facilities, Greater Ease of Rate Stabilization

Perceived Benefits of the Merger

1. Surface Water Rights
 - Perfecting Beneficial Use; Value of Unused Asset
2. Water Assurance
 - More Effective Water Management and Reliability
3. Groundwater Management
 - Improved Conjunctive Use; Value of Unused Asset; new SGMA
4. Infrastructure
 - Maximize Potential of Existing and Future Infrastructure Planning
5. Economies and Efficiency
 - Stronger Organization Top-To-Bottom
6. External Affairs
 - Stronger Voice and Influence Regionally and Statewide

How Reorganization will affect Customers

1. No Change In The High Standard Of Customer Service
2. For Both Districts - Increased Water Supply Reliability
 - Use of Pre 1914, CVP, City of Sacramento and PCWA Water together with Groundwater in an Expanded Conjunctive Use Plan
3. Residential and Business Customers
 - No change in rates due to reorganization, bills will be paid the same, in person, by mail or electronically
4. Wholesale Customer Agencies
 - Retain Financial and Reliability Benefit of Pre 1914 Water
 - Existing Contracts Unaffected

13

How Reorganization will affect Customers (continued)

5. Impact on Other Agencies
 - Reorganization Confined to SJWD and SSWD.
 - Does not Include any Other Special Districts
 - Increased ability for Emergency Mutual Aid Response

14

Phase 2B

(Future Steps will Occur One-At-A-Time; With Opportunity for Review, Comment and Direction)

1. Major Steps
 - a. Apply to LAFCo to Reorganize
2. Necessary Tasks
 - a. Submit Supporting Material to Further Need to Reorganize (phase 1, phase 2a reports, updated MSR, requested terms and conditions of reorganization)
3. Approval Process
 - a. LAFCo Staff Review and Recommendation, Public Hearing, LAFCo Approval with Necessary Conditions

15

Questions?

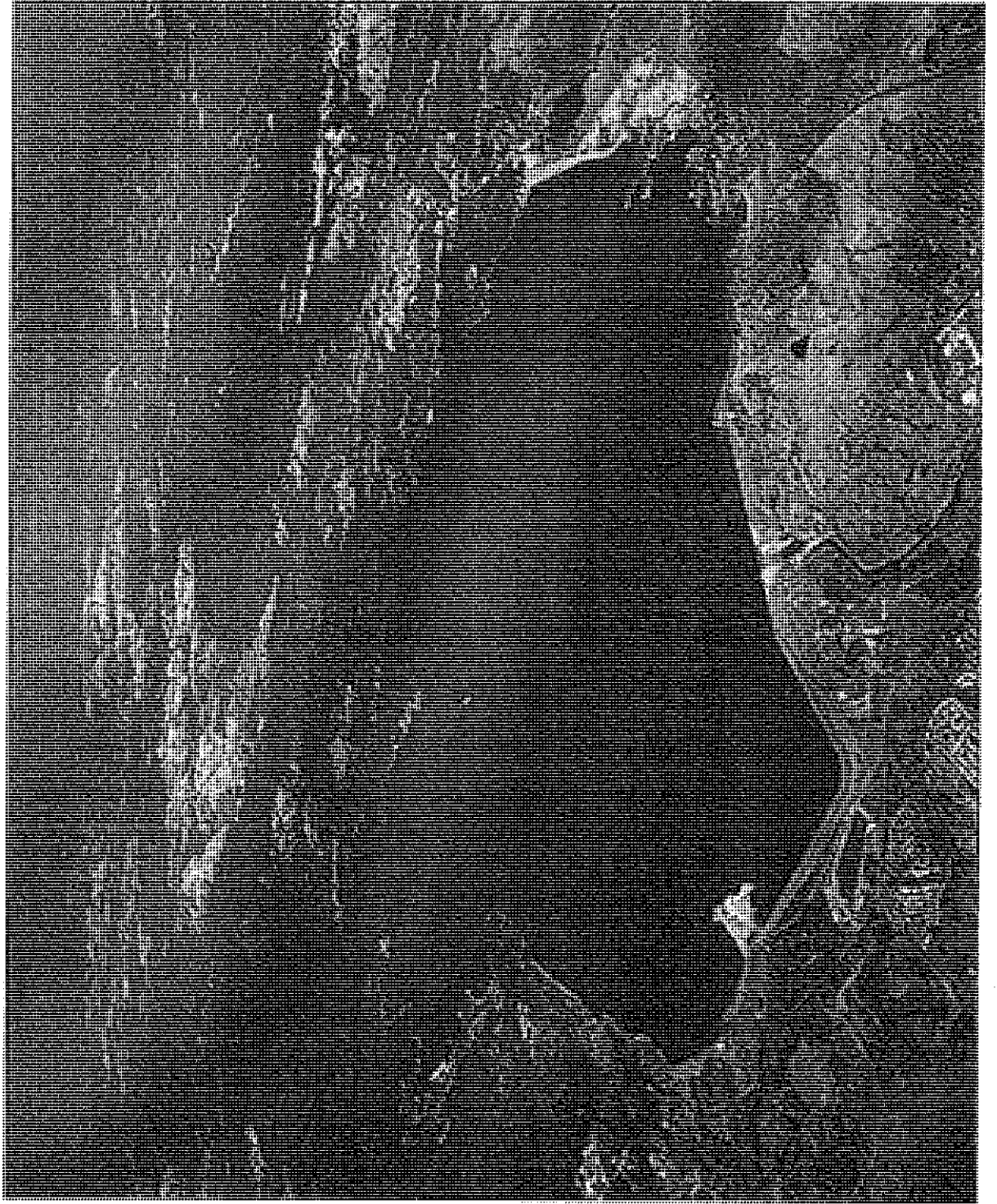
16

Citrus Heights Chamber Presentation

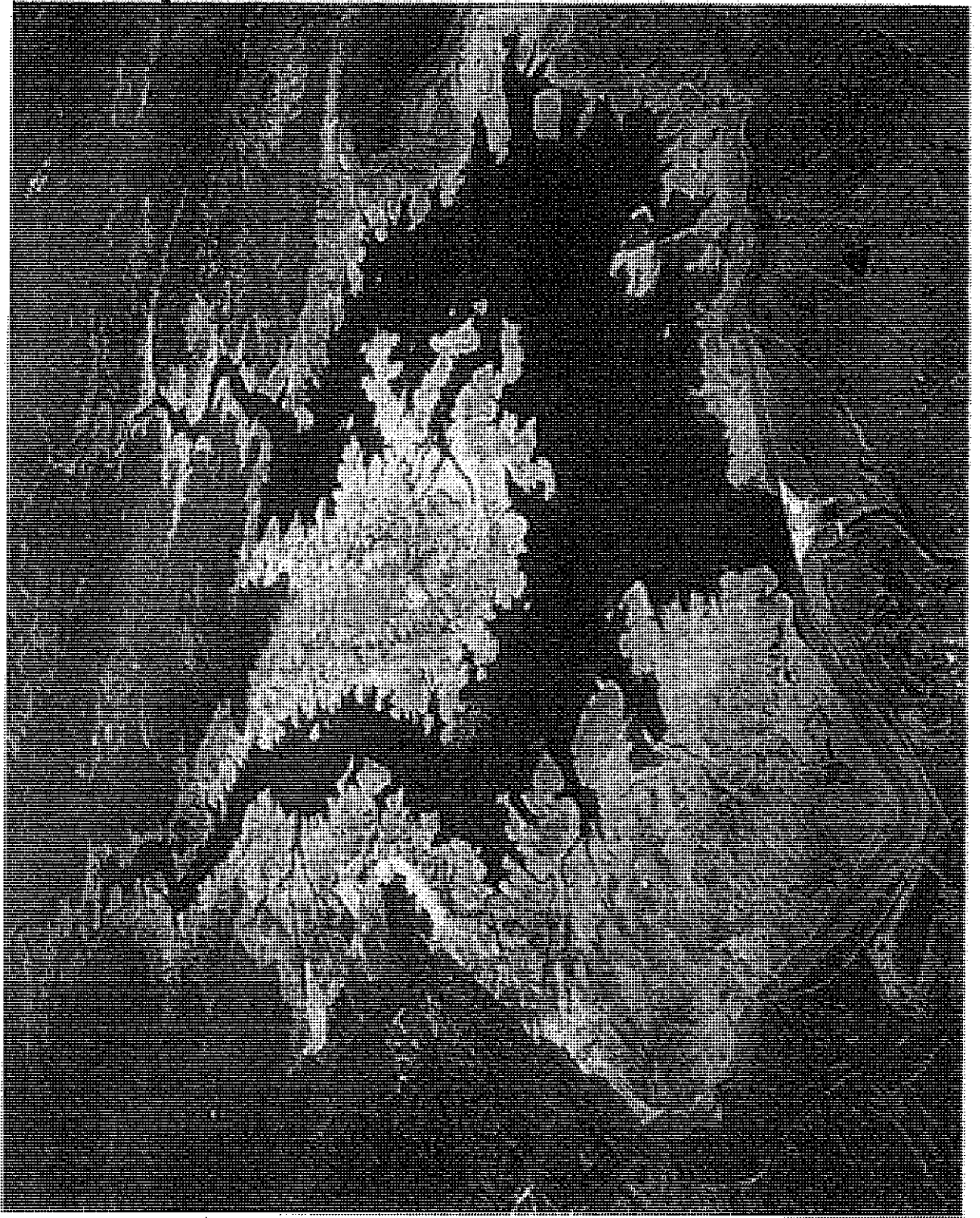
Keith Durkin
SJWD Assistant General Manager
John O'Farrell
Consultant

