

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
April 17, 2019

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

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

Absent:

None.

Staff:

Hilary Straus, General Manager
David Gordon, Operations Manager
Missy Pieri, Engineering Manager
Chris Castruita, Management Services Supervisor/Chief Board Clerk
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Rex Meurer, Water Efficiency Supervisor
Alberto Preciado, Accounting Supervisor
Jeff Ott, Principal Information Technology Analyst

VISITORS:

Jenna Moser
Laura Mason-Smith
Andrew MacDonald
Habib Isaac
Charles Hester
Andy Sells

PLEDGE OF ALLEGIANCE:

Board President Caryl Sheehan led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Minutes of the Special Meeting – March 20, 2019 (A)

Minutes of the Regular Meeting – March 20, 2019 (A)

Minutes of the Special Meeting – March 20, 2019 (A)

Recommendation: Approve the minutes of the March 20, 2019, Special and Regular Board of Directors Meetings.

Revenue Analysis Report for March 2019 (I)

Assessor/Collector’s Roll Adjustment for March 2019 (I)

Treasurer’s Report for March 2019 (I)

Treasurer’s Report of Fund Balances for March 2019 (I)

Operations Budget Analysis for March 2019 (I)

Capital Projects Summary March 2019 (I)

Warrants for March 2019 (A)

CAL–Card Distributions for March 2019 (I)

Summary of 2018 Employees and Directors Training Courses, Seminars and Conferences

Employee Recognitions (I)

Long Range Board Agenda (I)

Engineering Department Report (I)

Operations Department Report (I)

2019 Water Supply – Purchased and Produced (I)

Water Supply Reliability (I)

Water Efficiency and Safety Program Update (I)

Discussion and Possible Action to Approve an Agreement with Martin General Engineering, Inc. for the Pleasant View Drive and Quiet Oak Lane Water Main Project (A)

Recommendation: Accept the bid of Martin General Engineering, Inc. in the amount of \$459,910.00 and establish a contingency fund in the amount of \$45,991.00 (10%), for a total amount of \$505,901.00. Authorize the General Manager to execute an agreement with Martin General Engineering, Inc.

Discussion and Possible Action to Approve a Letter of Support for Senate Bill 134 (Hertzberg) (Water Loss Standards) (A)

Recommendation: Approve a letter of support for SB 134, Enforcement of Water Loss Standards.

MARCH 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67144	Fidelity National Title Company	Customer Refund	\$1,000.00
67145	Gordon H Wilfert	Customer Refund	\$9.03
67146	Aaron M/Michelle Y Larson	Customer Refund	\$128.35
67147	Keller Williams Realty	Customer Refund	\$198.88
67148	Rachel A Dugan	Customer Refund	\$220.68
67149	Veanne ONeill	Customer Refund	\$26.61
67150	Jose A Ramirez Garcia	Customer Refund	\$7.19

