

**BOARD MEETING AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT  
NOVEMBER 8, 2016 beginning at 6:30 PM**



**CITRUS  
HEIGHTS  
WATER  
DISTRICT**

6230 Sylvan Road  
P.O. Box 286  
Citrus Heights  
California  
95611-0286

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916/ 725-6873

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916/ 725-0345

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www.chwd.org

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

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Assistant General Manager or Management Services Supervisor/Chief Board Clerk 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. The Presiding Officer will limit comments to three (3) minutes per 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-1. Minutes of the Regular Meeting – October 13, 2016.
- CC-2. Revenue Analysis Report for October 2016.
- CC-3. Assessor/Collector's Roll Adjustment for October 2016.
- CC-4. Treasurer's Report for October 2016.
- CC-5. Treasurer's Report of Fund Balances for October.
- CC-6. Operations Budget Analysis for October 2016.
- CC-7. Capital Projects Summary October 2016.
- CC-8. Warrants for October 2016.
- CC-9. CAL-Card Distributions for October 2016.
- CC-10. Summary of 2016 Employees, Officers and Directors Training Courses, Seminars and Conference.

*Board of Directors*

**Allen B. Dains  
Caryl F. Sheehan  
Raymond A. Riehle**

*General Manager/  
Secretary*

**Robert A. Churchill**

*Assistant General  
Manager/Treasurer*

**Hilary M. Straus**

*Accounting Supervisor  
Assessor/Collector*

**Susan K. Sohal**

- CC-11. Amendments to Policy No. 6700 - Fixed Assets Accounting Control  
Adopt Policy amendments to revise Policy 6700 Fixed Assets Accounting Control.
- CC-12. Citrus Heights Memory Care Easement Acceptance  
Consider adoption of Resolution 28-2016 accepting an easement from Citrus Heights Memory Care, LLC.
- CC-13. Water Efficiency Program Update  
Water Efficiency Program updates for October 2016.

**PRESENTATIONS:**

- P-1. Churchill Commendation for Outstanding Service (A)  
Consider adoption and presentation of Resolution 27-2016 commending retiring General Manager Robert A. Churchill for 40+ years of service to the District.

**OLD BUSINESS:**

- O-1. Amendments to Policy No. 4101.A1 - Salary Schedule  
Consider correcting amendments to Human Resources Policy No. 4101.A1 - Salary Schedule.

**NEW BUSINESS:**

- N-1. Training/Continued Education /Meetings (I)  
Discuss training, continued education, and meeting opportunities.
- N-2. Appoint 2016-2017 Representatives and Alternates  
Consider appointments of member of the Board of Directors or Officers to serve as District representatives to various organizations.
- N-3. Appoint District Officers (A)  
Consider appointment and reconfirmations of District Officers.
- N-4. Interconnections with City of Roseville (A)
  - a. Consider adoption of Resolution 29-2016 Approving an Interconnection Agreement between Citrus Heights Water District and the City of Roseville.
  - b. Consider expenditure approval of construction costs.
- N-5. Amendments to Policy No. 4701 – Safety Officer  
Consider amendments to Human Resources Policy No. 4701 – Safety Officer.
- N-6. San Juan Water District General Manager Retirement (A)  
Consider adoption of Resolution No. 30-2016 Commending Shauna Lorange for Outstanding Service to San Juan Water District.

**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. 2016 Water Supply – Purchased and Produced.
- OM-3. Surface Water Supply.

**RECESS:** The Meeting will have a brief recess.

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

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

**MANAGEMENT SERVICES REPORTS (I):**

- MS-1. Employee Recognition.
- MS-2. Long Range Board Agenda.

**GENERAL MANAGER'S REPORTS (I):**

- GM-1. General Manager's Task List.
- GM-2. Top 20 Oldest Businesses in Citrus Heights Nomination.
- GM-3. RWA/SGA Holiday Social.
- GM-4. ACWA News Article on GM Churchill Retirement

**CORRESPONDENCE:**

None

**CLOSED SESSION:**

**FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:**

November 15, 2016	6:30 PM	Special Meeting
December 13, 2016	6:30 PM	Regular Meeting
January 10, 2017	6:30 PM	Regular Meeting

**ADJOURNMENT:**

**CERTIFICATION:**

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

  
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LISA SMOOT, Chief Board Clerk

Dated: November 3, 2016

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CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
October 11, 2016

The Regular Meeting of the Board of Directors was called to order at 6:35 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President  
Caryl F. Sheehan, Vice President  
Raymond A. Riehle, Director  
Robert A. Churchill, General Manager  
Hilary M. Straus, Assistant General Manager  
Paul A. Dietrich, Project Manager  
David M. Gordon, Operations Manager  
Susan K. Sohal, Accounting Supervisor  
Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk  
Beth Shockley, Management Services Specialist, Deputy Board Clerk  
Rex W. Meurer, Water Efficiency Supervisor  
Kelly R. Drake, Water Meter Technician

**VISITORS:**

Christopher J. Nichols, Water Quality Technician

**PLEDGE OF ALLEGIANCE:**

Director Dains led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

President Dains asked for consideration and/or approval of the Consent Calendar consisting of the following action or information items:

Minutes of the Regular Meeting – September 13, 2016.  
Minutes of the Special Meeting – August 29, 2016.  
Minutes of the Special Meeting – September 19, 2016.  
Revenue Analysis Report for September 2016.  
Assessor/Collector's Roll Adjustment for September.  
Treasurer's Report for September 2016.  
Treasurer's Report of Fund Balances for September 2016.  
Operations Budget Analysis for September 2016.  
Capital Improvements Budget Analysis for September.

Payables for September.  
CAL–Card Purchases for September 2016.  
Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.

Operation Policy No. 0000 Closed Circuit Television Policy.

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

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

**PRESENTATIONS:**

**Proposed State Water Efficiency Mandates**

Water Efficiency Supervisor Rex Meurer provided the Board with an update to the proposed Water Efficiency Mandate framework to be announced by the Department of Water Resources and the State Water Resource Control Board in January 2017.

**2017 Schedule of Water Rates, Miscellaneous Fees, Charges and Capacity Fees**

Accounting Supervisor Susan Sohal presented a report proposing Miscellaneous Fees and Charges for 2017 and Capacity Fees for 2017. Other significant elements of the 2017 water rate schedule include: Wheeling Water Charges, Construction Meters and Fire Sprinkler Charges. Adjustments to these charges are based on an analysis of staff time, equipment, materials and other costs associated in providing the specified services.

**OLD BUSINESS:**

**Mariposa Avenue 12-Inch Water Main replacement Project**

On April 12, 2016 the Board of Directors accepted the bid of Civil Engineering Construction, Inc. in the amount of \$442,685.00 and established a change order contingency fund in the amount of \$44,000.00 (9.9%). On May 10, 2016, a contract was executed with Civil Engineering Construction, Inc. for installing and connecting approximately 1,471 lineal feet (lf) of 12-inch water main, 110 lineal feet (lf) of 8-inch water main, 43 lineal feet (lf) of 6-inch water main and related appurtenances along Mariposa Avenue between Northridge Drive and Farmgate Way and along Mariposa Avenue between Eastgate Avenue and Northeast Circle (South) in the City of Citrus Heights.

The final amount negotiated with the contractor is \$500,936.70, exceeding the authorized contingency fund by \$14,251.70. The costs above the original bid amount included variations between the bid item estimates and the actual totals measured, including additional trench depth to clear numerous utilities at unforeseen depths and minor additional paving required by the City of Citrus Heights. Project Manager Paul Dietrich requested the Board to consider authorization for an additional \$14,251.70 for additional trench depth, additional paving, abandoned and unknown utilities and a field change directed by the District for the Project.

The variations totaled an additional cost of \$48,600.00. Other costs were due to a field change directed by the District to provide a better service connection and to minimize water outages to Skycrest Elementary School in the future. Those costs totaled \$5,052.58. There was also a change order for several abandoned and unknown utilities not shown on the project plans totaling \$4,599.12.

**ACTION:** Director Riehle moved and Director Sheehan seconded a motion to: approve Additional Project Funding of \$14,251 as necessary to complete the Mariposa Avenue 12-Inch Water Main Replacement Project.

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

Project Manager Paul Dietrich requested the Board to consider acceptance of the Mariposa Avenue 12-Inch Water Main Replacement Project (2016-30), and authorize execution and recording of a Notice of Completion for the Project.

**CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 26-2016**

**RESOLUTION OF THE BOARD OF DIRECTORS  
ACCEPTING  
THE MARIPOSA AVENUE 12-INCH  
WATER MAIN REPLACEMENT PROJECT**

WHEREAS, on April 12, 2016 the Board of Directors of the Citrus Heights Water District authorized the award of a contract to Civil Engineering Construction, Inc. for the Mariposa Avenue 12-Inch Water Main Replacement Project; and

WHEREAS, on May 10, 2016 the contract was fully executed between the District and Civil Engineering Construction, Inc.; and

WHEREAS, Civil Engineering Construction, Inc. has completed the work for the Mariposa Avenue 12-Inch Water Main Replacement Project in accordance with the plans, specifications and contract documents prepared by the District pursuant to a final inspection on October 3, 2016.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District that the Mariposa Avenue 12-Inch Water Main Replacement Project is accepted as complete.

BE IT FURTHER RESOLVED that the District Secretary is authorized to execute a Notice of Completion for the Mariposa Avenue 12-Inch Water Main Replacement Project and to have said Notice recorded with the Office of the Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 11th day of October 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle

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

SEAL

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

ATTEST:

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ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

ACTION: Director Riehle moved and Director Sheehan seconded a motion to approve Resolution 26-2016 authorizing The Mariposa Avenue 12-Inch Water Main Replacement Project.

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

Regional Water Authority Water Reliability Plan

Robert Swartz, Technical Services Manager for the Regional Water Authority, provided the CHWD Board of Directors with an overview of RWA's Regional Water Reliability Study at the regular Board of Directors Meeting of July 12, 2016. At that time, the CHWD Board indicated interest in CHWD participating in this RWA initiative.

At the Board Meeting, Mr. Swartz explained why RWA is undertaking this Plan preparation as called for in RWA's 2013 Strategic Plan. The drought has highlighted significant threats to local water resources and the Plan could help protect long-term water resources in the region. Swartz then presented some key elements that would be anticipated to be included in the Plan and expected outcomes, including a Regional Water Bank. He concluded by providing an overview of the Plan development's budget and anticipated cost to each participating agency, including CHWD. CHWD's Phase 1 share of cost is anticipated to be \$9,600, with a not-to-exceed cost of \$16,000.

At the Board's consideration of action on this item at their August 9, 2016 Board Meeting the Board requested additional information regarding possible redundancy with the San Juan Water District Wholesale Reliability Plan and Public Outreach to elected officials. Mr. Swartz' responded to these concerns in his email dated on October 4, 2016. To the satisfaction of the Board.

General Manager Robert Churchill requested the Board to consider approval of a Project Agreement with the Regional Water Authority to participate in a Regional Water Reliability Plan.



**ACTION:** Director Riehle moved and Director Sheehan seconded a motion to:  
Approve entering into a Project Agreement with the Regional Water Authority to participate in a Regional Water Reliability Plan and Authorize The General Manager to execute the Agreement.

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

**NEW BUSINESS:**

**Training/Continued Education/Meetings**

No new business.

**Corporation Yard Masterplan Phase 1 Improvements Design and Construction Management Services**

On August 18, 2016, the District issued a Request for Proposals (RFP) to twenty-one (21) engineering and architectural firms to provide design and construction management services for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02). The Project objectives are to work in collaboration with District Staff to design and manage construction of the Corporation Yard Master Plan Phase 1 Improvements, which include a Covered Vehicular Wash Station and two (2) Open Vacuum Excavation Dump Pits using a Water Oil Separation System to comply with wastewater regulations. The improvements also include Covered Material Storage Areas, expanded parking, paving and security improvements, underground utility improvements, and a sound wall along the south and east property lines.

The District's Technical Review Committee, comprised of key staff members, reviewed proposals and interviewed three (3) responsive firms, inquired with references and are recommending the following firm to provide design and construction management services for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02).

Project Manager Paul Dietrich requested the Board to consider the authorization of the General Manger to execute a Professional Services Agreement with Domenichelli and Associates, Inc. to provide design and construction management services for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02).

**ACTION:** Director Riehle moved and Director Sheehan seconded a motion to:  
Approve a Professional Services Agreement with Domenichelli and Associates, Inc. for the Corporation Yard Master Plan Phase 1 Improvements Project (2015-02). At a cost not to exceed \$198,423.00.

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

**Right of Entry and Option to Purchase Agreement**

Operations Manager David Gordon requested the Board to consider approval of the Right of Entry and Option to Purchase Agreement template that will be used for future wellsite property acquisitions. The Agreement will be between the property owner, "Grantor" and the District. Authorize the General Manager to utilize the Agreement template for future wellsite property acquisitions.

Director Dains asked if the Purchase Agreement Template is a standard template. OM Gordon responded that the model of the template was received from Sacramento Suburban Water District

and that although new to us, it is the standard and legal counsel has reviewed it.

**ACTION:** Director Sheehan moved and Director Riehle seconded a motion to: Approve The Right of Entry and Option to Purchase Agreement template that will be used For future wellsite property acquisitions and authorize the General Manager to Utilize the Agreement template for future wellsite property acquisitions.

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

#### Customer Refund Request

Accounting Supervisor Sohal requested the Board approve a refund from CHWD to customer Sunrise Knoll Townhomes Assoc., 7812 Windsor Lane, concerning a recent internal audit comparing our billing service charge to the actual water meter equipment.

**ACTION:** Director Riehle moved and Director Sheehan seconded a motion to: Approve the refund in the amount of \$39,267.50 from CHWD to Sunrise Knoll Townhome Association.

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

An Emergency was declared to add the following to the Agenda.

**ACTION:** Director Sheehan moved and Director Riehle seconded a motion to: Add “Call for a Public Hearing” to the Agenda.

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

#### Call for Public Hearings on November 15, 2016

Accounting Supervisor Sohal requested the Board of Directors hold Public Hearings on November 15, 2016 on the Proposed 2017 Operating and Capital Improvements Budgets, 2017 Water Rates and Miscellaneous Charges and Fees, and 2017 Capacity Charges on Tuesday November 15, 2016 at the Rusch Park Community Center, 7801 Auburn Blvd at 6:30 PM.

**ACTION:** Director Sheehan moved and Director Riehle seconded a motion to: Approve a call for Public Hearings to be held November 15, 2016 at the Rusch Park Community Center, 7801 Auburn Blvd at 6:30 PM.

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

#### **PROJECT MANAGER’S REPORT:**

Project Manager Dietrich presented a report on the following activities during the month of September 2016 by the Project Management and Engineering Department. *New values or projects noted in bold italics*

## 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>California American Water Co.</i>	<i>38 l.f.</i>	<i>8-Inch DIP Water Main</i>	<i>\$3,500.00</i>
<i>San Juan Avenue</i>	<i>1</i>	<i>8-Inch Gate Valve</i>	
<i>Tank-Water Service</i>	<i>1</i>	<i>1-Inch Metered Water Service</i>	
<i>5444 San Juan Ave (2015-50)</i>	<i>1</i>	<i>2-Inch Blow-off</i>	
<i>Capitol Nursery Plaza</i>	<i>1,674 l.f.</i>	<i>8-Inch DIP Water Main</i>	<i>\$242, 663.00</i>
<i>Commercial Center</i>	<i>81 l.f.</i>	<i>6-Inch DIP Water Main</i>	
<i>Sunrise Blvd @ Madison Ave (2015-50)</i>	<i>18 l.f.</i>	<i>4-Inch DIP Water Main</i>	
	<i>10</i>	<i>8-Inch Gate Valve</i>	
	<i>9</i>	<i>6-Inch Gate Valve</i>	
	<i>3</i>	<i>6-Inch Post Indicator Valve</i>	
	<i>1</i>	<i>4-Inch Gate Valve</i>	
	<i>8</i>	<i>Steamer Fire Hydrant</i>	
	<i>1</i>	<i>3-Inch Metered Water Service</i>	
	<i>1</i>	<i>2-Inch Metered Water Service</i>	
	<i>4</i>	<i>1½"-Inch Water Service</i>	
	<i>1</i>	<i>1-Inch Metered Irrigation Service</i>	
	<i>1</i>	<i>1-Inch Water Service</i>	
	<i>1</i>	<i>2-Inch Blow-off</i>	

## 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>
<i>McDonalds (2015-60)</i>	<i>5402 Sunrise Blvd</i>	<i>Substantially Complete</i>
<i>Northridge Grove 47 Condominiums (2013-59)</i>	<i>5555 Mariposa Ave</i>	<i>80% Complete</i>
<i>Citrus Heights City Hall (2015-54)</i>	<i>6350 Fountain Square Dr</i>	<i>Substantially Complete</i>
<i>Memory Care Facility (2015-56)</i>	<i>6825-33 Sunrise Blvd</i>	<i>Substantially Complete</i>
<i>Sunrise Mall Parking Lot (2016-50)</i>	<i>6198 Sunrise Blvd</i>	<i>25% Complete</i>

<u>Project</u>	<u>Location</u>	<u>Status</u>
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**CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION**

<u>Project</u>	<u>Location</u>	<u>Status</u>
Louis-Orlando Bus Transfer Point (2015-66)	Louis Ln @ Orlando Ave	Plans Signed 2/4/16
Dignity Health Building (2015-55)	7115 Greenback Ln	Plans Signed 6/8/16
Bearpaw Expansion Commercial Building (2015-59)	7524 Old Auburn Rd	Plans Signed 6/15/16
<b><i>Commercial Building Remodel</i></b>	<b><i>5414-50 Sunrise Blvd</i></b>	<b><i>Plans Signed 10/4/16</i></b>

**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>
Fair Way Intertie with City of Roseville	9955 Fair Way	<b><i>Agreement – 99% Plans – 100% Cost Estimate – 100%</i></b>
Blossom Hill Dr Intertie with City of Roseville	Blossom Hill Dr at 1100 Main Sail Cir	<b><i>Agreement – 99% Plans – 100% Cost Estimate – 100%</i></b>
Crestmont Ave Intertie with City of Roseville	Crestmont Ave at 8199 Bonnie Oak Way	<b><i>Agreement – 99% Plans – 100% Cost Estimate – 100%</i></b>
Corporation Yard Improvements Phase 1	6230 Sylvan Rd	<b><i>Recommendation of Domenichelli and Associates, Inc.</i></b>
Highland Ave & Rosa Vista Ln 8” Water Mains Warren Consulting Engineers (2015-33)	Highland Ave at Rosa Vista	<b><i>Awaiting 30% Submittal</i></b>

<u>Project</u>	<u>Location</u>	<u>Status</u>
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**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>
Mariposa Ave Civil Engineering Construction (2016-30)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<b><i>Complete</i></b>

**CITY OF CITRUS HEIGHTS PROJECTS**

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

*None*

**OPERATIONS MANAGER’S REPORT:**

Operations Manager Gordon reported as follows:

A total of 272 work orders were performed during the month of August by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Drinking Water (DDW) requirements.

The District’s total water use during the month of September 2016 (1,257.91 acre-feet) was 16.7% below that of September 2013 (1,509.82 acre-feet).

As of midnight on October 2, 2016, storage in Folsom Reservoir was at 303,382 acre-feet, 31 percent of the total capacity of 977,000 acre-feet. This is about 55 percent of historical average for this date. This represents a decrease in storage of 36,677 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, Skycrest, Sylvan and Sunrise) remain operational and are being operated on a rotational, or as-needed, basis

Director Dains called for a short recess at 8:18 PM.  
Project Manager Dietrich, Operations Manager Gordon and Accounting Supervisor Sohal left the meeting.

Director Dains reconvened the meeting at 8:27 PM.

**DIRECTOR’S AND REPRESENTATIVES REPORTS:**

Regional Water Authority (Dains, Churchill)  
No Report.  
Sacramento Groundwater Authority (Sheehan)

No Report.  
San Juan Water District  
Director Riehle gave a report.  
ACWA Joint Powers Insurance Authority (Churchill)  
No report.  
Sacramento Local Agency Formation Commission  
No Report.  
City of Citrus Heights  
No Report  
Chamber of Commerce Government Issues Committee (Straus)  
No Report.  
Other Reports:  
No report.

**ASSISTANT GENERAL MANAGER'S REPORT:**

Assistant General Manager Straus reported as follows:

Water Efficiency Program activities during the month of September 2016 included:

- 14 ultra-low-flush toilet rebates for the month of September. A total of \$9,150 in rebates have been provided to customers during 2016 to date.
- For the period of September 2016, 2 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers.
- 93 water waste calls were received during the month of Septembers. 11 reports of water waste were received through the CHWD's Drought Resources web page. An additional 12 service requests were generated in house by staff. A total of 87 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.

**GENERAL MANAGER'S REPORT:**

1. Twenty six employees received recognition for superior attendance, outstanding customer service and quality of work during the month of September 2016. 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.
3. Long Range Board Agenda.

Meeting Date	Item	Assigned To
November 8, 2016	2016-2017 Committee Assignments	Churchill
	2016-2017 District Officers	Churchill
November 8, 2016	Dental, Vision, Life, STD/LTD Renewal	Smoot
November 8, 2016	On Call Concrete Contractor	Gordon
November 15, 2016	Operating and Capital Budgets	Straus/Sohal

	Water Rates, Charges & Fees	Straus/Sohal
	Capacity Fees	Straus/Sohal
	Water Shortage Charges	Straus/Sohal
December 13, 2016	Confined Space Entry Program	Drake/Gordon
<b>FUTURE SCHEDULED REPORTS</b>		
Jan-17	Strategic Planning Update	Straus
Jan-17	CIP Adoption	Sohal
Jun-17	Strategic Planning Meeting	Sohal
Jul-17	Finance Corporation, confirm & Appoint Officers of the Finance Corp., Status of Finance Corp	Sohal
Aug-17	Budget Rate Model Workshop	Sohal
Nov-17	Operating and Capital Budgets	Straus/Dietrich/gordon
	Water Rates, Charges & Fees	Straus/Sohal
	Capacity Fees	Straus/Sohal
	Water Shortage Charges	Straus/Sohal
	Confined Space Program	Drake/Gordon

**CORRESPONDENCE:**

None

**CLOSED SESSION:**

Public Employee Compensation-discussion under Personnel Exemption (California Government Code Section 54957)

No closed session was held.

**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 8:57 PM.

APPROVED:

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ROBERT A. CHURCHILL  
Secretary  
Citrus Heights Water District

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

**CITRUS HEIGHTS WATER DISTRICT  
2016 REVENUE ANALYSIS**

Mo-Yr	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Actual Revenue	Budgeted Revenue	Variance	% Collected
Metered Service Charges	99,738	346,471	750,526	530,498	648,666	801,158	482,374	772,534	518,611	634,396	5,584,972	7,609,121	2,024,149	73.4%
Metered Water Deliveries	35,969	118,197	180,494	144,723	229,594	387,965	309,781	656,158	468,418	500,222	3,031,522	4,581,136	1,549,614	66.2%
Penalties	17,458	12,003	15,564	13,906	11,522	11,970	13,995	16,815	13,467	19,852	146,551	150,000	3,449	97.7%
Interest		0		0	26	0	0	0	0	0	26	0	-26	0.0%
New Acct, Fire & Backflow														
Fees	8,550	12,603	9,758	13,813	7,909	18,395	5,554	16,983	7,405	15,978	116,950	95,866	-21,084	122.0%
WS Install & S&R	8,360	4,598	6,501	0	11,800	22,769	27,953	11,646	13,844	0	107,470	26,626	-80,844	403.6%
Grant Funds		540,000	0	0	60,000	0	715	0	0	0	600,715	0	-600,715	0.0%
Misc*	6,052	1,416	15,603	2,318	52,164	71,025	150,147	13,219	18,908	10,826	341,678	120,510	-221,168	283.5%
Connection Fees	15,037	6,683	6,683	0	0	0	0	0	0	0	28,403			
Wheeling Water	2,217	0	0	0	0	0	0	0	0	0	2,217	4,429	2,212	50.1%
Reserves				0	0	0	0	0	0	0	0	0	0	0.0%
<b>Total</b>	<b>193,380</b>	<b>1,041,971</b>	<b>985,129</b>	<b>705,258</b>	<b>1,021,682</b>	<b>1,313,282</b>	<b>990,518</b>	<b>1,487,356</b>	<b>1,040,654</b>	<b>1,181,274</b>	<b>9,960,505</b>	<b>12,587,688</b>	<b>2,627,183</b>	<b>79.1%</b>

**Outstanding Receivables**

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,213,890	822,437	136,124	180,443	158,363	(83,477)

General Ledger Balance	Total
Outstanding A/R	1,233,517
Outstanding Liens	0
Outstanding Grants	61,247
Less Unapplied Payments	(83,724)
<b>Total</b>	<b>\$ 1,211,040</b>

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



Assessor/Collector Roll Adjustment		
October-16		
	Dollar	Count
<b>3-DAY DOOR HANG</b>		
One Time Courtesy	\$ 22.00	1
New Owner	\$ 22.00	1
<b>3-DAY DOOR HANG Total</b>	<b>\$ 44.00</b>	<b>2</b>
<b>DEFAULT</b>		
One Time Courtesy	\$ 119.11	9
New Owner	\$ 9.06	2
<b>DEFAULT Total</b>	<b>\$ 128.17</b>	<b>11</b>
<b>TRANSFERRAL</b>		<b>13</b>
One Time Courtesy	\$ 16.47	
<b>TRANSFERRAL Total</b>	<b>\$ 16.47</b>	
<b>Grand Total</b>	<b>\$ 188.64</b>	

**ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR**  
October 31, 2016

Board Of Directors  
Citrus Heights Water District

**Pursuant to Policy No. 7315 the following charges have been cancelled.**

<b>LID</b>	<b>CID</b>	<b>Charge Type</b>	<b>Date</b>	<b>Reason For Cancellation</b>	<b>Amount</b>
17618	0033187	3-DAY DOOR HANG	10/4/2016	New Owner	22.00
04684	0023485	3-DAY DOOR HANG	10/12/2016	One Time Courtesy	22.00
12941	0011469	DEFAULT	10/3/2016	One Time Courtesy	4.07
17618	0033187	DEFAULT	10/4/2016	New Owner	4.46
16224	0027507	DEFAULT	10/4/2016	New Owner	4.60
10681	0020739	DEFAULT	10/10/2016	One Time Courtesy	4.03
07313	0006538	DEFAULT	10/10/2016	One Time Courtesy	8.61
13703	0012171	DEFAULT	10/11/2016	One Time Courtesy	4.90
14165	0012569	DEFAULT	10/11/2016	One Time Courtesy	7.02
18198	0014959	DEFAULT	10/12/2016	One Time Courtesy	4.68
04684	0023485	DEFAULT	10/12/2016	One Time Courtesy	4.42
11679	0010344	DEFAULT	10/12/2016	One Time Courtesy	3.99
01407	0001265	DEFAULT	10/13/2016	One Time Courtesy	6.30
13994	0012417	DEFAULT	10/17/2016	One Time Courtesy	19.36
01348	0000723	DEFAULT	10/17/2016	One Time Courtesy	2.23

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS**  
**CITRUS HEIGHTS WATER DISTRICT**  
 Month of October 2016