February 5, 2015

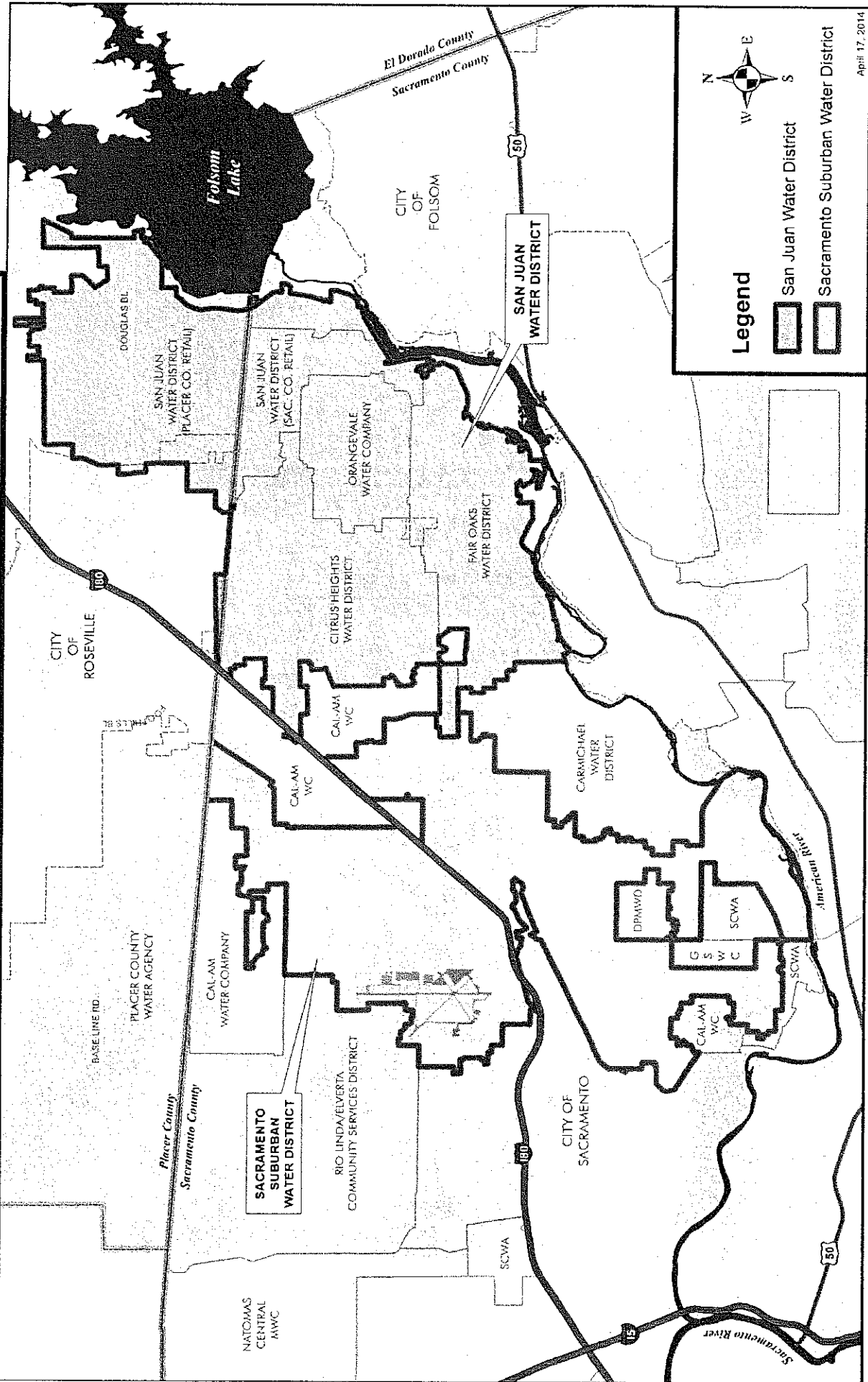
Folsom Lake 2011



Folsom Lake - January



Existing District Boundaries



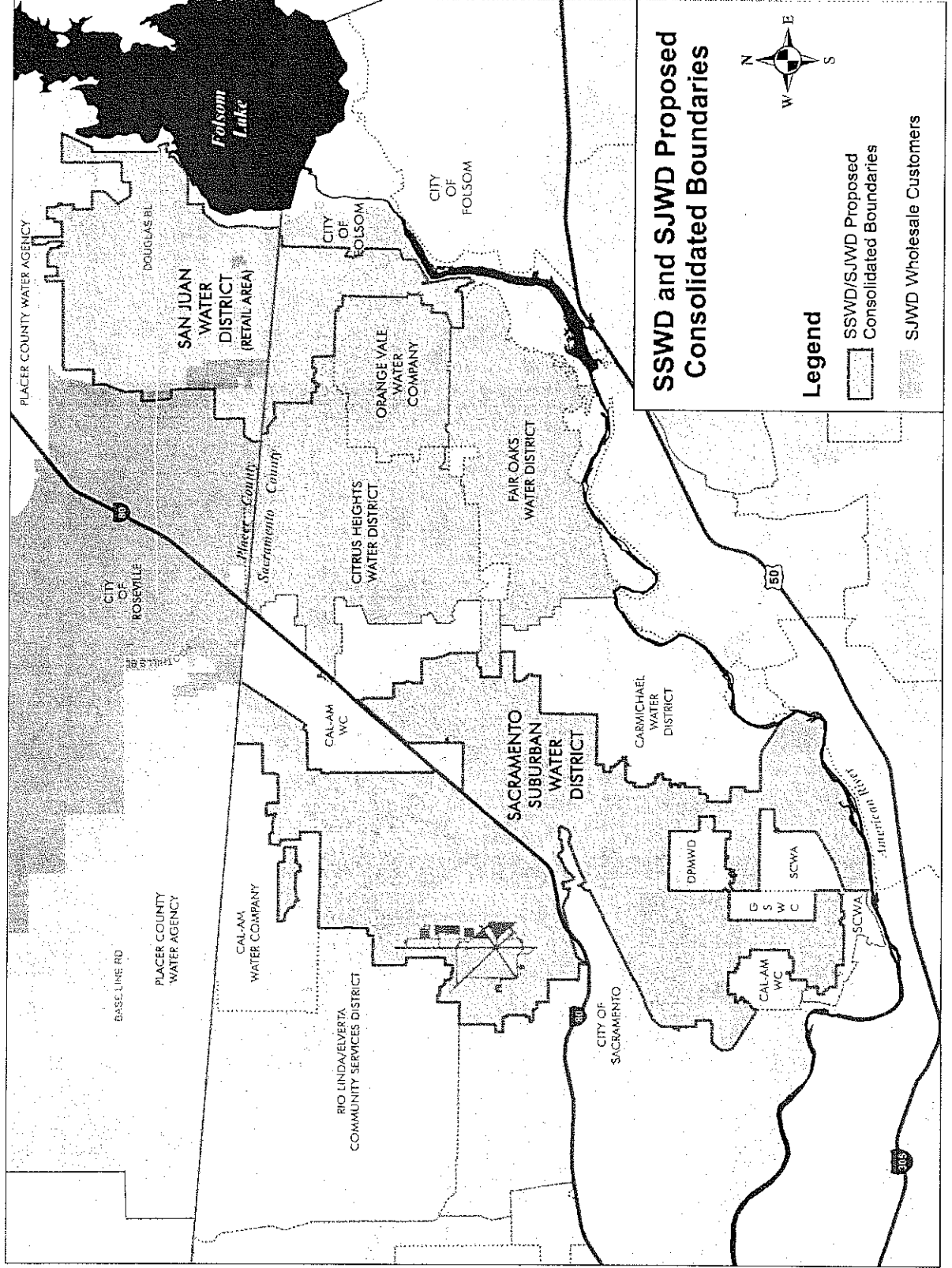
Legend

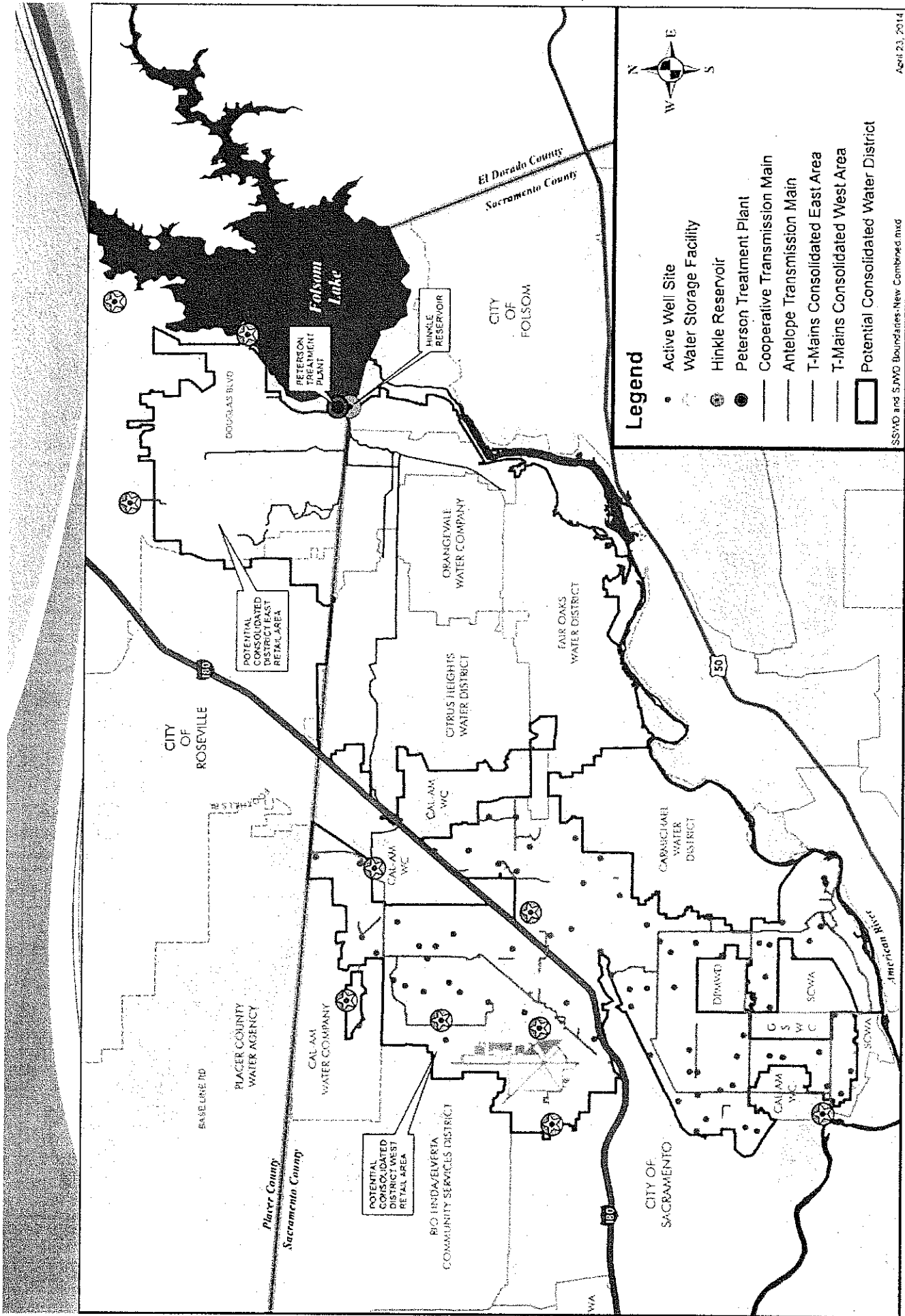
- San Juan Water District
- Sacramento Suburban Water District

North arrow with N, S, E, W directions.

April 17, 2014

Setting





Legend

- Active Well Site
- Water Storage Facility
- ⊗ Hinkle Reservoir
- ⊙ Peterson Treatment Plant
- Cooperative Transmission Main
- Antelope Transmission Main
- T-Mains Consolidated East Area
- T-Mains Consolidated West Area
- Potential Consolidated Water District



SSWD and SJWD Boundaries-New Combined.mxd April 23, 2014



Districts – Current Structure

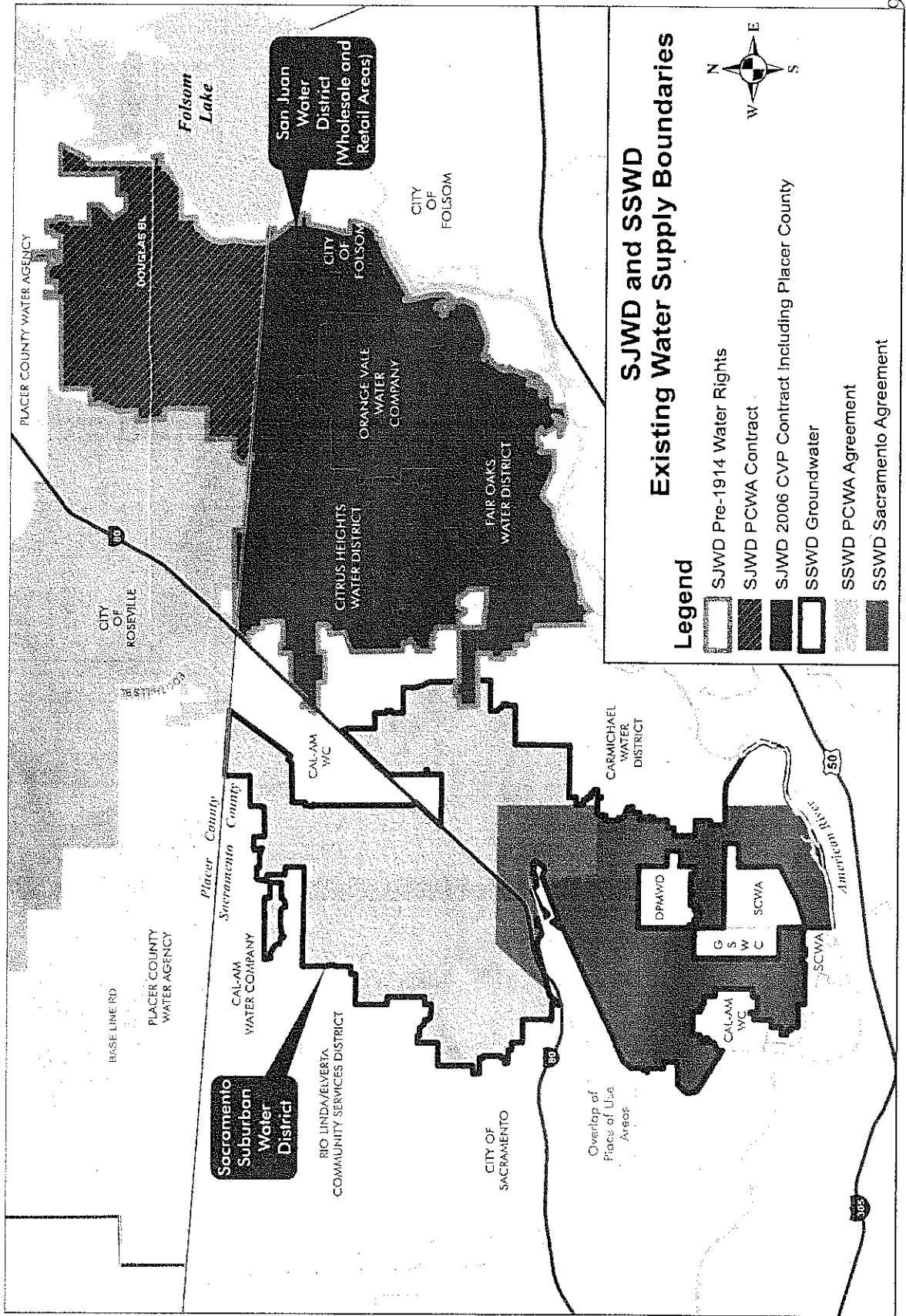
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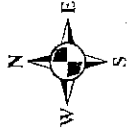
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