MARCH 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67151	Sean/Heather Allen	Customer Refund	\$31.46
67152	James M Medeiros	Customer Refund	\$34.93
67153	ABA DABA Rentals & Sales	Supplies-Field	\$126.88
67154	AFLAC	Employee Paid Insurance	\$548.34
67155	Alexander's Contract Services	Contract Services-Meter Reads	\$2,013.82
67156	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
67157	Batteries Plus Bulbs	Small Tools	\$23.17
67158	California Landscape Associates Inc	Janitorial	\$200.00
67159	City of Citrus Heights	Permit Fees	\$1,500.00
67160	Robin Cope	Health Insurance	\$439.00
67161	Corix Water Products, Inc	Material	\$95.88
67162	Cybex	Equipment Rental-Office	\$166.07
67163	Dawson Oil Company	Gas & Oil	\$630.77
67164	Express Office Products Inc	Office Expense	\$27.75
67165	Government Finance Officers Association	Dues & Subscriptions	\$160.00
67166	Ferguson Enterprises Inc #1423	Material	\$6,011.44
67167	Holdcom	Telephone- Local/Long Distance	\$305.10
67168	Kei Window Cleaning #12	Janitorial	\$96.00
67169	Key West Holdings DBA Monster Contractor	Contract Services-Other	\$7,516.72
67170	Matthew Maxwell	Contract Services-Miscellaneous	\$1,500.00
67171	Moonlight BPO	Contract Services-Bill Print	\$5,074.85
67172	One Print Source & Graphics	Printing	\$46.33
67173	One Stop Truck Shop	Repair-Trucks	\$831.51
67174	Protection One Alarm Monitoring	Equipment Rental-Office	\$206.05
67175	Republic Services #922	Utilities	\$276.62
67176	Rescue Training Institute Inc	Contract Services-Other	\$100.00
67177	Regional Government Services	Contract Services-Other	\$3,927.95
67178	Sierra Office and Printing	Water Conservation- Materials/Supplies	\$2,489.00
67179	Sonitrol	Equipment Rental-Office	\$181.91
67180	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,048.37
67181	Waxie Sanitary Supply	Office Expense	\$278.34
67182	Bart/Riebes Auto Parts	Repair-Trucks	\$226.97
67183	B&M Builders	Contract Services-Engineering	\$18,037.50
67184	Kirby's Pump and Mechanical, Inc	Wells Maintenance	\$9,800.00

MARCH 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67185	SMUD	Utilities	\$10,771.32
67186	Warren Consulting Engineers Inc	Contract Services-Engineering	\$20,250.00
67187	Henry/Norma J Atiles	Customer Refund	\$5.96
67188	Void	Void	\$0.00
67189	Paul W/Sandra L Taylor	Customer Refund	\$77.71
67190	James W/Amy L Brooks	Customer Refund	\$139.57
67191	James L Barnes	Customer Refund	\$64.10
67192	Robert S/Judy Christman	Customer Refund	\$76.67
67193	Mel/Christine Ingle	Customer Refund	\$14.31
67194	Patricia F Salazar	Customer Refund	\$8.02
67195	Jased Investments LLC	Customer Refund	\$29.50
67196	Lisa M Doyal	Customer Refund	\$62.77
67197	Enrique Medina Estate	Customer Refund	\$17.57
67198	Natalya/Sergey Poshelyuznyy	Customer Refund	\$109.43
67199	Lydia/Charles Tabb	Customer Refund	\$62.37
67200	Airgas USA, LLC	Supplies-Field	\$308.32
67201	Alexander's Contract Services	Contract Services-Meter Reads	\$6,910.86
67202	AnswerNet	Telephone-Answering Service	\$303.14
67203	Blue Jay Trucking LLC	Contract Services-Other	\$804.75
67204	Brake Masters #220	Repair-Trucks	\$71.98
67205	BSK Associates	Water Analysis	\$1,610.00
67206	Consolidated	Telephone- Local/Long Distance	\$1,835.45
67207	Corelogic Information Solutions Inc	Dues & Subscriptions	\$214.45
67208	Corix Water Products, Inc	Material	\$987.03
67209	County of Sacramento Municipal Services	Field Miscellaneous	\$75.00
67210	County of Sacramento	Permit Fees	\$174.00
67211	First Apostolic Church of Citrus Heights	Fixed Assets	\$887.50
67212	Future Ford	Repair-Trucks	\$794.17
67213	Global Machinery West	Fixed Assets	\$710.92
67214	Golden State Flow Measurement, Inc	Material	\$377.13
67215	Ferguson Enterprises Inc #1423	Material	\$263.99
67216	Indoor Environmental Services	Maintenance Agreement-Equipment	\$322.00
67217	J4 Systems	Contract Services-Other	\$1,987.50
67218	KBA Document Solutions, LLC	Equipment Rental-Office	\$374.43