<b>Bank of the West</b>			
<b>Balance Per Bank Oct 2016</b>			\$2,615,276
<b>RECEIPTS:</b>		987,182	
<b>DISBURSEMENTS:</b>			
Checks Issued / ACH Payments	483,860		
Payroll	205,926		
Returned Checks	1,312		
	691,098		296,084
<b>Bank of the West</b>			
<b>Balance per Bank October 31, 2016</b>			2,911,360
Outstanding Checks			(49,108)
Deposit in Transit			33,982
			33,982
<b>Balance Per Books October 31, 2016</b>			\$2,896,234
<hr/>			
<b>RECONCILEMENT:</b>			
Bank of the West			\$2,896,234
Local Agency Investment Fund			6,042,040
COP Reserve Account			533,354
Money Mkt Activity Account			530,453
			530,453
<b>TOTAL BALANCE</b>			\$10,002,081

**CASH & INVESTMENT SUMMARY:**

Bank of the West (General Account)	\$2,896,234
Local Agency Investment Fund	6,042,040
COP 2010 Reserve Account	533,354
Money Mkt Activity Account	530,453
<b>Total</b>	\$10,002,081

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.32%	4,928.02	1/14/2016

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

  
 \_\_\_\_\_  
 SUSAN K. SOHAL, Deputy Treasurer

  
 \_\_\_\_\_  
 ROBERT A. CHURCHILL, Secretary

Signed: 11/03/2016

**TREASURER'S REPORT OF FUND BALANCES**  
**October 31, 2016**

		Beginning Balance 1/1/2016	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	10/31/2016 Ending Balance	2016 Target Balance per Policy
0-28600-00	<b>Operating Fund</b>	\$ 3,611,289	\$ 2,410,967	\$ (2,775,788)	\$ 987,182	\$ (691,098)	\$ 3,542,552	\$1,918,930
0-28100-00	<b>Operating Reserve</b>	\$ 1,912,263					\$ 1,912,263	N/A
0-28200-00	<b>Rate Stabilization Fund</b>	\$ 634,000					\$ 634,000	\$1,000,000
0-28300-00	<b>Depreciation Reserve</b>	\$ 808,169		\$ (808,169)			\$ -	N/A
0-28400-00	<b>Capital Improvement Reserve</b>	\$ 845,857	\$ 808,169				\$ 1,654,026	\$2,760,316
0-28510-00	<b>Restricted for Debt Service</b>	\$ 536,963					\$ 536,963	N/A
0-28700-00	<b>Fleet Equipment Reserve</b>	\$ 291,569					\$ 291,569	\$316,968
0-28800-00	<b>Employment-Related Benefits Reserve</b>	\$ 396,310					\$ 396,310	\$864,229
		<b>\$ 9,036,420</b>	<b>\$ 3,219,136</b>	<b>\$ (3,583,957)</b>	<b>\$ 987,182</b>	<b>\$ (691,098)</b>	<b>\$ 8,967,683</b>	

CITRUS HEIGHTS WATER DISTRICT  
 2016 OPERATING EXPENDITURE VS BUDGET  
 October 31, 2016

Account	Description	2016 MTD Expense	2016 YTD Expense	2016 Budget	Variance \$	Variance %
<b>Water Demand Management</b>						
	WATER DEMAND MANAGEMENT - POSTAGE	-	5,264	14,000	8,736	37.6%
	WATER DEMAND MANAGEMENT - PRINTING	-	7,948	25,000	17,052	31.8%
	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES	-	9,281	11,500	2,219	80.7%
	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	8,344	141,510	221,000	79,490	64.0%
	WATER DEMAND MANAGEMENT - OTHER	-	3,949	8,000	4,051	49.4%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS	1,650	12,125	30,000	17,875	40.4%
		<b>9,994</b>	<b>180,076</b>	<b>309,500</b>	<b>129,424</b>	<b>58.2%</b>
<b>Operations</b>						
	PURCHASED WATER	712,588	2,191,145	2,387,701	196,556	91.8%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE	-	-	5,000	5,000	0.0%
	POWER TO WELLS	14,367	115,000	244,904	129,904	47.0%
	WELLS - REPAIR / MAINTENANCE	-	4,826	22,000	17,174	21.9%
	WATER QUALITY ANALYSIS	3,097	22,467	41,000	18,533	54.8%
	FIELD MISCELLANEOUS - DUMP FEES	-	1,169	1,000	(169)	0.0%
	FIELD MISCELLANEOUS - OTHER	-	56	1,000	944	5.6%
	SMALL TOOLS - FIELD	3,459	24,950	23,400	(1,550)	106.6%
	SUPPLIES - FIELD	2,572	18,546	19,000	454	97.6%
	MATERIALS	13,983	221,268	6,000	(215,268)	3687.8%
	MATERIALS (Allocation to CIP)	(36,749)	(274,196)	-	-	0.0%
	ROADBASE	1,253	28,654	20,000	(8,654)	143.3%
	MAINTENANCE AGREEMENTS - EQUIPMENT	-	4,540	6,700	2,160	67.8%
	MAINTENANCE AGREEMENTS - SOFTWARE	2,994	135,118	134,332	(787)	100.6%
	REPAIR - FLEET EQUIPMENT	8,876	43,693	40,000	(3,693)	109.2%
	REPAIR - TOOLS AND EQUIPMENT	1,200	14,483	12,000	(2,483)	120.7%
	GAS AND OIL	2,532	28,135	51,000	22,865	55.2%
	EQUIPMENT RENTAL - FIELD	114	3,862	3,000	(862)	128.7%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	1,059	9,109	14,366	5,257	63.4%
	EQUIPMENT (Allocation to CIP)	(20,810)	(274,196)	-	-	0.0%
	PERMIT FEE - AIR QUALITY / HAZ MAT	-	2,723	5,700	2,978	47.8%
	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	-	6,618	14,000	7,382	47.3%
	PERMIT FEE - ENCROACHMENT PERMITS	3,096	7,749	44,000	36,251	17.6%
		<b>713,631</b>	<b>2,335,723</b>	<b>3,096,103</b>	<b>211,988</b>	<b>75.4%</b>
<b>Professional &amp; Contract Services</b>						
	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING	540	815	20,000	19,185	4.1%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	1,760	70,591	50,000	(20,591)	141.2%
	PROFESSIONAL / CONTRACT SERVICES - WELLS	-	-	10,000	10,000	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	511	52,788	130,000	77,212	0.0%
	PROFESSIONAL / CONTRACT SERVICES - METER READING	7,150	85,905	108,960	23,055	78.8%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	2,586	24,108	27,600	3,492	87.3%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL	7,772	21,642	5,000	(16,642)	0.0%
	PROFESSIONAL / CONTRACT SERVICES - OTHER	1,560	102,096	133,460	31,364	76.5%
	CONTRACT SERVICES - CONCRETE	-	-	8,000	8,000	0.0%
	CONTRACT SERVICES - MISC FIELD / O&M	-	34,113	30,000	(4,113)	113.7%
	CONTRACT SERVICES - OFFICE REPAIRS / MAINT	-	1,982	2,000	18	99.1%
	CONTRACT SERVICES - PAVING	1,674	3,465	9,000	5,535	38.5%
		<b>23,553</b>	<b>397,507</b>	<b>534,020</b>	<b>136,513</b>	<b>74.4%</b>
<b>Administration &amp; General Services</b>						
	JANITORIAL	1,877	9,235	11,100	1,865	83.2%
	BANK FEES	9,194	66,077	71,000	4,923	93.1%
	OFFICE EXPENSE	387	10,979	15,000	4,021	73.2%
	SMALL OFFICE EQUIPMENT	1,810	4,172	2,000	(2,172)	208.6%
	DUES & SUBSCRIPTIONS	217	95,987	112,210	16,223	85.5%
	POSTAGE	10,748	106,234	103,000	(3,234)	103.1%
	PRINTING	931	1,846	7,700	5,854	24.0%
	TELEPHONE - WIRELESS	1,265	11,489	16,800	5,311	68.4%
	TELEPHONE - LOCAL / LONG DISTANCE	1,780	20,128	12,500	(7,628)	161.0%
	TELEPHONE - ANSWERING SERVICE	286	1,847	2,400	553	77.0%
	UTILITIES	1,166	15,246	19,700	4,454	77.4%

CITRUS HEIGHTS WATER DISTRICT  
2016 OPERATING EXPENDITURE VS BUDGET  
October 31, 2016

Account	Description	2016 MTD Expense	2016 YTD Expense	2016 Budget	Variance \$	Variance %
	LEGAL & AUDIT	1,250	54,017	78,900	24,883	68.5%
	CONTINUED EDUCATION	5,260	33,413	45,780	12,367	73.0%
	PUBLICATION NOTICES	-	536	1,500	964	35.7%
	OFFICE MISC - DISTRICT EVENTS	1,244	5,440	5,110	(330)	106.4%
	OFFICE MISC - MEETING ACCOMODATIONS	10	1,597	2,000	403	79.9%
	OFFICE MISC - OTHER	82	2,045	2,200	155	93.0%
	OFFICE MISC - MILESTONE EVENTS	3,746	4,672	5,100	428	91.6%
	BAD DEBT EXPENSE	695	5,136	5,000	(136)	102.7%
	COMPUTER SOFTWARE	250	650	3,700	3,050	17.6%
		<b>42,199</b>	<b>450,747</b>	<b>522,700</b>	<b>71,953</b>	<b>86.2%</b>
Administration Other						
	ELECTION EXPENSE	-	-	29,000	29,000	0.0%
	DIRECTORS MEETING COMPENSATION	-	10,440	20,300	9,860	51.4%
	RETIREE HEALTH CARE BENEFIT	3,201	30,560	43,547	12,987	70.2%
		<b>3,201</b>	<b>41,000</b>	<b>92,847</b>	<b>51,847</b>	<b>44.2%</b>
Salary & Benefits						
	SALARY - GENERAL MANAGER	7,501	230,558	292,854	62,296	78.7%
	SALARY - MANAGER (3 authorized positions)	6,114	201,970	375,083	173,113	53.8%
	SALARY - OFFICE (6 authorized positions)	19,670	188,394	454,100	265,706	41.5%
	SALARY - WATER DEMAND MANAGEMENT (2 authorized positions)	6,082	116,844	156,088	39,244	74.9%
	SALARY - FIELD / O&M (15 authorized positions)	43,723	837,258	1,118,893	281,635	74.8%
	STANDBY DUTY	690	13,710	17,940	4,230	76.4%
	SALARY - ENGINEERING	9,959	149,733	315,145	-	0.0%
	EMPLOYEE BENEFIT - VISION INSURANCE	712	9,515	5,100	(4,415)	186.6%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	2,887	42,423	43,200	777	98.2%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	29,386	308,062	375,272	67,210	82.1%
	EMPLOYEE BENEFIT - PERS RETIREMENT	26,458	417,244	422,554	5,310	98.7%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	5,707	114,303	153,444	39,141	74.5%
	EMPLOYEE BENEFIT - MEDICARE	1,437	28,435	35,886	7,451	79.2%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	123	6,629	7,875	1,246	84.2%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	2,521	24,208	26,000	1,792	93.1%
	EMPLOYEE SALARY & BENEFITS - (Allocation to CIP)	0	(515,183)	(339,867)	175,316	151.6%
		<b>162,968</b>	<b>2,174,103</b>	<b>3,459,568</b>	<b>1,120,054</b>	<b>62.8%</b>
Insurance						
	INSURANCE - LIABILITY & COMPREHENSIVE	296	121,805	75,300	(46,505)	161.8%
	INSURANCE - DISABILITY & LIFE	2,028	25,783	28,300	2,517	91.1%
	INSURANCE - WORKER'S COMPENSATION	-	40,560	54,319	13,759	74.7%
		<b>2,324</b>	<b>188,147</b>	<b>157,919</b>	<b>(30,229)</b>	<b>119.1%</b>
Reserves & Debt Services						
	RATE STABILIZATION RESERVE	-	-	100,000	100,000	0.0%
	DEPRECIATION RESERVE	-	-	1,001,744	1,001,744	0.0%
	CAPITAL IMPROVEMENT RESERVE	-	-	1,000,000	1,000,000	0.0%
	DEBT SERVICE - COP SERIES 2010	-	571,102	571,200	98	100.0%
	DEBT SERVICE - COP SERIES 2012	-	168,871	169,063	192	99.9%
		<b>-</b>	<b>739,972.39</b>	<b>2,842,007</b>	<b>2,102,035</b>	<b>26.0%</b>
		<b>\$ 957,869</b>	<b>\$ 6,507,275</b>	<b>\$ 11,014,664</b>	<b>\$ 3,793,585</b>	<b>59.08%</b>

Citrus Heights Water District  
 Capital Projects Summary  
 Fiscal Period End as of October 2016

Project No.	Description	Budget				Remaining Commitments	Amounts Paid			Remaining Projections
		Total Project Budget	Adopted Budget 2016	Expenditures to 12/2015	Total Remaining Commitments	Current Upaid Committed	Month to Date	Year to Date	Project to date	2017
2015-31	Baird Way 12" Water Main Replacement Project	504,283		5,698	498,586		130	18,341	24,038	476,781
2015-32	Graham Circle 6" and Circuit Drive 8" Water Main Replacement Project			-	-	-	-	-	-	-
2015-33	Highland Avenue 8" Main Replacement and Rosa Vista Avenue 8" Main Installation Project	396,672	24,619	-	396,672	-	-	-	-	372,053
2015-34	Michigan Drive 8" / 6" Water Main Replacement Project			-	-	-	-	-	-	-
2015-35	Sunrise Blvd Streetscape Phase III			162,183	(162,183)	-	20,450	24,840	187,022	-
2015-36	Sylvan Road Street Improvements			4,161	(4,161)	-	-	89	4,250	-
2016-31	Wind Way 8-Inch and Longwood Way 6-Inch Water Main Replacements	324,446		-	324,446	-	-	-	-	-
2016-34	Auburn Blvd - Rusch Park to Placer County Line	158,252	8,968	-	158,252	-	-	-	-	323,446
<b>Distribution Mains - Replacement</b>		<b>1,383,653</b>	<b>33,587</b>	<b>172,041</b>	<b>728,914</b>	<b>-</b>	<b>20,580</b>	<b>43,269</b>	<b>215,310</b>	<b>1,172,280</b>
2016-14	Fire Hydrants - Replacements / Upgrades / Infill / New	147,092	147,092	-	147,092	-	378	80,093	80,093	-
<b>Fire Hydrants - Replacements/Upgrades/New</b>		<b>147,092</b>	<b>147,092</b>	<b>-</b>	<b>147,092</b>	<b>-</b>	<b>378</b>	<b>80,093</b>	<b>80,093</b>	<b>-</b>
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	109,500	-	109,500	-	11,627	33,813	33,813	-
2016-03	Annual Fleet and Field Operations Equipment Improvements/Replacements	32,200	32,200	-	32,200	-	-	53,105	53,105	75,000
2015-04	Annual Technology Hardware and Software Improvements/Replacements	750,000	300,000	3,356	746,644	-	-	27,233	30,590	450,000
2016-04	Annual Technology Hardware and Software Improvements/Replacements	38,934	38,934	-	38,934	-	-	51,817	51,817	-
2016-10	Water Main Pipeline Replacements	28,465	28,465	-	28,465	-	-	14,613	14,613	-
2016-11	Water Valve Replacements	91,281	91,281	-	91,281	-	11,501	99,584	99,584	-
2016-12	Water Service Replacements	757,685	757,685	-	757,685	-	119,937	556,830	556,830	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	27,111	27,111	-	27,111	-	-	-	-	-
2015-39	Cal Am Inter Connection			4,064	(4,064)	-	-	3,007	7,071	-
2016-22	Well Site Acquisition	250,000		-	250,000	-	1,800	1,800	1,800	-
2016-40	Other City Partnership Opportunities	99,057	99,057	-	99,057	-	-	-	-	149,284
2016-41	Other Miscellaneous Infrastructure Projects	99,057	99,057	-	99,057	-	-	-	-	-
<b>Miscellaneous Projects</b>		<b>2,283,290</b>	<b>1,583,290</b>	<b>7,420</b>	<b>2,275,870</b>	<b>-</b>	<b>144,864</b>	<b>841,801</b>	<b>849,221</b>	<b>674,284</b>
2012-13	Administration Building Expansion / Renovation Project			1,205,171	-	-	-	4,785	1,209,957	-
2016-25	Other Miscellaneous Infrastructure Projects - Admin Building Extension	100,000	100,000	-	-	-	-	79,887	79,887	-
<b>Miscellaneous Projects - Facilities</b>		<b>-</b>	<b>-</b>	<b>1,205,171</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>84,672</b>	<b>1,289,844</b>	<b>-</b>
2013-30	San Juan High School 24" North Property Line Transmission Main Installation	483,671	225,591	312,473	171,198	-	-	90,953	403,426	-
2014-36	San Juan Park 12" Water Main Installation - 5555 Mariposa Avenue to UC Davis Medical Center	348,800	198,842	177,630	171,170	-	-	67,773	245,402	-
2015-30	Poplar Avenue 14" Transmission Main Installation	112,335	99,655	4,756	107,579	-	332	14,710	19,466	-
<b>Transmission Mains - New</b>		<b>944,806</b>	<b>524,088</b>	<b>494,858</b>	<b>449,948</b>	<b>-</b>	<b>332</b>	<b>173,436</b>	<b>668,294</b>	<b>-</b>
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue			414,356	-	-	-	15,769	430,125	-
2016-30	Mariposa Avenue 12-inch Mains	533,706	533,706	10,214	523,493	-	1,198	613,678	623,891	-
2016-33	Limerick Way 8-Inch Main Replacements	239,415	239,415	-	-	-	-	238,853	238,853	-
<b>Transmission Mains - New and Distribution Mains - Replacement</b>		<b>773,121</b>	<b>773,121</b>	<b>424,570</b>	<b>523,493</b>	<b>-</b>	<b>1,198</b>	<b>868,299</b>	<b>1,292,869</b>	<b>-</b>
2016-13	Water Meter Replacements	53,158	53,158	-	53,158	-	5,632	54,693	54,693	-
<b>Water Meters</b>		<b>53,158</b>	<b>53,158</b>	<b>-</b>	<b>53,158</b>	<b>-</b>	<b>5,632</b>	<b>54,693</b>	<b>54,693</b>	<b>-</b>
2011-01	Fair Way 12" x 8" Interconnection w/ RV	28,105	28,105	-	28,105	-	-	-	-	-
2012-09	Blossom Hill Drive 6" x 10" Interconnection w/ RV	25,480	25,480	-	25,480	-	-	-	-	-
2012-10	Crestmont Avenue 6" Interconnection w/ RV	19,980	19,980	-	19,980	-	-	-	-	-
2013-21	Skycrest Skycrest Construction	2,081,569	-	2,145,695	-	-	1,663	248,327	2,394,022	-
2016-20	Groundwater Well Improvements	48,900	48,900	-	48,900	-	-	206	206	-
2015-37	C-Bar-C Pressure Control Station	200,000	200,000	-	200,000	-	-	-	-	-
<b>Water Meters - Emergency Intertie Water Meters</b>		<b>2,404,034</b>	<b>322,465</b>	<b>2,145,695</b>	<b>322,465</b>	<b>-</b>	<b>1,663</b>	<b>248,533</b>	<b>2,394,228</b>	<b>-</b>
<b>Grand Total</b>		<b>7,989,154</b>	<b>3,436,801</b>	<b>4,449,756</b>	<b>4,500,939</b>	<b>-</b>	<b>174,647</b>	<b>2,394,797</b>	<b>6,844,553</b>	<b>1,846,564</b>

## OCTOBER 2016 WARRANTS

62297	ACWA/JPIA	Workers Comp Insurance	\$79,815.63
62298	Civil Engineering Construction, Inc.	Contract Services-Miscellaneous	\$98,116.00
62299	GM Construction & Developers	Contract Services-Miscellaneous	\$11,943.50
62300	Ferguson Enterprises Inc #1423	Material	\$19,906.56
62301	SMUD	Utilities	\$14,625.38
62302	Void	Void	\$0.00
62303	ACWA/JPIA	Workers Comp Insurance	\$11,698.00
62304	Chris/Lisa M Matis	Customer Refund	\$27.34
62305	Civil Engineering Construction INC	Customer Refund	\$1,769.00
62306	Aldea Homes Inc	Customer Refund	\$145.99
62307	Void	Void	\$0.00
62308	AFLAC	Employee Paid Insurance	\$362.66
62309	Airgas USA, LLC	Supplies-Field	\$371.11
62310	Automate Mailing	Contract Services-Bill Print/Mail	\$4,364.48
62311	CA-NV AWWA	Dues & Subscriptions	\$50.00
62312	Caltronics Business System	Small Office Equipment	\$85.32
62313	Robin Cope	Health Insurance	\$402.00
62314	Corix Water Products, Inc	Material	\$577.81
62315	Cybex	Equip Rental-Office	\$139.45
62316	David Gordon	Continued Education	\$60.00
62317	Integrity Administrators Inc	Health Insurance	\$288.75
62318	Bruins Legal Document Preparation	Office Miscellaneous	\$90.00
62319	KASL Consulting Engineers	Contract Services-Engineering	\$1,072.00
62320	Moonlight BPO	Contract Services-Bill Print/Mail	\$5,171.81
62321	Ryon Ridner	Continued Education	\$283.00
62322	Roseville Auto Upholstery	Repair-Trucks	\$387.60
62323	Sacramento Local Agency Formation Commission	Dues & Subscriptions	\$1,913.00
62324	Sonitrol	Equip Rental-Office	\$162.27
62325	State Water Resources Control Board	Dues & Subscriptions	\$105.00
62326	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,450.40
62327	Zane Dezign	Contract Services-Conservation	\$334.80
62328	City of Citrus Heights	Permit Fees	\$3,552.00
62329	John D Bartlett Trust/Diane Stanbury	Customer Refund	\$8.02
62330	Vernette L Faver	Customer Refund	\$138.25
62331	Joshua Tree Homes, LLC	Customer Refund	\$315.13
62332	A&A Stepping Stone Manufacturing	Supplies-Field	\$33.75
62333	ABA DABA Rentals & Sales	Supplies-Field	\$138.66
62334	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
62335	Avalon Custodial Care	Janitorial	\$695.00
62336	Axcient Inc	Maintenance Agreement-Software	\$444.30
62337	California Landscape Associates Inc	Janitorial	\$1,087.00
62338	Robert A Churchill	Continued Education	\$1,364.17
62339	Corelogic Information Solutions Inc	Dues & Subscriptions	\$216.58
62340	Corix Water Products, Inc	Material	\$1,344.60
62341	Corporate Design Group Inc	Contract Services-Other	\$6,623.20
62342	2014-1 IH Borrower	Customer Refund	\$97.69
62343	Sacramento County	Utilities	\$17.88
62344	Dawson Oil Company	Gas & Oil	\$1,073.98
62345	Employee Relations Inc	Contract Services-Other	\$47.60
62346	Gaynor Telesystems Incorporated	Fixed Assets	\$308.00
62347	Global Machinery West	Fixed Assets	\$1,533.63
62348	Ferguson Enterprises Inc #1423	Material	\$4,289.04
62349	J4 Systems	Contract Services-Other	\$3,047.50
62350	KBA DOCUSYS	Equipment Rental- Office	\$413.94
62351	KBA Docusys Inc	Equipment Rental- Office	\$343.43



62352	Northern California Backflow Prevention	Dues & Subscriptions	\$30.00
62353	Pace Supply Corp	Material	\$1,257.18
62354	Patrick Kuske Productions	Contract Services-Miscellaneous	\$400.00
62355	Republic Services #922	Utilities	\$200.93
62356	John Spinella	Small Tools	\$60.00
62357	SureWest Directories	Telephone-Local/Long Distance	\$49.00
62358	Trench Plate Rental Co	Equipment Rental-Field	\$77.45
62359	Twin Home Services	Janitorial	\$95.00
62360	Wells Fargo Bank	Bank Fee	\$2,500.00
62361	Bob & Anna M Croom Revocable Trust	Customer Refund	\$9.73
62362	Steve/Mary Jane Leslie	Customer Refund	\$129.42
62363	Andre R/Kim Richner	Customer Refund	\$182.55
62364	Peter Lowell Prince Trust	Customer Refund	\$95.18
62365	Michael/Tammy Eudy	Customer Refund	\$1,088.31
62366	Estate of Barbara J Stephenson	Customer Refund	\$231.52
62367	Beatrice K Leppek	Customer Refund	\$13.13
62368	Erik/Christine Gray-Greene	Customer Refund	\$98.68
62369	Todd Collins	Customer Refund	\$47.47
62370	Ascent Builders	Customer Refund	\$1,360.71
62371	DesCor Builders	Customer Refund	\$1,639.71
62372	Ibrahim Fattouh	Customer Refund	\$19.20
62373	Alexander's Contract Services	Contract Services-Meter Reading	\$1,773.70
62374	AnswerNet	Telephone-Answering Service	\$285.87
62375	Bryce Consulting, Inc	Legal & Audit	\$480.00
62376	BSK Associates	Water Analysis	\$94.00
62377	Burketts	Office Expense	\$1,875.59
62378	Consolidated	Telephone-Local/Long Distance	\$1,730.81
62379	Ferguson Enterprises Inc #1423	Material	\$6,352.56
62380	Moonlight BPO	Contract Services-Bill Print/Mail	\$1,825.78
62381	Quenby Rubin-Sprague	Contract Services-Financial	\$7,105.00
62382	San Juan Unified School District Planning Dept	Fixed Assets	\$331.50
62383	Voyager Fleet Systems Inc	Gas & Oil	\$1,457.54
62384	Wallace Kuhl & Associates Inc	Contract Services-Miscellaneous	\$205.00
62385	Void	Void	\$0.00
62386	S.I.C.H.	Office Miscellaneous	\$48.00
62387	Gary/Sue Chatterley	Customer Refund	\$26.49
62388	Leo J. Bell Trust	Customer Refund	\$154.60
62389	Ray E Bravo	Customer Refund	\$277.42
62390	Jose M/Maria E Sanchez	Customer Refund	\$105.73
62391	Curtis W Stafford	Customer Refund	\$109.66
62392	Simon D/Mathilda Rivera	Customer Refund	\$171.45
62393	Donald R/Audra G Wake	Customer Refund	\$20.92
62394	James W Morgan	Customer Refund	\$150.27
62395	Sean/ Stacey Pratt	Customer Refund	\$79.65
62396	Ralph H Johonnot	Customer Refund	\$132.26
62397	Kelly B/Mary D Stilligan	Customer Refund	\$99.79
62398	Aida/Gerardo Zavala	Customer Refund	\$259.78
62399	D & R Properties INC	Customer Refund	\$10.96
62400	Ukos Investments LLC	Customer Refund	\$101.13
62401	ABA DABA Rentals & Sales	Supplies-Field	\$117.62
62402	Airgas USA, LLC	Supplies-Field	\$873.04
62403	Alexander's Contract Services	Contract Services-Meter Reading	\$2,739.01
62404	Bart/Riebbs Auto Parts	Repair-Trucks	\$57.93
62405	Ronald J Brooks	Toilet Rebate Program	\$75.00
62406	BSK Associates	Water Analysis	\$1,875.00
62407	Vincent P or Barbara I Candido	Toilet Rebate Program	\$75.00
62408	CirclePoint	Contract Services-Conservation	\$6,264.50