WATER SUPPLY



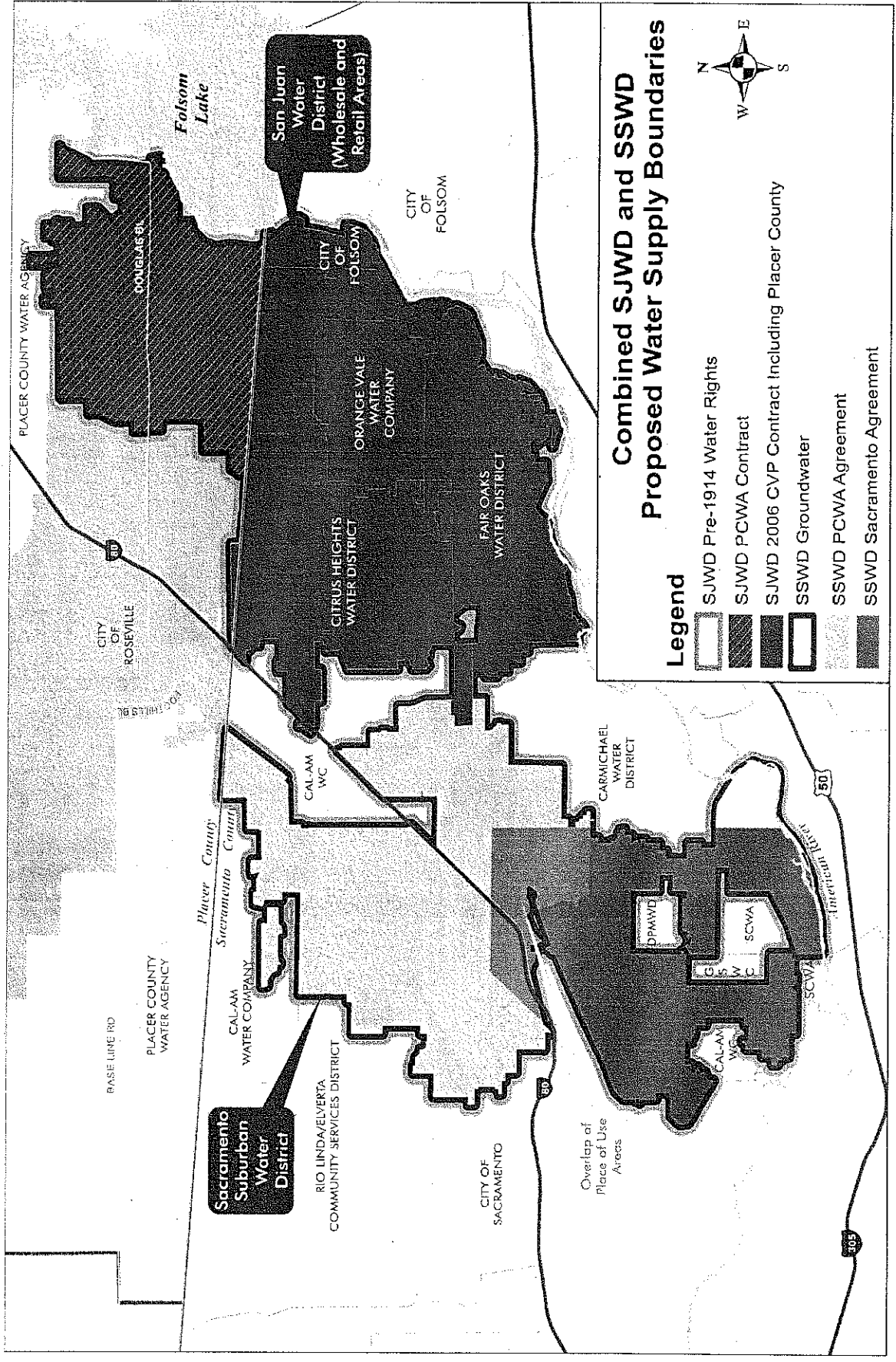
SJWD and SSWD Existing Water Supply Boundaries



Legend

-  SJWD Pre-1914 Water Rights
-  SJWD PCWA Contract
-  SJWD 2006 CVP Contract including Placer County
-  SSWD Groundwater
-  SSWD PCWA Agreement
-  SSWD Sacramento Agreement

WATER SUPPLY





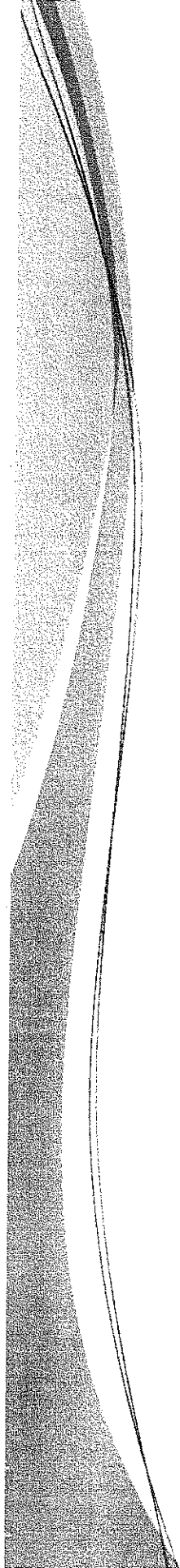
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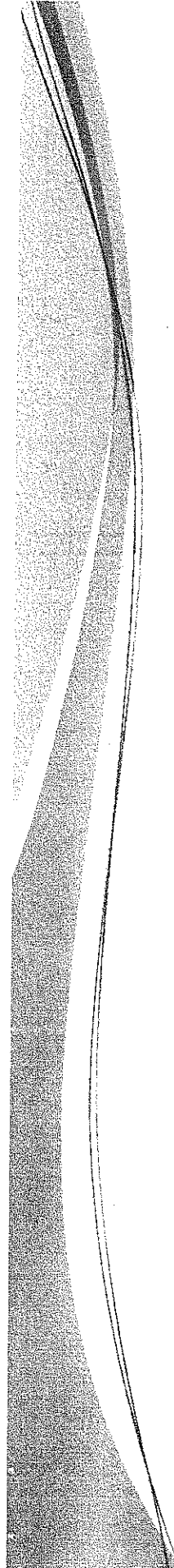
Preliminary Findings (cont)

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How Reorganization will affect Customers (continued)

5. Impact on Other Agencies
 - Reorganization Confined to SJWD and SSWD.
 - Does not Include any Other Special Districts
 - Increased ability for Emergency Mutual Aid Response
6. Employees
 - Principles will be Developed During Phase 2B to Address Job Status, Salaries and Benefits

Water Supply

WATER RIGHTS, ENTITLEMENTS AND LIMITATIONS SAN JUAN WATER DISTRICT

SOURCE	ENTITLEMENT (Annual in AF)	DATE		LIMITATIONS
		BEGIN	END	

The District obtains substantially all of its water from the American River

Pre-1914 Rights	33,000	1954	None	Controlled by USBR (Folsom Dam Operations)
2006 CVP Contract	24,200	2006	2045	Use limited to current wholesale boundary USBR approval needed to change place of use Subject to availability Subject to change in Federal Laws
PCWA Contract	25,000	2000	2021	Use intended for Placer County Subject to availability May use in Sac County portion of current wholesale boundary Warren Act Agreement with USBR limits use to Placer County only

Water Supply (cont)

WATER RIGHTS, ENTITLEMENTS AND LIMITATIONS SACRAMENTO SUBURBAN WATER DISTRICT

SOURCE	ENTITLEMENT (Annual in AF)	DATE		LIMITATIONS
		BEGIN	END	

The water supply of the District is a combination of both surface water and groundwater

Groundwater	82 Active Wells Max production is 402 AF per day Banked water > 200,000 AF	None	None	Wells in North American Groundwater Basin north of American River Subject to Grounwater Contamination
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PCWA Agreement	29,000	2000	2025	Subject to availability, including: water needs of PCWA, SJWD and PG&E unimpaired inflows into Folsom Reservoir > 1.6 million AF (Mar. to Nov.) Use limited to Northern portion of SSWD
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Sacramento Agreement	26,064	2004	None	Use limited to Southern portion of SSWD (Area D) Subject to availability (> hodge flow limit) City has complete discretion to set price
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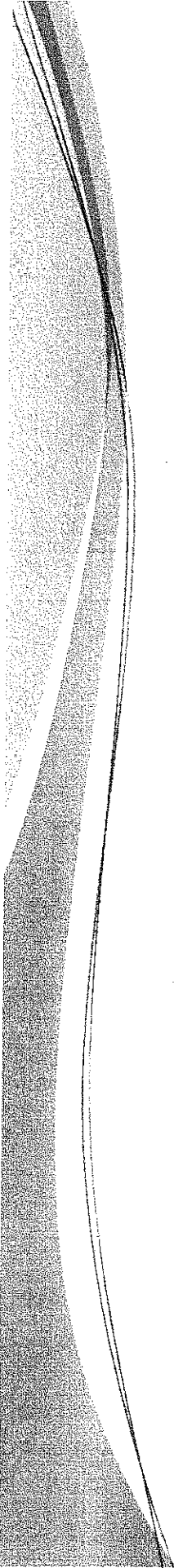
Water Supply (cont)

HISTORIC WATER SUPPLY IN ACRE FEET PER YEAR (PAST TEN YEARS)

SAN JUAN WATER DISTRICT SACRAMENTO SUBURBAN WATER DISTRICT

(EXCLUDES WATER DELIVERED TO SSWD)

Year	Pre-1914 Rights	2006 CVP Contract	PCWA Contract	Total	Groundwater Agreement	PCWA Agreement	Sacramento Agreement	Total
2014	26,308	0	8,729	35,037	32,676	0	0	32,676
2013	33,000	3,174	11,686	47,859	38,493	409	0	38,902
2012	33,000	3,013	10,758	46,771	27,530	4,738	6,463	38,731
2011	33,000	555	7,947	41,502	19,121	14,729	4,084	37,934
2010	33,000	1,211	7,815	42,026	20,178	15,518	2,289	37,985
2009	33,000	418	9,520	42,938	23,021	8,212	3,872	35,105
2008	33,000	7,733	12,794	53,527	23,516	12,239	2,743	38,498
2007	33,000	8,003	12,446	53,449	37,039	3,842	3,701	44,582
2006	33,000	10,464	11,095	54,559	25,364	12,642	0	38,006
2005	33,000	4,558	12,286	49,844	26,829	14,363	0	41,192



Questions?