MARCH 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67219	Key West Holdings DBA Monster Contractor	Contract Services-Other	\$1,925.82
67220	One Print Source & Graphics	Printing	\$310.43
67221	Protective Life Insurance Company	Disability & Life Insurance	\$2,121.53
67222	Les Schwab Tires	Repair-Trucks	\$105.00
67223	State Water Resources Control Board	Dues & Subscriptions	\$105.00
67224	Sylvan Ranch Community Garden	Contract Services-Water Conservation	\$180.00
67225	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,064.14
67226	West Yost Associates	Contract Services-Engineering	\$1,096.00
67227	Zane Dezign	Tools/Equipment	\$1,254.21
67228	Gloria Vandervoort Trust	Customer Refund	\$9.29
67229	Midas Muffler	Customer Refund	\$1,814.99
67230	Mary J Wood	Customer Refund	\$85.56
67231	Void	Void	\$0.00
67232	Charles L Berglund	Customer Refund	\$200.67
67233	Mark & Heather Reed Living Trust	Customer Refund	\$9.36
67234	Northvale Trust	Customer Refund	\$225.00
67235	KBI General Contract	Customer Refund	\$1,443.60
67236	Void	Void	\$0.00
67237	Avalon Custodial Care	Janitorial	\$695.00
67238	Void	Void	\$0.00
67239	BSK Associates	Water Analysis	\$1,354.00
67240	Void	Void	\$0.00
67241	Ferguson Enterprises Inc #1423	Material	\$544.14
67242	Integrity Administrators Inc	Health Insurance	\$734.72
67243	KBA Document Solutions, LLC	Equipment Rental-Office	\$25.20
67244	Void	Void	\$0.00
67245	Lowe's	Supplies-Field	\$1,319.30
67246	Moonlight BPO	Contract Services-Bill Print	\$3,025.10
67247	Void	Void	\$0.00
67248	Pacific Gas & Electric	Utilities	\$195.49
67249	Prosio Communications	Contract Services-Miscellaneous	\$3,607.50
67250	SureWest Directories	Telephone- Local/Long Distance	\$49.00
67251	Void	Void	\$0.00
67252	Voyager Fleet Systems Inc	Gas & Oil	\$1,707.43

MARCH 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67253	Void	Void	\$0.00
67254	Coupe Family Trust	Customer Refund	\$19.00
67255	Hanson Family Trust	Customer Refund	\$67.66
67256	Kellis C/Alice J Bostick Trust	Customer Refund	\$75.52
67257	Community Dental Services	Customer Refund	\$225.00
67258	Kirchman Trust	Customer Refund	\$170.26
67259	Selective Ventures LLC	Customer Refund	\$20.98
67260	ABA DABA Rentals & Sales	Supplies-Field	\$651.89
67261	AREA Restroom Solutions	Equipment Rental-Field	\$119.81
67262	Bart/Riebes Auto Parts	Repair-Trucks	\$129.21
67263	California Society of Municipal Finance Officers	Dues & Subscriptions	\$30.00
67264	California Surveying & Drafting Supply	Small Tools	\$5.00
67265	City of Citrus Heights	Permit Fees	\$1,850.00
67266	David Clarke	Toilet Rebate Program	\$75.00
67267	Corix Water Products, Inc	Material	\$2,217.50
67268	James C Devine	Toilet Rebate Program	\$75.00
67269	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
67270	FP Mailing Solutions	Equipment Rental-Office	\$164.86
67271	Jesus Genera	Customer Refund	\$225.00
67272	Giranis Steve	Toilet Rebate Program	\$75.00
67273	Ferguson Enterprises Inc #1423	Material	\$350.96
67274	Harris & Associates	Contract Services- Engineering	\$6,120.00
67275	Karelius, Michael R or Melissa M Karelius	Toilet Rebate Program	\$75.00
67276	Void	Void	\$0.00
67277	Rex Meurer	Water Conservation- Material/Supplies	\$69.57
67278	Moonlight BPO	Contract Services-Bill Print	\$5,983.24
67279	Netmotion Wireless Inc	Maintenance Agreement-Software	\$3,150.00
67280	Lawrence H/Judy A Orcutt	Toilet Rebate Program	\$150.00
67281	Pace Supply Corp	Material	\$1,126.24
67282	Petty Cash	Petty Cash	\$236.61
67283	Red Wing Shoe Store	Small Tools	\$964.40
67284	ReScope California	Contract Services-Conservation	\$3,500.00
67285	Sylvan Trailer & Supply	Repair-Trucks	\$1,820.00
67286	A. Teichert & Son, Inc.	Road Base	\$2,645.86