62409	City of Citrus Heights	Permit Fees	\$3,096.00
62410	Corix Water Products, Inc	Material	\$293.76
62411	Sacramento County Utilities	Utilities	\$183.41
62412	Billy D or Donna R Denny	Toilet Rebate Program	\$75.00
62413	Ditch Witch	Fixed Assets	\$733.75
62414	Future Ford	Repair-Trucks	\$1,591.86
62415	Ferguson Enterprises Inc #1423	Material	\$1,789.56
62416	Michael Higgins	Toilet Rebate Program	\$225.00
62417	ICMA Membership Renewals	Dues & Subscriptions	\$1,271.62
62418	Integrity Administrators Inc	Health Insurance	\$311.85
62419	Kaiser Foundation Health Plan, Inc	Health Insurance	\$16,376.48
62420	Liebert Cassidy Whitmore	Legal & Audit	\$1,250.00
62421	Moonlight BPO	Contract Services-Bill Print/Mail	\$3,054.88
62422	Christopher Nichols	Continued Education	\$135.00
62423	Becky J Nugen	Toilet Rebate Program	\$75.00
62424	Kent B or Linda M Nuss	Toilet Rebate Program	\$75.00
62425	One Print Source & Graphics	Printing	\$930.96
62426	Pacific Mechanical Services Inc	Contract Services-Office Replacement/Λ	\$1,169.41
62427	Les Schwab Tires	Repair-Trucks	\$1,234.88
62428	Sophos Solutions	Contract Services-Other	\$1,520.00
62429	Texas Roadhouse	Liabilty & Comp Insurance	\$295.50
62430	Gabor or Tecla E Varga	Toilet Rebate Program	\$75.00
62431	Erick or Melissa Wells	Toilet Rebate Program	\$75.00
<b>TOTAL</b>			<u>\$366,733.20</u>

ACH	GASB 10/11/16	PERS	\$1,950.00
ACH	NOVEMBER 2016	Health Insurance	\$12,865.45
ACH	OCT 2016 GASB	PERS	\$26,741.84
ACH	OCT 2016 POSTAGE	Equipment Rental- Office	\$1,000.00
ACH	SEPT 2016 PH	Bank Fee	\$208.67
ACH	SEPT 2016 S FEE	Bank Fee	\$366.20
ACH	SEPT 2016 WB	Bank Fee	\$5,415.26
ACH	SEPTMEBER 2016	Water Conservation-Other	\$2,285.25
ACH	VALIC 10/6/16PDA	Deferred Compensation	\$3,350.00
ACH	VALIC10/20/16PDA	Deferred Compensation	\$3,550.00
ACH	VOYA 10/6/16PDAY	Deferred Compensation	\$25.00
ACH	VOYA10/2016 PDAY	Deferred Compensation	\$25.00
ACH	00007777327 VANCO	Contract Services-Other	\$110.64
ACH	PERS102016PDAY	PERS	\$15,833.27
ACH	PERS10616PDAY	PERS	\$15,698.46
ACH	SEPT 2016 FD	Bank Fee	\$451.61
<b>TOTAL</b>			<u>\$89,876.65</u>

<b>GRAND TOTAL</b>			<u><u>\$456,609.85</u></u>
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**November Checks Approved at November Board Meeting**

62432	ESRI	Maintenance Agreement-Equipment	\$12,416.00
62433	Martin Bros Construction Inc	Road Base	\$61,499.70
62434	San Juan Water District	Purchased Water	\$712,587.53
62435	SMUD	Utilities	\$15,130.41
62436	US Bank I.M.P.A.C. Government Services	See November Agenda Item CC-9	\$12,282.15
<b>TOTAL</b>			<u>\$813,915.79</u>

**US BANK - CAL-Card Distributions**  
 October 2016  
*i/users/ap/CalCard/(current year) -Distribution for monthly payment.xls*

<b>TOTAL</b>
<b>BILL</b>

		<b>11180-00</b>	<b>54210</b>	<b>54211</b>	<b>1-54220</b>	<b>54241-01</b>	<b>54241-02</b>	<b>56200</b>	<b>56230</b>	<b>56830</b>	<b>56840-08</b>	<b>56890-01</b>	<b>56890-02</b>	<b>56890-03</b>	<b>56890-04</b>	<b>56950</b>	
		Fixed Asset/Office Equip	Tools	Supplies	CIP/Material	Repair Truck	Repair - Equip/Hardware	Office Exp	Postage	C.E.	C/S Finanical	Office Misc, District Event	Mtg Accom	Office Misc, Other	Office Misc. Milestone Events	Software	
Churchill	\$	60.35						60.35									
Cutler	\$	264.06		97.89								166.17					
Dains	\$	-															
Dietrich	\$	-															
Evans	\$	7,161.59	998.91	1,604.55	13.22	3,636.75	30.99					877.17					
Gordon	\$	77.23				29.45		37.79						9.99			
Hensley	\$	57.60				57.60											
Riehle	\$	-															
Sheehan	\$	-															
Shockley	\$	3,964.01							174.15	3,328.80	267.16				193.90		
Smoot	\$	173.33								40.00		123.04	10.29				
Straus	\$	523.98						52.25		166.92		29.96		24.85		250.00	
	\$	12,282.15	-	998.91	1,702.44	13.22	3,723.80	30.99	150.39	174.15	3,535.72	267.16	1,196.34	10.29	34.84	193.90	250.00

2016

**V#:** \_\_\_\_\_  
**Date:** 10/31/16

November 8, 2016 - AGENDA ITEM: CC-9

Citrus Heights Water District  
 2016 Director Training Courses/Seminars/Conferences  
 as of 11/3/2016

I:/users/Continued Ed/Continued Ed-2009.xls

Date	Days	Topic	Sponser	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/ phone
02/04/16	1	Water Workshop 101	AWWA CA/NV	West Sacramento	Ray Riehle	225.00	225.00					
05/02/16	2	ACWA Spring Conference	ACWA	Monterey	Al Dains	1,650.87	695.00	675.41		246.10	34.36	
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
					Grand Total	1,875.87						

**Citrus Heights Water District**  
 2016 Officer Training Courses/Seminars/Conferences  
 as of 11/3/2016

I:/users/Continued Ed/Continued Ed-2009.xls

Date	Days	Topic	Sponser	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/ phone
03/21/16	3	Spring Conference	AWWA CA/NV	Sacramento	Hilary Straus	445.00	445.00					
03/21/16	3	Spring Conference	AWWA CA/NV	Sacramento	Robert Churchill	445.00	445.00					
03/21/16	3	Spring Conference	AWWA CA/NV	Sacramento	David Gordon	445.00	445.00					
05/01/16	2	Spring Conference	ACWA	Monterey	Robert Churchill	1,702.92	695.00	896.92			111.00	
05/01/16	2	Spring Conference	ACWA	Monterey	Hilary Straus	1,691.92	695.00	896.92			93.00	7.00
05/11/16	3	General Manager Leadership Summit	CSDA	North Lake Tahoe	Hilary Straus	1,304.09	725.00	579.09				
11/28/16	4	ACWA Fall Conference	ACWA	Anaheim	Hilary Straus	1,636.59	695.00	666.63	274.96			
						0.00						
						0.00						
						0.00						
						0.00						
					<b>Grand Total</b>	<b>7,670.52</b>						

NOVEMBER 8, 2016 - AGENDA ITEM: CC-10

**Citrus Heights Water District**  
 2016 Employee Training Courses/Seminars/Conferences  
 as of 11/3/2016

I:/users/Continued Ed/Continued Ed-2009.xls

Date	Days	Topic	Sponser	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/ phone
03/21/16	3	Spring Conference	AWWA CA/NV	Sacramento	Tim Cutler	445.00	445.00					
03/28/16	4	Esri User Conference	Esri	San Diego	Borey Swing	1,565.62		955.70	343.98	24.50	169.44	72.00
05/11/16	5	GFOA Conference	GFOA	Toronto Canada	Susan Sohal	1,550.95	320.00		614.01	284.32	125.57	207.05
05/12/16	1	CUWCC Peer to Peer 2016	CUWCC	San Francisco	Rex Meurer	445.45	125.00	320.45				
05/26/16	5	Water Smart Innovations Conference	Water Smart Inn	Las Vegas	Rex Meurer	609.96	370.00		239.96			
06/22/16	4	Board Secretary/Clerk Conference	CSDA	Seaside	Lisa Smoot	1,172.44	675.00	497.44				
06/22/16	4	Board Secretary/Clerk Conference	CSDA	Seaside	Beth Shockley	1,172.44	675.00	497.44				
06/28/16	3	CalPers Education Forum	PERS	Riverside	Susan Sohal	1,166.72	350.00	611.76	204.96			
06/28/16	1	HR Boot Camp for Special Districts	CSDA	El Dorado Hills	Lisa Smoot	225.00	225.00					
06/29/16	2	HR Boot Camp for Special Districts	CSDA	El Dorado Hills	Beth Shockley	225.00	225.00					
07/06/16	1	Financial Management for Special Districts	CSDA	El Dorado Hills	Susan Sohal	225.00	225.00					
08/24/16	4	Parma Conference	Parma	Anaheim	Beth Shockley	1,048.92	320.00	567.00	161.92			
08/24/16	4	Parma Conference	Parma	Anaheim	Lisa Smoot	1,048.92	320.00	567.00	161.92			
11/28/16	4	ACWA Fall Conference	ACWA	Anaheim	Susan Sohal	1,906.30	695.00	888.84	322.46			
11/28/16	3	ACWA Fall Conference	ACWA	Anaheim	David Gordon	1,636.59	695.00	666.63	274.96			
<b>Grand Total</b>						<b>14,444.31</b>	<b>5665.00</b>	<b>5572.26</b>	<b>2324.17</b>	<b>308.82</b>	<b>295.01</b>	<b>279.05</b>

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : POLICY AMENDMENTS  
 STATUS : Action Item  
 REPORT DATE : October 31, 2016  
 PREPARED BY : Alberto Preciado, Senior Accountant

### **OBJECTIVE:**

Consider amendments to Fiscal Management Policy 6700 - Fixed Assets Accounting Control (Attachment 1).

### **BACKGROUND AND ANALYSIS:**

During the audit of the Citrus Heights Water District's (the District) December 31, 2015 financial statements, the District's auditor, Maze & Associates (the Auditors) noted that certain fleet equipment had been depreciated using useful lives of 10 years, rather than the five years outlined in Policy 6700 - Fixed Assets Accounting Control. As a result, the Auditors issued a recommendation regarding the District's Fixed Asset Policy in its Memorandum on Internal Control, dated May 2, 2016 in its "Schedule of Other Matters." The recommendation is as follows:

*"We recommend the District update its Fixed Asset Policy to reflect its current depreciation practice for fleet equipment; or follow a five year depreciation schedule for all assets in the Fleet Equipment category as the Fixed Asset Policy states."*

The District has not needed to replace fleet equipment every five years, and has found that ten years is a more appropriate life for a fleet asset, after which a replacement becomes necessary. In the interest of allowing the District's staff more flexibility in determining a useful life for a fixed asset, we propose to remove the table of useful lives from the policy and replace it with a more general, principles-based paragraph.

An additional revision is necessary to comply with Statement No. 72 of the Governmental Accounting Standards Board (GASB 72). Previously, the District recorded donated fixed assets at fair value. GASB 72, which is effective for periods starting after June 15, 2015 (for the District, this period began January 1, 2016) requires donated assets to be recorded at acquisition value, which is the cost that the District would incur to build or purchase the asset in an arms-length transaction.

Finally, a revision is necessary to adopt best practices previously released by the Governmental Finance Officers Association (GFOA). According to these best practices, a government should use a capitalization threshold no lower than \$5,000. We are proposing revisions to raise the capitalization threshold for tangible personal property to \$5,000, and the thresholds for infrastructure and construction projects, building, land, or improvements to \$15,000 to maintain the ratio of those thresholds at three times that of the tangible personal property.

### **RECOMMENDATION:**

Amend Fiscal Management Policy 6700 - Fixed Assets Accounting Control revising the method of determining useful life, the method of valuing donated assets, and raising capitalization thresholds.

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : FISCAL MANAGEMENT  
POLICY TITLE : FIXED ASSETS ACCOUNTING CONTROL  
POLICY NUMBER : 6700  
DATE ADOPTED : NOVEMBER 8, 2016  
DATE AMENDED : (1) NOVEMBER 5, 2002

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6700.00 FIXED ASSETS ACCOUNTING CONTROL

The purpose of this policy is to provide control and accountability over fixed assets of the District, and to gather and maintain information needed for the preparation of financial statements.

6700.01 DEFINITION OF FIXED ASSETS

A fixed asset, also referred to as a capital asset, is defined under this Policy as:

- A. Tangible personal property that is owned, leased, controlled or possessed by the District with a dollar value of at least ~~\$1,000.00~~ \$5,000.00 per item and a useful life of more than one year, and not consumed in the normal course of business.
- B. Any addition to the District's infrastructure for conveyance, treatment, pumping or production of water with a dollar value greater than ~~\$3,000.00~~ \$15,000.00 and a useful life of more than one year.
- C. Any construction project, building, land, or improvement upon land with a dollar value greater than ~~\$3,000.00~~ \$15,000.00 and a useful life of more than one year.

6700.10 VALUATION OF FIXED ASSETS

Fixed assets shall be valued at cost including all ancillary charges necessary to place the asset in its intended location and condition for use. The value of fixed assets shall be determined as described in the sections that follow.

6700.11 PURCHASED FIXED ASSETS

The value of purchased fixed assets shall be determined using the historical cost of the assets, including all sales taxes or other taxes, and all appropriate ancillary costs, less any trade discounts or rebates. If the historical cost of the asset is not available, or cannot be reasonably determined, an estimated cost may be determined using the best available information.

The capitalized value of land that is purchased by the District shall include the purchase price, plus any costs such as legal fees and any costs incurred to put the land in condition for its intended use.



The capitalized value of buildings purchased by the District shall include both acquisition and capital improvement costs. Capital improvements include structures (e.g., office buildings, shop buildings, and other facilities) and all other property permanently attached to, or an integral part of, the structure (e.g., heating and air-conditioning equipment).

Furniture, fixtures, computer software, or other equipment that is not an integral part of a building are not considered capital improvements and should be classified as equipment. The cost for this type of asset shall reflect its actual or estimated cost.

#### 6700.12      CONSTRUCTED FIXED ASSETS

The value of constructed fixed assets shall be determined using all direct costs associated with the construction, along with any design or project management costs. Actual project management costs may be used when they can be reasonably determined and directly associated with the construction.

#### 6700.13      ANCILLARY COSTS

Ancillary costs should, when possible and practical, be included in the cost of a fixed asset. Minor ancillary costs that may not be measurable at the time a capital asset is recorded in the inventory system are not required to be capitalized, but may be capitalized if the information becomes readily available. Ancillary costs include items such as:

For land:

- Legal and title fees;
- Professional fees of engineers, attorneys, appraisers, financial advisors, etc.;
- Surveying fees;
- Appraisal and negotiation fees;
- Payment for damages;
- Site preparation costs; and
- Costs related to demolition of existing structures.

For infrastructure:

- Professional fees of engineers, attorneys, appraisers, financial advisors, etc.;
- Surveying fees;
- Appraisal and negotiation fees;
- Site preparation costs; and
- Costs related to demolition of existing structures.

For buildings and improvements other than buildings:

- Professional fees of architects, engineers, attorneys, appraisers, financial advisors, etc.;
- Costs of fixtures permanently attached to a building or structure;
- Insurance premiums and related costs incurred during construction;
- Any other costs necessary to place a building or structure into its intended location and condition for use.

For furnishings, equipment, software, and other fixed assets:

- Transportation charges;

- Sales tax;
- Installation costs;
- Extended maintenance or warranty contracts purchased at the time the fixed asset is purchased;
- Any other normal or necessary costs required to place the asset in its intended location and condition for use.

6700.14 DONATED FIXED ASSETS

The value of donated assets shall be determined using fair market value at the time of acquisition plus all appropriate ancillary costs. If the fair market value of the asset is not available or cannot be reasonably determined, an estimated cost may be determined using the best available information: the acquisition cost, which is the price that would be paid to acquire an asset with equivalent service potential in an orderly market transaction at the acquisition date.

6700.20 USEFUL LIFE AND DEPRECIATION OF FIXED ASSETS

Fixed assets shall be depreciated in accordance with the following schedule:

<b>Category</b>	<b>Depreciation Per Year Calculation</b>
Fleet Equipment (trucks, backhoes, other mobile motorized equipment)	5 Years — Cost x 20.000%
Office Furniture and Fixtures	7 Years — Cost x 14.286%
Water System Infrastructure (pipelines and related structures, wells, treatment facilities and equipment)	40 Years — Cost x 2.500%
Computer Equipment and Software	5 Years — Cost x 20.000%
Buildings / Yard	40 Years — Cost x 2.500%
Land	No Depreciation
Machinery and Equipment (generators, compressors, jackhammers, other non mobile tools and equipment)	5 Years — Cost x 20.000%
Office and Telephone Equipment	7 Years — Cost x 14.286%
Donated Water System Infrastructure Assets	40 Years — Cost x 2.500%

At the time that a fixed asset is disposed, any remaining book value will be recorded as loss on disposal such that the asset's book value is zero.

The useful life of a fixed asset shall be determined using (a) general guidelines obtained from professional or industry organizations, (b) information for comparable assets of other governments, or (c) internal information.

6700.21 DEPRECIATION METHOD AND CONVENTION

Depreciable assets will be depreciated using the straight-line method of depreciation and the full-month convention.

6700.30 PHYSICAL INVENTORY OF FIXED ASSETS

A physical inventory of the following categories of fixed assets shall be performed annually:

- Fleet Equipment
- Office Furniture and Fixtures
- Computer Equipment and Software
- Machinery and Equipment
- Office and Telephone Equipment

The results of the physical inventory shall be reconciled with the District's asset inventory system, and any discrepancies shall be reported to the General Manager and the District Treasurer.

6700.40 DISPOSAL OF FIXED ASSETS

Fixed assets that have become surplus to the needs of the District shall be disposed in accordance with Policy No. 5750, Disposal of Surplus Property. At the time that a fixed asset is disposed, any remaining book value will be recorded as loss on disposal such that the asset's book value is zero.

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

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SUBJECT : CITRUS HEIGHTS MEMORY CARE EASEMENT ACCEPTANCE  
STATUS : Action Item – Consent Calendar  
REPORT DATE : October 27, 2016  
PREPARED BY : Paul A. Dietrich, Project Manager

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**OBJECTIVE:**

Consider adoption of Resolution 28-2016 accepting an easement from Citrus Heights Memory Care, LLC.

**BACKGROUND AND ANALYSIS:**

Site improvements to the new Citrus Heights Memory Care at 6825 Sunrise Boulevard required the installation of new water distribution mains, water services and fire protection facilities to provide water service to the site. An easement for the water facilities was granted by Citrus Heights Memory Care, LLC at no cost to the District.

See attached Grant of Easement including Exhibit “A”, Legal Description and Exhibit “B”, Plat Map.

**RECOMMENDATION:**

Adopt Resolution 28-2016 accepting an easement from Citrus Heights Memory Care, LLC.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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RECORDED AT THE REQUEST OF  
AND RETURN TO:

CITRUS HEIGHTS WATER DISTRICT  
P.O. BOX 286  
CITRUS HEIGHTS, CA 95611-0286

EXEMPT FROM TRANSFER TAX  
(Revenue and Taxation Code Section 11922)

NO FEE FOR RECORDING  
(Government Code Section 6103)

Space above for Recorder's use only

COUNTY APN: 211-0192-106-0000  
LOCATION: 6825 Sunrise Boulevard, Citrus Heights, Ca

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GRANT OF EASEMENT  
TO  
CITRUS HEIGHTS WATER DISTRICT

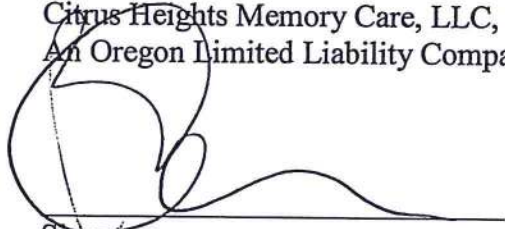
Citrus Heights Memory Care, LLC, an Oregon Limited Liability Company, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code (the "District"), a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California particularly described in Exhibit A and depicted in Exhibit B attached hereto and made a part hereof.

Use of this easement by the Grantor or by the Grantor's assignees or successors in interest, which is not compatible or interferes with the District's construction, reconstruction, operation, maintenance or repair of the water pipelines and appurtenances, shall not be allowed. The District acknowledges and agrees that Grantor and Grantor's assignees or successors in interest shall, at all times, be allowed to utilize the easement as a roadway, parking area or outdoor open space, including any hardscaped or landscaped area, and shall be permitted to maintain these improvements in a manner compatible with such uses on the easement. Any other proposed use by the Grantor or by the Grantor's assignees or successors in interest shall be requested in writing and subject to written approval by the District prior to the proposed construction or use of the easement by the Grantor. The Grantor at the Grantor's sole expense shall remove in a timely manner any use not specified and acknowledged above or approved in writing by the District. Should the District find it necessary to remove any part or all of the acknowledged or approved improvements of Grantor or Grantor's assignees or successors in interest for the purpose of constructing or maintaining its water pipelines and appurtenances at any time, pursuant to the District's rights granted herein, the District shall be liable for all costs of removal of any such roadways, parking

areas or other improvements and shall be responsible for the repair and restoration of such areas to the condition such areas were in prior to District's removal of any such improvements.

In witness thereof, Grantors have hereunto subscribed their names this 25<sup>th</sup> day of Oct., 2014.

Owner  
Citrus Heights Memory Care, LLC,  
An Oregon Limited Liability Company



Signature

Brian Glover  
Manager

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA §  
COUNTY OF Oregon §  
Washington §

On October 25, 2016 before me, Brittany Swigert, Notary Public, personally appeared Brian Glover, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Brittany Swigert (Seal)  
*Signature of Notary Public*



**EXHIBIT "A"**

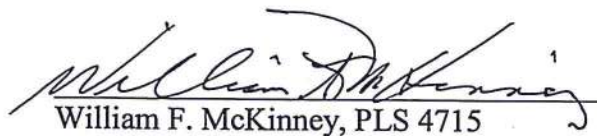
DESCRIPTION OF  
WATER EASEMENT  
APN: 211-0192-106-0000  
6825 Sunrise Boulevard  
Citrus Heights, California

The land described herein is situated in the State of California, County of Sacramento, City of Citrus Heights, and is described as follows:

A portion of Lot 5, as said Lot is shown on the plat of "Alice Adams Tract", according to the official plat thereof, filed for record in the Office of the Recorder of Sacramento County, California, in Book 35 of Maps, Map No. 32, and being further described as follows:

Beginning at a point located on the west line of that certain Public Utilities and Pedestrian Easement filed for record in the Office of the said Recorder in Book 20151014 of Official Records, at Page 0821, from which the northeast corner of said Lot 5 bears the following two (2) courses: (1) North 00° 46' 29" East 118.97 feet and (2) North 89° 49' 25" East 12.50 feet; thence from said Point of Beginning along the west line of said Public Utilities and Pedestrian Easement South 00° 46' 29" West 16.00 feet; thence North 89° 13' 31" West 11.00 feet; thence North 00° 46' 29" East 16.00 feet; thence South 89° 13' 31" East 11.00 feet to the Point of Beginning; containing 176 square feet (.004 acres), more or less.

End of Description

  
William F. McKinney, PLS 4715



OCTOBER 20, 2016  
Date



# EXHIBIT "B" WATER EASEMENT

APN: 211-0192-106-0000  
6825 SUNRISE BOULEVARD  
CITRUS HEIGHTS, CALIFORNIA  
OCTOBER, 2016 SCALE: 1"=80'

FND 2" CAPPED I.P.  
STAMPED: T 10 N.  
C 1/4 S 25  
NE CORNER  
LOT 5 PER  
35 B.M. 32

APN: 211-0192-086  
PARCEL "D"  
71 P.M. 5

APN: 211-0192-085  
PARCEL "A"  
71 P.M. 5 390.00'

PARCEL "A"  
85 P.M. 27  
APN: 211-0192-093

N89°49'25"E 390.00'

N89°49'25"E  
12.50'

N00°46'29"E  
118.97'

S89°13'31"E  
11.00'

N00°46'29"E  
16.00'

N89°13'31"W  
11.00'

N00°46'29"E  
180.72'

N00°46'29"E  
315.69'

N00°46'29"E  
180.72'

N00°46'29"E  
315.69'

N00°46'29"E  
180.72'

N00°46'29"E  
315.69'

N00°46'29"E  
180.72'

N00°46'29"E  
315.69'

N89°49'52"E 388.69'

S89°49'52"W  
12.50'

APN: 211-0192-019  
LOT 3  
35 B.M. 32

LOT 5  
35 B.M. 32  
APN: 211-077-049

LOT 5  
35 B.M. 32  
APN: 211-077-048

LOT 7  
35 B.M. 32  
APN: 211-0192-018

(E) PUBLIC UTILITIES  
AND PEDESTRIAN EASEMENT PER  
BK 20151014, PG 0821 O.R.S.C

FND CO. SPIKE  
& WASHER @ S. 1/4  
CORNER, SEC 25

SUNRISE BOULEVARD

APN: 211-0192-106-0000



**RFE ENGINEERING, INC**

Civil Engineers • Planners • Surveyors

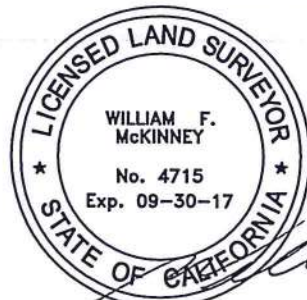
2260 Douglas Blvd, Suite 160, Roseville, CA 95661

Ph: 916-772-7800 Fax: 916-772-7804

www.RFEEngineering.com

## LEGEND:

- DIMENSION POINT ..... ○
- SECTION CORNER ..... ■
- EASEMENT AREA .....



*William F. McKinney*  
OCT 20, 2016

80 0 80 160

SCALE: 1"=80'



CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 28-2016

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
ACCEPTING AN EASEMENT FROM  
CITRUS HEIGHTS MEMORY CARE, LLC  
FOR WATER DISTRIBUTION FACILITIES WITHIN  
6825 SUNRISE BOULEVARD

Whereas CITRUS HEIGHTS MEMORY CARE, LLC, an Oregon Limited Liability Company, for a valuable consideration, receipt of which is hereby acknowledged, does hereby grant to CITRUS HEIGHTS WATER DISTRICT, a political subdivision of the State of California formed pursuant to Division 11 of the Water Code, a right-of-way and non-exclusive easement to construct, reconstruct, operate, maintain and/or repair water pipelines together with any and all appurtenances appertaining thereto; together with the perpetual right of ingress thereto and egress there from for the purpose of exercising and performing all of the rights and privileges granted herein; said pipelines and appurtenances to be of such size(s) and character as the grantee may determine, on, over, across and under all that certain real property, situate in the County of Sacramento, State of California, City of Citrus Heights particularly described as follows:

A portion of Lot 5, as said Lot is shown on the plat of "Alice Adams Tract", according to the official plat thereof, filed for record in the Office of the Recorder of Sacramento County, California, in Book 35 of Maps, Map No. 32, and being further described as follows:

Beginning at a point located on the west line of that certain Public Utilities and Pedestrian Easement filed for record in the Office of the said Recorder in Book 20151014 of Official Records, at Page 0821, from which the northeast corner of said Lot 5 bears the following two (2) courses: (1) North 00° 46' 29" East 118.97 feet and (2) North 89° 49' 25" East 12.50 feet; thence from said Point of Beginning along the west line of said Public Utilities and Pedestrian Easement South 00° 46' 29" West 16.00 feet; thence North 89° 13' 31" West 11.00 feet; thence North 00° 46' 29" East 16.00 feet; thence South 89° 13' 31" East 11.00 feet to the Point of Beginning.