Agenda

Sacramento Suburban Water District
and

San Juan Water District

2x2 Water Management Ad Hoc Committee

DAINS, CHURCHILL
9935 Auburn-Folsom Road
Granite Bay, CA 95746

February 5, 2015
1:00 p.m.

Where appropriate or deemed necessary, the Committee may take action on any item listed on the agenda, including items listed as information items. Public documents relating to any open session item listed on this agenda that are distributed to members of the Committee less than 72 hours before the meeting are available for public inspection in the customer service area of the District's Administrative Office at the address listed above.

The public may address the Committee concerning an agenda item either before or during the Board's consideration of that agenda item. Persons who wish to comment on either agenda or non-agenda items should fill out a Comment Card and give it to the General Manager. The Committee Chair will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, then please contact Sacramento Suburban Water District Human Resources at 679.3972. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

Call to Order

Roll Call

Public Comment

This is the opportunity for the public to comment on non-agenda items within the Committee's jurisdiction. Comments are limited to 3 minutes.

Items for Discussion and Action

1. Approve Notes of December 18, 2014 Committee Meeting
2. Discuss Policy Items
3. Discuss Meetings Held To-Date and Results
4. Financial Summary of Phase 2A Project To-Date
5. Discuss Upcoming Tasks and Meetings

2x2 Water Management Ad Hoc Committee
February 5, 2015
Page 2 of 2

I certify that the foregoing agenda for the February 5, 2015, joint Committee meeting of the Sacramento Suburban Water District and San Juan Water District 2x2 Water Management Ad Hoc Committee was posted by February 2, 2015 in a publicly-accessible location at the Sacramento Suburban Water District office, 3701 Marconi Avenue, Suite 100, Sacramento, California and the San Juan Water District office, 9935 Auburn Folsom Road, Granite Bay, California and was freely available to the public.



Robert S. Roscoe
General Manager/Secretary
Sacramento Suburban Water District

AGENDA ITEM 1

2x2 Water Management Ad Hoc Committee Meeting Notes

Sacramento Suburban Water District

Thursday, December 18, 2014

10:30 a.m.

Committee Members: Ted Costa, San Juan Water District (SJWD) Director, Chair
Neil Schild, Sacramento Suburban Water District (SSWD) Director
Bob Walters, SJWD Director
Kevin Thomas, SSWD Director

District Staff: Rob Roscoe, SSWD General Manager
Shauna Lorance, SJWD General Manager
Dan York, SSWD Assistant General Manager
Christine Bosley, SSWD Executive Assistant

Members of the Public: Michelle Smira-Brattmiller, Committee Consultant, MMS Strategies
Dan Bills, SSWD Finance Director
Dave Simpson, Orange Vale Water Company (OVJWC)
Bob Churchill, Citrus Heights Water District (CHWD)
Al Dains, CHWD
Judy Albietz, CHWD
Debra Sedwick, Del Paso Manor Water District (DPMWD)
Greg Young, Tully & Young
William Eubanks, SSWD Ratepayer

Call to Order

Chair Costa called the meeting to order at 10:30 a.m. It was noted that Bob Wichert, new SSWD Committee member, was absent; Kevin Thomas was present and served as alternate.

Public Comment

None.

Items for Discussion and Action

- 1. Approve Notes of November 20, 2014 Committee Meeting**
Bob Walters moved to approve the November 20, 2014 Committee Notes; Kevin Thomas seconded. The motion passed unanimously.
- 2. Discuss Follow-up Items from Joint Board Meeting**
Neil Schild stated he had a number of comments for Committee consultant John O'Farrell regarding the draft report and requested staff set up an appointment. Dan Bills will schedule the appointment.

William Eubanks commented that his concern is that ratepayers be kept informed. Mr. Eubanks stated that SSWD has very open process and he is concerned with the creation of too large of an organization, with its additional bureaucracy, and the potential to lose touch with customers. Mr. Eubanks feels that Chair Costa's idea to meet at Citrus Heights Council Chambers and then broadcast the meeting was an excellent idea. He suggests focusing on water supply reliability issues and also using a professional moderator with the two general managers answering questions. Mr. Eubanks feels that by taking this extra step it couldn't be said later that the public wasn't notified.

Mr. Eubanks is also concerned with the legislation that must be passed in order to provide a more representative Board.

Director Schild agrees with Mr. Eubanks' comments regarding a meeting at Citrus Heights Council Chambers.

Shauna Lorance commented that one of the follow-up items from the joint Board meeting was the question of legal representation at the joint Board and Committee meetings. Chair Costa commented that he wants legal counsel to ensure that the procedure of outreach and transparency is done correctly. Director Walters stated that he doesn't see a compelling reason to have an attorney at every meeting and suggested having legal counsel review the process and provide an analysis. There was discussion regarding whether each agency would hire outside legal counsel or if the Committee would hire its own legal counsel. After deliberation, it was decided that, until each District has its own outside legal counsel, Bartkiewicz, Kronick, and Shanahan (BKS) would be asked to review the Committee's outreach efforts and render an opinion.

3. Approve MMS Strategies Phone Survey Task Order

Michelle Smira-Brattmiller of MMS Strategies stated they will provide a coordinated outreach plan prior to the next Committee meeting for Committee members' review. Regarding larger facilities for outreach efforts, MMS Strategies has also received offers from the cities of Roseville and Folsom, and they will continue to look at other options as well. She went on to say that Supervisor Susan Peter's office has offered her "Coffee Meetings" as a potential venue and there was discussion of contacting schools, the Sacramento Sheriff's Department community meetings and using the Fair Oaks Water District building as other potential outreach avenues.

There was also discussion on the telephone surveys which included:

- How they would be conducted
- Types of questions
- Number of people surveyed/Margins of error
- How areas of ratepayers are identified
- Days of week and hours of day surveys will be conducted

Once the raw data of the surveys has been collected, a final report will be generated and presented to the Committee in February. Both Districts will have links on their websites to a common website which will provide the outreach information to maintain consistency.

It is expected that the survey will include 500 – 600 participants with an expected margin of error rate of approximately 4-5%. Chair Costa stated he would like a copy of the raw data. Ms. Smira-Brattmiller replied she would forward the data to him once she receives it.

Director Thomas questioned whether emails would be sent to ratepayers as well. Ms. Smira-Brattmiller indicated emails would be sent but not in the form of a poll, rather they would be used as an additional means to gather other questions ratepayers may have. A mailer might also be sent which will provide information on upcoming events and to direct ratepayers to the two district websites to gain more information. The logistics and costs of a direct mail piece were discussed.

Director Walters stated his concern that survey questions not be leading. Ms. Smira-Brattmiller assured him they would not be leading as they are not intended to illicit a certain response. Some ideas on questions were discussed along with examples of how questions might be posed. Chair Costa confirmed again that the survey would include no less than 500 people polled.

Debra Sedwick questioned whether neighboring districts' customers would be contacted for the survey, causing confusion for those neighboring districts' ratepayers. Ms. Smira-Brattmiller explained that the survey will be conducted based on address and other districts' customers would not be contacted for the survey. Ms. Lorange commented that it might be a good idea to contact neighboring districts and let them know of the survey in case customers in those districts hear about it.

Director Schild stated his concern that the task order for the survey company did not detail the particulars of the survey. Ms. Lorange explained the first order of business was to hire the firm that will conduct the survey and then the questions would be developed. Ms. Lorange asked whether the Committee would be comfortable with staff approving those questions before they go out. There was discussion among the Committee members. Chair Costa and Director Thomas both suggested letting the polling consultant, as an expert, frame the questions. No dissent was noted. Director Schild stated he would like a copy of the questions before they go out so that he could respond to any questions a constituent might have after receiving a call from the polling firm. Director Schild also agreed to let the pollsters frame the questions but requested a telephone number of someone he could call and talk with should he have a question regarding why a particular question was being asked. Ms. Lorange agreed with providing a telephone number and stated that Committee members will receive a copy of the questions a day in advance of the survey along with the date the survey will start. In an effort to clarify the Committee's direction to staff, Ms. Lorange asked if the Committee members had intentions of approving the questions before the survey could be conducted. Chair Costa stated the Committee had already recommended letting the

pollsters dictate the questions to be asked. Director Walters agreed and echoed previous statements with regard to the pollsters being the experts.

Director Walters made a motion to grant staff the authority to sign the work order after amending the contract with MMS Strategies, to include a modest cost increase up to \$35,000, reflect the minimum number of phone calls required, the timing of the survey, the areas to be covered and the timely distribution of the survey questions to the Committee prior to the start of the survey. Staff committed to providing the questions to the Committee members at least 24 hours in advance of the survey, as well as the date the survey will start. Director Thomas seconded.

Chair Costa then called for public comment.

Bob Churchill posed a question with regard to the validity of the survey results as there are three areas to consider – SSWD, SJWD Retail and SJWD Wholesale - with two-thirds of the population residing in the SJWD Wholesale area boundary. He believes the questions would have to be different for the different areas. Mr. Churchill also stated the questions in the survey need to be summarized by the wholesale agencies' boundaries so the agencies are able to pick out the questions relevant to their district.

Al Dains questioned if there had been outreach to the Chamber of Commerce. Ms. Smira-Brattmiller replied that she had been in touch with them and will be meeting with them again. Ms. Smira-Brattmiller stated she has also spoken with Sac Metro Chamber and Citrus Heights Chamber and has made requests with Fair Oaks, Folsom and Roseville.

The motion carried by unanimous vote.

4. Discuss Upcoming Tasks & Meetings

Ms. Lorance stated there will be a slight delay in completing the final report. The final report will likely be completed in February; however, a formal outreach schedule will be prepared with additional review time as requested.

Chair Costa commented that, if a televised outreach event does take place, the Boards should take note of Mr. Eubanks' previous comments and have both full Boards meet prior to the event to determine a procedure on how the event is to be conducted. Ms. Lorance stated she would ensure it is added to the public information plan which will be brought back before the Committee.

Chair Costa made a comment with regard to the low amount budgeted for the consultant, John O'Farrell, and the great deal of work he has done. Ms. Lorance stated this had been discussed with regard to where the Phase 2A study ends and the Phase 2B study will begin, as the work load has been larger than expected. Additional budget for consultants may need to come before the Committee.

2x2 Water Management Ad Hoc Committee Meeting Notes

December 18, 2014

Page 5 of 5

Director Walters asked if timelines could be added to the chart that had been presented. Ms. Lorange replied they could be added; however, they would be estimations only.

Chair Costa called for final comments; there were none.

Adjournment

Chair Costa adjourned the meeting at 11:42 a.m.

Robert S. Roscoe
General Manager/Secretary
Sacramento Suburban Water District

APPROVED 3-1 (SHILD-NO)

AGENDA ITEM 2

STAFF REPORT

To: 2X2 Water Management Ad Hoc Committee

From: Shauna Lorange, GM SJWD
Rob Roscoe, GM SSWD

Date: February 5, 2015

Subject: Policy Items

RECOMMENDED ACTION

This item is provided for information. Action is not requested at this time.

BACKGROUND

After the SJWD and SSWD Boards of Directors (Boards) receive the draft Phase 2A report that is ready for public comment, the comment period ends, and responses to comments have been received, both Boards will receive the final version of the Phase 2A report. At that time, the Boards will be determining whether or not to proceed to Phase 2B. If the majority of both Boards individually elect to proceed to Phase 2B, both Boards will need to make some additional policy decisions. These policy decisions are provided in this staff report to provide notice that such decisions are still remaining, but are decisions that will not be made unless or until the Boards elect to proceed with merging the two Districts. However, staff desires to receive Committee input at this time while the Phase 2A report is still in process of completion.

CURRENT STATUS

The Phase 2A report was designed to provide additional information, such as validating the Phase 1 findings, identifying "fatal flaws", if any, and further analyzing the benefits and risks of merging (reorganization), sufficient to allow the two Boards to make the decision on whether or not to continue to proceed with potentially merging (reorganizing) the two Districts by moving to a Phase 2B process that would include providing a recommendation to LAFCo and beginning the LAFCo approval process.