MARCH 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67287	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,005.30
67288	Verizon Wireless	Telephone-Wireless	\$1,114.65
67289	Walker's Office Supplies	Office Expense	\$19.34
67290	Warren Consulting Engineers Inc	Contract Services-Engineering	\$4,250.00
67291	Kathryn Whitnack	Toilet Rebate Program	\$75.00
67292	Wolf Consulting	Contract Services-Other	\$500.00
67293	Zane Deziign	Tools/Equipment	\$30.00
67294	Pace Supply Corp	Material	\$1,555.46
Total			\$187,950.49
ACH	Ferguson Enterprises Inc #1423	Material	\$19,238.51
ACH	Corix Water Products	Material	\$8,448.70
ACH	PERS 2/7/19 PAYDAY	PERS	\$20,431.34
ACH	PAYCHEX	Contract Services-Other	\$514.30
ACH	KEY WEST HOLDINGS DBA MONSTER CONTRACTOR	Contract Services-Other	\$2,464.43
ACH	WELLS FARGO APRIL 2019 INTEREST	Bank Fee	\$21,387.35
ACH	CALPERS 2019 CERB	Pers	\$116,186.00
ACH	ELAVON FEB 2019 FD	Bank Fee	\$119.98
ACH	MID AMERICA FEB/MARCH 2019	Employee Paid Insurance	\$417.08
ACH	US BANK I.M.P.A.C. GOVERNMENT SERVICES	See March Agenda Item CC-9	\$10,527.81
ACH	BANK OF THE WEST FEB-2019	Bank Fee	\$1,822.90
ACH	PERS 2/21/19 PAYDAY	PERS	\$20,396.60
ACH	PERS 3/7/19 PAYDAY	PERS	\$20,322.00
ACH	VALIC 3/7/19 PAYDAY	Deferred Compensation	\$2,796.75
ACH	VOYA 3/7/19 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 3/21/19 PAYDAY	Deferred Compensation	\$25.00
Total			\$245,123.75
Grand Total			\$433,074.24

April Checks Approved at April Board Meeting

67342	SMUD	Utilities	\$8,744.59
67341	MAZE & ASSOCIATES	Legal & Audit	\$12,294.00

MARCH 2019 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
67340	FERGUSON ENTERPRISES INC #1423	Material	\$26,032.40
ACH	US BANK I.M.P.A.C. GOVERNMENT SERVICES	See April Agenda Item CC-9	\$15,539.69
ACH	HARRIS & ASSOCIATES	PC-Engineer	\$75,261.65
Total			\$137,872.33

Employee Recognitions — Eighteen employees received recognition for attendance during February 2019, and eighteen were recognized for outstanding customer service and quality of work during the month of March 2019. Directors were provided with a list of the employees and items for which each received recognition.

The Long Range Board Agenda was provided showing Directors upcoming items scheduled for future Board Meetings.