NOW THEREFORE, BE IT RESOLVED that CITRUS HEIGHTS WATER DISTRICT accepts said Grant of Easement and conveyance and that a certified copy of this Resolution be provided to the County of Sacramento to be attached to and recorded with said Grant of Easement in the Office of the County Recorder of Sacramento County.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 8<sup>th</sup> day of November 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle  
NOES: Directors:  
ABSTAIN: Directors:  
ABSENT: Directors:

SEAL

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

ATTEST:

\_\_\_\_\_  
ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

**CERTIFICATION:**

I, ROBERT A. CHURCHILL, hereby certify and acknowledge that Resolution 28-2016 was adopted by the Board of Directors of Citrus Heights Water District at a duly called and noticed regular meeting of said Board on the 8<sup>th</sup> day of November 2016.

\_\_\_\_\_  
ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

# CITRUS HEIGHTS WATER DISTRICT

## WATER EFFICIENCY COORDINATOR REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT  
 STATUS : Information Item - Consent Calendar  
 REPORT DATE : November 2, 2016  
 PREPARED BY : Rex W. Meurer, Water Efficiency Coordinator

Water Efficiency program updates are summarized below.

### **CC-13 WATER EFFICIENCY PROGRAM UPDATE**

Water Efficiency Program activities during the month of October 2016 include:

- 22 ultra-low-flush toilet (ULFT) rebates were processed for the month of October. A total of 169 ULFT rebates have been processed for a total of \$12,675.00 year to date.
- For the month of October, 0 High Efficiency Clothes Washer (HECW) rebates were processed. Year-to-date, 11 HECW rebates were processed by SMUD for District customers.
- 90 water waste calls were received during the month of October. 4 reports of water waste were received through the CHWD's Drought Resources web page. An additional 11 service requests were generated in-house by staff. A total of 80 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The following table summarizes the R-GPCD values for CHWD to date:

Month	R-GPCD 2015	R-GPCD 2016
January	75	80
February	83	77
March	108	77
April	117	107
May	129	155
June	163	213
July	176	237
August	172	242
September	160	189
October	140	Not Available
November	82	
December	75	

- Below is a recap of the regions overall water saving in August as compared to 2013.

<b>REDUCTION BY AGENCY (Data compared to 2013)</b>		
<b>Water Agency</b>	<b>Sept. 2016 Reduction</b>	<b>June 15 - Sept. 16 Reduction</b>
California American Water	20.6%	32.5%
Carmichael Water District	13.8%	30.2%
<b>Citrus Heights Water District</b>	<b>16.7%</b>	<b>30.4%</b>
City of Davis	6.6%	24.0%
City of Folsom	1.9%	20.7%
City of Lincoln	11.5%	26.9%
City of Roseville	11.9%	28.8%
City of Sacramento	20.4%	27.6%
City of West Sacramento	15.4%	27.9%
City of Woodland	18.8%	29.0%
City of Yuba City	17.2%	26.0%
Del Paso Manor Water District	8.9%	31.3%
El Dorado Irrigation District	8.5%	25.7%
Elk Grove Water District	16.6%	30.6%
Fair Oaks Water District	12.6%	30.7%
Golden State Water Company	12.9%	27.3%
Orange Vale Water Company	15.7%	34.4%
Placer County Water Agency	12.5%	24.4%
Rancho Murieta CSD	11.4%	24.5%
Rio Linda/Elverta CWD	14.2%	29.5%
Sacramento County Water Agency	12.9%	28.6%
Sacramento Suburban WD	21.4%	27.5%
San Juan Water District	9.8%	27.8%
Average	13.6%	28.1%
Minimum	1.9%	20.7%
Maximum	21.4%	34.4%

CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 27-2016  
RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
COMMENDING ROBERT A. CHURCHILL FOR OUTSTANDING SERVICE

WHEREAS, Robert A. Churchill began his career with Citrus Heights Water District as the Engineer on May 6, 1976; and

WHEREAS, Robert A. Churchill was appointed to serve as the District's Assistant General Manager on May 1, 1981, was further appointed to serve as the District's Interim General Manager on September 1, 1986 and named General Manager on March 1, 1987; and

WHEREAS, Robert A. Churchill has been an outstanding leader of the District in managing the construction of many miles of pipelines, leading a collaborative effort to construct the Cooperative Transmission Pipeline that provides redundancy in water delivery, installation of six groundwater wells to provide alternative water supply resources in times of need, fulfilling the federal mandate to install water meters, implementing technologies to meet customer and staff needs and expectations, and planning the efficient delivery of services while preparing for the future; and

WHEREAS, Robert A. Churchill has been an exemplary representative of the District in providing valuable and respected leadership in numerous District, regional and statewide organizations, having achieved Life Member status in both the American Society of Civil Engineers and the American Water Works Association. Honors include being selected and serving as President of the Sacramento Area Water Works Association (1989), President of the Citrus Heights Rotary Club (2002-2003) and Chair of the Regional Water Authority (2004); and

WHEREAS, Robert A. Churchill's personal work ethic and dedication to fulfilling the mission of the District has earned him the respect of Directors, co-workers, and customers of the District, and the high regard from elected officials, public agency peers and private consultants that he has interacted with throughout his career with the District; and

WHEREAS, Robert A. Churchill is retiring from Citrus Heights Water District on November 17, 2016 with more than forty years of dedicated service.

THEREFORE BE IT RESOLVED that the Board of Directors of the Citrus Heights Water District does hereby commend Robert A. Churchill for his dedication and outstanding service to the Citrus Heights Water District and extends best wishes for many years filled with happiness and good health during his retirement.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 8<sup>th</sup> day of November, 2016 by the following vote, to-wit:

AYES:	Directors:	Dains, Riehle, Sheehan
NOES:	Directors:	None
ABSTAIN:	Directors:	None
ABSENT:	Directors:	None

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

ATTEST:

SEAL

\_\_\_\_\_  
LISA A. SMOOT, Chief Board Clerk

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : POLICY AMENDMENTS – COMPENSATION/SALARY SCHEDULE  
 STATUS : Action Item  
 REPORT DATE : October 19, 2016  
 PREPARED BY : Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk  
 Hilary M. Straus, Assistant General Manager

### **OBJECTIVE:**

Consider amendments to Human Resources Policy number 4101.A1 - Compensation/Salary Schedule.

### **BACKGROUND AND ANALYSIS:**

This item is administrative in nature and implements previously established Board policy and action. At the September 13, 2016 Board Meeting, Human Resources Policy number 4101.A1, Compensation/Salary Schedule, was adopted to implement new salary ranges based on the District's Compensation Study and to implement CHWD's Career Ladder/Employee Recruitment/Employee Retention initiative. Upon further review, staff has identified three out of the thirty-two (32) budgeted positions whereby the salary ranges require further adjustments to ensure compliance with CalPERS reporting requirements in some cases. Range adjustments are required due several factors including: 1) an adjustment to reflect an internal relationship; 2) conversion of a previously designated Fair Labor Standards Act (FLSA) non-exempt position (overtime required) to an Exempt position (no overtime); 3) execution of an Employment Agreement.

Further, an additional "rung" is recommended to be added below the Associate Civil Engineering classification/rung in the Engineering professional series/ladder as described below.

The three positions requiring amendments to their salary ranges are as follows:

- Project Manager – In a recent review, an error was discovered on the salary range. At the March 24, 2016 meeting, the Board adopted the salary schedule to elongate the range taking into consideration the incumbent agreeing to sign the Employment Agreement with a 3% pay adjustment. This newly adopted range was omitted during the recent salary survey as the 7% PERS offset increase was calculated on the incorrect salary; therefore, a salary range adjustment, highlighted in the document, listed in the accompanying Policy 4101.A1 is required.
- Accounting Supervisor – In consideration for the employee incumbent agreeing to sign an Employment Agreement, a 3% pay adjustment is warranted. In addition, the incumbent will be appointed Treasurer as recommended in this meeting's agenda item *N-3 Appointment of District Officers*. The added responsibilities of the Treasurer function, which typically would fall within the Finance Manager position, qualify the incumbent for an out of class pay adjustment of 5%. Application of these salary adjustments would move the incumbent staff outside the salary range, a condition that is not acceptable to CalPERS. Therefore, a salary range adjustment as highlighted in the accompanying Policy 4101.A1 is required.

- Water Resources Supervisor/Chief Operator – This is a “cure and correct” matter as the salary range for the WRS/CO position adopted by the Board in September had this classification’s salary range 23% below the Water Distribution Supervisor position. As this internal inconsistency was identified, it is CHWD leadership staff’s intention to benchmark the Water Resources Supervisor/Chief Operator’s range to the Water Distribution Supervisor pay range. The recommended salary range adjustment will establish parity with the two classifications’ ranges.
- The fourth change is the proposed addition of an Assistant Civil Engineer job class to the Engineering Laddering series. This position would be an entry-level registered Engineer position, and the salary range would be 15% less than the existing Associate Civil Engineer salary range. As background to this proposed additional classification, the District has attempted to recruit for an Associate Civil Engineer position on two occasions recently, and has not been successful in filling the position. Engineering Management Staff has requested the additional classification rung in the Engineering professional series/career ladder to provide more flexibility/additional options as the District moves toward with a third round of recruitment.

**RECOMMENDATION:**

Amend Human Resources Policy Number 4101.A1 - Compensation/Salary Schedule updating the salary ranges for the Project Manager position, the Accounting Supervisor position and the Water Resources Supervisor/Chief Operator position, and adding an entry-level position of Assistant Civil Engineer.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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**CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL**

**POLICY TYPE** : HUMAN RESOURCES  
**POLICY TITLE** : COMPENSATION-ATTACHMENT 1: SALARY SCHEDULE  
**POLICY NUMBER** : 4101.A1  
**DATE ADOPTED** : JANUARY 1, 1994  
**DATE AMENDED** : ~~SEPTEMBER 13, 2016~~ NOVEMBER 3, 2016  
**DATE EFFECTIVE** : ~~SEPTEMBER 19, 2016~~ NOVEMBER 8, 2016  
**AMENDMENTS** : (1) 01/01/95; (2) 05/24/95; (3) 01/02/96; (4) 01/07/97; (5) 01/06/98; (6) 06/02/98; (7) 10/06/98;  
 (8) 01/05/99; (9) 05/03/99; (10) 01/04/00; (11) 01/02/01; (12) 03/06/01; (13) 01/08/02 (14) 01/07/03; (15) 10/07/03;  
 (16) 12/08/03; (17) 12/14/04; (18) 12/13/05; (19) 03/01/06; (20) 12/12/06; (21) 12/11/07; (22) 04/14/09; (23) 12/08/09; (24)  
 12/14/10 (25) 05/10/10; (26) 07/12/11; (27) 12/13/11; (28) 04/10/12; (29) 12/11/12; (30) 01/14/14; (31) 8/12/14;(32)12/9/14;  
 (33)12/8/15;(34) 1/11/16; (35) 3/24/16; (36) 5/10/16; (37) 9/13/16

JOB TITLE / JOB CLASS	HOURLY AND MONTHLY* SALARY RANGE					
	Base Hourly	Base Bi-Weekly	Base Monthly	Maximum Hourly	Maximum Bi-Weekly	Maximum Monthly
<b><u>Organizational Leadership</u></b>						
General Manager (E)	74.19	5,935.38	12,860.00	100.16	8,012.77	17,361.00
Assistant General Manager (E)	62.13	4,970.43	10,769.27	83.88	6,710.08	14,538.51
<b><u>Accounting Series</u></b>						
Finance Manager (E)	56.48	4,518.57	9,790.24	76.25	6,100.08	13,216.83
Accounting Supervisor/Principal Accountant (E)	<del>38.94</del> 41.37	<del>3,115.35</del> 3,309.60	<del>6,749.93</del> 7,170.80	<del>52.57</del> 55.85	<del>4,205.72</del> 4,468.00	<del>9,112.40</del> 9,680.67
Senior Accountant	35.40	2,832.14	6,136.30	47.79	3,823.38	8,284.00
Accountant	32.18	2,574.67	5,578.45	43.45	3,475.80	7,530.91
<b><u>Customer Service Series</u></b>						
Senior Customer Services Specialist	30.78	2,462.60	5,335.62	41.56	3,324.50	7,203.09
Customer Service Specialist	27.82	2,225.57	4,822.07	37.56	3,004.52	6,509.80
Customer Service Technician II	25.29	2,023.25	4,383.70	34.14	2,731.38	5,918.00
Customer Service Technician I	22.99	1,839.32	3,985.19	31.04	2,483.08	5,380.00
Customer Service Representative	21.05	1,684.10	3,648.89	28.42	2,273.54	4,926.00
<b><u>Engineering Technical Series</u></b>						
Project Manager (E)	<del>43.74</del> 44.59	<del>3,499.49</del> 3,567.20	<del>7,582.22</del> 7,728.93	<del>59.05</del> 60.19	<del>4,724.31</del> 4,815.20	<del>10,236.00</del> 10,432.93
Engineering Supervisor/Principal GIS Specialist (E)	34.73	2,778.09	6,019.19	46.88	3,750.42	8,125.90
Engineering/GIS Specialist	30.20	2,415.73	5,234.07	40.77	3,261.23	7,066.00
Engineering/GIS Technician	27.45	2,196.11	4,758.25	37.06	2,964.76	6,423.64
Engineering Aide	23.87	1,909.67	4,137.61	32.23	2,578.05	5,585.77
<b><u>Construction Inspection Series</u></b>						
Construction Inspection Supervisor/Principal Construction Inspector (E)	36.26	2,901.15	6,285.81	48.96	3,916.55	8,485.85
Senior Construction Inspector	31.53	2,522.74	5,465.93	42.57	3,405.69	7,379.00
Construction Inspector	28.67	2,293.40	4,969.02	38.70	3,096.08	6,708.18

JOB TITLE / JOB CLASS	HOURLY AND MONTHLY* SALARY RANGE					
	Base Hourly	Base Bi-Weekly	Base Monthly	Maximum Hourly	Maximum Bi-Weekly	Maximum Monthly
<b><u>Engineering Series</u></b>						
Engineering Manager/District Engineer (E)	62.13	4,970.43	10,769.27	83.88	6,710.08	14,538.51
Principal Civil Engineer (E)	56.48	4,518.57	9,790.24	76.25	6,100.08	13,216.83
Senior Civil Engineer (E)	51.35	4,107.79	8,900.22	69.32	5,545.52	12,015.30
Associate Civil Engineer	46.68	3,734.36	8,091.11	63.02	5,041.38	10,923.00
Assistant Civil Engineer	40.59	3,247.27	7,035.75	54.80	4,383.81	9,498.26
Assistant Engineer	32.42	2,597.76	5,628.13	55.20	3,507.20	7,598.93
<b><u>Management Services (MS) Series</u></b>						
Senior MS Supervisor/Chief Board Clerk (E)	40.89	3,271.12	7,087.42	55.20	4,416.01	9,568.02
Management Services Supervisor/Chief Board Clerk (E)	38.94	3,115.35	6,749.93	52.57	4,205.72	9,112.40
Senior Management Services Specialist/Deputy Board Clerk	33.86	2,709.00	5,869.50	45.71	3,657.15	7,923.83
Management Services Specialist/Deputy Board Clerk	30.78	2,462.73	5,335.91	41.56	3,324.68	7,203.48
Management Services Technician	27.99	2,238.84	4,850.83	37.78	3,022.44	6,548.62
<b><u>Water Distribution Series</u></b>						
Operations Manager (E)	56.48	4,518.57	9,790.24	76.25	6,100.08	13,216.83
Water Distribution Supervisor (E)	42.84	3,426.89	7,424.92	57.83	4,626.30	10,023.64
Assistant Water Distribution Supervisor	36.62	2,930.00	6,348.33	49.44	3,955.50	8,570.25
Water Distribution Lead Worker/Operator	31.85	2,547.83	5,520.29	42.99	3,439.56	7,452.39
Water Distribution Operator II	28.95	2,316.21	5,018.44	39.09	3,126.88	6,774.90
Water Distribution Operator I	26.32	2,105.64	4,562.22	35.53	2,842.62	6,159.00
Water Distribution Worker	19.00	1,519.66	3,292.59	25.64	2,051.54	4,445.00
<b><u>Operations Specialist Series</u></b>						
Principal Operations Specialist	42.84	3,426.89	7,424.92	57.83	4,626.30	10,023.64
Senior Operations Specialist	38.94	3,115.35	6,749.93	52.57	4,205.72	9,112.40
Operations Specialist	33.44	2,675.22	5,796.30	45.14	3,611.54	7,825.01
Operations Technician	30.40	2,432.02	5,269.37	41.04	3,283.22	7,113.65
<b><u>Water Efficiency Series</u></b>						
Water Efficiency Supervisor (E)	33.55	2,684.05	5,815.44	45.29	3,623.47	7,850.84
Senior Water Efficiency Specialist	29.17	2,333.96	5,056.90	39.39	3,150.84	6,826.82
Water Efficiency Specialist	26.52	2,121.78	4,597.19	35.81	2,864.40	6,206.20
Water Efficiency Technician	24.11	1,928.89	4,179.26	32.55	2,604.00	5,642.00
<b><u>Water Resources Series</u></b>						
Water Resources Supervisor/Chief Operator (E)	35.01	2,800.73	6,068.25	47.26	3,780.99	8,192.14
	42.84	3,426.89	7,424.92	57.83	4,626.30	10,023.64
Water Resources Specialist	30.44	2,435.42	5,276.74	41.10	3,287.82	7,123.60
Water Resources Technician	27.68	2,214.02	4,797.04	37.36	2,988.92	6,476.00
Intern	11.00	880.00	1,907.00	22.00	1,760.00	3,813.00

(E) = Exempt

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

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS  
 STATUS : Information Item  
 REPORT DATE : November 2, 2016  
 PREPARED BY : Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk

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

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

A. Nov 28-29 ACWA-JPIA 2016 Fall Conference  
Anaheim, CA

Recommended Attendees: Directors Dains, Sheehan, ~~Riehle~~, GM Straus

B. Nov 30-Dec 2 ACWA 2016 Fall Conference  
Anaheim, CA

Recommended Attendees: Directors Dains, Sheehan, ~~Riehle~~, GM Straus

C. May 8-9 ACWA-JPIA 2017 Spring Conference  
Monterey, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus

D. May 9-12 ACWA 2017 Spring Conference  
Monterey, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus

E. Nov 27-28 ACWA-JPIA 2017 Fall Conference  
Anaheim, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus

F. Nov 28-Dec 1 ACWA 2017 Fall Conference  
Anaheim, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus

G. May 7-8 ACWA-JPIA 2018 Spring Conference  
Sacramento, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus

H. May 8-11 ACWA 2018 Spring Conference  
Sacramento, CA

Recommended Attendees: Directors Dains, Sheehan, Riehle, GM Straus

I. WEF 2017 Water Tours

TBA

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : APPOINTMENT OF BOARD REPRESENTATIVES AND ALTERNATES  
 STATUS : Action Item  
 REPORT DATE : November 1, 2016  
 PREPARED BY : Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk

**OBJECTIVE:**

Consider appointments of member of the Board of Directors or Officers to serve as District representatives to various organizations.

**BACKGROUND AND ANALYSIS:**

Pursuant to District Board of Directors and Officers Policy No. 2300 (attached) the Board of Directors shall appoint its Members or Officers to serve as District representatives to various organizations as follows:

Current 2016 Appointments

	<u>Representative</u>	<u>Alternate Rep.</u>
Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)	Allen B. Dains	Raymond A. Riehle
Association of California Water Agencies Joint Powers Insurance Authority Health Benefits Authority (ACWA/JPIA HBA)	Hilary M. Straus	Allen B. Dains
Association of California Water Agencies (ACWA) Region 4	Robert A. Churchill	Allen B. Dains
Citrus Heights Regional Chamber of Commerce Government Issues Committee	Hilary M. Straus	Paul A. Dietrich
Regional Water Authority (RWA)	Director Staff Allen B. Dains Robert A. Churchill	Raymond A. Riehle Hilary M. Straus
Sacramento Groundwater Authority (SGA)* *Changes must be confirmed by City of Citrus Heights	Caryl F. Sheehan	Allen B. Dains
Sacramento Water Forum	Hilary M. Straus	Robert A. Churchill
San Juan Family of Agencies Ad Hoc Executive Committee	Director Staff Allen B. Dains Robert A. Churchill	Raymond A. Riehle Hilary M. Straus

It should be noted that these appointments by the Board of Directors are independent of appointments to ACWA Committees and the Sacramento Local Agency Formation Commission.

**ACTION:**

Appoint Representatives to the following organizations:

		<u>Representative</u>	<u>Alternate Rep.</u>
Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)		Allen B. Dains	Raymond A. Riehle
Association of California Water Agencies Joint Powers Insurance Authority Health Benefits Authority (ACWA/JPIA HBA)		Lisa A. Smoot	Hilary M. Straus
Association of California Water Agencies (ACWA) Region 4		Hilary M. Straus	Allen B. Dains
Citrus Heights Regional Chamber of Commerce Government Issues Committee		David M. Gordon	Susan K. Sohal
Regional Water Authority (RWA)	Director	Allen B. Dains	Raymond A. Riehle
	Staff	Hilary M. Straus	David M. Gordon
Sacramento Groundwater Authority (SGA)* *Changes must be confirmed by City of Citrus Heights		Caryl F. Sheehan	Allen B. Dains
Sacramento Water Forum		David M. Gordon	Susan K. Sohal
<del>San Juan Family of Agencies- Ad Hoc Executive Committee</del>	Director		
	Staff		

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS  
POLICY TITLE : BOARD REPRESENTATIVES  
POLICY NUMBER : 2300  
DATE ADOPTED : MARCH 7, 1995  
DATE AMENDED : DECEMBER 8, 2015  
AMENDMENTS : (1) DECEMBER 8, 2003; (2) DECEMBER 10, 2013; (3) MAY 13, 2014

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2300.00                    BOARD REPRESENTATIVES

Each December, or as otherwise necessary, the Board of Directors shall appoint or recommend appointment of its members, Officers or staff to serve as District representatives and/or alternate representatives for the following calendar year to the following organizations:

- Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA)
  - Association of California Water Agencies Joint Powers Insurance Authority Health Benefits Authority (ACWA/JPIA HBA)
  - Association of California Water Agencies Region 4 (ACWA)
  - Citrus Heights Regional Chamber of Commerce Government Issues Committee
  - Regional Water Authority (RWA)
  - Sacramento Groundwater Authority (SGA)
  - Sacramento Water Forum
  - San Juan Family of Agencies Ad Hoc Executive Committee
  - Other organizations as necessary
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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : APPOINTMENT OF DISTRICT OFFICERS  
 STATUS : Action Item  
 REPORT DATE : November 1, 2016  
 PREPARED BY : Lisa A. Smoot, Management Services Supervisor/Chief Board Clerk

**OBJECTIVE:**

Consider appointment and reconfirmations of District Officers.

**BACKGROUND AND ANALYSIS:**

Pursuant to District Board of Directors and Officers Policy No. 2200 (attached) the Board of Directors shall appoint or reconfirm appointments of District Officers each December or as otherwise necessary. Current appointments are as follows:

<u>Current Appointments</u>	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Susan K. Sohal	Hilary M. Straus
Treasurer	Hilary M. Straus	Susan K. Sohal
Secretary	Robert A. Churchill	Hilary M. Straus

With the planned retirement of General Manager Churchill the following changes are recommended:

<u>Proposed Appointments</u>	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Alberto Preciado	Dana R. Mellado
Treasurer	Susan K. Sohal	Alberto Preciado
Secretary	Hilary M. Straus	Lisa A. Smoot

A copy of District Board of Directors and Officers Policy No. 2210, Post Offer of Appointment Background Investigation, is attached. This policy requires a background investigation prior to initial appointment as a District Officer however a background investigation was just completed of Citrus Heights Water District's newly hired Senior Accountant Alberto Preciado, upon his hire date in September, 2016 therefore we will not need to conduct another and add an additional expense to the District.

**RECOMMENDATION:**

Appoint and/or reconfirm the following District Officers:

	<u>Officer</u>	<u>Deputy Officer</u>
Assessor/Collector	Alberto Preciado	Dana R. Mellado
Treasurer	Susan K. Sohal	Alberto Preciado
Secretary	Hilary M. Straus	Lisa A. Smoot



**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : BOARD OF DIRECTORS AND OFFICERS  
POLICY TITLE : OFFICERS OF THE DISTRICT  
POLICY NUMBER : 2200  
DATE ADOPTED : MARCH 7, 1995  
DATE AMENDED : AUGUST 10, 2004

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2200.00                    OFFICERS OF THE DISTRICT

The offices of Assessor, Collector, Treasurer, (Water Code Section 21266) and the position of Secretary are recognized as Officers of the District.

The office of Assessor and the office of Collector shall be consolidated into one office and titled Assessor / Collector (21120).

2200.10                    Appointment of Officers

The following District offices shall be filled by appointment by the Board of Directors to serve at the pleasure of the Board (21123):

Assessor / Collector  
Treasurer  
Secretary

2200.11                    Deputy of the Assessor / Collector (21186, 21187, 21188)

The Assessor / Collector may appoint one (1) Deputy Assessor / Collector to assist with the discharge of the duties of the Assessor / Collector. The Deputy Assessor / Collector shall hold office at the pleasure of the Assessor / Collector. Said appointment shall be subject to confirmation by the Board of Directors.

2200.12                    Deputy of the Treasurer (21186, 21187)

The Treasurer may appoint one (1) Deputy Treasurer to assist with the discharge of the duties of the Treasurer. The Deputy Treasurer shall hold office at the pleasure of the Treasurer. Said appointment shall be subject to confirmation by the Board of Directors.

2200.13                    Deputy of the Secretary

The Secretary may appoint one (1) Deputy Secretary to assist with the discharge of the duties of the Secretary. The Deputy Secretary shall hold office at the pleasure of the Secretary. Said appointment shall be subject to confirmation by the Board of Directors.

Each December or as otherwise necessary, the Board of Directors shall appoint or reconfirm the appointment of District Officers and Deputy Officers.

2200.15                    Officer's Bonds

Appointments shall be conditional upon the ability to be bondable or insurable as required by the Water Code in the following amounts:

Assessor / Collector	\$ 20,000
Treasurer	\$100,000
Secretary	\$ 5,000

Bonds or equivalent employee theft/dishonesty coverage shall be obtained and paid for by the District.

Bonds are not required for the Deputy Assessor / Collector, Deputy Treasurer and Deputy Secretary.

2200.20                    Duties of the Assessor / Collector

The District Assessor / Collector shall be responsible for the District's assessment roll and collections and shall prepare and certify the monthly Collector's Report. Other duties may be assigned by the Board of Directors including, but not limited to, the following:

1. Is in responsible charge for the preparation, certification, and submittal to the Board of Directors of a monthly Collector's Report. Said Collector's Report shall include receipts for flat rate water and irrigation installments, redemptions, water charges, and miscellaneous income.
2. Is in responsible charge for review of charges assessed and prepares Cancellation/Refund Letter documenting charges to be canceled or refunded by action of the Board of Directors pursuant to Cancellation of Current Year Water Charges Policy 7315 and Refunds of Prior Year Over-Payments Policy 7320.
3. Publishes notices of assessments and delinquencies as required by the Water Code.
4. Executes Certificates of Sale and Certificates of Redemption as necessary.