As Phase 2A winds down and if a decision is made to proceed with Phase 2B, the following policy questions must be answered:

1. Continuing the Process and beginning Phase 2B

Phase 2B is defined as completing the steps necessary to apply to LAFCO to reorganize the two districts into one single District.

- a. Should the two Boards of Directors proceed and initiate Phase 2B?
 - i. If no, stop. The evaluation is over.
 - ii. If yes, Boards separately adopt similarly worded resolutions and proceed to item 2.

2. Scope of Work and Budget for Phase 2B Process

The level of detail researched and discussed, and the decisions made, in Phase 2B will be determined based on the amount of information the Boards determine should be decided in advance by the two Boards versus the decisions to be made by the new Board of Directors. The balance will be to make enough decisions that both Boards are comfortable with the decisions, but to retain enough flexibility for the new Board of Directors to identify the most effective and efficient way to run the new organization.

The level of detail determined to be appropriate will drive the scope of work and budget for the Phase 2B process. The Boards will decide whether to set the scope of work at the level to provide the necessary information to meet the requirements of LAFCO, or to develop exceedingly detailed information with a very detailed scope of work and detailed management of every step of the process. The budget necessary for the project will depend on the detail requested for the Phase 2B process.

- a. Do the Boards wish to have legal counsel for Phase 2B?
- b. Do the Boards desire to meet the requirements of LAFCO and let the future Board of Directors make the decision on details?
 - i. If yes, then develop scope and associated budget
 - ii. If no, staff will develop a more detailed decisions tree for the new Board of Directors to utilize as an inaugural level of detail to develop associated budgets.

3. Successor Agency

Which agency should be the successor agency? At this time, the agencies have been discussing reorganizing SSWD as a part of SJWD.

- a. Do the agencies desire to reorganize into one agency?
 - i. If yes, proceed below.
 - ii. If no, there needs to be further discussion on how a merger would proceed.
- b. Do the Boards of Directors desire to maintain SJWD as the successor agency?
 - i. If yes, go to number 4.
 - ii. If no, continue
- c. Do the Boards of Directors desire to maintain SSWD as the successor agency?
 - i. If yes, go to number 4.

- ii. If no, determine approach and consider additional study on that approach.

4. Directors of the new Board of Directors

How should the Directors of the new board be elected?

- a. Should the Directors be elected at large, by division or residing in a division?
 - i. If yes, go to number 5
 - ii. If no, continue
- b. Should the directors be elected by division, residing in that division?
 - i. If yes, go to number 5
 - ii. If no, what?

5. Number of Directors on the new Board

How many directors should ultimately be on the Board of Directors?*

- a. 5
- b. 7
- c. 9
- d. 11 Transition 5 + 5 + 1
- e. ?

(* Note: For more than 5 directors, special legislation required if a Community Services District is the selected successor structure.)

6. Transitional Board of Directors

The makeup of the transitional Board is the initial Boards of the pre-existing districts.

- a. Should the transitional Board of Directors comprise all ten of the existing Directors?
 - i. If no, identify how the transitional Board should be determined.

The following policy questions will need to be considered as additional information is developed and will be provided to the committee and Boards of Directors for policy direction at various points throughout the Phase 2B process.

- 1. Human resource principles for employees
 - a. Organizational chart
 - b. Transition to one salary schedule
 - c. Benefits
 - d. Application of PERS retirement rules and PEPRA
- 2. Principles on water resources
 - a. Identification of cost structure
 - b. Assurances to wholesale customer agencies on pre-1914 water rights reliability and cost benefits
 - c. Assurances to SSWD on reliability and cost benefits of existing groundwater resources

3. Financial

- a. Both districts current bond covenants require maintaining separately the books of each predecessor district until such time as the bonds can be refinanced or retired. At this point the earliest feasible refinancing period is 2019 to 2022.
- b. Because of "a." above, rates will remain separate for customers in the current service areas of each district until – 1) all pre-merger debt is refinanced into the name of the new district, 2) reserve amounts of the predecessor districts are fully utilized in the pre-existing service areas, 3) and infrastructure and other district-specific pre-merger costs can be appropriately charged to customers in pre-existing service areas.
- c. Revenues and Costs solely attributable to the new district can be identified and equitably charged to the new district customers.

4. Terms and conditions for LAFCo application other than those noted above, e.g. effective date

5. Selection of General Manager

AGENDA ITEM 3

STAFF REPORT

To: 2X2 Ad Hoc Water Management Committee

From: Shauna Lorance, General Manager SJWD
Robert S. Roscoe, General Manager SSWD
Michelle Smira-Brattmiller, MMS Strategies
Marilyn Wright, MMS Strategies
John O'Farrell, Consultant

Date: January 30, 2015

Subject: Meetings Held To-Date and Results

RECOMMENDED ACTION

Information Only.

BACKGROUND

When both John O'Farrell & Associates and MMS Strategies were brought on to assist with the Phase 2A Study and Process, one of the primary tasks of each firm was to perform outreach, advocacy and hold stakeholders meetings. To date much of the outreach function has been completed as detailed more fully below. The primary outreach remaining to be performed is customer outreach. Other than the telephone survey that has been completed, the scope and budget for significant customer outreach was to be determined by the Joint Boards of Directors as part of the Phase 2B Process, should the Boards decide to continue with Phase 2B.

Stakeholder Meetings held to date and those planned for early February include:

Internal:

1. SSWD Board of Directors, all, former and new.
2. SJWD Board of Directors, all, former and new.
3. 2x2 Ad Hoc Water Management Committee, Separate meetings with each Director (4 meetings)
4. San Juan Wholesale Customer Agencies—Citrus Heights, Fair Oaks, Orange Vale, and Folsom City Council and staff.

External:

December 2014

Meetings

- ✓ Placer County Supervisor Kirk Uhler
- ✓ Roseville Council member Susan Rohan
- ✓ Roseville Utilities Director Ed Kriz
- ✓ Roseville Council Member Carol Garcia
- ✓ Roseville Council Member Bonnie Gore
- ✓ Sacramento County Supervisor Susan Peters
- ✓ Sacramento Metro Fire Chief
- ✓ City of Citrus Heights Mayor Sue Frost
- ✓ Citrus Heights Council Member Jeff Slowey
- ✓ Citrus Heights City Manager Henry Tingle
- ✓ Citrus Heights General Services Director David Wheaton
- ✓ Citrus Heights Principal Senior Engineer Chris Fallbeck
- ✓ Folsom Council Member Jeff Starsky
- ✓ Folsom Council Member Steve Miklos
- ✓ Folsom City Manager Evert Palmer
- ✓ Placer County CAO David Boesch
- ✓ Citrus Heights Chamber CEO (has since resigned)

January 2015

Meetings

- ✓ Sacramento Supervisor Patrick Kennedy
- ✓ Sacramento Supervisor Roberta MacGlashan, *Peters*
- ✓ Roseville Council Member Tim Herman
- ✓ Roseville Council Member Pauline Roccucci
- ✓ Roseville City Manager Ray Kerridge
- ✓ Citrus Heights Council Member Mel Turner
- ✓ Folsom Mayor Andy Morin
- ✓ Folsom City Council Presentation
- ✓ Metro Chamber
- ✓ Roseville Chamber CEO Wendy Gerig
- ✓ Folsom Chamber Government Affairs Cmte Presentation
- ✓ Folsom Chamber President Russ Davis
- ✓ Carmichael Water District
- ✓ Sacramento County Water Agency
- ✓ City of Sacramento
- ✓ RWA
- ✓ SGA
- ✓ PCWA

February 2015

Meetings

- ✓ Senator Richard Pan
- ✓ Senator Ted Gaines

- ✓ Assembly Member Ken Cooley
- ✓ Assembly Member Beth Gaines

Public Outreach

- ✓ Granite Bay MAC
- ✓ Supervisor Peters Coffee Meeting
- ✓ North State BIA
- ✓ Citrus Heights Chamber *today*

Principle Issues and Concerns:

(Please note all comments, concerns, suggestions from such meetings/interviews are noted in the Draft Phase 2A report. Although the report is still in process of completion, directors may refer to Section 2, pages 25 through 34, of the Draft Phase 2A report provided at the last Joint Board Meeting (December 16, 2014.)

A summary of the comments and concerns noted thus far are:

1. Water Rates/Debt/Reserves:
 - a. Are they separate or blended?
 - b. Infrastructure needs on either side – how will they be paid for?
2. Governance:
 - a. How many board members?
 - b. How are they to be elected? At large, by division?
3. Customer Service – access:
 - a. How?
 - b. Where will customers pay their bills? Ask questions? Start/Stop service?
 - c. Board meeting venues?
4. Water Assortment/Cost:
 - a. How will SSWD customers be impacted if water is pumped to SJWD customers – primary concern is water availability?
 - b. How will SJWD customers be impacted if water is wheeled to SSWD customers – water availability?
 - c. Effect on water rights? Contractual rights? Will reorganization change the cost of water or assurance that water will be available to existing retail – wholesale customers?
 - d. Water quality/pressure concerns?

5. Water Rights/Contracts:

- a. Will merger affect existing water rights/contracts of Folsom, Roseville or Carmichael Water District?
- b. Will the merger jeopardize water rights if SJWD used water from SSWD?

6. Employees:

- a. No concerns voiced yet, but HR principles will need to be developed to address employees' issues.

7. Adjacent Agencies:

- a. Is this merger a preview of bigger things to come? Hostile take-over or forced merger concerns, etc.?

AGENDA ITEM 4

STAFF REPORT

To: 2X2 Ad Hoc Water Management Committee

From: Shauna Lorance, General Manager SJWD
Robert S. Roscoe, General Manager SSWD

Date: January 30, 2015

Subject: Financial Summary of Phase 2A Project To-Date

RECOMMENDED ACTION

Approve amending contract with John O'Farrell & Associates in the amount of \$8,500.00

BACKGROUND

In August 2014, each District's Board of Directors adopted a total budget for the Phase 2A Study of \$100,000, approved a 50-50 cost-sharing arrangement between the Districts, and granted the Committee authority to manage the Phase 2A process, including the expenditure of funds. The existing contract with John O'Farrell & Associates is capped at \$30,500.00. In addition, in October 2014, as further amended in December 2014, the districts contracted with MMS Strategies for advocacy, outreach and a telephone survey. The amended contract amount with MMS Strategies is capped at \$61,000. Therefore, to-date, \$91,500.00 of the \$100,000.00 budget is contractually committed to the Phase 2A Study.

Due to a number of unforeseen events, most significantly the number of outreach meetings held with internal and external stakeholders as more fully described in Agenda Item 3 above, John O'Farrell & Associates has reached the contractual dollar limit of their existing contract. As further works remains to complete the Phase 2A report, staff recommends the Committee authorize the attached amendment to the contract with John O'Farrell & Associates in the amount of \$8,500.00 (see Exhibit A attached.)

Approved 3-1 (SHILD-NO)

Exhibit A

**AMENDMENT NO. 1
TO AGREEMENT FOR SERVICES RELATING TO
PHASE 2A, FURTHER ANALYSIS OF CONSOLIDATING SACRAMENTO
SUBURBAN WATER DISTRICT AND SAN JUAN WATER DISTRICT STUDY
SERVICES BETWEEN SACRAMENTO SUBURBAN WATER DISTRICT
AND JOHN O'FARRELL & ASSOCIATES**

This Amendment No. 1 to the August 7, 2014 agreement between Sacramento Suburban Water District ("District") and John O'Farrell & Associates ("Consultant") concerning Phase 2A, Further Analysis of Consolidating Sacramento Suburban Water District (SSWD) and San Juan Water District (SJWD) Study services, is made effective as of February __, 2015, in Sacramento, California.

