

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
July 8, 2014

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

Allen B. Dains, President
Joseph M. Dion, Vice President
Caryl F. Sheehan, Director
Robert A. Churchill, General Manager
Darlene J. Gillum, Assistant General Manager
John J. Townsel, Operations Manager
Paul A. Dietrich, Project Manager

VISITORS

Ray Riehle

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

None

CONSENT CALENDAR

President Dains asked for the Consent Calendar.

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

- 1) Minutes of the Regular Meeting of June 10, 2014.
- 2) Assessor/Collector's Report for June 2014.
- 3) Assessor/Collector's Roll Adjustment Letter for June 2014.
- 4) Treasurer's Report for June 2014.
- 5) Payables for June 2014.
- 6) CAL-Card Purchases for June 2014.
- 7) Summary of 2014 Directors, Officers and Employees Training, Seminars and Conference Expenses.

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

ADJOURN TO CHWD FINANCING CORPORATION

Director Dains adjourned to the annual meeting of the Board of Directors of Citrus Heights Water District Financing Corporation at 6:35 p.m.

RECONVENE AS CHWD BOARD OF DIRECTORS

Director Dains reconvened the regular meeting of the CHWD Board of Directors at 6:37 p.m.

OLD BUSINESS

Skycrest Well Drilling, Development and Testing

OM Townsel presented a status report on the drilling and testing phase of the Skycrest Well project. He reported that the test pump has been installed. Test Pumping and development is scheduled for the week of July 7th.

San Juan Water District / Sacramento Suburban Water District Joint Meetings

GM Churchill presented a report on the ongoing joint meetings between San Juan Water District (SJWD) and Sacramento Suburban Water District (SSWD). He reported that a Joint Committee meeting was held on June 23, 2014 with AGMs Kane and Gillum attending on the District's behalf. The meeting agenda and staff reports were provided.

Administration Building Improvements

GM Churchill presented a status report on the design phase of the Administration Building Improvements Project. On June 2, 2014, the District provided comments to Blackbird Associates Architects on the 90 percent plans for the project. Those comments were incorporated in the plan sets, which were submitted to the City of Citrus Heights Building Division and the Sacramento Metropolitan Fire District for review on June 26, 2014. The District is awaiting comments from the city and the Fire District.

Water Supply

GM Churchill presented a status report on water supplies available to the District. As of July 6, 2014, storage in Folsom Lake was at 455,426 acre-feet, about 47 percent of the total capacity of 977,000 acre-feet and a 15.4 percent decrease since June 4. The historical average for this date is about 58 percent of total capacity. Directors were provided with a summary of Folsom Lake conditions prepared by the California Department of Water Resources (DWR). Of concern is that the May 1, 2014 snow survey in the Sierra Nevada by the Department of Water Resources shows the water content of snow at 18 percent of average. It is likely that the District will need to remain in a Stage 3 – Water Warning with 20 percent conservation target at least through the summer and fall months ahead.

CHWD continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. Groundwater production by CHWD for the month of June 2014 was 173.52 acre-feet, representing 11 percent of total CHWD water consumption for the month. Groundwater production accounts for 26.91% of the District's total 2014 water use through the end of June.

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 (OM-2), total water use from January 1 through the end of June 2014 was 5,141.58 acre-feet, 12.8 percent less than the five year average for the same period. Total water consumption for the month of June was 1,548.66 acre-feet; 8.4 percent below the five year average for the month of May and 14.8% below May 2013 use.

November 2014 General Election

An election will be held on November 4, 2014 for Directors from Divisions Two and Three for regular 4-year terms and for a Director from Division One for a short 2-year term. GM Churchill presented information pertinent to the election which included the following filing period schedule:

July 14, 2014	Filing Period Opens
August 8, 2014, 5:00 P.M	Filing Period Closes for Incumbents
August 13, 2014, 5:00 P.M.	Filing Period Closes <i>if Incumbent did not file by date above</i>

GM Churchill reminded Directors that Candidate Statements are not required but are recommended. All Candidates are to file with Sacramento County regardless of domicile due to the predominance of registered voters in Sacramento County.