2200.30                    Duties of the Treasurer

The Treasurer will install and maintain a system of auditing and accounting that will completely and at all times show the financial condition of the District in accordance with generally accepted accounting principles and legal requirements. The District Treasurer shall be responsible for receipt, allocation, and investment of District funds in compliance with Investment of District Funds Policy 6300. Other duties may be assigned by the Board of Directors including, but not limited to, the following:

1. Is in responsible charge for the preparation, certification, and submittal to the Board of Directors of a monthly Treasurer's Report. Said Treasurer's Report shall include reconciliation and analysis of District receipts, disbursements, depositories, investments, and funds including, but not limited to the following:

Checking Account(s)  
Savings Account(s)  
Local Agency Investment Fund (LAIF)  
Investments  
Funds and Reserve Accounts

2. Acknowledges receipt from the Assessor / Collector of the sums set forth on the Collector's Report.
3. As directed by the Board of Directors, is responsible for the allocation and placement of the financial resources.
4. Routinely transfers funds to and between the checking, savings, and LAIF accounts to facilitate payment of payroll and monthly accounts payable.
5. Prepares financial policies, plans, and recommendations for submittal to the Board of Directors for consideration and approval.
6. Participates in a review of the annual audit and acts, as directed by the Board of Directors, upon the recommendations offered by the auditor.
7. In the absence of the Secretary and Deputy Secretary, may attest to checks for payment totaling \$8,000.00 and greater.

2200.40

Duties of the Secretary

The District Secretary certifies and maintains custody of Ordinances, Resolutions, Meeting Minutes, and other official District actions and oaths taken or subscribed to by the Board of Directors and other Officers of the District. Other duties may be assigned by the Board of Directors including, but not limited to the following:

1. Prepares and certifies meeting notices prior to posting.
2. Notifies the media in accordance with the requirements of the Brown Act relating to open meeting law.
3. Adjourns meetings in the absence of any Directors.
4. Maintains custody of the District seal.
5. Attests, certifies, and/or countersigns Ordinances, Resolutions, Collector's and Treasurer's Reports, Meeting Minutes, and checks for payment totaling \$8,000.00 and greater.
6. Administers and files Oaths, Affirmations, and Acknowledgments.
7. Receives Petitions.
8. Accepts correspondence on behalf of District.
9. Receives and opens sealed bids.

10. In the event that the offices of President and Vice-President are simultaneously vacant, the Secretary shall assume the Chair so that the Directors may elect a President.

2200.50                      Officers' and Deputy Officers' Compensation

Notwithstanding compensation received as employees of the District, Officers and Employees appointed pursuant to this policy shall not receive any additional compensation for their duties as District Officers and/or Deputy Officers.

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : INTERCONNECTIONS WITH CITY OF ROSEVILLE  
 STATUS : Action Item  
 REPORT DATE : November 2, 2016  
 PREPARED BY : Robert A. Churchill, General Manager

### **OBJECTIVE:**

- A. Consider adoption of Resolution 29-2016 approving an Interconnection Agreement between Citrus Heights Water District and the City of Roseville, and
- B. Consider expenditure approval of construction costs.

### **BACKGROUND AND ANALYSIS:**

In late June of 2010, Citrus Heights Water District (CHWD) representatives initiated discussion with representatives of the City of Roseville (RV) to identify opportunities for conveying water between the agencies as could be needed during planned outages or in emergency situations. The primary source of water for both CHWD and RV is surface water from Folsom Reservoir. Surface water supplied to CHWD is treated by San Juan Water District while RV operates its own treatment plant.

### **Existing Interconnections**

CHWD and Roseville currently have two interconnections that are typically closed as follows:

1. Orlando Avenue east of Louis Lane. (near Auburn Boulevard and Interstate 80)  
 Connection between CHWD 6-inch main and RV 12-inch main with a 6-inch bi-directional meter. No additional construction is proposed at this location.
2. Blossom Hill Way south of Sandringham Drive (northeast of the intersection of Sunrise Boulevard and Twin Oaks Avenue)  
 Connection between CHWD 10-inch main and RV 6-inch main without a meter.  
 Reconstruction of this interconnection to include a water meter is proposed at this location.

### **Proposed Additional Interconnections**

The agencies evaluated five additional locations and determined that the following two sites were best suited for construction of new interconnections:

3. Fair Way south of Kensington Drive (northwest of the intersection of Sunrise Boulevard and Twin Oaks Avenue)  
 Connection between CHWD 12-inch main and RV 8-inch main
4. Crestmont Avenue north of Bonnie Oak Way  
 Connection between CHWD 6-inch main and RV 6-inch main

**Potential Areas to be Served**

Hydraulic modeling by CHWD indicates that potentially that portion of CHWD north of Old Auburn Road could be served by RV through these four interconnections if necessary. Similar modeling by RV indicates that potentially that portion of RV south of Cirby Way could be served by CHWD through these four interconnections if necessary. (See accompanying map)

**Financial Considerations**

CHWD's current 2016 Capital Projects Budget carryover from prior years includes \$98,315 as CHWD's share of these interconnection projects. Estimated cost and budget are as follows:

<u>Interconnection</u>	<u>Project</u>	<u>Estimated Cost</u>	<u>CHWD 50% Share</u>	<u>CHWD Budget</u>
Orlando Avenue	n/a	\$ 0	\$ 0	\$ 0
Blossom Hill Way	2012-09	\$ 35,250	\$ 17,625	\$ 25,480
Fair Way	2011-01	\$ 31,966	\$ 15,983	\$ 28,105
Crestmont Avenue	2012-10	\$ 29,288	\$ 14,644	\$ 19,980
Total		\$ 96,504	\$ 48,252	\$ 72,565

Construction is proposed to be performed by City of Roseville with CHWD’s share to be paid to Roseville upon project completion.

**Interconnection Agreement**

An important piece of this effort is the development of an Interconnection Agreement between the District and the City of Roseville to memorialize the relationship between the agencies to coordinate the design, construction, operation and maintenance of the interconnection facilities, and to define financial responsibilities.

The attached draft Interconnection Agreement was been reviewed and approved by legal counsels from both agencies. This Agreement in form will be used to update and/or develop interconnection agreements with the District’s other neighboring water agencies: California American Water Company, Sacramento Suburban Water District, Carmichael Water District, Fair Oaks Water District, Orange Vale Water Company and San Juan Water District.

**Next Steps**

- Approval by the Roseville City Council
- Preconstruction Meeting
- Construction and Inspection
- Financial Reconciliation

**RECOMMENDATION:**

- Adopt Resolution 29-2016 Approving an Interconnection Agreement between Citrus Heights Water District and the City of Roseville, and
- Approve expenditure of construction costs not to exceed the previously approved budget amount of \$ 72,565.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 29-2016

RESOLUTION OF THE BOARD OF DIRECTORS  
APPROVING  
AN INTERCONNECTION AGREEMENT WITH THE CITY OF ROSEVILLE

WHEREAS, interconnecting water systems provide emergency and backup water supplies for water supply and water quality reliabilities; and

WHEREAS, the District and the City of Roseville currently do not have an agreement relating to interconnecting their water systems, maintenance and operation of the interconnections, and the costs of the water supply; and

WHEREAS, the District and the City of Roseville currently have two existing water system interconnections in Roseville: (1) Orlando Avenue east of Louis Lane, and (2) Blossom Hill Way south of Sandringham Way; and

WHEREAS, the District the City of Roseville have identified two additional locations at the border between the District and Roseville to construct future interconnections: (1) Crestmont Avenue south of Vista Creek Drive and (2) Fair Way south of Kensington Drive; and

WHEREAS, through an Agreement, the District and the City of Roseville intend to memorialize in writing the understanding of the present relationship of the District and the City of Roseville, to coordinate their efforts in design, construction, operation, and maintenance of such interconnection facilities, and to allocate costs to be expended in administering the efforts of the District and the City of Roseville.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Citrus Heights Water District that an Interconnection Agreement between the Citrus Heights Water District and the City of Roseville is hereby approved.

BE IT FURTHER RESOLVED that the District Secretary/General Manager is authorized to execute said Interconnection Agreement between the Citrus Heights Water District and the City of Roseville.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 8<sup>th</sup> day of November 2016 by the following vote, to wit:

AYES: Directors: Dains, Sheehan, Riehle  
NOES: Directors:  
ABSTAIN: Directors:  
ABSENT: Directors:

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

SEAL

ATTEST:

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ROBERT A. CHURCHILL, Secretary



Citrus Heights Water District  
CERTIFICATION

I, ROBERT A. CHURCHILL, the duly and regularly appointed Secretary of the CITRUS HEIGHTS WATER DISTRICT, hereby certify and acknowledge that the foregoing Resolution 29-2016 was duly and regularly passed and adopted at a meeting of said Board of Directors at Citrus Heights, California on November 8, 2016, an original of which is on file at the Administrative Office of the Citrus Heights Water District and duly and regularly entered into the official records of proceedings of the Board of Directors of CITRUS HEIGHTS WATER DISTRICT.

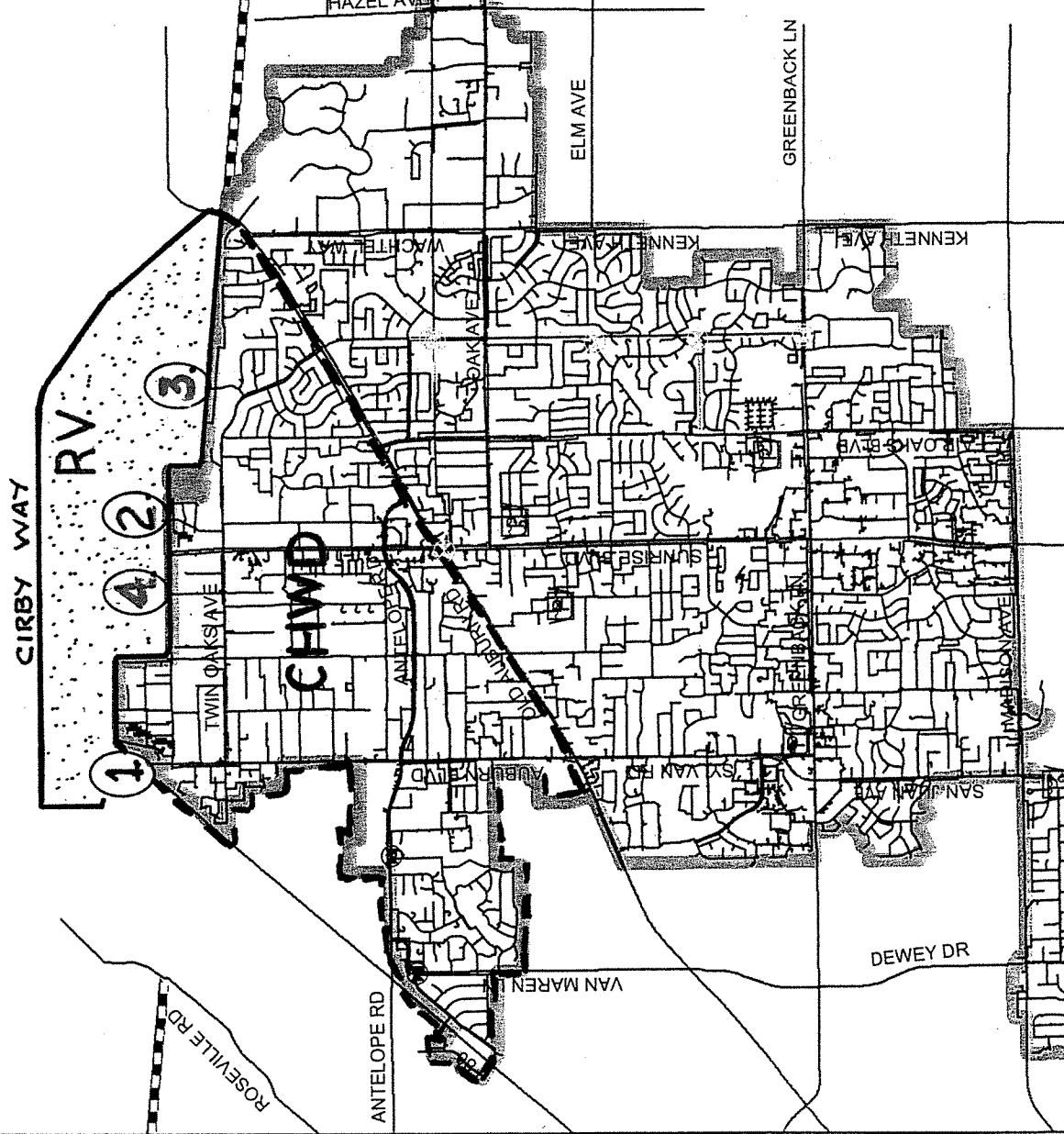
DATE: November 8, 2016

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ROBERT A. CHURCHILL, Secretary  
Citrus Heights Water District

DRAFT

**CHWD** Area ~~is~~ represents possible valve off zone Max-Hour of Max-Day demand of 4252 gpm.



# DRAFT

## INTERCONNECTION AGREEMENT BETWEEN CITRUS HEIGHTS WATER DISTRICT AND THE CITY OF ROSEVILLE

This Agreement (“Agreement”) is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2016, by and between the Citrus Heights Water District, an irrigation district organized and existing under and pursuant to Division 11 of the Water Code of the State of California and the City of Roseville, a municipal corporation, hereinafter referred to respectively as “DISTRICT” and “CITY” and referred to collectively as “PARTIES”.

### RECITALS

WHEREAS, interconnecting water systems provide emergency and backup water supplies for water supply and water quality reliabilities, and

WHEREAS, the CITY and the DISTRICT currently do not have an agreement relating to interconnecting their water systems, maintenance and operation of the interconnections, and the costs of the water supply, and

WHEREAS, the CITY and the DISTRICT currently have two existing water system interconnections in Roseville: (1) Orlando Avenue east of Louis Lane, and (2) Blossom Hill Way south of Sandringham Way, and

WHEREAS, the PARTIES have identified two additional locations in Roseville to construct future interconnections: (1) Crestmont Avenue south of Vista Creek Drive and (2) Fair Way south of Kensington Drive, and

WHEREAS, Attachment A, attached hereto and incorporated herein by this reference, further describes in detail the various water system interconnection points and any related facilities that are to be the subject of this Agreement; and

WHEREAS, through this Agreement, the CITY and the DISTRICT now intend (1) to memorialize in writing the understanding of the present relationship of the PARTIES, (2) to coordinate their efforts in design, construction, operation, and maintenance of such interconnection facilities, and (3) to allocate costs to be expended in administering the efforts of each PARTY.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL OBLIGATIONS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. INCORPORATION OF RECITALS. The foregoing recitals are hereby incorporated by reference.

2. DEFINITIONS. When used in this Agreement, the following terms shall have the meanings hereinafter set forth:

(a) “Emergency” shall mean any conditions that will result in either of the PARTIES being short either treated or raw water. Conditions that may constitute an emergency include, but are not limited to, facility failure, drought conditions, contractual cutbacks of water supplies, or water quality failures. If in an emergency one party needs water in addition to its available water capacity, and the other party can make such additional water available to the first PARTY during the emergency without jeopardizing the second PARTY’S other customers, the second PARTY may offer such water to the first PARTY. Water made available is at the sole discretion of the providing PARTY.

(b) “Maintenance” is the regular/predicted exercising, flushing and/or minor repairs of the interconnections.

(c) “Net Delivery” is defined as the difference between (A) the total volume of treated water delivered by the DISTRICT to the CITY under this Agreement from all delivery points combined over a given calendar year and (B) the total volume delivered by the CITY to the DISTRICT from all delivery points combined over the same period.

(c) “Party Representative” means the person (and alternates) designated from time to time by the governing body of the DISTRICT or the CITY, that is authorized to take

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actions under the Agreement to the extent permitted by the governing body.

(d) “Year” shall mean the twelve-month period from January 1 through December 31, both dates inclusive.

3. AREAS SERVED. Water delivered to the DISTRICT pursuant to this Agreement shall not be sold or otherwise disposed of by the DISTRICT for use outside of the DISTRICT’S water service area. Water delivered to the CITY pursuant to this Agreement shall not be sold or otherwise disposed of by the CITY for use outside of the CITY’S water service area.

4. INTERCONNECTIONS. Several water delivery points have been established, which connect the CITY and the DISTRICT systems. The intent of this Section is to identify these points of delivery, the function of each interconnection, and the relationships between them. The following existing and proposed interconnections, (a) through (d), are also shown on Attachment A.

(a) The Orlando Avenue Interconnection. This existing interconnection is capable of providing water from the CITY’S water system into the DISTRICT’S water system and from the DISTRICT’S water system to the CITY’S water system in the event of an emergency or maintenance outage situation.

(b) The Blossom Hill Way Interconnection. This existing interconnection is capable of providing water from the CITY’S water system into the DISTRICT’S water system and from the DISTRICT’S water system to the CITY’S water system in the event of an emergency or maintenance outage situation.

(c) The Crestmont Avenue Interconnection. This proposed interconnection is currently under design and yet to be constructed. This connection will be capable of providing water from the CITY’S water system into the DISTRICT’S water system and from the DISTRICT’S water system to the CITY’S water system in the event of an emergency or maintenance outage situation.

(d) The Fair Way Interconnection. This proposed interconnection is currently under design and yet to be constructed. This connection will be capable of providing water from

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the CITY'S water system into the DISTRICT'S water system and from the DISTRICT'S water system to the CITY'S water system in the event of an emergency or maintenance outage situation.

(e) Future Interconnection Locations. In the event future interconnection locations are proposed by either PARTY, operational restrictions (i.e. flow rates, pressures, allowable duration, legal restrictions, etc.) and environmental compliance will be identified to determine if the additional interconnection(s) is (are) allowable within this Agreement. In the event an amendment or additional Agreement is necessary, the PARTIES will collaborate to develop an equitable written Amendment to this Agreement or additional Agreement, which among other things; will outline the terms and conditions for interconnecting their water systems, maintenance and operation of the interconnections, and the costs of the water supply.

5. COMPONENTS OF INTERCONNECTIONS. The interconnections shall be constructed, or modified as necessary, to include a two-way flow meter to track water usage, a blow-off on both sides of the meter, and gate valves on both sides of the blow-offs to isolate the water systems from each other.

(a) Existing Facilities. The Blossom Hill Way interconnection shall be upgraded to include all components of an interconnection. The CITY shall perform facility design and the DISTRICT shall provide written approval of the design prior to construction. The CITY shall provide a list of equipment and appurtenances with a cost estimate to the DISTRICT prior to construction. The CITY and the DISTRICT shall mutually agree in writing to the allocation of estimated costs prior to construction and to any changes in design and/or costs that may occur during construction. The DISTRICT shall have the right to inspect the installation by the CITY or the CITY'S contractor at any time during the construction. The CITY shall advance payment for any such costs and prepare final detailed cost accounting of construction. The DISTRICT shall reimburse the CITY for the DISTRICT'S share of the actual cost of the work within 60 days after receipt of an invoice following the CITY'S completion of the work.

(b) Proposed Facilities. The Crestmont Avenue and Fair Way interconnections shall be constructed and equipped in accordance with Section 4. The CITY shall perform facility design and the DISTRICT shall provide written approval of the design

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prior to construction. The CITY shall provide a list of equipment and appurtenances with a cost estimate to the DISTRICT prior to construction. The CITY and the DISTRICT shall mutually agree in writing to the allocation of estimated costs prior to construction and to any changes in design and/or costs that may occur during construction. The District shall have the right to inspect the installation by the CITY or the CITY'S contractor at any time during the construction. The CITY shall advance payment for any such costs and prepare final detailed cost accounting of construction. The DISTRICT shall reimburse the CITY for the DISTRICT'S share of the actual cost of the work within 60 days after receipt of an invoice following the CITY'S completion of the work.

6. OWNERSHIP OF FACILITIES/INTERCONNECTIONS. The portion of each of the interconnections that include the CITY'S pipelines, valves, and metering vaults (flow meter/metering facilities) shall be owned, operated, and maintained by the CITY. The portion of each of the interconnections beyond the metering vault on the DISTRICT'S side of the interconnections, which include the pipelines and valves that regulate the delivery of water thereto, shall be owned, operated, and maintained by the DISTRICT.

7. MAINTENANCE. The PARTIES hereby agree that the CITY shall exercise/operate the interconnection facilities on a quarterly basis to ensure all interconnection appurtenances are in working order. The CITY shall notify the DISTRICT a minimum of 14 days in advance to allow for coordination to insure no disruption of water quality. Each PARTY will be responsible for maintenance of its own portion of the interconnections, including pipelines and valves. The PARTIES hereby agree that the cost of all recurring maintenance, repairs, and rehabilitation in the metering vault (such as leak repair, meter repair, or replacement) shall be shared equally between the CITY and the DISTRICT. The CITY shall provide the DISTRICT with at least six (6) month's advance notice of planned maintenance estimated to cost more than \$10,000. Said notice shall include a list of equipment and appurtenances with a cost estimate to the DISTRICT prior to construction. The DISTRICT shall reimburse the CITY for the DISTRICT'S share of the actual cost of the work within 60 days after receipt of an invoice following the CITY'S completion of the work.

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8. REGULATION OF WATER EXCHANGES. Except when the PARTIES may be providing water in response to an abnormal pressure drop on either side or when the maintenance of interconnection facilities are required, the interconnections will be regulated so that net exchanges of water between the DISTRICT and the CITY are kept at a minimum.

9. MEASUREMENT. The CITY shall read and record the interconnection meter readings on or about the first of each month and provide such written record to the DISTRICT on a monthly basis for confirmation. The CITY and the DISTRICT may inspect such measuring equipment for the purpose of determining the accuracy thereof at any time and any errors determined to be appearing therein will be adjusted.

10. WATER QUALITY. Each PARTY to this Agreement shall operate its pipelines in such a manner that any water which the CITY or the DISTRICT delivers pursuant to this Agreement shall not be diminished in quality as a result of being delivered. The PARTIES acknowledge, however, that water delivered by one PARTY will be commingled with the water of the other PARTY and that the water delivered may not be the same as that presented for delivery. The PARTIES expressly agree that the water delivered by either PARTY to the other PARTY meets, at a minimum, the State of California's Department of Drinking Water standards for domestic use. The CITY or the DISTRICT shall not be required to accept any water that does not meet all applicable statutory and regulatory water quality requirements for domestic use in the CITY or in the DISTRICT.

11. FLUORIDATION. The CITY'S water system permit requires fluoridation of potable water supplies. As such, non-fluoridated water introduced to the CITY'S system can result in conditions out of compliance. Short-term delivery (deliveries not exceeding 90 calendar days) and emergency supplies of non-fluoridated water from interconnections are allowed within current permit conditions. The DISTRICT also recognizes that any water delivered from the CITY system contains fluoride at optimal dosages and the DISTRICT is responsible for appropriate notification and action within the DISTRICT'S service areas. Should the CITY eliminate fluoridation in its system in the future, the CITY shall notify the DISTRICT of such operational changes.



12. RESPONSIBILITIES FOR DELIVERY AND DISTRIBUTION OF WATER.

Neither the DISTRICT nor its officers, agents or employees shall be liable for the control, carriage, handling, use, disposal, or distribution of the water outside of facilities then being operated or maintained by the DISTRICT. Neither the CITY nor its officers, agents or employees shall be liable for the control, carriage, handling, use, disposal, or distribution of the water outside of facilities then being operated or maintained by the CITY.

13. RATES AND METHOD OF PAYMENT FOR WATER.

(a) The CITY and the DISTRICT shall reconcile payments due on Net Deliveries of treated water under this Agreement annually on a calendar year basis. Approximately 30 days after the end of each year, the PARTIES shall exchange written statements of the amounts of water provided to the other PARTY during the previous year. These statements shall be used to determine which PARTY is responsible for payment of its receipt of Net Delivery and the amount of such payment.

(b) The price to be charged by the DISTRICT or the CITY for treated water provided to the other PARTY'S system will be equal to the lowest quantity rate at the time charged by the providing PARTY for residential metered service.

(c) Neither the DISTRICT nor the CITY shall charge the other a capital or capacity fee for any water provided by it to the other PARTY through the interconnections as outlined in this Agreement. Both PARTIES intend to balance the inflows and outflows between their respective water systems on a long-term basis; therefore neither PARTY shall assess the other a capital facility fee for any Net Deliveries. However, nothing in this Agreement shall be construed as requiring one PARTY to consistently make Net Deliveries to the other. Neither PARTY shall be required to sell or permanently dedicate net capacity in its system to the other PARTY, except as provided in this Agreement.

(d) If Net Delivery is consistently to one PARTY and not the other as a result of operational constraints or needs, both PARTIES agree to meet to resolve the issue with the intent to manage the Net Delivery of water to a minimum over time as may be operationally practical.

14. INDEMNIFICATION. Each PARTY shall defend, indemnify, and hold harmless the other PARTY, its officers, agents, employees, and volunteers from and against all claims, damages, losses, and expenses, including attorney fees arising out of the performance of the work described herein, caused in whole or in part by any intentional or negligent act or omission of the other PARTY, save and except those matters arising from the sole, active negligence, or willful misconduct of that party or agent of that PARTY. This indemnity specifically includes, but is not limited to, claims or damages arising from or related to the quality, type, or character of the water delivered for wheeling, or the control, handling, carriage, use, distribution, disposal, or consumption of the water delivered to the applicable delivery point, or the construction or maintenance of the pipelines.

The PARTIES intend that this paragraph shall be broadly construed to effectuate its purpose.

15. REMEDIES NOT EXCLUSIVE. The use by either PARTY of any remedy specified for the enforcement of this Agreement is not exclusive and shall not deprive the PARTY using such remedy of, or limit the application of, any other remedy provided by California or federal law.

16. DISPUTE RESOLUTION. Any controversy or dispute between or among the CITY and the DISTRICT concerning implementation, interpretation, application, performance or lack of performance of this Agreement or its breach shall be addressed in joint consultation and negotiation with duly appointed representatives of the CITY and the DISTRICT and approved by the CITY Council and the DISTRICT Board of Directors.

17. MEDIATION AND ARBITRATION.

(a) Any controversy or dispute between or among the CITY and the DISTRICT concerning implementation, interpretation, application, performance or lack of performance of this Agreement, and any claim arising out of this Agreement or its breach that cannot be resolved pursuant to Section 16 above, shall be resolved under this Section. CITY and/or DISTRICT shall provide each other with written notice of a demand for arbitration within

ninety (90) days from the date of the occurrence giving rise to the controversy, dispute or claim that is the basis for the demand. The notice shall state the facts that give rise to the demand for arbitration, the date of the occurrence, the parties to the arbitration and the remedy sought. The PARTIES shall facilitate an effort to resolve the dispute through informal mediation on a voluntary basis during the thirty-day period following the demand for arbitration. Thereafter, if CITY and/or DISTRICT have not agreed to a resolution of the dispute or an extension of time, the dispute shall be resolved by binding arbitration under the California Arbitration Act (Code of Civil Procedure sections 1280 through 1294.2), except as otherwise provided herein. The PARTIES in the arbitration shall select a single neutral arbitrator. If they cannot agree on one arbitrator, or an alternative selection process, PARTIES shall request the presiding judge of the Placer County Superior Court to select an arbitrator, under Section 1281.6 of the Code of Civil Procedure.