RECITALS:

WHEREAS, on August 7, 2014, the District and Consultant entered into an agreement for Phase 2A, Further Analysis of Consolidating SSWD and SJWD consulting services (Agreement);

WHEREAS, the District desires to extend the services provided by Consultant;

WHEREAS, the Consultant is willing to perform the extended services; and

WHEREAS, the parties desire to amend the Agreement on the terms and conditions set forth below to provide for the continuation of consulting services by Consultant to include a continuation of the services performed under the Agreement.

AGREEMENT:

1. Description of Work.
 - (a) Continuation of the "Work" as described in the Agreement.
 - (b) Continuation of the same fee arrangement as in the Agreement, Exhibit C.

2. Compensation.

(a) The total compensation for the continued services described in this Amendment No. 1 shall not exceed \$8,500.00. Compensation shall be based on Consultant's fee schedule which is attached as Exhibit C to the August 7, 2014 Agreement and incorporated herein to this Amendment No. 1.

(b) The not-to-exceed amounts of compensation described in subdivision (a) of this Section 2 are in addition to the not-to-exceed amount set forth in Section 2 b and Exhibit C of the Agreement. With this Amendment No. 1, Consultant's total not-to-exceed compensation is \$39,000.00.

3. Term of Agreement.

This Amendment shall become effective on the date first above written. The Agreement, together with this Amendment No. 1, shall continue in effect until completion, unless terminated earlier pursuant to Section 3 of the Agreement.

4. Effect on Agreement.

Except as specifically provided herein, the Agreement, and each of its terms and conditions, shall remain in full force and effect, are incorporated herein by this reference, and apply to the work described in section 1 hereof.

SACRAMENTO SUBURBAN WATER DISTRICT

By:

Robert S. Roscoe, P.E.
General Manager

JOHN O'FARRELL & ASSOCIATES:

By:

John O'Farrell
Consultant

AGENDA ITEM 5

STAFF REPORT

To: 2X2 Water Management Ad Hoc Committee
From: John O'Farrell, Phase 2A Consultant
Date: January 30, 2015
Subject: Upcoming Tasks and Meetings

RECOMMENDED COMMITTEE ACTION:

Information only. Receive verbal report form Consultant.

DISCUSSION

Presently Mr. O'Farrell, MMS Strategies and staff are working on the following tasks:

1. Finalizing the Draft Report
2. Finalizing the Results of the Telephone Survey
3. Continuing meetings with outside entities and individuals

NEXT STEPS

February XX, 2015, 2x2 Committee Meeting

- Present "Public Draft for Comment Version of the Phase 2A Report"
- Begins 30 day public review
- Present Results of Telephone Survey

March/April Joint Board Meeting

- Final administrative report draft for consideration
- Present Results of Telephone Survey
- Opportunity to take actions

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : ANTELOPE PUMP-BACK BOOSTER PUMP STATION PROJECT
STATUS : Information / Discussion Item
REPORT DATE : February 6, 2015
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Receive information and discuss the Antelope Pump-Back Booster Pump Station Project being proposed by San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD).

BACKGROUND AND ANALYSIS:

As reported previously, SJWD is entertaining a project with SSWD whereby SSWD's current Antelope pumping facility will be modified to pump surplus SSWD groundwater to SJWD – Wholesale (SJWD-W) in dry years, during planned outages of SJWD-W or United States Bureau of Reclamation (USBR) facilities, or in emergencies. The primary beneficiaries of the pump-back groundwater project are proposed to be San Juan Water District's retail customers, Orange Vale Water Company and the City of Folsom's service area north of the American River (aka: Ashland). As presently proposed, those benefitting agencies noted above will be paying approximately \$1.935 million for upgrades to the Antelope Pump Station through a capital program sub-charge by SJWD-W.

At the January 13, 2015 Board of Directors Meeting the Board was provided with my December 1, 2014 letter to SJWD GM Shauna Lorance detailing my questions and concerns related to assignment of capacity, use of facilities and the operation of the Project and equity between the retail customers served by SJWD-W. Also provided was SJWD's January 6, 2015 response to CHWD's comment letter.

A response to SJWD has not yet been prepared due to time commitments associated with the office relocation.

RECOMMENDATION:

Discuss the Antelope Pump-Back Booster Pump Station Project.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : SKYCREST WELL EQUIPPING
STATUS : Information Item
REPORT DATE : February 4, 2015
PREPARED BY : John Townsel, Operations Manager

OBJECTIVE:

Receive a status report on the building and equipping phase of the project.

BACKGROUND AND ANALYSIS:

At the January 13, 2015 Board Meeting the Board accepted the bid of R.E. Smith Contractor, Inc. in the amount of \$1,822,000.00 and established a change order contingency fund in the amount of \$90,000.00 (4.94%).

Execution of an Agreement for Construction Services between the District and R.E. Smith Contractor, Inc. should occur in the next week with mobilization and construction scheduling to follow.

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : PARK DRIVE AND POPLAR AVENUE 8-INCH AND 6-INCH
WATER MAIN REPLACEMENT PROJECT ACCEPTANCE
STATUS : Action Item
REPORT DATE : January 28, 2015
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider Acceptance of the Park Drive and Poplar Avenue 8-Inch and 6-Inch Water Main Replacement Project (2013-31), and authorize execution and recording of a Notice of Completion for the Project.

BACKGROUND AND ANALYSIS:

On June 23, 2014, a contract was executed with Preston Pipelines, Inc. for installing approximately 1,850 lineal feet (lf) of 8-inch water main and 590 lineal feet (lf) of 6-inch water main and related appurtenances along Park Drive from Sylvan Road east to end and along Poplar Drive from south of Antelope Road south to end in the City of Citrus Heights.

The original contract amount was \$485,477.00 with a change order contingency fund in the amount of \$49,000.00 (10.1%). The amount paid to the contractor is \$476,635.87 for material, labor and equipment. Minor variations occurred between the bid item estimates and the actual totals measured totaling a cost savings of \$8,841.13. There was also an additive change order for locating a private water service line shown incorrectly on the project plans, and a deductive change order issued as reimbursement for after-hours repairs by District forces to failed facilities installed by Preston Pipelines, Inc. The change orders totaled a net savings of \$2,921.13.

RECOMMENDATION:

Adopt Resolution 2-2015 Accepting the Park Drive and Poplar Avenue 8-Inch and 6-Inch Water Main Replacement Project, and authorize the District Secretary to execute and record a Notice of Completion for the Project.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : SUNRISE BOULEVARD AND HIGHWOOD WAY 12-INCH AND 6-INCH
WATER MAIN REPLACEMENT / INSTALLATION PROJECT

STATUS : Action Item

REPORT DATE : January 28, 2015

PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider authorization for additional \$18,778.13 for additional paving, additional traffic control and nighttime work for the Project.

BACKGROUND AND ANALYSIS:

On September 9, 2014 the Board of Directors accepted the bid of GM Construction and Developers, Inc. in the amount of \$118,130.00 and established a change order contingency fund in the amount of \$12,000.00 (10.2%). The final amount negotiated with the contractor is \$148,908.13, exceeding the authorized contingency fund by \$18,778.13.

The costs above the original bid amount included variations between the bid item estimates and the actual totals measured, including additional paving required by the City of Citrus Heights on Sunrise Boulevard. The variations totaled an additional cost of \$7,446.13. The City of Citrus Heights also required the work to take place during nighttime hours to avoid conflicts with a separate project under contract by the City. Over nineteen (19) nights, significant additional traffic control and set-up time was required to route northbound traffic into the southbound lanes to provide protection for the workers. Those additional costs were compiled into a single change order in the amount of \$23,332.00.

RECOMMENDATION:

Authorize additional Project funding of \$18,778.13 as necessary to complete the Project.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : SUNRISE BOULEVARD AND HIGHWOOD WAY 12-INCH AND 6-INCH
WATER MAIN REPLACEMENT / INSTALLATION PROJECT

STATUS : Action Item

REPORT DATE : January 28, 2015

PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider Acceptance of the Sunrise Boulevard and Highwood Way 12-Inch and 6-Inch Water Main Replacement / Installation Project (2014-32) and authorize execution and recording of a Notice of Completion for the Project.

BACKGROUND AND ANALYSIS:

On September 18, 2014, a contract was executed with GM Construction and Developers, Inc. for installing and connecting approximately 120 lineal feet (lf) of 12-inch water main and 100 lineal feet (lf) of 6-inch water main and related appurtenances along Sunrise Boulevard between Oak Avenue and Woodmore Oaks Drive in the City of Citrus Heights and along Highwood Way between Woodmore Oaks Drive and Escallonia Drive in the community of Orangevale.

The original contract amount was \$118,130.00 with a change order contingency fund in the amount of \$12,000.00 (10.2%). The amount paid to the contractor is \$148,908.13 for material, labor and equipment. Variations occurred between the bid item estimates and the actual totals measured, including additional paving required by the City of Citrus Heights on Sunrise Boulevard. The variations totaled an additional cost of \$7,446.13 which were within the contingency amount. The City of Citrus Heights required the work to take place during nighttime hours to avoid conflicts with a separate project under contract by the City. Over nineteen (19) nights, significant additional traffic control and set-up time was required to route northbound traffic into the southbound lanes to provide protection for the workers. Those additional costs were compiled into a single change order in the amount of \$23,332.00 as presented in the previous Agenda Item O-8a.

GM Construction and Developers, Inc. completed the work on January 8, 2015, forty-eight (48) calendar days after the contractual Date of Completion. The delay in completion was caused by the City's requirements for night work and additional traffic control. Delays also were caused by a persistent bacteriological contaminant in the new mains. GM Construction and Developers, Inc. repeatedly re-chlorinated and flushed the new mains until the contaminant was removed and verified with testing. The District awarded GM Construction and Developers, Inc. forty-eight (48) calendar days of additional time due to their diligent efforts to comply with the City's requirements and to correct the contaminant problems.

RECOMMENDATION:

Adopt Resolution 3-2015 Accepting the Sunrise Boulevard and Highwood Way 12-Inch and 6-Inch Water Main Replacement / Installation Project, and authorize the District Secretary to execute and record a Notice of Completion for the Project.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : February 5, 2015
 PREPARED BY : Robert A. Churchill, General Manager

Upcoming training, continued education and meeting opportunities for consideration. New items are noted in ***bold italics***.

Common Abbreviations:	ACWA	Association of California Water Agencies
	ASCE	American Society of Civil Engineers
	AWWA	American Water Works Association
	CSDA	California Special Districts Association
	JPIA	Joint Powers Insurance Authority
	WEF	Water Education Foundation

- A. May 4-5 ACWA-JPIA Spring Conference
Sacramento, CA

Recommended Attendees: Directors, General Manager, Assistant General Manager
- B. May 5-8 ACWA Spring Conference
Sacramento, CA

Recommended Attendees: Directors, General Manager, Assistant General Manager
- C. Jun 7-10 AWWA Annual Conference
2015 Anaheim, CA

Recommended Attendees: General Manager, Project Manager
- D. Oct 11-14 ASCE Annual Conference
New York, NY

Recommended Attendees: General Manager subject to Board Approval
- E. Oct 26-29 AWWA Ca/NV Section
Las Vegas, NV

Recommended Attendees: General Manager, Operations Manager
- F. Nov 30-Dec 1 ACWA-JPIA Fall Conference
Indian Wells, CA

Recommended Attendees: Directors, Assistant General Manager

G. Dec 1-4 ACWA Fall Conference
Indian Wells, CA

Recommended Attendees: Directors, Assistant General Manager

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : AUCTION OF SURPLUS EQUIPMENT
 STATUS : Action Item
 REPORT DATE : February 4, 2015
 PREPARED BY : John Townsel, Operations Manager

OBJECTIVE:

Consider sale of equipment that is surplus to the needs of the District by selling it at public auction.