Engineering Department Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of March 2019:

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 04/17/19 (60% Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Top Two Alternatives Selected. Market Research in progress. CAC Workshop #6 occurred on 03/19/19. CAC Workshop #7 to be held on 06/11/19.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Staffing Plan kick-off meeting occurred on 03/27/19. Staff is preparing Request for Proposal for next phase of the Project.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 06/20/18 (Notice of Completion)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Notice of Completion approved at 06/20/18 Board Meeting. Easements being prepared by District.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans complete. Construction to be completed by District Operations staff. Staff anticipates construction to begin in April 2019, pending weather.
CAPITAL IMPROVEMENT PROJECT Pleasantview Dr 8" Water Main	Engineering	Project Manager, Assistant Engineer and Senior Construction Inspector	On-going	Yes, 04/17/19 (Award of Contract)	Yes	2017 design, 2018 construction.	Request for Bids sent out on 03/14/19. Mandatory Pre-bid meeting occurred on 03/28/19. Bid opening scheduled for 04/08/19.
CAPITAL IMPROVEMENT PROJECT Michigan Dr 8" & 6" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/02/18. Pothing completed. Preparing 90% plans. Right-of-Way agent to begin easement process for the project.
CAPITAL IMPROVEMENT PROJECT Old Auburn Rd - Daffodil to Wooddale 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Facilities request letters sent to Utilities on 09/20/18. Survey completed on 12/24/18. District to provide 60% mark-ups to Consultant. Pothing to commence in April.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Cologne Way 6" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Facilities request letters sent to Utilities on 09/20/18. Survey completed on 12/24/18. District to provide 60% mark-ups to Consultant. Right-of-Way agent to begin easement process for the project.
CAPITAL IMPROVEMENT PROJECT Quiet Oak Ln 8" Water Main	Engineering	Project Manager, Assistant Engineer and Senior Construction Inspector	On-going	Yes, 04/17/19 (Award of Contract)	Yes	2017 design, 2018 construction.	Request for Bids sent out on 03/14/19. Mandatory pre-bid meeting occurred on 03/28/19. Bid opening scheduled for 04/08/19
CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd East Side Wall	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	Task Order executed with Engineer. District to contact SJUSD regarding property.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	Project complete. District received easement on 02/27/19. District to complete a Certificate of Acceptance for easement.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Dr	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	Received initial submittal for the Mitchell Farms Subdivision Improvement Plans on 03/18/19. District reviewing plans.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 8501 Auburn Blvd Big Lots	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	Commercial Development.	Plans signed on 08/23/18. Awaiting easements and the signed Common Area Maintenance Agreement from developer. 100% complete except for punchlist items. City to provide Temporary Certificate of Occupancy week of 04/01/19.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Parcel Split	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Potential parcel split from one parcel to four parcels.	Sent conditions of approval letter on 09/06/18. Waiting for the developer to prepare easements.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Studio Movie Grill	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Received second submittal from engineer on 03/25/19. District reviewing plans. Awaiting easements from developer.
PRIVATE DEVELOPMENT 7424 Sunrise Blvd Sunrise Pointe	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Proposed multi-unit housing complex for low-income and homeless.	Received project referral and initial plans on 10/11/18. Will-Serve letter sent 11/21/18. Awaiting first plan submittal from engineer.
PRIVATE DEVELOPMENT 7312 Veterans Ln	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home on a private street.	Sent review comments on 08/03/18. Engineering sent cost estimate of improvements to owner on 10/30/18. Awaiting payment from customer.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Livoti Development	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Six Parcel Subdivision.	Received initial plans on 12/17/18. District provided comments to the engineer on 03/12/19.
COMCAST	Engineering	Assistant Engineer and GIS Specialist	On-going	No	No	Various communications boring projects throughout the service area.	District has provided water utility maps for all requested projects. Awaiting resubmittal from Comcast engineer. Awaiting as-builts on all completed projects.
CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Highland Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	Yes	Highland Ave Drainage Project	Field preconstruction meeting occurred on 03/28/19. District to relocate water main in April 2019.
CITY OF CITRUS HEIGHTS DRAINAGE PROJECT Wonder St	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Wonder St Drainage Project	Anticipate bid and start of construction in 2019. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.
CITY OF CITRUS HEIGHTS PROJECT Bonita, Old Auburn Rd, & Mariposa Ave Storm Drain Improvements	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Bonita Way, Old Auburn Rd, & Mariposa Ave Storm Drain Project.	Received 30% plans at the meeting with Dokken Engineering on 05/21/18. District sent engineer data on 08/03/18. Mariposa Ave Project - District to meet with the City to discuss project revisions.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Engineering Manager and Assistant Engineer	On-going	No	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Received signed Utility Agreement. Start of construction in 2019. Received plans for review on 05/17/18. Pre-bid meeting on 06/05/18. District received revised plans on 01/30/19. District verified previous plan changes were incorporated on 02/13/19. District waiting to sign plans.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase IV	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.	Sent existing utility information to City's engineer. Attended kick-off meeting with the City on 01/14/19. Follow-up meeting with the City and engineer on 03/05/19.
CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope Rd	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Weigh station and off-ramp improvements.	Sent water facility maps and as-builts to engineer on 11/20/17. Awaiting plans from CalTrans for District review.
Annexations	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Annex properties into the District to clarify and revise District boundaries.	Staff is now working on a draft RFP for consultant services. District submitted draft RFP for LAFCo review on 02/22/19. Received LAFCo comments on RFP on 03/20/19.