(b) A hearing on the matter to be arbitrated shall take place before the arbitrator in the County of Placer at a time and place selected by the arbitrator. However, the hearing shall take place no later than thirty days after selection of the arbitrator, unless the parties unanimously agree to extend this time. The arbitrator shall select the time and place for the hearing and shall give each party written notice of the time and place at least twenty days before the date of the hearing. At the hearing, any relevant evidence may be presented by any party and the formal rules of evidence applicable to judicial proceedings shall not apply. Evidence may be admitted or excluded in the sole discretion of the arbitrator. The arbitrator shall hear and determine the matter, and shall resolve in writing the dispute among the parties. The decision of the arbitrator shall be binding and conclusive.

(c) The ongoing costs of the arbitration, including the arbitrator's fees, and reasonable costs incurred by CITY to facilitate the mediation and the arbitration, shall be borne equally by the PARTIES. At the conclusion of the arbitration, the prevailing party shall be entitled to recover from the losing party the costs of arbitration (but not mediation costs), in addition to reasonable attorney's fees, expert witness fees and other costs as part of the arbitrator's decision.

18. CHOICE OF LAW. This Agreement and the rights of the PARTIES hereunder shall be governed by and construed in accordance with the laws of the State of California, exclusive of conflict or choice of law rules.

19. WAIVER OF RIGHTS. Any waiver at any time by either PARTY of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.

20. TERMS OF AGREEMENT. The terms of this Agreement are effective upon execution by both PARTIES and continue in full force and effect unless terminated by either PARTY with 60-day advance notice in writing to the other PARTY.

21. ASSIGNMENT. The provisions of this Agreement shall apply to and bind the successors and assigns of the respective PARTIES, but no assignment or transfer of this Agreement, or any part hereof or interest herein, shall be valid until and unless approved by both PARTIES.

22. OPINIONS AND DETERMINATIONS. Where the terms of this Agreement provide for action to be based upon judgment, approval, review, or determination of either PARTY, such terms are not intended to be and shall never be construed as permitting such opinion, judgment, approval, review, or determination to be arbitrary, capricious, or unreasonable.

23. NOTICES. All written notices that are required either expressly or by implication to be given by any PARTY to the other under this Agreement shall only be signed by authorized officers of the notifying PARTY.

Any written notices to PARTIES required by this Agreement shall be delivered or mailed, U.S. first class postage prepaid, addressed as follows:

CITY OF ROSEVILLE

City Clerk

311 Vernon Street

Roseville, CA 95678

CITRUS HEIGHTS WATER DISTRICT

General Manager

P.O. Box 286

Citrus Heights, CA 95611-0286

Either PARTY may amend its address for notice by sending written notice to the other PARTY.

24. INSPECTION OF BOOKS AND RECORDS. The proper officers or agents of each PARTY shall have full and free access at all reasonable times to the account books and official records of the other PARTY insofar as they pertain to the matters and things provided for in this Agreement, with the right at any time during office hours to make copies thereof at that PARTY'S expense.

25. INTEGRATION. This is an integrated Agreement and contains all of the terms, considerations, understanding and promises of the PARTIES. It shall be read as a whole.

25. SEVERABILITY. The invalidity or unenforceability of any provisions of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement, which shall remain in full force and effect.

26. ATTORNEY'S FEES. In any action brought by either PARTY to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees.

27. COUNTERPARTS. This Agreement may be executed in counterparts.

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IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Agreement in duplicate by its City Manager and attested to by its City Clerk under the authority of Resolution No. \_\_\_\_\_ adopted by the Council of the City of Roseville on the \_\_\_\_\_ day of \_\_\_\_\_, 201\_, and the Citrus Heights Water District has caused this Agreement to be executed by its General Manager and attested to by its Secretary to the District Board of Directors by the District's Resolution No. \_\_\_\_ adopted by the District Board of Directors on the \_\_\_ day of \_\_\_\_\_, 2016.

Signature page(s) to follow:

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CITY OF ROSEVILLE,  
a municipal corporation:

CITRUS HEIGHTS WATER DISTRICT,  
an irrigation district:

By \_\_\_\_\_  
Rob Jensen  
City Manager

By \_\_\_\_\_  
Robert A. Churchill  
General Manager

ATTEST:

ATTEST:

\_\_\_\_\_  
Sonia Orozco  
City Clerk

\_\_\_\_\_  
Robert A. Churchill  
Secretary

Approved as to Form

Approved as to Form

\_\_\_\_\_  
Robert Schmitt  
City Attorney

\_\_\_\_\_  
Judith Kammins Albietz  
Albietz Law Firm for  
Citrus Heights Water District

Approved as to Substance

Approved as to Substance

\_\_\_\_\_  
Richard D. Plecker  
Environmental Utilities Director

\_\_\_\_\_  
Robert A. Churchill  
General Manager

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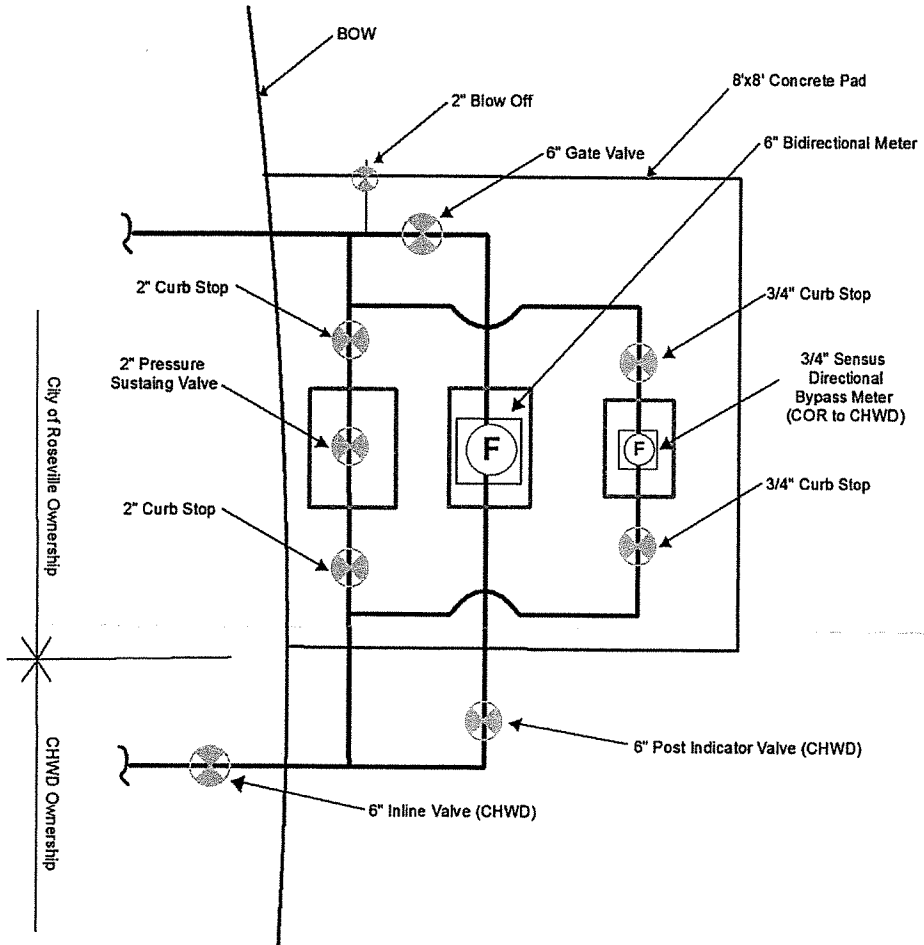
“ATTACHMENT A”  
WATER SYSTEM INTERCONNECTION POINTS



# Orlando Intertie - Exiting Configuration

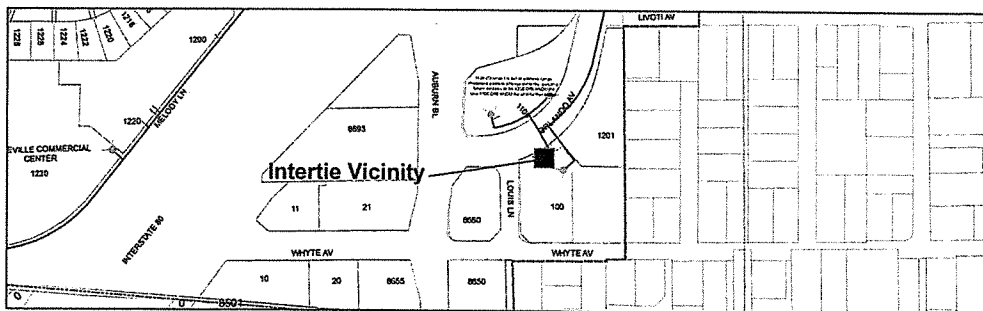


Graphic: Not to Scale



## NOTES

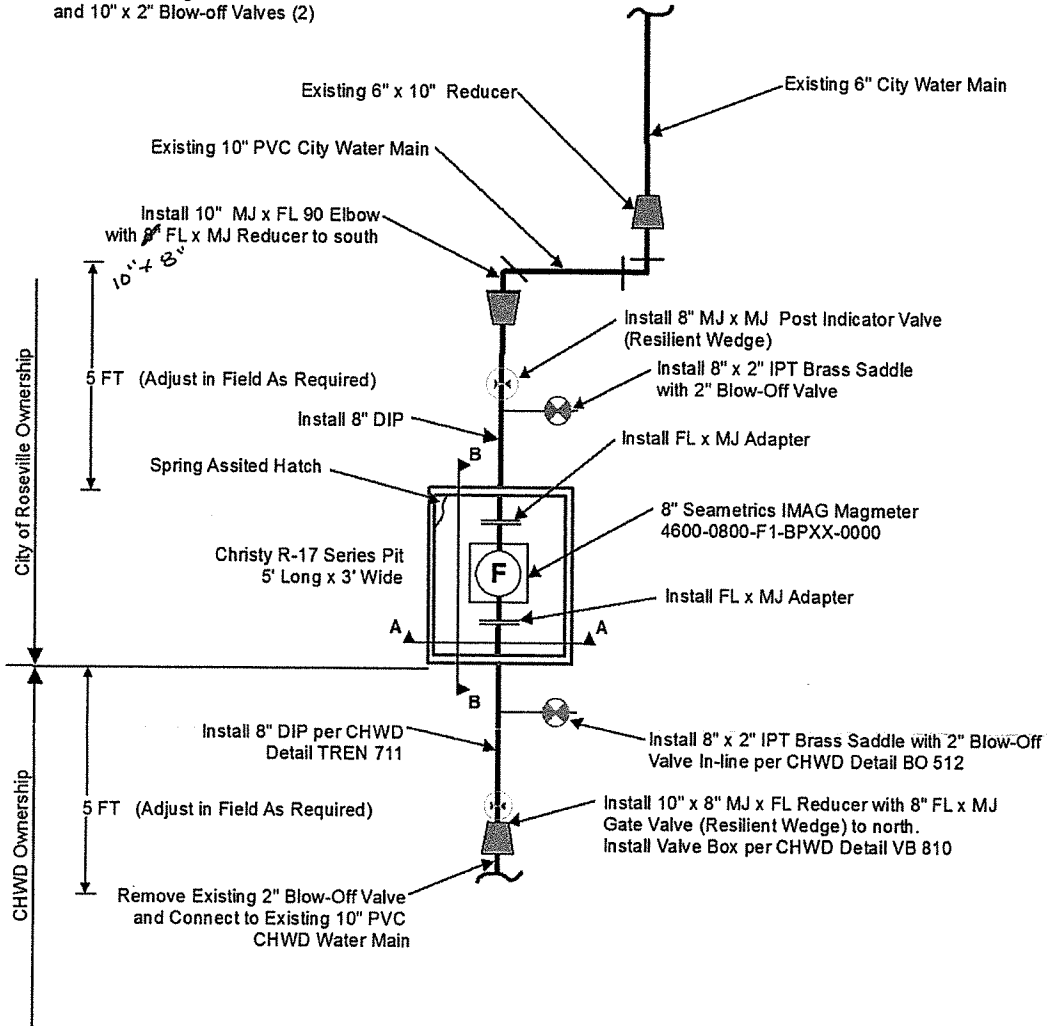
1. Map Displays Interties' Existing Configuration



# Blossom Hill Way Interconnection

Graphic: Not to Scale

Remove Existing 10" Post Indicator Valve and 10" x 2" Blow-off Valves (2)



## NOTES

1. All pipe installation shall be 8" PC 350 Ductile Iron Pipe (DIP)
2. Installed in landscape area
3. All DIP Joints and Appurtenances shall be installed per Section 81-9, City Of Roseville Domestic Water Supply Construction Standards
4. All Installation shall be fully restrained
5. Provide mechanical seal between DIP and Pit at pipe penetrations - Leakseal or approved equal

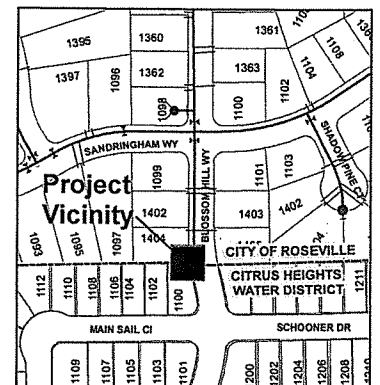
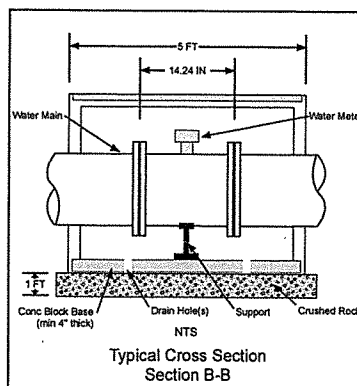
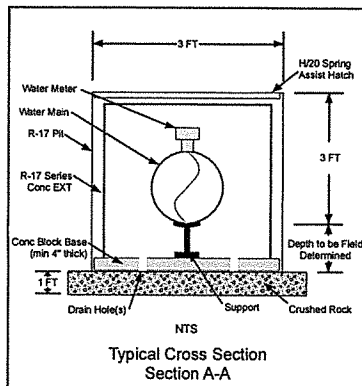
APPROVED FOR CONSTRUCTION

CITY OF ROSEVILLE

DATE

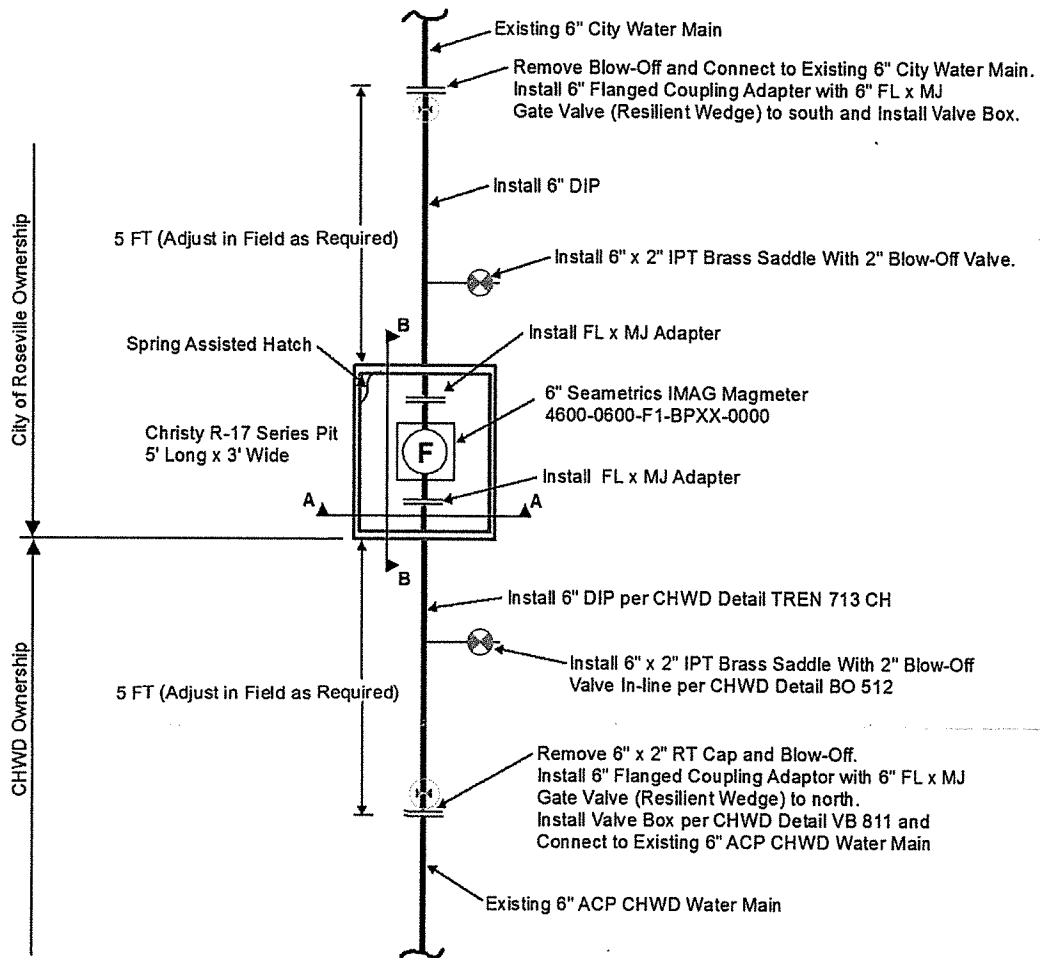
CITRUS HEIGHTS WATER DISTRICT

DATE



# Crestmont Avenue Interconnection

Graphic: Not to Scale



### NOTES

1. All pipe for installation shall be 6" PC 350 Ductile Iron Pipe (DIP)
2. Install in Pavement
3. All DIP Joints and Appurtenances Shall Be Installed Per Section 81-9, City Of Roseville Domestic Water Supply Construction Standards
4. All Installation shall be fully restrained
5. Provide mechanical seal between DIP and Pit at pipe penetrations - Leakseal or approved equal

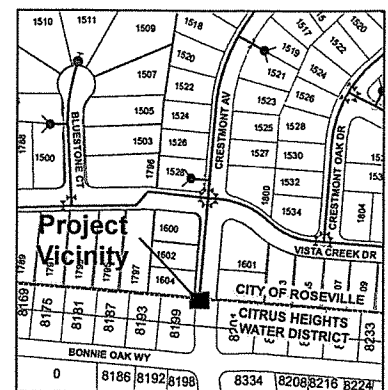
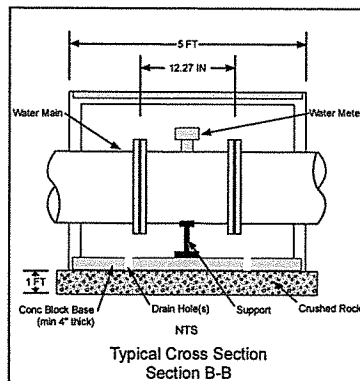
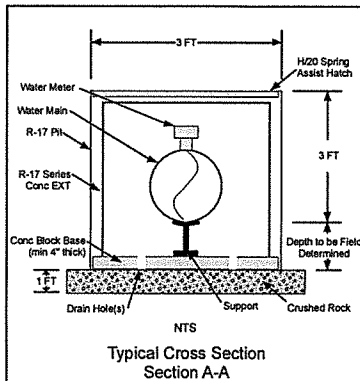
APPROVED FOR CONSTRUCTION

CITY OF ROSEVILLE

DATE

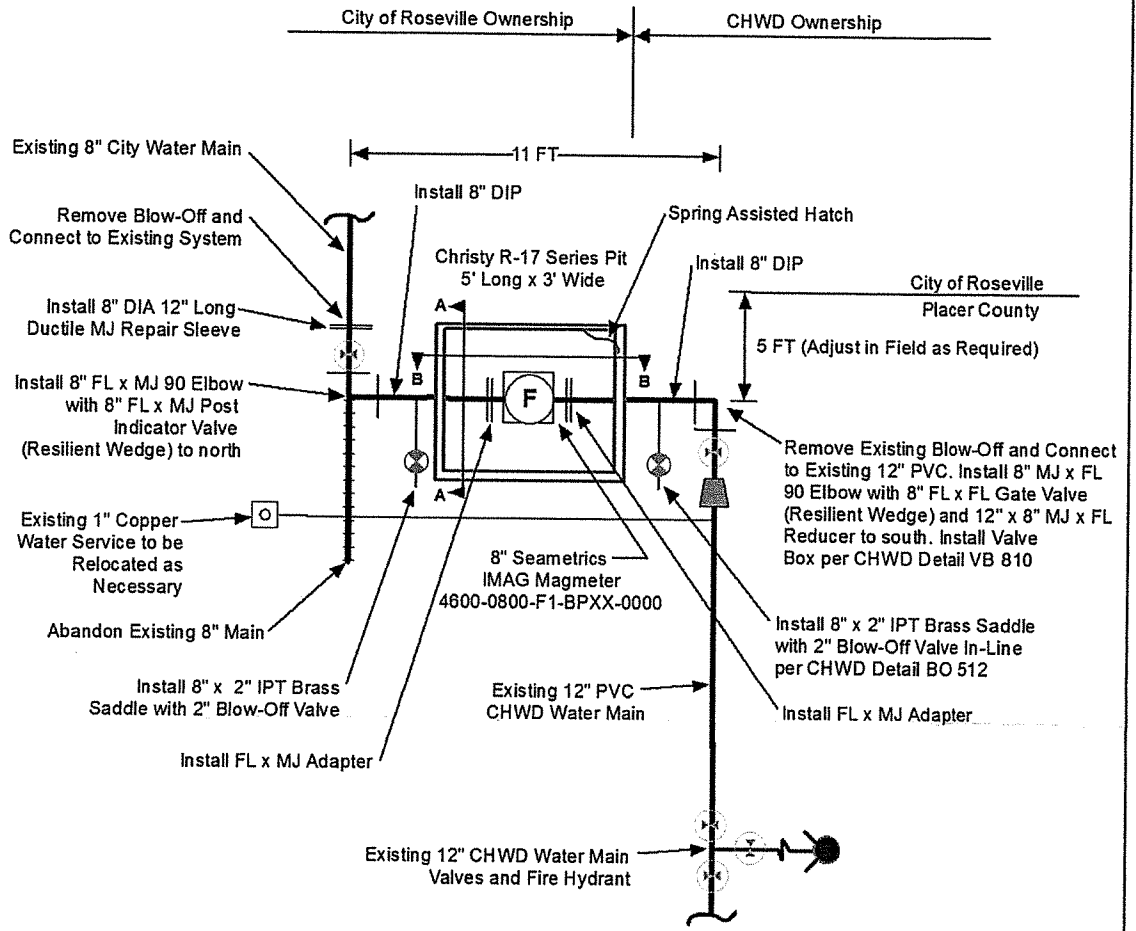
CITRUS HEIGHTS WATER DISTRICT

DATE



# Fair Way Interconnection

Graphic: Not to Scale



## NOTES

1. All pipe for installation shall be 8" PC 350 Ductile Iron Pipe (DIP)
2. Installed in unimproved roadway
3. All DIP Joints and Appurtenances shall be Installed per Section 81-9, City Of Roseville Domestic Water Supply
4. All Installation shall be fully restrained
5. Provide mechanical seal between DIP and Pit at pipe penetrations - Leakseal or approved equal

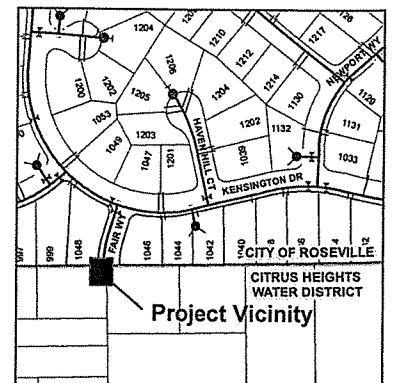
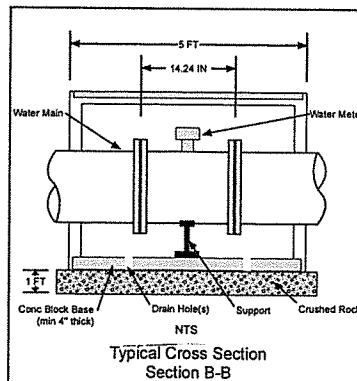
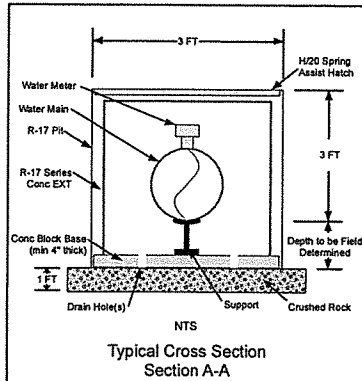
APPROVED FOR CONSTRUCTION

CITY OF ROSEVILLE

DATE

CITRUS HEIGHTS WATER DISTRICT

DATE



# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : POLICY AMENDMENTS—SAFETY OFFICER  
 STATUS : Action Item  
 REPORT DATE : November 1, 2016  
 PREPARED BY : Lisa Smoot, Management Services Supervisor/Chief Board Clerk  
 Hilary M. Straus, Assistant General Manager

### **OBJECTIVE:**

Consider amendments to Human Resources Policy Number 4701- Safety Officer.

### **BACKGROUND AND ANALYSIS:**

During the past year and half, staff has had an opportunity to examine closely CHWD's Safety Program and the role of the Safety Officer position. Historically, the Safety Officer designation has been attached to an existing employee's responsibilities with no additional compensation. As the organization's needs continue to evolve and as Federal and State workplace safety and loss prevention requirements continue to increase, the Safety Officer's time commitments and responsibilities continue to grow.

During this past year alone, the Safety Officer has lead a inter-departmental Safety Committee that has: 1) Updated CHWD's Hazardous Materials Policy; 2) Updated CHWD's Shade Policy; 3) Implemented a new Material Safety Data Sheet MS-DS update program; 4) Coordinated the implementation/compliance with ACWA JPIA's Safety Audit; 5) Worked with Operations staff to develop a Confined Space Program; 6) Coordinated two Safety Game/Safety Instruction Trainings for all staff; 7) Provided 53 weekly Safety Trainings/Briefings to Operations and Engineering Staff; 8) Coordinated and assessed the effectiveness of an Evacuation Drill and planned for a future Evacuation Drill; 9) Developed HAZCOM Plan; 10) Developed Hearing Conservation Plan; 11) Developed Personal Protective Equipment (PPE) Plan; 12) Developed New Employee Orientation Checklist; and 13) Coordinated First Aid/CPR and AED training for all staff.

Other noteworthy on-going responsibilities of the Safety Officer as specified in CHWD's Injury, Illness Prevention Plan and Return to Work Policies include: 1) Ongoing Asbestos Cement Pipe Training; 2) Develop Respiratory Protection Program; 3) Develop Blood-borne Pathogens Exposure Program; and 4) Develop Lockout/Block-out Program.

Looking ahead, as CHWD plans to expand its Loss Prevention Program, covering all lines of insurance coverage, including General Liability, Worker's Compensation and Property, the Safety Officer is in a unique position to lead an expanded Loss Prevention effort, and the accompanying policy update to the Safety Officer policy, includes a provision designating the Safety Officer as the Team Lead over Loss Prevention. Loss Prevention includes analyzing data to determine areas of risk and developing policies, programs, procedures and projects, including training and education opportunities to staff, to reduce areas of risk to CHWD. The net effect is improved workplace safety and reduced employment practices liability.