BACKGROUND AND ANALYSIS:

The District is preparing to sell the following equipment as surplus:

- Equip. No. 8, 2002 Dodge ¾-ton Pickup Truck, approx. 57,517 miles
- Equip. No. 9, 2004 Dodge ½-ton Pickup Truck, approx. 59,001 miles
- Equip. No. 22, 2002 Ford 1-ton Cab-and-Chassis, approx. 37,635 miles
- Equip. No. 42, 2007 Komatsu Loader, approx. 1,035 hours

Under District Policy No. 5750, Disposal of Surplus Property, any District property with an estimated value of greater than \$4,000 shall be disposed as surplus *with the authorization of the Board of Directors*.

It is likely that these pieces of equipment will bring more than \$4,000 each at auction. In order to avoid any possible non-compliance with District policy, this matter is being brought to the Board of Directors for consideration and action before sending the equipment items to auction.

A number of other miscellaneous small surplus items will also be sent to auction at the same time; however, these items do not require Board action due to their low estimated dollar value.

RECOMMENDATION:

Authorize the sale of District Equipment Nos. 8, 9, 22 and 42 at public auction.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : APPEAL OF DENIED BILLING ADJUSTMENT REQUEST
 STATUS : Action Item
 REPORT DATE : February 5, 2015
 PREPARED BY : Susan K. Sohal, Accounting Supervisor / Assessor-Collector

OBJECTIVE:

Consider an appeal from CHWD customer Aniano/Evelyn G Urbano, 6713 Sunrise Boulevard, concerning a request for billing adjustment that was denied by the Assessor-Collector.

BACKGROUND AND ANALYSIS:

The CHWD customer named above submitted a request for a billing adjustment to reduce a high water bill due to excessive water consumption caused by a leak on their property's water service. Their request has been denied by the Assessor-Collector and the customer is appealing this denial to the Board of Directors as provided by District policy.

District Policy No. 7330, Disputed Water Consumption Charges, provides a process by which customers may dispute water consumption charges on their bill or request billing adjustments for excessive water consumption under certain circumstances. A copy of this policy is attached.

The Assessor-Collector routinely reviews customer meter readings and investigates those that show unusually high consumption. Meter Technician Kelly Drake was dispatched on December 10, 2014 to take a meter reading to confirm an unusually high meter reading on the Urbanos' water meter that was received during the regular meter reading process. While he was at the Urbanos' property, he confirmed the high reading and noted that the water meter "telltale" was spinning fast. He spoke to the Urbanos at that time and advised them that they had what appeared to be a significant leak somewhere on their side of the water meter.

As a result of the high water consumption during the billing period ending December 17, 2014, the Urbanos' water bill for the period was \$1029.88 with 1,311 units of water consumed. The customer was offered and accepted a payment plan to pay the bill in 5 installments of \$205.98 each. The customer was also advised that they could request consideration of a billing adjustment which would be evaluated by the District based on criteria set forth in Policy 7330. The criteria for considering a billing adjustment are as follows:

- A. The excessive use of water was due to circumstances that could not be foreseen or easily prevented by the customer.
- B. After receipt of a billing statement showing excessive consumption of water, the customer took prompt and reasonable action to ascertain the cause of the excessive consumption and to correct it.
- C. The customer promptly repaired all known or apparent water leaks beyond the point of delivery by the District.

The customer's request for a billing adjustment was denied because, in the evaluation of the Assessor-Collector, the customer failed to take prompt and reasonable action to repair the water leaks. According to the customer's own written statement, a copy of which is attached to this report, approximately 29 days elapsed between the date that they were notified of a leak by the District and the date that they actually completed repairs to stop the leak. This has led to an additional consumption of 1,019 units of water (based on a meter reading taken on February 4, 2015) to be billed on the customer's next statement.

The intent of the policy is to provide some measure of billing adjustment for customers that have leaks that could not be seen or easily prevented, provided that the customer takes "prompt and reasonable action" to ascertain the cause and fix it. In this case, the customer did not demonstrate any great urgency to fix a leak that had consumed over \$1,000 worth of water during the most recent billing period. This included waiting for rainy conditions to abate and then after discovering the cost of repairs, waiting while a determination was made as to whether their home owner's insurance would cover the cost of repairs. In the opinion of the Assessor-Collector, their actions did not demonstrate "prompt and reasonable action" to stop the costly loss of water. To ask the District and its other customers to share in the cost of this wasted water under these circumstances does not appear to be consistent with the intent of the Board's policy.

RECOMMENDATION:

Consider the appeal from CHWD customer Aniano/Evelyn G Urbano, 6713 Sunrise Boulevard, concerning a request for billing adjustment that was denied by the Assessor-Collector, and provide direction to District staff.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : PROJECT MANAGER'S REPORT
 STATUS : Information Item
 REPORT DATE : February 3, 2015
 PREPARED BY : Paul A. Dietrich, Project Manager

Significant assignments and activities for the Project Manager (PM) and District engineering, construction inspection, and geographical information system maintenance staff are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

New values or projects noted in bold italics

PM-1 ACCEPTED WATER SYSTEMS

Recent additions to the District's water distribution system that were constructed by independent State Licensed contractors on behalf of private developers / owners, inspected by the District and formally accepted:

<u>Project</u>	<u>Count</u>	<u>Facilities</u>	<u>Value</u>
<i>None</i>			

PM-2 PROJECTS UNDER CONSTRUCTION BY PRIVATE DEVELOPERS

Water distribution system facilities currently under construction by independent State Licensed contractors on behalf of private developers / owners requiring District inspection:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Muschetto Subdivision 46 Residential Lots	7108 Antelope Rd	<i>100% Complete</i>
Sherwin/Williams Paint 1" Water Service	8065 Greenback Ln	<i>100% Complete</i>
The Village at Fair Oaks 55 Condominiums	6800 Madison Ave	<i>60% Complete</i>
Texas Roadhouse Replace 4" Fire Sprinkler Service and 2" Backflow Assembly	6309 Sunrise Blvd	75% Complete
Residential Service	7591 Cedar Dr	90% Complete

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
Stock Ranch Retail - Interior Drive Aisle Improvements	Auburn Blvd at Stock Ranch Retail Center	Plans Approved December 12, 2014
Convenience Store	8244 Auburn Blvd	Plans Approved December 23, 2014
4-lot Subdivision	8200 Oak Ave	Plans Approved January 5, 2015
<i>Northridge Grove 47 Condominiums</i>	<i>5555 Mariposa Ave</i>	<i>Plans Approved January 29, 2015</i>

PM-4 PROPOSED DISTRICT CAPITAL IMPROVEMENT PROJECTS

Project Plans and Contracts currently under review and development by the Engineering Department:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Sonora Way 8" Water Main Hanson Ave 6" Water Main UNICO Engineering	Madison Ave to Palm Ave Between Wonder St and Glen Tree Dr	<i>Notice to Proceed February 9, 2015</i>
Mariposa Ave 18" and 8" Water Main Area West Engineers, Inc.	Sycamore Drive to Pratt Avenue	<i>Constructability Review Underway</i>
San Juan High School 24" Water Main Warren Consulting Engineers	Along North Property Line	<i>Preparing Easement Documents</i>
San Juan Park 12" Water Main	5555 Mariposa Avenue to U.C. Davis Medical Center	Initial Review Underway

PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

Capital Improvement Projects currently under construction by Citrus Heights Water District contractors requiring coordination and inspection by the District:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Park Dr 8" Water Main Poplar Ave 8" Water Main Preston Pipelines, Inc.	Sylvan Rd to east South end of Poplar Ave	<i>100% Complete</i>
Sunrise Blvd 12" Water Main Highwood Way 6" Water Main GM Construction & Developers, Inc.	7180 Sunrise Blvd Highwood Way	<i>100% Complete</i>

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

City of Citrus Heights Projects requiring coordination and inspection by the District:

<u>Project</u>	<u>Location</u>	<u>Status</u>
Auburn Blvd Widening Teichert Construction (Segment 3)	Sylvan Corners to Sycamore Dr	Minor Remaining Punchlist Work
Sunrise Blvd Signalization Teichert Construction	Sungarden Drive	Construction Continues

CITRUS HEIGHTS WATER DISTRICT

OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT
 STATUS : INFORMATION ITEM
 REPORT DATE : FEBRUARY 02, 2015

BLOW OFF INSTALL: (2)

January 26, 2015 8449 PALMAIRE WAY
 January 27, 2015 6739 JET AVE

BLOW OFF LOCATE: (1)

January 29, 2015 8144 FOREST OAK WAY

BLOW OFF REPLACEMENT: (1)

January 21, 2015 5138 BE LAZY CT

CONVERT TR TO RADIO READ METER: (2)

January 5, 2015 7231 BONITA WAY
 January 8, 2015 8101 RUTHWOOD WAY

HYDRANT PAINT: (1)

January 29, 2015 8140 FOREST OAK WAY

HYDRANT RELOCATE: (1)

January 15, 2015 7733 WATSON WAY

LEAK INVESTIGATION: (1)

January 21, 2015 6829 THUNDERHEAD CIR

MAIN REPLACE: (1)

January 29, 2015 7575 CIRCUIT DR

METER BOX MAINTENANCE: (3)

January 7, 2015 7307 SUNCREEK WAY
 January 14, 2015 8186 SUNDANCE DR
 January 15, 2015 7520 WOODDALE WAY

RADIO READ METER INSTALL: (6)

January 12, 2015 6449 BRANDO LOOP
 January 12, 2015 6451 BRANDO LOOP
 January 12, 2015 6453 BRANDO LOOP
 January 12, 2015 6455 BRANDO LOOP
 January 12, 2015 6457 BRANDO LOOP
 January 12, 2015 6459 BRANDO LOOP

RADIO READ MIU R900 CHANGE OUT: (2)

January 29, 2015	7597 COOK AVE
January 29, 2015	8429 VICTORY WAY

REGISTER CHANGE OUT: (14)

January 7, 2015	8044 DANA BUTTE WAY
January 7, 2015	6805 OLIVE TREE WAY
January 7, 2015	6805 SUGAR MAPLE WAY
January 8, 2015	8434 ORTIZ CT
January 8, 2015	6927 CROSS DR
January 8, 2015	12633 FAIR OAKS BLVD
January 14, 2015	6605 CAVALRY CT
January 14, 2015	8320 FOREST CREEK LN
January 14, 2015	6351 CERROMAR CIR
January 20, 2015	8100 TREECREST AVE
January 20, 2015	8130 TREECREST AVE
January 20, 2015	5451 VENTANA PL
January 26, 2015	6249 SUNRISE BLVD
January 28, 2015	7781 RENO LN

SADDLE REPLACEMENT: (1)

January 27, 2015	7572/74 CIRCUIT DR
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SERVICE INSTALL: (1)

January 22, 2015	7729 WATSON WAY
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SERVICE REPAIR: (2)

January 26, 2015	7929 CLEARVIEW DR
January 29, 2015	7905 SAWGRASS CIR

SERVICE REPLACEMENT: (5)

January 6, 2015	7111 CEDAR PARK CT
January 27, 2015	7429 THALIA CT
January 27, 2015	7425 THALIA CT
January 28, 2015	7994 STONE CANYON CIR
January 28, 2015	7998 STONE CANYON CIR

SERVICE/SADDLE REPLACEMENT: (11)

January 5, 2015	8105 MESA OAK WAY
January 8, 2015	7907 WONDER ST
January 8, 2015	5757 HOFFMAN LN
January 12, 2015	8217 CANYON OAK DR
January 13, 2015	8274 NIESSEN WAY
January 14, 2015	8271 NIESSEN WAY
January 15, 2015	7992 OAK AVE
January 21, 2015	5138 BE LAZY CT
January 21, 2015	5140 BE LAZY CT
January 29, 2015	8111 STACEY HILLS DR

January 29, 2015

8045 MESA OAK WAY

VALVE BOX MAINTENANCE: (1)

January 8, 2015

7236 BROOKRIDGE CT

VALVE EXERCISE: (100)