NEW BUSINESS

Training/Continued Education/Meetings

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

Appointment of Treasurer, Deputy Secretary and Agency Representatives

GM Churchill presented the following background to the Board:

1). Pursuant to District Board of Directors and Officers Policy No. 2200 the Board of Directors shall appoint District Officers as necessary. With the retirement of David B. Kane, the offices of Treasurer and Deputy Secretary have become vacant. Therefore, it is recommended that the Board appoint Dave's successor, Assistant General Manager Darlene J. Gillum, as Treasurer and Deputy Secretary. All other Officer appointments in place since December 2013 remain unchanged.

The District Board of Directors and Officers Policy No. 2210, Post Offer of Appointment Background Investigation, requires a background investigation prior to initial appointment as a District Officer. A background investigation on Ms. Gillum was conducted in May 2014 as a condition of her employment with the District. This investigation revealed no information that would be a concern in appointing Ms. Gillum as an Officer of the District.

2). Pursuant to District Board of Directors and Officers Policy No. 2300 the Board of Directors shall appoint its Members or Officers to serve as District representatives to various organizations. With the retirement of former AGM Kane, it is recommended that the successor AGM Gillum be appointed to the following roles:

Association of California Water Agencies Health Benefits Authority (ACWA-HBA)	Darlene J. Gillum, Alternate Rep
Citrus Heights Regional Chamber of Commerce Government Issues Committee	Darlene J. Gillum, Representative
Regional Water Authority (RWA)	Darlene J. Gillum, Staff Alternate Rep
Sacramento Water Forum	Darlene J. Gillum, Representative
San Juan Family of Agencies Executive Committee	Darlene J. Gillum, Staff Alternate Rep

Motion: It was moved by Director Dion and seconded by Director Sheehan to 1) appoint AGM Gillum as District Treasurer and Deputy Secretary, and 2) appoint AGM Gillum to serve as District representative, or alternate representative, to the following organizations:

Association of California Water Agencies Health Benefits Authority (ACWA-HBA)	Darlene J. Gillum, Alternate Rep
Citrus Heights Regional Chamber of Commerce Government Issues Committee	Darlene J. Gillum, Representative
Regional Water Authority (RWA)	Darlene J. Gillum, Staff Alternate Rep
Sacramento Water Forum	Darlene J. Gillum, Representative
San Juan Family of Agencies Executive Committee	Darlene J. Gillum, Staff Alternate Rep

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

PROJECT MANAGER’S REPORT

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

- Projects under construction or pending construction by private contractors and developers including:
 - Arcade Creek Park Preserve, Bonham Circle/Sunrise Boulevard.
 - Muschetto Subdivision, 46 Residential Lots, 7108 Antelope Road.
 - Sherwin Williams Paint, 8065 Greenback Lane.
- Project development/design underway by District staff including:
 - Sonora Way 8-Inch Water Main Replacement project.
 - Hanson Avenue 6-Inch Water Main Replacement project.
 - Sunrise Boulevard 12-Inch Water Main Replacement project.
- Projects contracted by the District including:
 - Mariposa Avenue 24-Inch Water Main Replacement project.
 - Park Drive 8-Inch Water Main and Poplar Avenue 8-Inch Water Main Replacement project.
- Coordination and inspection is underway with the City of Citrus Heights on the following City projects:
 - Old Auburn Road 14-Inch Water Main.
 - Old Auburn Road 16-Inch Water Main.
 - Auburn Boulevard Joint Trench Utility Undergrounding Project (Phase 1).
 - Auburn Boulevard Widening Project.

It was reported that the following addition to the District’s water distribution system that was constructed by an independent contractor on behalf of a private developer/owner, has been inspected by the District and formally accepted:

Citrus Town Center, 6302-04 Sunrise Blvd., Citrus Heights

126 l.f.	12-Inch PVC Water Main
82 l.f.	8-Inch PVC Water Main
4	12-Inch Gate Valve
1	8-Inch Gate Valve
1	8-inch Post Indicator Valve
1	2-Inch Metered Water Service

Value: \$53,248.00

OPERATIONS MANAGER'S REPORT

OM Townsel reported as follows:

1. A total of 264 work orders were performed during the past month by Field Operations crews, Administration Field crews and District contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Public Health requirements.
2. District-wide water consumption for the calendar year 2014 through the end of June 2014 was 5,141.58 acre-feet, a decrease of 12.8 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 7:48 p.m. OM Townsel and PM Dietrich left the meeting.