Moreover beginning this year, the Safety Officer has been tasked with preparing a Safety Program budget, including administering service agreements for the Automated External Defibrillator (AED) and Globally Harmonized System Safety Data Sheets and coordinating the implementation of budgeted work program items, such as secure and repairs to the warehouse storage racks.

Given the already-observed time commitments and anticipated growing requirements and time requirements of the Safety Officer role (upwards of 10-20% additional to an existing position), it is recommended that a pay differential of 5% of base pay be added to any non-management employee who is assigned by the General Manager or General Manager's designee to serve as the Safety Officer.

Further, with the deactivation of the Assistant General Manager for 2017, language in the policy needs to be updated accordingly.

Therefore, amendments to the following Human Resource Policy are recommended:

Policy Number 4701: Safety Officer

Amend the policy to remove the Assistant General Manager designation. Added additional responsibilities to the Safety Officer position to include Team Lead of the Districts Loss Prevention Program. Due to the increased responsibilities and additional time needed to perform these responsibilities the designated employee shall receive a 5% Safety Officer Training/Coordinator Premium.

**RECOMMENDATION:**

Amend Policy Number 4701- Safety Officer as presented.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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CITRUS HEIGHTS WATER DISTRICT  
POLICIES AND PROCEDURES MANUAL

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POLICY TYPE : HUMAN RESOURCES  
POLICY TITLE : SAFETY OFFICER  
POLICY NUMBER : 4701  
DATE ADOPTED : JUNE 3, 1992  
DATE AMENDED : ~~JUNE 10, 2008~~ November 1, 2016  
AMENDMENTS : (1) June 10, 2008

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4701.00                    SAFETY OFFICER

One (1) Regular employee of the District will be designated in writing by the General Manager or General Manager Designee to perform, as a collateral duty, the duties of Safety Officer.

The overall duty of the Safety Officer shall be to help the District achieve the greatest practical degree of freedom from injuries / illnesses and to insure that every employee is provided safe and healthful working conditions, free from recognized hazards. Responsibilities for the Safety Officer shall be as set forth in the District's Injury and Illness Prevention Program (IIPP) (see Policy 4702), Return to Work Program (see Policy 4730) and other responsibilities and duties as assigned from time to time by the General Manager or General Manager Designee or Assistant General Manager. The Safety Officer will serve the Team Lead of the District's Loss Prevention Program.

Designation as the District's Safety Officer ~~is not cause for an adjustment in the designee's compensation~~ will create increased responsibilities. Adding additional responsibilities, the designated employee shall receive a 5% Safety Officer Training/Coordinator Premium, for any FLSA non-exempt position assigned as Safety Officer.

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

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SUBJECT : SAN JUAN WATER DISTRICT GENERAL MANAGER RETIREMENT  
STATUS : Action Item  
REPORT DATE : November 3, 2016  
PREPARED BY : Robert A. Churchill, General Manager

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**OBJECTIVE:**

Consider adoption of Resolution No. 30-2016 Commending Shauna Lorange for Outstanding Service to San Juan Water District.

**BACKGROUND AND ANALYSIS:**

Shauna Lorange began her duties as the Assistant General Manager of San Juan Water District (SJWD) on March 6, 1996. She was selected as the agency's General Manager on December 22, 2003. On December 14, 2016 she will be retiring from SJWD having dedicated more than 20 years of public service to the agency.

**RECOMMENDATION:**

Adopt Resolution No. 30-2016 Commending Shauna Lorange for Outstanding Service to San Juan Water District.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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CITRUS HEIGHTS WATER DISTRICT  
RESOLUTION NO. 30-2016

RESOLUTION OF THE BOARD OF DIRECTORS  
OF CITRUS HEIGHTS WATER DISTRICT  
COMMENDING SHAUNA LORANCE

WHEREAS, Shauna Lorance began her employment with San Juan Water District as its Assistant General Manager on March 16, 1996; and

WHEREAS, Shauna Lorance was selected to serve as San Juan Water District's General Manager and assumed those duties on December 22, 2003; and

WHEREAS, Shauna Lorance has represented the water supply interests and needs of Citrus Heights Water District at the regional, State and Federal level with distinction for over 20 years, and

WHEREAS, Shauna Lorance will be retiring from an exemplary career at San Juan Water District on December 14, 2016.

NOW, THEREFORE, BE IT RESOLVED that on the occasion of her retirement, the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT expresses its thanks and appreciation to Shauna for her service to the water users in Citrus Heights Water District and extends its best wishes to Shauna and her family for a fulfilling retirement.

PASSED AND ADOPTED by the Board of Directors of the CITRUS HEIGHTS WATER DISTRICT this 8th day of November, 2016 by the following vote, to-wit:

AYES:	Directors:	Dains, Sheehan, Riehle
AYES:	Directors:	None
NOES:	Directors:	None
ABSENT:	Directors:	None

SEAL

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

ATTEST:

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ROBERT A. CHURCHILL, Secretary

# CITRUS HEIGHTS WATER DISTRICT

## PROJECT MANAGER'S REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : PROJECT MANAGER'S REPORT  
 STATUS : Information Item  
 REPORT DATE : November 1, 2016  
 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>Citrus Heights Memory Care</i>	<i>76 l.f.</i>	<i>8-Inch DIP Water Main</i>	<i>\$24,550.00</i>
<i>6825 Sunrise Blvd (2015-56)</i>	<i>5 l.f.</i>	<i>6-Inch DIP Water Main</i>	
	<i>3</i>	<i>8-Inch Gate Valve</i>	
	<i>2</i>	<i>6-Inch Gate Valve</i>	
	<i>1</i>	<i>8-Inch Post Indicator Valve</i>	
	<i>2</i>	<i>Steamer Fire Hydrant</i>	
	<i>1</i>	<i>1 ½-Inch Metered Water Service</i>	
	<i>1</i>	<i>1-Inch Metered Irrigation Service</i>	
<i>McDonalds</i>	<i>3 l.f.</i>	<i>8-Inch DIP Water Main</i>	<i>\$5,350.00</i>
<i>5402 Sunrise Blvd (2015-60)</i>	<i>1</i>	<i>6-Inch Post Indicator Valve</i>	
	<i>1</i>	<i>1½-Inch Water Service</i>	
	<i>1</i>	<i>1-Inch Metered Irrigation Service</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>
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	<b><i>85% Complete</i></b>
Citrus Heights City Hall (2015-54)	6350 Fountain Square Dr	<b><i>Substantially Complete</i></b>
Sunrise Mall Parking Lot (2016-50)	6198 Sunrise Blvd	<b><i>80% Complete</i></b>
<b><i>Bearpaw Expansion Commercial Building (2015-59)</i></b>	<b><i>7524 Old Auburn Rd</i></b>	<b><i>50% Complete</i></b>

**PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION**

<u>Project</u>	<u>Location</u>	<u>Status</u>
Louis-Orlando Bus Transfer Point (2015-66)	Louis Ln @ Orlando Ave	Plans Signed 2/4/16
Meier Estates 7 Lot Subdivision (2015-68)	North Sims Way	Plans Signed 5/23/16
Dignity Health Building (2015-55)	7115 Greenback Ln	Plans Signed 6/8/16
Commercial Building Remodel (2016-51)	5414-50 Sunrise Blvd	Plans Signed 10/4/16

**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>
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	Agreement – 99% Plans – 100% Cost Estimate – 100%
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	Agreement – 99% Plans – 100% Cost Estimate – 100%
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	Agreement – 99% Plans – 100% Cost Estimate – 100%
Corporation Yard Improvements Phase 1 Domenichelli and Associates, Inc. (2015-02)	6230 Sylvan Road	<b><i>Awaiting Technical Memorandum</i></b>
Highland Ave & Rosa Vista Ln 8” Water Mains Warren Consulting Engineers (2015-33)	Highland Ave at Rosa Vista Ln	<b><i>Reviewing 30% Submittal</i></b>

**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:

None

**PM-6 CITY OF CITRUS HEIGHTS PROJECTS**

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

None

# CITRUS HEIGHTS WATER DISTRICT

## OPERATIONS MANAGER'S REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : OPERATIONS MANAGER'S REPORT  
 STATUS : Information Item  
 REPORT DATE : November 1, 2016

BLOW OFF FLUSH: (1)

October 26, 2016 8148 GLEN CANYON CT

BLOW OFF REPLACEMENT: (1)

October 20, 2016 7612 ANTELOPE RD

CONTRACTOR - BACKFLOW INSTALL: (1)

October 4, 2016 7945 MADISON AVE

CONTRACTOR - SERVICE INSTALL: (5)

October 3, 2016 5609 Mariposa Ave  
 October 3, 2016 5600 Mariposa Ave  
 October 3, 2016 5556 Mariposa Ave  
 October 4, 2016 5617 Mariposa Ave  
 October 4, 2016 5601 Mariposa Ave

CONTRACTOR-METER & BACKFLOW INSTALL: (1)

October 4, 2016 7945 MADISON AVE

CONVERT TR TO RADIO READ METER: (1)

October 3, 2016 7545 OAK GROVE AVE

HYDRANT MAINTENANCE: (1)

October 5, 2016 7301 GREENBACK LN

HYDRANT MAINTENANCE/PAINT: (30)

October 3, 2016 8146 HOLLY DR  
 October 3, 2016 7625 BAIRD WAY  
 October 3, 2016 7664 BAIRD WAY  
 October 3, 2016 8228 HOLLY DR  
 October 3, 2016 7637 OAK GROVE AVE  
 October 4, 2016 7680 OAK GROVE AVE  
 October 4, 2016 8235 MARIPOSA AVE  
 October 4, 2016 8280 MARIPOSA AVE

October 4, 2016	7654 ROBERTS DR
October 4, 2016	7661 WALNUT DR
October 5, 2016	7633 NORTH COLONY WAY
October 5, 2016	7701 GLENN AVE
October 5, 2016	7753 GLENN AVE
October 5, 2016	8321 HOLLY DR
October 5, 2016	7569 CHERRY GLEN AVE
October 5, 2016	7532 CHERRY GLEN AVE
October 5, 2016	8350 TWIN OAKS AVE
October 11, 2016	7561 TWIN OAKS AVE
October 11, 2016	7593 TWIN OAKS AVE
October 13, 2016	7690 TWIN OAKS AVE
October 17, 2016	7721 TWIN OAKS AVE
October 17, 2016	7756 TWIN OAKS AVE
October 17, 2016	8307 LEE DR
October 17, 2016	8229 LEE DR
October 17, 2016	7771 TWIN OAKS AVE
October 18, 2016	8349 PATTON AVE
October 18, 2016	8253 PATTON AVE
October 18, 2016	8241 PATTON AVE
October 20, 2016	8171 PATTON AVE
October 20, 2016	7797 GLENN AVE

HYDRANT PAINT: (1)

October 24, 2016	8477 AUBURN BLVD
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MAIN REPAIR: (1)

October 27, 2016	7900 GLEN TREE DR
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METER BOX MAINTENANCE: (4)

October 5, 2016	8132 SUNDANCE DR
October 24, 2016	7613 MUSCHETTO CT
October 31, 2016	5900 SPERRY DR
October 31, 2016	5900 SPERRY DR

POT HOLE SERVICE: (3)

October 17, 2016	7320 CHIVALRY WAY
October 17, 2016	7320 CHIVALRY WAY
October 26, 2016	8376 CANYON OAK DR

RADIO READ METER INSTALL: (5)

October 25, 2016	6413 BRANDO LOOP
October 25, 2016	6415 BRANDO LOOP
October 25, 2016	6417 BRANDO LOOP
October 25, 2016	6419 BRANDO LOOP
October 25, 2016	6423 BRANDO LOOP

RADIO READ REGISTER CHANGE OUT: (1)

October 3, 2016 8050 PATTON AVE

REGISTER CHANGE OUT: (18)

October 3, 2016 8015 SUNRISE BLVD  
October 6, 2016 6940 CALVIN DR  
October 10, 2016 7617 AUBURN BLVD  
October 11, 2016 13663 FAIR OAKS BLVD  
October 12, 2016 6360 FOUNTAIN SQUARE  
October 12, 2016 6968 ROSA VISTA AVE  
October 13, 2016 7876/78 VISTA RIDGE DR  
October 13, 2016 7816 POMEROY WY  
October 13, 2016 7341 BONITA WAY  
October 19, 2016 7401 CUSHMAN CT  
October 24, 2016 5822 MARIPOSA AVE  
October 24, 2016 7641 DOWN WAY  
October 24, 2016 6821 ADMIRAL AVE  
October 24, 2016 6957 PAMPAS WAY  
October 27, 2016 7935 GARRY OAK DR  
October 27, 2016 8219 TWIN OAKS AVE  
October 27, 2016 8113 MESA OAK WAY  
October 27, 2016 7752 WOODCHUCK WAY

SADDLE REPLACEMENT: (5)

October 4, 2016 7446-48 GALLANT CIR  
October 11, 2016 7520-22 GALLANT CIR  
October 11, 2016 7518-16 GALLANT CIR  
October 12, 2016 7504/06 GALLANT CIR  
October 12, 2016 7500/02 GALLANT CIR

SERVICE REPLACEMENT: (5)

October 25, 2016 6720 ADMIRAL AVE  
October 25, 2016 6716 ADMIRAL AVE  
October 26, 2016 5345 PACIFIC PALM CT  
October 26, 2016 5341 PACIFIC PALM CT  
October 31, 2016 8283 TWIN OAKS AVE

SERVICE/SADDLE REPLACEMENT: (38)

October 4, 2016 8328 MYRTUS CT  
October 5, 2016 7450-52 GALLANT CIR  
October 5, 2016 7508-10 GALLANT CIR  
October 5, 2016 7512-14 GALLANT CIR  
October 5, 2016 7524-26 GALLANT CIR  
October 6, 2016 6149 PATTERSON LN  
October 6, 2016 7605 PRATT AVE  
October 6, 2016 7605 PRATT AVE  
October 11, 2016 8292 CANYON OAK DR  
October 11, 2016 8300 CANYON OAK DR

October 11, 2016	8304 CANYON OAK DR
October 11, 2016	8308 CANYON OAK DR
October 13, 2016	8312 CANYON OAK DR
October 13, 2016	8316 CANYON OAK DR
October 13, 2016	8320 CANYON OAK DR
October 13, 2016	8324 CANYON OAK DR
October 13, 2016	8328 CANYON OAK DR
October 13, 2016	8325 CANYON OAK DR
October 18, 2016	8329 CANYON OAK DR
October 18, 2016	8333 CANYON OAK DR
October 18, 2016	8337 CANYON OAK DR
October 18, 2016	8411 ERIKA JEAN WY
October 19, 2016	8101 FOREST OAK WAY
October 19, 2016	6340/6342 SANTA CATARINA WAY
October 19, 2016	8105 FOREST OAK WAY
October 20, 2016	7618 ANTELOPE RD
October 25, 2016	8341 CANYON OAK DR
October 25, 2016	8349 CANYON OAK DR
October 25, 2016	8353 CANYON OAK DR
October 25, 2016	8345 CANYON OAK DR
October 25, 2016	8332 CANYON OAK DR
October 26, 2016	7357-59 CHIVALRY WAY
October 26, 2016	8389 CANYON OAK DR
October 27, 2016	5800 TREMWELL CT
October 27, 2016	5801 TREMWELL CT
October 31, 2016	7337-39 CHIVALRY WAY
October 31, 2016	7349-51 CHIVALRY WAY
October 31, 2016	7353-55 CHIVALRY WAY

VALVE BOX MAINTENANCE: (1)

October 31, 2016	5900 SPERRY DR
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VALVE EXERCISE: (53)

October 3, 2016	8119 HOLLY DR
October 3, 2016	7633 BAIRD WAY
October 3, 2016	7665 BAIRD WAY
October 3, 2016	8231 HOLLY DR
October 3, 2016	8231 HOLLY DR
October 4, 2016	7680 OAK GROVE AVE
October 4, 2016	8256 MARIPOSA AVE
October 4, 2016	8256 MARIPOSA AVE
October 4, 2016	8304 MARIPOSA AVE
October 4, 2016	8312 MARIPOSA AVE
October 4, 2016	8200 MARIPOSA AVE
October 5, 2016	7633 NORTH COLONY WAY
October 5, 2016	7701 GLENN AVE
October 5, 2016	7701 GLENN AVE
October 5, 2016	7753 GLENN AVE



October 5, 2016	8333 HOLLY DR
October 5, 2016	8333 HOLLY DR
October 5, 2016	7557 CHERRY GLEN AVE
October 5, 2016	7557 CHERRY GLEN AVE
October 5, 2016	7557 CHERRY GLEN AVE
October 5, 2016	8350 TWIN OAKS AVE
October 11, 2016	7593 TWIN OAKS AVE
October 11, 2016	8349 HOLLY DR
October 11, 2016	7601 TWIN OAKS AVE
October 11, 2016	7684 TWIN OAKS AVE
October 13, 2016	7684 TWIN OAKS AVE
October 13, 2016	7690 TWIN OAKS AVE
October 13, 2016	8348 MARIPOSA AVE
October 17, 2016	8348 MARIPOSA AVE
October 17, 2016	8348 MARIPOSA AVE
October 17, 2016	8346 MARIPOSA AVE
October 17, 2016	7726 TWIN OAKS AVE
October 17, 2016	7732 TWIN OAKS AVE
October 17, 2016	7750 TWIN OAKS AVE
October 17, 2016	7750 TWIN OAKS AVE
October 17, 2016	7750 TWIN OAKS AVE
October 17, 2016	7756 TWIN OAKS AVE
October 17, 2016	8292 LEE DR
October 17, 2016	7762 TWIN OAKS AVE
October 17, 2016	7788 TWIN OAKS AVE
October 18, 2016	8349 PATTON AVE
October 18, 2016	8349 PATTON AVE
October 18, 2016	8349 PATTON AVE
October 18, 2016	8333 PATTON AVE
October 18, 2016	8333 PATTON AVE
October 20, 2016	7800 GARRY OAK DR
October 20, 2016	7797 GLENN AVE
October 20, 2016	7797 GLENN AVE
October 20, 2016	7797 GLENN AVE
October 25, 2016	7621 TWIN OAKS AVE
October 25, 2016	7821 TWIN OAKS AVE
October 25, 2016	78721 TWIN OAKS AVE
October 25, 2016	7829 TWIN OAKS AVE

VALVE LOCATE: (2)

October 5, 2016	7701 GLENN AVE
October 18, 2016	5320 DEWEY DR

VALVE OFF: (1)

October 3, 2016	8201 HOLLY DR
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VALVE REPAIR: (1)

October 13, 2016	5320 DEWEY DR
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VALVE REPLACEMENT: (2)

October 5, 2016

7546 LIMERICK WAY

October 26, 2016

8389 CANYON OAK DR

**Total Count: 182**

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**  
**NOVEMBER 8, 2016 REGULAR BOARD MEETING**

SUBJECT : 2016 WATER SUPPLY - PURCHASED & PRODUCED  
 STATUS : Information Item  
 REPORT DATE : November 2, 2016  
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

**OBJECTIVE:**

Report on annual water supply including comparison with prior years and current 5 - 10% voluntary reduction directive.

Month	2013			2014			2015			2016				Year-to-Date Comparison to 2013	
										Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
	acre feet			acre feet			acre feet			acre feet				acre feet	%
Jan	602.52	602.39	570.05	463.53	76.07	539.60	539.60	-62.92	-10.4%						
Feb	606.36	450.96	511.52	387.51	97.02	484.53	1,024.13	-184.75	-15.3%						
Mar	819.55	612.20	725.95	442.62	74.94	517.56	1,541.69	-486.74	-24.0%						
Apr	1,029.73	737.30	761.02	609.95	67.86	677.81	2,219.50	-838.66	-27.4%						
May	1,603.43	1,190.07	869.08	882.03	97.46	979.49	3,198.99	-1,462.60	-31.4%						
Jun	1,816.73	1,548.66	1,065.10	1,270.95	72.81	1,343.76	4,542.75	-1,935.57	-29.9%						
Jul	2,059.21	1,622.10	1,184.95	1,418.32	126.25	1,544.57	6,087.32	-2,450.21	-28.7%						
Aug	1,924.28	1,477.49	1,188.18	1,456.87	122.93	1,579.80	7,667.12	-2,794.69	-26.7%						
Sep	1,509.82	1,275.11	1,069.78	1,161.21	96.70	1,257.91	8,925.03	-3,046.60	-25.4%						
Oct	1,297.42	1,030.74	918.67	708.13	132.67	840.80	9,765.83	-3,503.22	-26.4%						
Nov	911.55	682.48	589.6												
Dec	700.94	563.15	519.57												
<b>Total</b>	14,881.54	11,792.65	9,973.47	8,801.12	964.71	9,765.83	9,765.83								
				90.12%	9.88%										

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

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SUBJECT : SURFACE WATER SUPPLY  
STATUS : Information Item  
REPORT DATE : November 3, 2016  
PREPARED BY : David M. Gordon, Operations Manager

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### **OBJECTIVE:**

Receive status report on surface water supplies available to the District.

### **BACKGROUND AND ANALYSIS:**

As of midnight on November 1, 2016, storage in Folsom Lake was at 361,431 acre-feet, 37 percent of the total capacity of 977,000 acre-feet. This is about 73 percent of historical average for this date. This represents an increase in storage of 58,049 acre-feet in the past month.

The District's total water use during the month of October 2016 (840.80 acre-feet) was 35.2% below that of October 2013 (1,297.42 acre-feet).

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

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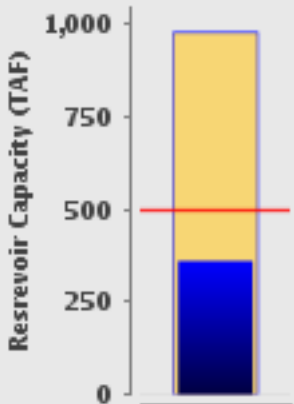


# Reservoir Conditions - Folsom Lake



## Folsom Lake Conditions

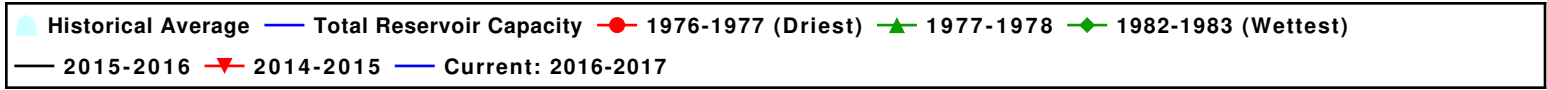
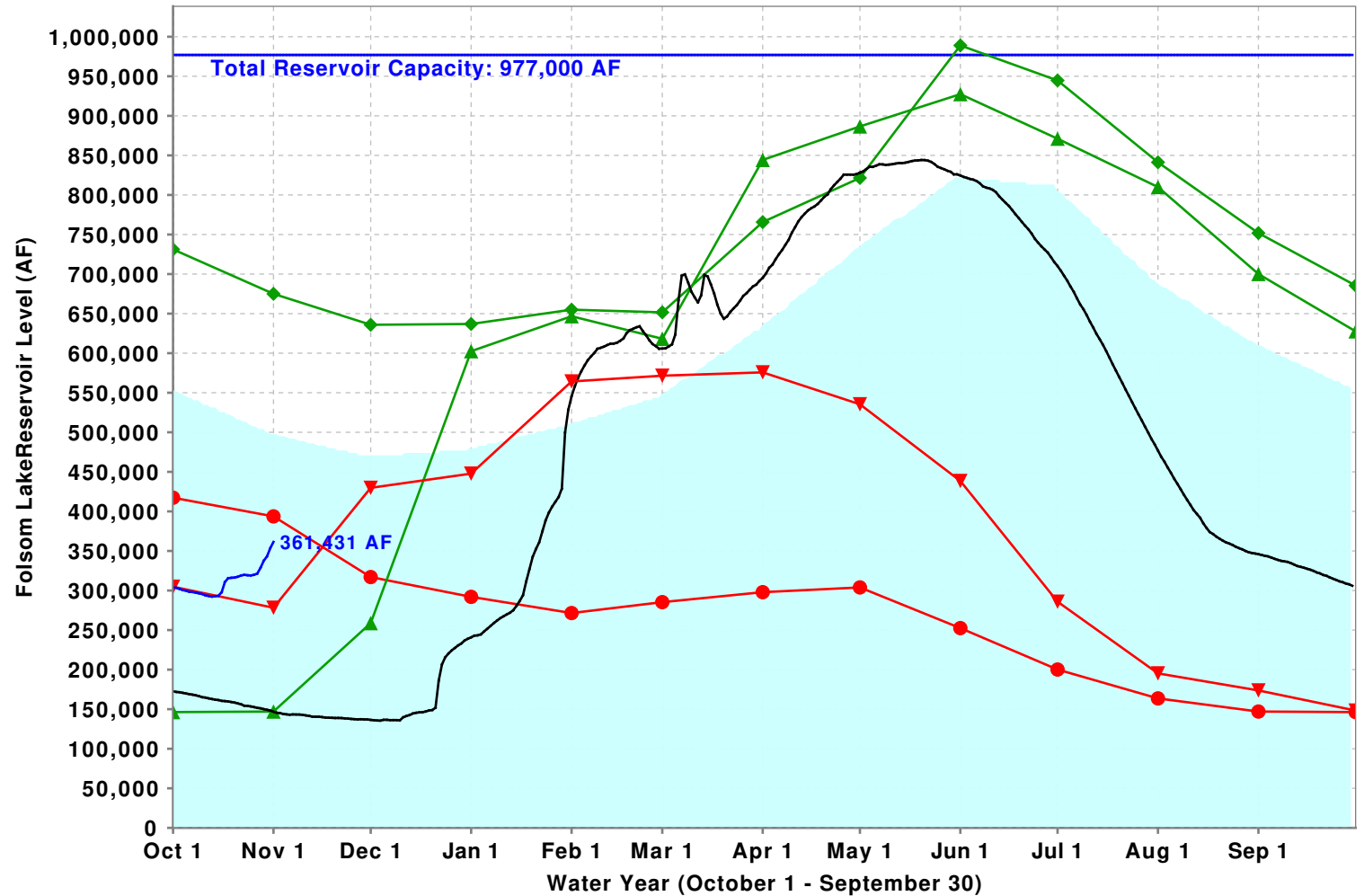
(as of Midnight - November 1, 2016)



Current Level: 361,431 AF

37% (Total Capacity) | 73% (Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight November 1, 2016



# CITRUS HEIGHTS WATER DISTRICT

## MANAGEMENT SERVICES REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : EMPLOYEE RECOGNITION  
 STATUS : Information Item  
 REPORT DATE : November 1, 2016  
 PREPARED BY : Lisa Smoot, Management Services Supervisor/Chief Board Clerk

The following District employees were recognized for superior attendance, outstanding customer service and quality of work during the month of October 2016.

### OPERATIONS and WATER QUALITY DEPARTMENT

James Buford: Work Quality – Performed and developed a presentation to staff to promote and propose some internal operational efficiency – 2016 Oct 27 Thursday

Tim Cutler: Work Quality – For participation in the Howl-o-ween Parade  
– 2016 Oct 22 Saturday

Robyn Evans: Work Quality – Persistence and follow-up with Ditch Witch to find a solution to the Vac-trailer pressure issues, making the district crews more efficient– 2016 Oct

James Ferro Work Quality – Performed Night work on Dewey Drive to repair a broken valve  
– 2016 Oct 13 Thursday  
Work Quality – For participation in the Howl-o-ween Parade  
– 2016 Oct 22 Saturday

Gil Garcia: Work Quality – Customer with a leak at 6612 Woodmore Oaks called back after he was helped with leak and wanted to personally thank us for a fast response. The customer said, ” I received such top notch service from start to finish and that seems to be a rarity nowadays.”