January 5, 2015

7229 GREENBACK LN

January 5, 2015

6300 FOUNTAIN SQUARE DR

January 5, 2015

7229 GREENBACK LN

January 5, 2015

7229 GREENBACK LN

January 5, 2015

7229 GREENBACK LN

January 12, 2015

7411 GREENBACK LN

January 12, 2015

6230 SYLVAN RD

January 12, 2015

6240 SYLVAN RD

January 12, 2015

7217 GREENBACK LN

January 12, 2015

7147 GREENBACK LN

January 12, 2015

6021 SAN JUAN AVE

January 12, 2015

7229 GREENBACK LN

January 12, 2015

7241 GREENBACK LN

January 12, 2015

7229 GREENBACK LN

January 12, 2015

6300 GREENBACK LN

January 12, 2015

7231 CINNAMON CIR

January 12, 2015

6021 SAN JUAN AVE

January 12, 2015

6104 SAN JUAN AVE

January 12, 2015

7147 GREENBACK LN

January 12, 2015

7229 GREENBACK LN

January 12, 2015

7217 GREENBACK LN

January 12, 2015

6230 SYLVAN RD

January 12, 2015

7301 GREENBACK LN

January 12, 2015

6001 SAN JUAN AVE

January 12, 2015

7229 GREENBACK LN

January 12, 2015

6300 FOUNTAIN SQUARE DR

January 14, 2015

6237 FOUNTAIN SQUARE DR

January 14, 2015

6091 SAN JUAN AVE

January 22, 2015

7546 LIMERICK WAY

January 22, 2015

7422 FARMGATE WAY

January 22, 2015

6017 MARIPOSA AVE

January 22, 2015

6040 DUBLIN WAY

January 22, 2015

6017 MARIPOSA AVE

January 22, 2015

6010 MARIPOSA AVE

January 22, 2015

7411 FARMGATE WAY

January 22, 2015

7708 NORTH RIDGE DR

January 22, 2015

6110 VICEROY WAY

January 22, 2015

7566 GREENBACK LN

January 22, 2015

7453 FARMGATE WAY

January 22, 2015

7708 NORTH RIDGE DR

January 22, 2015	7657 NORTH RIDGE DR
January 22, 2015	7712 NORTH RIDGE DR
January 22, 2015	6100 VICEROY WAY
January 22, 2015	7717 NORTH RIDGE DR
January 26, 2015	7649 GREENBACK LN
January 26, 2015	7641 GREENBACK LN
January 26, 2015	6230 SYLVAN RD
January 26, 2015	7562 GREENBACK LN
January 26, 2015	6101 RITA LOU WAY
January 26, 2015	6100 RITA LOU WAY
January 26, 2015	6141 PATTERSON LN
January 26, 2015	7641 GREENBACK LN
January 26, 2015	6116 MARIPOSA AVE
January 26, 2015	6085 MARIPOSA AVE
January 26, 2015	7562 GREENBACK LN
January 27, 2015	7760 NORTH RIDGE DR
January 27, 2015	7760 ENVOY WAY
January 27, 2015	7760 NORTH RIDGE DR
January 27, 2015	7737 NORTH RIDGE DR
January 27, 2015	6160 MERLINDALE DR
January 27, 2015	6056 MERLINDALE DR
January 28, 2015	7800 GREENBACK LN
January 28, 2015	7742 COTSWALD WAY
January 28, 2015	6187 VICEROY WAY
January 28, 2015	7840 GREENBACK LN
January 28, 2015	6145 BIRDCAGE ST
January 28, 2015	7840 GREENBACK LN
January 28, 2015	6187 VICEROY WAY
January 28, 2015	6111 VICEROY WAY
January 29, 2015	7840 GREENBACK LN
January 29, 2015	6199 SUNRISE BLVD
January 29, 2015	6199 SUNRISE BLVD
January 29, 2015	6199 SUNRISE BLVD

-
January 13, 2015 6620 TRAJAN DR

Total Count: 157

WATER ANALYSIS REPORTS:

Bacteriological testing has met all California Department of Public Health requirements.
72 samples were collected with no positive results.

**CITRUS HEIGHTS WATER DISTRICT
OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS
FEBRUARY 10, 2015 REGULAR BOARD MEETING**

SUBJECT : 2015 WATER CONSUMPTION
 STATUS : Information Item
 REPORT DATE : February 4, 2015

OBJECTIVE:

Report on annual water consumption including comparison with prior years.

Month	2010	2011	2012	2013	2014	Five Year Monthly Average acre feet	2015				Year-to-Date Comparison to Annual Average acre feet %	
							Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual		
							acre feet					
Jan	504.80	614.87	699.90	602.52	602.39	604.90	502.55	67.50	570.05	570.05	-34.85	-5.8%
Feb	573.66	572.27	641.61	606.36	450.96	568.97						
Mar	700.25	587.32	618.01	819.55	612.2	667.47						
Apr	757.45	809.81	764.98	1,029.73	737.30	819.85						
May	1,127.29	1,232.08	1,419.27	1,603.43	1,190.07	1,314.43						
Jun	1,702.34	1,411.11	1,836.99	1,816.73	1,548.66	1,663.17						
Jul	2,113.68	1,905.41	2,028.59	2,059.21	1,622.10	1,945.80						
Aug	1,991.82	1,948.82	1,991.59	1,924.28	1,477.49	1,866.80						
Sep	1,678.69	1,712.77	1,677.54	1,509.82	1,275.11	1,570.79						
Oct	1,216.12	1,005.80	1,212.70	1,297.42	1,030.74	1,152.56						
Nov	716.46	733.65	675.32	911.55	682.48	743.89						
Dec	633.79	718.27	603.26	700.94	563.15	643.88						
Total	13,716.35	13,252.18	14,169.76	14,881.54	11,792.65	13,562.50	502.55 88.16%	67.50 11.84%	570.05	570.05		

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : WATER SUPPLY
STATUS : Information Item
REPORT DATE : February 4, 2015
PREPARED BY : John Townsel, Operations Manager

OBJECTIVE:

Receive status report on water supplies available to the District.

BACKGROUND AND ANALYSIS:

As of midnight on February 3, 2015, storage in Folsom Lake was at 446,335 acre-feet, 46 percent of the total capacity of 977,000 acre-feet. This is about 87 percent of historical average for this date. This represents an increase in storage of 7,585 acre feet in the past month.

CHWD continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. All District wells (Bonita, Mitchell Farms, Palm, Sylvan and Sunrise) remain operational and are being operated on a rotational or as-needed basis.

As noted on the Operations Manager's 2015 Water Consumption Report (OM-2), year-to-date water use in 2015 is 5.8% below the corresponding time period in 2014.

CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
STATUS : Information Item
REPORT DATE : February 5, 2015
PREPARED BY : David B. Kane, Interim Assistant General Manager

Significant assignments and activities for the Assistant General Manager (AGM) and District administrative, customer service and water efficiency staff are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

AGM-1 WATER EFFICIENCY PROGRAM UPDATE

Water Efficiency Progr

am activities during the month of January 2015 included:

- 16 ultra-low-flush toilet rebates. A total of \$19,350 in rebates were provided to customers during the year ending December 31, 2014.
- The number of High Efficiency Clothes Washer (HECW) rebates reported by SMUD during 2014 stands at 34 for a total of \$1,700 in HECW rebates.
- No water waste violations were issued during the month of January.
- Conservation Specialist Rex Meurer performed water conservation presentations at two local elementary schools during January.
- CHWD, along with most other water purveyors in California, is now submitting monthly reports on water consumption to the State Water Resources Control Board. For the month of January 2015, the District's Residential Gallons Per Capita Per Day (R-GPCD) was 75. In comparison, the December R-GPCD was 84, November was 98, and October was 153. January's low R-GPCD is particularly significant considering that the area received virtually no rainfall during the month.

AGM-2 WATER FORUM UPDATE

No report.

AGM-3 GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT NO. 68

Information from CalPERS is still pending regarding the amount they will charge to perform the GASB 68 actuarial.

AGM-4 FINANCIAL AUDIT FOR 2014

Having completed their preliminary on-site work during December 2014, the District's auditor, Richardson & Company, will not return to the District offices until early March 2015 to perform their field work for the District's 2014 financial audit. The auditor will present their report and findings to the Board at the April 14, 2015 Board meeting

AGM-5 ADMINISTRATIVE OFFICE RELOCATION

Efforts related to planning, organizing and carrying out the move of the Administration Offices to the temporary offices at 7011 Sylvan Road were a major activity for the AGM during the month. Work included finalizing the lease agreement, painting of offices, establishing data connections between the two facilities as well as wiring within the new offices, and coordinating the actual move itself. The move took place on Friday, January 16, 2015, with other work taking place over the holiday weekend to have the office ready to open for business on Tuesday, January 20.

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : February 3, 2015

The following District employees were recognized for superior attendance, outstanding customer service and quality of work during the month of January 2015.

OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Superior Attendance
 Work Quality – Customer at 8105 Mesa Oak Way complimented crew on work to repair leak – 2015 Jan 26

Tim Cutler: Superior Attendance

Robyn Evans: Superior Attendance
 Work Quality – Safety Meeting Presentation on “Measles” – 2015 Jan 29

Jarrett Flink: Superior Attendance

Brian Hensley: Superior Attendance

Dan Hesse: Superior Attendance

Rick Jimenez: Work Quality – Customer at 8105 Mesa Oak Way complimented crew on work to repair leak – 2015 Jan 26

Mike Mariedth: Customer Service – Thanks from customer at 8211 Mariposa Avenue for locating and explaining customer-side leaks – 2015 Jan 29

Chris Nichols: Superior Attendance

Ryon Ridner: Work Quality – Customer at 8105 Mesa Oak Way complimented crew on work to repair leak – 2015 Jan 26

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Superior Attendance
 Work Quality – Friday overtime work related to office relocation – 2015 Jan 16

Kelly Drake: Superior Attendance

Dana Mellado: Customer Service – Thanks from customer at 8211 Mariposa Avenue for alerting of high consumption and assistance with leak problem - 2015 Jan 29
Work Quality – Friday overtime work related to office relocation – 2015 Jan 16

Rex Meurer: Superior Attendance
Work Quality – Safety Meeting Presentation on “Hand and Power Tool Safety” – 2015 Jan 15

Beth Shockley: Superior Attendance
Work Quality – Friday overtime work related to office relocation – 2015 Jan 16

Lisa Smoot: Superior Attendance
Work Quality – Friday overtime work related to office relocation – 2015 Jan 16

Desiree Smith: Superior Attendance
Work Quality – Friday overtime work related to office relocation – 2015 Jan 16

Susan Sohal: Work Quality – Friday overtime work on month-end and year-end financials – 2015 Jan 02
Work Quality – Friday overtime work related to office relocation – 2015 Jan 16

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

Missy Pieri: Superior Attendance

Borey Swing: Superior Attendance

CITRUS HEIGHTS WATER DISTRICT

GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS FEBRUARY 10, 2015 REGULAR MEETING

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : February 6, 2015

Significant assignments and activities for the General Manager (GM) are listed on the attached list. I will be available at the meeting to answer questions and/or provide additional details.

RECEIVED

JAN 14 2015

Citrus Heights Water Dist.

10 Feb 2015

C-1



CITRUS HEIGHTS
CHAMBER

CONNECTING ■ BUSINESS ■ EDUCATION ■ COMMUNITY

7920 Alta Sunrise Drive, Suite 100

Citrus Heights, California 95610

916 722-4545

www.chchamber.com

January 6, 2015

Robert A. Churchill
Citrus Heights Water District
P.O. Box 286
Citrus Heights, CA 95611

Dear Robert,

Thank you for renewing your membership with the Citrus Heights Chamber. Your support plays an important role as we move forward in 2015. Your investment in this Chamber continues to give us the means to address business issues and make a significant difference in Citrus Heights and the surrounding communities.

We have seen solid results as the Citrus Heights Chamber worked hard to be the voice of business in this community. It is our responsibility and our pleasure to represent your interests in these important business matters.

The Citrus Heights Chamber needs your partnership to continue to effectively represent you. With your renewal you continue to be part of the solution to the issues that confront our daily life in business. Thank you once again for continuing to be a member in good standing of the Citrus Heights Chamber.

Sincerely,

Renee Larscheid
Membership Director