monthly numbers, staff is reporting HECW rebates on a quarterly basis.

- 11 service calls were received during the month of March. There was 1 report of water waste received through CHWD's Water Efficiency web page.
- Five WaterSmart classes are planned for 2019. The first class, titled "Getting Your Garden Growing This Spring" was held on Saturday, April 6, 2019. 32 people attended the class. The next two classes are scheduled for, Saturday, May 11, 2019 and Saturday, June 22, 2019. Topics will include tips and tricks for setting up an irrigation system, hands-on trouble shooting of common irrigation problems, and ways to properly feed and care for your summer garden. The first three classes are being held at the Citrus Heights Community Center.
- CHWD has secured three garden plots at the Sylvan Ranch Community Garden. The plots will feature water efficient landscaping, and serve as a backdrop for one or more water efficiency and/or community outreach events each year. Funding for the rental and maintenance of the garden plots is included in the 2019 budget.
- The second group safety presentation, in a series of eleven group safety presentations, was presented on Thursday, March 14. The topic was "Lightning and Severe Weather Safety". The presenters included Dana Mellado, Management Services Specialist/Deputy Assessor Collector, Borey Swing, Engineering/GIS Specialist, and Chris Nichols, Water Resources Specialist. The third presentation was given on April 11, the topic was on "Fire Extinguisher Safety" and the presenters included Brittney Moore, Customer Service Technician II, Brian Hensley Water Resources Supervisor, and Tamar Dawson, Assistant Engineer.
- On Thursday April 11, the District completed recharging all of the fire extinguishers located at the District facilities. The fire extinguisher recharge is done on an annual basis in order to keep the equipment up to proper working standards.
- Respirator training and fit testing for staff was completed on Monday, April 8. The training is annual and keeps the District staff current with respirator maintenance and procedures.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD	R-GPCD	% CHANGE
	2018	2019	
January	77	76	-.01%
February	85	72	-.15%
March	79	75	-.05%

Discussion and Possible Action to Approve Agreement with Martin General Engineering for Pleasant View Drive and Quiet Oak Lane Water Main Replacement Project

The Pleasant View Drive & Quiet Oak Lane Water Main Replacement Project (Project) will complete two (2) capital improvement projects that are part of the District's 1999-2030 Capital Improvement Plan. Those projects appear in the 2019 Capital Projects Budget as Pleasant View Drive (C17-101) and Quiet Oak Lane (C18-104). The Project includes installing and connecting approximately 1,560 linear feet of 8-inch water main, 105 linear feet of 6-inch water main, one (1) 12-inch gate valve, four (4) 8-inch gate valves, four (4) 6-inch gate valves, four (4) steamer fire hydrants, one (1) 1" air/vacuum valve, and twelve (12) 1-inch water services with curb stops along Pleasant View Drive and Quiet Oak Lane in the City of Citrus Heights.