Brian Hensley: Superior Attendance

Dan Hesse: Superior Attendance  
Work Quality – Performed Night work on Dewey Drive to repair a broken valve  
– 2016 Oct 13 Thursday  
Honorable Mention - Work Quality – For participation in the Howl-o-ween Parade  
– 2016 Oct 22 Saturday

Rick Jimenez: Work Quality – Customer with a leak at 6612 Woodmore Oaks called back after he was helped with leak and wanted to personally thank us for a fast response. The customer said, ” I received such top notch service from start to finish and that seems to be a rarity nowadays.”

Ricky Kelley: Work Quality – Performed Night work on Dewey Drive to repair a broken valve  
– 2016 Oct 13 Thursday

Chris Nichols: Superior Attendance  
Work Quality – Obtained a Cross Connection Specialist Certification – 2016 Oct

Ryon Ridner: Superior Attendance

Nick Spiers: Superior Attendance  
Work Quality – Persistence and follow-up with Ditch Witch to find a solution to the Vac trailer pressure issues, making the district crews more efficient– 2016 Oct

Jason Tupper: Superior Attendance  
Work Quality – For participation in the Howl-o-ween Parade  
– 2016 Oct 22 Saturday  
Honorable Mention - Work Quality – Performed water quality sampling for 5555 Mariposa Avenue Project  
– 2016 Oct 21 Friday

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Work Quality – Brady is nominated for staying late a during the month of October to cover MIMO’s. We had 2 extremely large shut offs this month, and we were short staff one week due to illness running through the office.

Kelly Drake: Superior Attendance  
Work Quality - Nominated for assisting Barbara with obtaining consumption history data in Cityworks – 2016 Oct 31

Dana Mellado: Customer Service - Customer with a leak at 6612 Woodmore Oaks called back after he was helped with leak and wanted to personally thank us for a fast response. The customer said, ” I received such top notch service from start to finish and that seems to be a rarity nowadays.”

Rex Meurer: Superior Attendance  
Work Quality - For coordinating CHWD’s participation in the Howl-o-ween Parade  
– 2016 Oct 22 Saturday

Alberto Preciado: Superior Attendance  
Work Quality - Alberto is nominated for assisting staff with work load while out of the office (e.g., salary spreadsheet & operating budget updates)

Beth Shockley: Work Quality – Worked on Friday October 7 to organize the files in the Vault and stayed to resubmit the Board packet due to an error on one of the reports

Desiree Smith: Customer Service - Customer with a leak at 6612 Woodmore Oaks called back after he was helped with leak and wanted to personally thank us for a fast response. The customer said, ” I received such top notch service from start to finish and that seems to be a rarity nowadays.”

Lisa Smoot: Work Quality – For coordinating CHWD’s participation in the Howl-o-ween Parade

– 2016 Oct 22 Saturday

Honorable Mention - Work Quality – For her contributions to the staff salary adjustment spreadsheet and her staff reports on Board Officers, Salary Adjustments and Safety Officer staff reports for the November Board agenda packet

Susan Sohal: Superior Attendance  
Work Quality – Nominated for assistance on Sunday, October 30<sup>th</sup> for staff to remotely log into computer network.

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

John Spinella: Superior Attendance

Borey Swing: Assisted staff to compile data for the update of the 2017 Capacity Fees. Worked wrapped up by 10/5/16

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# CITRUS HEIGHTS WATER DISTRICT

## CHIEF BOARD CLERKS REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

SUBJECT : LONG RANGE BOARD AGENDA  
 STATUS : Information Item  
 REPORT DATE : November 1, 2016

In an effort to plan workloads and schedules, Executive staff has been maintaining a Long Range Board Agenda, and the November update is provided below. Please let Chief Board Clerk Smoot know if you have any questions or comments.

MEETING DATE	AGENDA	ITEM DESCRIPTION	ASSIGNED	AGENDA ITEM
<b>UPCOMING</b>				
<b>November 15, 2016</b>				
<b>November 15, 2016</b>	<b>Annual</b>	Operating and Capital Budgets	<b>Straus/Dietrich/Gordon</b>	Presentation/Action
		Water Rates, Charges & Fees	<b>Straus/Sohal/Pieri</b>	
		Capacity Fees	<b>Straus/Sohal/Pieri</b>	
		Water Shortage Charges	<b>Straus/Sohal/Pieri</b>	
<b>December 13, 2016</b>				
<b>December 13, 2016</b>		Performance Review Policy Update	<b>Smoot</b>	Consent
<b>December 13, 2016</b>		Dental, Vision, Life, STD/LTD Renewal	<b>Smoot</b>	Consent
<b>December 13, 2016</b>		On Call Concrete Contractor	<b>Gordon/Cutler</b>	New Business
<b>December 13, 2016</b>		Limerick Acceptance	<b>Gordon</b>	Action
<b>December 13, 2016</b>		Selection of President and Vice-President	<b>Smoot</b>	Action
<b>December 13, 2016</b>		Approval for Vehicle Purchases	<b>Gordon</b>	Action
<b>January 10, 2017</b>				
<b>January 10, 2017</b>	<b>Quarterly</b>	Strategic Planning Update (Schedule June Meeting)	<b>Straus/ Smoot</b>	I/D
<b>January 10, 2017</b>	<b>Annual</b>	CIP Presentation (re-write policy)	<b>Dietrich/Gordon/Straus/Sohal/Pieri</b>	A
<b>January 10, 2017</b>		IIPP Updates	<b>Drake/Gordon</b>	New Business/Action
		1. Confined Space Entry Program		
		2. Respirator Program		

<b>MEETING DATE</b>	<b>AGENDA</b>	<b>ITEM DESCRIPTION</b>	<b>ASSIGNED</b>	<b>AGENDA ITEM</b>
<b>UPCOMING</b>				
<b>FUTURE SCHEDULED REPORTS</b>				
<b>Feb-17</b>	<b>Annual</b>	Investment of District Funds	<b>Sohal/Legal Counsel</b>	A
<b>Jun-17</b>	<b>Annual</b>	Strategic Planning Meeting	<b>Straus</b>	D
<b>Jun-17</b>		CIP Adoption	<b>Dietrich/Gordon/ Straus/Sohal/Pieri</b>	A
<b>Jul-17</b>	<b>Annual</b>	Finance Corporation, Confirm & Appoint Officers of the Finance Corp., Status of Finance Corp.	<b>Sohal</b>	
<b>Aug-17</b>	<b>Annual</b>	Budget Rate Model Workshop	<b>Sohal</b>	I/D
<b>Sep-17</b>	<b>Annual</b>	Refined Budget Options/Prop 218 Direction	<b>Sohal/Straus</b>	I/D
<b>Oct-17</b>	<b>Annual</b>	Request For Public Hearings	<b>Sohal</b>	A
<b>Nov-17</b>	<b>Annual</b>	Operating and Capital Budgets	<b>Straus/Dietrich/Gordon</b>	P/A
		Water Rates, Charges & Fees	<b>Straus/Sohal/Pieri</b>	
		Capacity Fees	<b>Straus/Sohal/Pieri</b>	
		Water Shortage Charges	<b>Straus/Sohal/Pieri</b>	
		Confined Space Entry Program	<b>Drake/Gordon</b>	
<b>Dec-17</b>	<b>Annual</b>	Committee Assignments	<b>Smoot</b>	A
<b>Dec-17</b>	<b>Annual</b>	District Officers	<b>Smoot</b>	A
<b>Dec-17</b>	<b>Annual</b>	Selection of President and Vice President	<b>Smoot</b>	A
<b>Sep-19</b>	<b>Every 3 Years</b>	Public Health Goals	<b>Hensley</b>	A
<b>Oct-18</b>	<b>Every 2 Years</b>	Conflict of Interest	<b>Smoot</b>	A
<b>Oct-20</b>		100 Year Celebration		

# CITRUS HEIGHTS WATER DISTRICT

## GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

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SUBJECT : GENERAL MANAGER'S TASK LIST  
STATUS : Information Item  
REPORT DATE : November 2, 2016

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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.

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**Citrus Heights Water District  
General Manager's Task List  
Date: 11/3/2016**

<b>TASK LIST NO. 131</b>	<b>November 8, 2016</b>	<b>GM-2b</b>
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Category	Red: Top Priority Items	GM Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Annexations: Livi ti Tract	40	Churc hill	TBD	
Administration	Annexations: Sa cr a me n t o C o u n t y	80	Churc hill	TBD	
Administration	Annexation of Ve me Tract Territory to SJWD	40	Churc hill & SJWD	TBD	
Administration	Citrus Heights Water Takers Assn - Transcribe Meeting Minutes	20		TBD	1917-1922 Handwritten Minutes of Predecessor to CHID / CHWD
Water Distribution	District Capital Project 2011-02: Beech Ave Metered Interconnection with Orange Vale WC	5	OVWC	TBD	Draft Agreement sent to OVWC - awaiting comments
Water Distribution	District Capital Project 2011-01: Fair Way 8" Metered Interconnection with Roseville	20		8-Nov-2016	To CHWD Board and City Council in November
Water Distribution	District Capital Project 2012-09: Blossom Hill Dr 6" Metered Interconnection with Roseville	20		8-Nov-2016	To CHWD Board and City Council in November
Water Distribution	District Capital Project 2012-10: Crestmont Dr 6" Metered Interconnection with Roseville	20		8-Nov-2016	To CHWD Board and City Council in November
Water Supply	SJWD Wholesale Water Supply Agreement	30	Churc hill/ Albietz	TBD	SJWD GM Reviewing
Water Supply	Interconnection Agreements	5		TBD	
<b>HOURS SUBTOTAL:</b>		<b>280</b>			

**Citrus Heights Water District  
General Manager's Task List  
Date: 11/3/2016**

Category	Blue: Future Items by Others	Est. Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Master Plan Update: RFP for Engineering Services	10	PM/ Engr Dept		
Administration	Policies & Procedures: Write Missing Policies	32	Straus/ Staff	ongoing	
Administration	2018 District Election	10	Straus/ Smoot	8-Nov-2018	Division Three (4 year)
Administration	Conflict of Interest Code - Biennial Update	15	Smoot/ FPPC	31-Dec-2016	Biennial Update
Administration	Division Boundary Analysis	0	2020 Census	1-Jun-2021	Reviewed May 2011
Administration	Board of Directors Policies "3000 Series"	10	Straus		
Administration	Fiscal Management Policy - Disbursement of Funds	2	Straus/ Sohal		
Human Resources	Salary Schedule Update	40	Smoot	13-Sep-2019	Every 3 Years
Human Resources	GASB 45 Actuarial Analysis	10	Sohal		Every Year
Water Distribution	PIV Photos & Logs	3	OPS		
Water Quality	Cross Connection Ordinance Update	5	Heasley		
Water Quality	Private Well Policy	5	Heasley		
Water Supply	SJWD Hydraulic Model Maintenance Agreement	5	Churhill		
Water Supply	Sites Reservoir Advocacy	40	Straus/ Riehle		
Water Supply	Patterson Ave Well Property Disposal			Hold	No Interested Parties
Water Supply	Watson Way Well Property Disposal			Hold	No Interested Parties
Water Supply	Public Health Goal Report & Public Hearing	1	OM, WRS	12-Jul-2019	Every 3 Years
Water Supply	Locate and Secure additional Well Sites	40	GM / OPS/ WRS	ongoing	
Water Supply	Find Property Deeds: Wells Ave. Well Site	10			Discuss with City of CH
	HOURS SUBTOTAL:	238			

# CITRUS HEIGHTS WATER DISTRICT

## GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

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SUBJECT : TOP 20 OLDEST BUSINESSES IN CITRUS HEIGHTS NOMINATION  
STATUS : Information Item  
REPORT DATE : November 3, 2016

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In conjunction with the City of Citrus Heights' 20<sup>th</sup> Anniversary, the City is compiling its "Top 20" in various categories, one being the Top 20 Oldest Businesses. Staff has nominated the District as one of the Top 20 Businesses as the District dates back to 1920.

The accompanying "Early History" document was provided with our nomination.

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# THE EARLY HISTORY OF CITRUS HEIGHTS WATER DISTRICT

Nomination as one of the 20 Oldest Businesses in Citrus Heights  
October 25, 2016

by  
Robert A. "Bob" Churchill

96 YEARS TODAY !!

As Citrus Heights Water District looks ahead to celebrate its 100 years of service in October 2020 a look back in its first 80 years of history is provided below.

## The Beginning

Citrus Heights Irrigation District formally came into existence on October 25<sup>th</sup>, 1920, the last of three such Districts formed in northeast Sacramento County. Carmichael Irrigation District was formed in 1916 followed by Fair Oaks Irrigation District in 1917. The District was organized under the State Water Code Irrigation District Act and encompassed slightly more than 4.7 square miles (3,028 acres) in northeast Sacramento County at its inception and served approximately 225 farms.

The first official meeting of the District came the day after formation, on October 26, 1920 at San Juan Union High School. Chris Dundee, John Odgers and R. Lauppe served as the District's founding Directors until such time as a formal election could be held.

In February of 1921, the first election of Board members took place with 112 votes being cast.

Initially, the newly formed District leased the existing pipe system of the Citrus Heights Water Takers Association. In July 1921 a bond election approved, by an 89-1 vote, \$262,000 for construction of additional pipe facilities. Resulting bids for this construction considered the use of redwood, fir and steel pipes with soil-proofed steel pipe being the approved choice.

Water was initially delivered to the District via a 24-inch pipeline in Oak Avenue with additional water being delivered on an interim basis through the Fair Oaks Irrigation District system.

In 1921, the general expenses of the District were \$8,356 with total expenses of \$44,355.

In the early days of the District:

- San Juan Avenue used to be known as Sierra Avenue
- A portion of Mariposa Avenue used to be known as Citrus Avenue
- A portion of Madison Avenue used to be known as Olive Avenue
- Portions of Palm Avenue used to be known as Highland Avenue and Mariposa Avenue
- Hazel Avenue north of Oak Avenue was called Columbian Avenue
- Wachtel Way was called Ennenga Avenue
- Twin Oaks Avenue was called Oak Avenue

The District's water supply was purchased from the North Fork Ditch Company with diversion of American River water near Auburn.

Water supply availability and water conservation, as it is today, was of concern to the new District. In 1924 water supplies were limited by the North Fork Ditch Company. As early as 1926, the Board of Directors engaged in discussions regarding placing meters on small tracts of land. In January of 1927, L.K. Jordan, manager of the North Fork Ditch Company made a presentation to the Board of Directors and urged that users irrigate at night to balance the flow throughout the 24 hours during the peak irrigation season.

In 1929, the Board Meeting location was changed to the Citrus Heights Community Clubhouse. The rental fee was \$5 per meeting.

### The 1930s

In September of 1930 the District had grown to 240 homes and businesses.

The cost of purchasing a surface water supply for the District in 1930 was \$11,300.

The domestic water rate was set at \$12.00 per year for all occupied homes and businesses for 1931.

In 1932 two sirens were purchased for use in warning water users when water is to be shut off.

The District opposed actions by Sacramento County to hire a dogcatcher and require that dogs be licensed.

The depression took its toll on many of the District's customers with many landowners losing their land, some to the District through tax sales. In 1933, the District itself defaulted on payment of its bonded indebtedness and accepted loans from the Reconstruction Finance Corporation. In 1937, a refunding bond issue was approved by a vote of 275-1. With the District's refinancing plan, domestic water rates doubled in 1937 to \$24.00 per year.



In 1934 a shortage of water was again of concern when the North Fork Ditch Company announced an anticipated shortage in the American River from mid-July to mid-September.

District meetings were moved to the office of District Secretary Floyd Locher in 1935.

In May of 1936 a plan for consolidation of Citrus Heights, Fair Oaks and Carmichael Irrigation Districts was considered and declined by the Board of Directors.

By 1937, the District had grown to approximately 430 domestic accounts.

### The 1940s

On December 14, 1941, seven days after the events at Pearl Harbor, the sirens ceased to wail for the water district when the Directors made them available to the Air Raid Warning Service to warn of World War II air raids. Also in support of the war effort, Victory Taxes were deducted from salaries in 1943.

In the 1940s, the District began discussions regarding securing a water supply from the proposed Folsom Dam Project to allow for growth of the District as many landowners had been denied annexation to the District due to a lack of water supply. In 1940 the Board of Directors wrote to Governor Earl Warren to express their support for a high level dam at Folsom rather than a low level dam.

In 1942, District meetings were moved to the office of District Assessor-Collector Mamie Morisett on Twin Oaks Avenue.

Also in 1942 petitions were received from the customers requesting that the Board of Directors be increased from three to five. No action was taken on this request.

In 1943, the District's first groundwater well was completed at the corner of San Juan Avenue and Palm Avenue on Sacramento Sierra Railroad right-of-way that had been acquired by the District. Additional wells followed on Patton Avenue in 1946, Watson Way in 1948 and Wells Avenue in 1949.

In August of 1945 public concerns regarding water pressure and the use of surplus funds caused the "Peoples Committee of Nine" to request the resignation of all three District Directors. A public meeting was held at San Juan High School with many present suggesting that the Board increase charges to provide additional funds for an augmented water supply. One Director resigned as he moved from the District. He was replaced by Sidney Peterson who has the distinction as serving the longest time on the Citrus Heights Board of Directors, 31 years from 1945 until 1976.

By 1946, the budget increased to \$43,412 including \$2,000 for an office building. Annual water rates increased to \$36 per year for the approximately 800 homes in the District.

In 1947 the District received notification from the California Department of Public Health directing the need for treatment of the water supply and suggesting that chlorination be provided.

In 1948, the District constructed its first office building on Sylvan Road just to the west of the San Juan High School shops. The District continues to operate from that site today.

By 1948 construction was underway on the Folsom Dam but it was tangled by differences in plans, opinions, authorizations and interests in debating whether it should be a U.S. Army Corps of Engineers 355,000 acre-foot earthen flood control dam or a U.S. Bureau of Reclamation one million acre-foot concrete multi-purpose facility. With the leadership of California Representative Clair Engle, President Harry S. Truman signed legislation in October 1949 specifying a 1 million acre-foot reservoir at Folsom and work on the dam resumed.

### The 1950s

In 1951, the Directors of Citrus Heights Irrigation District, Fair Oaks Water District and Orange Vale Water Company formed the San Juan Water Districts Association. This Association and ensuing discussions, negotiations and two-thirds vote of the people ultimately led to the 1954 creation of the San Juan Suburban Water District as the first Community Services District in the State of California. Citrus Heights Irrigation District Director Sidney Peterson was selected to serve on the first San Juan Suburban Water District Board of Directors, a position that he held until 1976.

Our surface water supply is now provided by San Juan Water District resultant from its acquisition of the North Fork Ditch Company water rights and facilities and additional contracts with the U.S. Bureau of Reclamation.

By 1955 the District's territory had only increased by 255 acres since 1921 to 3,283 acres. The annual budget exceeded \$100,000 for the first time in 1957 at \$117,059. Water rates were \$42.00 per year and the cost of purchasing water from San Juan Suburban Water District was \$23,180.

Citing the need for additional water delivery capacity to provide for the needs of a growing District, coupled with the outdated 1920s vintage main water delivery pipeline along Oak Avenue, a 1956 bond issue in the amount of \$750,000 was approved by a vote of 516-25 for construction of the District's 42-inch transmission pipeline. The construction of this pipeline was completed in 1958 and remains in service today as one of the District's primary surface water delivery facilities.

During the 1950's the District's number of groundwater wells increased from four to seven with wells on Mariposa Avenue (1954), Wildwood Way (1959) and Navion Drive (1959).

## The 1960s

In July of 1961 a committee was appointed to discuss the feasibility of water meters although no action was forthcoming.

Howard Nye was selected as the District's first full-time Manager in 1963 and began lending his expertise and knowledge to a rapidly developing District, which grew by 75% in territory and 300% in customers during his 23-year tenure.

In the mid-1960s the District received proposals for the incorporation of the City of Orangevale and the creation of the City of San Juan for discussion.

## The 1970's

The face of the community changed dramatically in 1970 with the construction of Sunrise Mall.

The first meters for billing purposes were installed at the Mall and a meter rate schedule adopted in late 1971. By 1976 there were 57 water meters on commercial accounts in the District.

In 1973, a new water treatment plant for San Juan Water District was approved to comply with stricter federal and State water quality standards. The plant was completed in 1979 and named in honor of long-time Citrus Heights and San Juan Director Sidney Peterson.

By 1974, the District had grown to 5,339 acres with an annual budget of \$528,575 and an annual water rate of \$48.00 per dwelling.

In 1975 the District constructed its new administration building. The 1948 office building was converted to the District's field operations building.

The 1976-1977 drought forever changed the District's focus on conservation and water management including the need for policies and patrols.

In a little over 5 years, from 1975 to 1980, the District grew to 7,161 acres (a 34% increase) in territory and its budget doubled to \$1,106,600. Water rates were set at \$54.00 per dwelling, a rate that would remain in effect for 11 years.

## The 1980's

Growth continued at steady pace throughout the 1980s and, although the District's budget doubled again by the end of the decade to \$2,277,600, water rates increased by only 20%.

In 1984 the 1958 42-inch water transmission main was determined to be incapable of delivering the District's peak hourly demand requirements during the summer months.

In 1988, the District purchased its first desktop PC at a whopping cost of \$7,880.

### The 1990s

The decade of the 1990s began with a core District staff of 16 regular employees.

Approximately \$1 million in surplus bond funds was received from San Juan Suburban Water District to install additional wells in the District. The original Palm Avenue Well was retired and replaced on the same site in 1991 followed by the new Sylvan Road Well, also in 1991 and the new Sunrise School Well in 1992.

In 1991 a new storage building was constructed at the Sylvan Road site.

In the spring of 1992, the District began publishing its biannual newsletter "Waterline" as a way to communicate more efficiently with its customers.

In 1992 the U.S. Congress passed the Central Valley Project Improvement Act requiring all water agencies receiving federal water to install water meters on all customer accounts. Initially the District had until 2005 to complete the installation of meters on all of its service connections. An extension was granted and the District met its new deadline of January 1, 2008.

The District began its meter retrofit efforts in 1998 with the older un-metered commercial accounts and then tackled the governmental and institutional accounts (schools, parks, and cemetery) followed by the multi-family apartments and mobile home parks.

In 1994 the District changed its name from Citrus Heights Irrigation District to Citrus Heights Water District to better reflect the business of the District.

In 1995 construction of the San Juan Water District Cooperative Transmission Pipeline began. This \$32 million 78-inch and 72-inch pipeline project contains capacity for five area water agencies. It begins at the San Juan Water District treatment plant and storage reservoir near Folsom Dam and ends at C-Bar-C Park on Oak Avenue. This pipeline provides a much-needed alternate source of high-volume water delivery to the District plus capacity for growth. The District purchased approximately 26% of the capacity in this pipeline at a cost of \$5.6 million without issuing debt.

In the mid-1990s the District joined with other area water agencies and representatives other government, commerce and environmental interests in crafting the Sacramento Area Water Forum Agreement. This noteworthy Agreement, seven years in negotiating, was executed in 2000 and has as its core objectives "Preservation of the fishery, wildlife, recreational and aesthetic value of the Lower American River and providing a reliable and safe water supply for the region's economic health and planned development through to the year 2030."

Citing the desire to bring government closer to the people and to provide for better coordination of infrastructure planning and construction activities, Citrus Heights Water District provided financial support to the Citrus Heights incorporation effort, contributing in a small way to Citrus Heights cityhood in 1997. That effort has been fruitful for the District in initially accessing grant funds for fire protection improvements and in the continuing close coordination of project planning efforts with the City.

In 1998 and again in 2000 the voters rejected ballot measures to increase Board of Directors from three to five members by 60% to 40% margins.

# CITRUS HEIGHTS WATER DISTRICT

## GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS NOVEMBER 8, 2016 REGULAR MEETING

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SUBJECT : RWA / SGA HOLIDAY SOCIAL  
STATUS : Information Item  
REPORT DATE : November 3, 2016

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The annual Regional Water Authority (RWA) / Sacramento Groundwater Authority (SGA) Holiday Social will be held on Thursday December 8, 2016 at North Ridge Country Club. The announcement for the event is attached.

Those desiring to attend need to send in their personal payment to RWA as indicated in the announcement. This social event is not funded by the District.

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Randy Record

Photo Courtesy of The Metropolitan Water District of Southern California

## ACWA Past President Record Reelected Chairman of MWD Board of Directors

ACWA Past President **Randy A. Record** was reelected Oct. 11 as chairman of the board of the Metropolitan Water District of Southern California.

Record, a San Jacinto Valley native who has represented Riverside County's Eastern Municipal Water District on Metropolitan's Board of Directors since January 2003, will begin his second two-year term as chairman of the 38-member governing board on Jan. 1.

"These have been incredibly challenging times for Californians and water agencies," Record said in a written statement. "I'm grateful for the support of my board and proud of the leadership we have provided during my first term to ensure we prudently manage through the current drought, promote conservation, and stewardship, invest

in infrastructure and look to the future."

Record is credited with providing the leadership that helped the district navigate supply and resource challenges during the state's ongoing historic drought. During his first term as president, the district confronted unmatched drought conditions. In response, for the fourth time in its history, Metropolitan restricted wholesale deliveries to its 26 member public agencies to help save water and stretch available supplies, while also establishing the nation's largest turf removal and water conservation program.

In addition to managing drought during his first term, Record led the board through the process of updating Southern California's long-term water resource plan, outlining ways to maintain supply reliability for the next 25 years. The updated plan identifies investments that will protect the region from potential shortages. ♦



Mark Muir

## SDCWA Board of Directors Elects New Officers; Mark Muir is New Chair

The San Diego County Water Authority Board of Directors recently elected new board officers, selecting former vice chair **Mark Muir** as chair. The new two-year terms begin Oct. 1.

Muir, who represents the San Dieguito Water District, has served as the board's vice chair for two years. Jim Madaffer, secretary of the board for the past two years and a representative from the City of San Diego, will serve as vice chair. Incoming Secretary

Gary Croucher is a board representative from the Otay Water District.

Muir's election follows two years of board leadership under Mark Weston, a retired general manager of the Helix Water District who has served as a representative from the City of Poway since 2011. Weston was honored at a recent meeting for leading the Water Authority through a period marked by escalating drought challenges, regional success beating state-mandated water-use reduction targets and the historic start of operations at the Claude "Bud" Lewis Carlsbad Desalination Plant. ♦



Bob Churchill

## Robert Churchill Retires from Citrus Heights Water District

Citrus Heights Water District General Manager **Robert A. "Bob" Churchill** has announced that he will retire Nov. 17 following 40 years of service to the district. He will be succeeded by Assistant General Manager Hilary Straus, district officials announced.

Churchill joined the district in May 1976 as an engineer. In 1981, he was named assistant manager and in 1986 he was appointed as general manager. Churchill served as president of the Sacramento Area Water Works Association in 1989, president of Rotary Club of Citrus Heights in 2003, chair of the Regional Water Authority in 2004 and two terms on ACWA's Insurance and Personnel Committee. ♦