Director Dains reconvened the meeting at 7:50 p.m.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

Director Dion reported there will be a Regional Water Authority (RWA) Board meeting on July 10, 2014.

GM Churchill reported that the confirmation of Director Sheehan as Alternate Representative for the Sacramento Groundwater Authority (SGA) was confirmed at the June 12, 2014 meeting of the City of Citrus Heights City Council.

Director Dion reported that the San Juan Water District Executive Committee meeting was cancelled.

Director Dion reported on meetings of the Association of California Water Agencies - Joint Powers Insurance Authority he attended.

ASSISTANT GENERAL MANAGER'S REPORT

AGM Gillum reported as follows:

1. Directors were provided with a summary of Water Efficiency Program activities during the month of June 2014, including the number of ultra-low-flush toilet rebates issued. The second amendment to the contract with WaterWise, the contractor performing landscape irrigation reviews, has been executed for \$20,000. This amendment for additional funding is expected to provide landscape reviews through the end of 2014. The contract is still within budget.

2. Directors were provided with a copy of the Annual Runoff and Allocation Report, showing the projected March-November 2014 Unimpaired Inflow into Folsom Reservoir (UIFR) at 682 thousand acre-feet (TAF). This index is used to determine the type of water year expected for purposes of determining the extent of dry-year procedures to be used by water purveyors and water right holders. The current UIFR of 682 TAF did not change from the May report. Therefore, the 2014 water year remains a “Wedge Year” which is when the UIFR is below 950 TAF but above 400 TAF. A “Wedge Year” affects the allocation of American River water for the City of Folsom, Placer County Water Agency, City of Roseville, San Juan Water District, Sacramento Suburban Water District and SMUD under the Water Forum Agreement.
3. Brady Chambers, the new Customer Service Representative, started with CHWD on July 7, 2014. Brady was selected from over 150 applicants for the position. Brady brings customer service experience from previous employment with Safeway and also performed a summer internship with the Carmichael Water District.
4. The Summer 2014 Waterline newsletter has been mailed and is expected to arrive in customers’ mail boxes starting before the Fourth of July. The previously-planned article on the appointment of Director Sheehan was pulled from the edition upon the advice of District Legal Counsel. An article on construction project updates was inserted in its place.
5. The updated CHWD website (chwd.org) has been launched. The platform of the website has been changed to WordPress which will make updating web page content easier and quicker for staff to complete. The updated format is also “mobile friendly” which allows users to access the website from their mobile devices in an easy to read display. This update also allows each department to manage their own web content. The look and feel of the website has not changed substantially allowing frequent users of the previous website to easily find information.

GENERAL MANAGER’S REPORT

GM Churchill reported as follows:

1. Seventeen District employees received recognition for superior attendance, outstanding customer service and quality of work during the month of June 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

1. The Directors were provided a copy of the letter from San Juan Water District to Fair Oaks Water District Re: Response to Comments of Proposed Pump Back Project.
2. The Directors were provide a copy of an email correspondence from Dale and Dian Creasey, 5750 Hoffman Lane, regarding conservation, groundwater recharge, and pumping of groundwater.

Mr. Riehle left the meeting at 8:18 p.m.

CLOSED SESSION

Pursuant to subdivision (a) of Government Code Section 54956.9 (one case), Existing Litigation: Citrus Heights Water District v. FedExGround, the Board of Directors convened in Closed Session at 8:19 p.m. to receive a report from Attorney Paul Phillips and from District staff. Directors Dains, Dion, and Sheehan, and GM Churchill and AGM Gillum were in attendance.

President Dains reconvened the meeting into Open Session at 8:28 p.m. He reported that no reportable action was taken during the Closed Session.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

August 12, 2014	6:30 PM	Regular Meeting
September 9, 2014	6:30 PM	Regular Meeting

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 8:29 p.m.

APPROVED:

Original signed by: Robert A. Churchill
ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

Original signed by: Allen B. Dains
ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District