The District received six (6) sealed proposals on April 8, 2019, at which time proposals were opened and read publicly. The apparent low bidder is Martin General Engineering, Inc., Rancho Cordova, CA. Bids received are as follows:

1. Martin General Engineering, Inc.	\$459,910.00
2. Rawles Engineering, Inc.	\$475,910.00
3. Lund Construction Company	\$484,473.50
4. C.E. Cox Engineering, Inc.	\$516,020.00
5. Flowline Contractors, Inc.	\$558,365.00
6. Blackrock Industries, Inc.	\$625,626.00

The District's final engineering estimate for this Project was \$500,801, which is approximately 8% higher than the lowest responsive bid. There are sufficient funds within the 2019 adopted capital projects budget for this Project.

Discussion and Possible Action to Approve a Letter of Support for State of California Senate Bill 134

Below is a list of recently passed water efficiency legislation:

- SB 555 Created Water Loss Standards and enforcement measures which acts as a stand-alone bill
- SB 606 & AB 1668 Created water efficiency standards and regulations, which includes water loss standards as an option of compliance to these bills
- SB 134 Water Loss Performance Standards: Enforcement. Streamlines compliance with SB 555 by allowing water loss standards and enforcement as a part of the of the water use objectives created by SB 606 & AB 1668

The State of California (State) Senate Bill (SB) 134, authored by State Senator Robert Hertzberg of San Fernando, would allow for the enforcement of water loss standards as part of the comprehensive water efficiency standards created by last year's legislation, SB 606 (Hertzberg) and AB 1668 (Friedman).

In the absence of this bill, agencies would face double jeopardy enforcement of water loss standards, from the current law, SB 555 (Wolk), and the enforcement of last year's conservation regulations, SB 606 and AB 1668. Without SB 134, agencies would be compelled to first comply with water loss standards, thus limiting an agency's options when complying with recent conservation regulations. SB 134 allows the District to keep local control of the available options when complying with recent legislation (SB 606 &

AB 1668).

Both the Association of California Water Agencies (ACWA) and the Regional Water Authority (RWA) support SB 134, as outlined in letters dated April 2, 2019 and March 1, 2019, respectively. Both ACWA and RWA encourage member agencies to adopt similar positions of support.

Staff stated that should the Board approve the letter of support, staff would distribute it to local State representatives and appropriate State Senate and Assembly committee members.

ACTION: Director Riehle moved and Director Wheaton seconded a motion to accept the Consent Calendar.

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

PRESENTATIONS:

Project 2030 Water Main Replacement Study 60% Completion Update

Engineering Manager Pieri requested that the Board take up the Project 2030 Water Main Replacement Study – 60% Completion Update. The Project 2030 Leadership Team, Customer Advisory Committee Chair Jenna Moser, Engineering Manager Missy Pieri, Harris & Associates Project Managers Roger Kohne and Andrew MacDonald, Raftelis & Associates Project Manager Habib Isaac, Godbe Research representative Charles Hester, and Laura Mason-Smith of Mason-Smith Success Strategies provided an update on the status of the Project 2030 Water Main Replacement Study. This update highlighted previous activities and work completed, current status and next steps.

Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA) Update

Management Services Supervisor Castruita requested that the Board take up the ACWA/JPIA update. ACWA/JPIA Executive Director Andy Sells provided an overview of the services that ACWA/JPIA provides to CHWD, as well as opportunities for Board Member participation in ACWA/JPIA governance.

STUDY SESSIONS:

None.

BUSINESS:

None.

MANAGEMENT SERVICES REPORTS:

Meter Replacement Program Update

Operations Manager Gordon updated the Board on the consultant selection process for the Meter Replacement Program Planning Study and next steps.

DIRECTORS' AND REPRESENTATIVES' REPORTS:

Regional Water Authority (Riehle)
No Report.

Sacramento Groundwater Authority (SGA) (Sheehan)
Board President Sheehan stated that at the most recent SGA meeting she learned that Rio Linda Elverta Water District Paul Green was appointed to the ACWA JPIA Captive. At the meeting, discussion focused on the proposed SGA budget for fiscal year 2019-2020. The Sustainable Groundwater Management Act (SGMA) implementation will leave a funding gap of approximately \$126,000. Board President Sheehan requested that staff obtain additional information on the type of information that would be included in a basin management report.

San Juan Water District (All)
General Manager Straus stated that at a recent meeting of the general managers of the San Juan family of agencies, discussion focused around a potential voluntary settlement agreement between the State and water agencies along the American River, a new generation water supply agreement, and a proposal to study opportunities for integration among the family of agencies.

Association of California Water Agencies (ACWA) (Riehle)
No report.

ACWA Joint Powers Insurance Authority (JPIA) (Wheaton/Castruita)
No report.

City of Citrus Heights (Pieri)
Engineering Manager Pieri stated that the City is working on two projects of significance to CHWD: a project along Highland Avenue to install storm drains, sidewalk, curb, and gutter; and the Mariposa Safe Routes to School project. She stated the Highland Avenue project is scheduled to begin within the next 3 weeks. The Safe Routes to School project will take place along Mariposa from Greenback on the north to Farmgate on the south.

Chamber of Commerce Update (Straus/Castruita/Meurer)
Management Services Supervisor stated that at the recent Chamber Government Affairs Committee meeting, County Supervisor Sue Frost's Chief of Staff Matt Hedges discussed the County's work to prepare for a State requirement to begin recycling 75% of organic food waste in 2020.

RWA Legislative and Regulatory Affairs Update (Castruita/Meurer)
Management Services Supervisor Castruita informed the Board that RWA Legislative and Regulatory Affairs Manager Ryan Ojakian recently contacted CHWD to see if we could set up a meeting with Assembly Member Ken Cooley surrounding Assembly Bill 217, a proposal to create a water tax to fund safe drinking water projects in low-income communities. In 2018, the Board passed a resolution opposing a water tax, and this bill is largely similar to

the proposal described in that resolution. The proposal would create a “fee” of 50 cent per connection per month be collected by the State Water Resources Control Board to fund safe drinking water programs. Staff reached out to Board President Sheehan, who agreed to participate in the meeting, and then worked with the Assembly Member’s staff to schedule a meeting for Monday, April 22, 2019 with RWA and ACWA representatives. Staff intends to relay to the negative impact such a measure could have on his constituents given that they all currently have access to safe drinking water, and provide information on SB 669, an alternative measure sponsored by ACWA.

Customer Advisory Committee (CAC) (Riehle/Pieri)

Engineering Manager Pieri stated that at the next meeting, scheduled for June 11, 2019 the CAC will review the results of the market research survey on the top two proposals selected at their March meeting.

Other Reports

Board President Sheehan distributed information sheets from the State Water Resources Control Board on various aspects of the Sustainable Groundwater Management Act.

General Manager Straus stated that he will be absent from the May Board meeting in order to attend a Citrus Heights Neighborhood Association meeting for Area 11.

Accounting Supervisor Preciado stated that at the May Board meeting staff intends to bring an item to update the District’s credit card provider, and requested input on whether the Board Members would want to receive District credit cards to pay for expenses related to meeting and conference expenses. The Board provided consensus direction to not request obtain credit cards for each individual Board member.

Management Services Supervisor Castruita reported that at present there is no business scheduled to occur at the August 2019 Board Meeting. Assuming that nothing is scheduled for that meeting, staff intends to cancel the Board Meeting.

CLOSED SESSION:

None.


FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

Dates and locations of upcoming Regular Meetings of the Board of Directors were noted for the calendar.


ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 9:13 pm.

APPROVED:



CHRISTOPHER CASTRUITA
Deputy Secretary
Citrus Heights Water District



RAYMOND A RIEHLE, Vice President
Board of Directors
Citrus Heights Water District