

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
January 17, 2018

The Regular Meeting of the Board of Directors was called to order at 6:32 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President
Caryl F. Sheehan, Vice President
Allen B. Dains, Director

Absent:

None.

Staff: Hilary Straus, General Manager
Josh Nelson, Assistant General Counsel
Susan Sohal, Administrative Services Manager
Chris Castruita, Management Services Supervisor/Chief Board Clerk
David Gordon, Operations Manager
Missy Pieri, Engineering Manager/District Engineer
Rex Meurer, Water Efficiency Supervisor
Brian Hensley, Water Resources Manager
Kelly Drake, Senior Water Efficiency Specialist

VISITORS:

Julie Beyers
James Monteton
Aimee Pfaff

PLEDGE OF ALLEGIANCE:

Board President Raymond Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Minutes of the Special Meeting – December 20, 2017.
Minutes of the Regular Meeting – December 20, 2017.
Revenue Analysis Report for December 2017.
Assessor/Collector's Roll Adjustment for December 2017.
Treasurer's Report for December 2017.
Treasurer's Report of Fund Balances for December 2017.
Operations Budget Analysis for December 2017.
Capital Projects Summary December 2017.
Warrants for December 2017.

CAL–Card Distributions for December 2017.
 Summary of 2017 Employees, Officers and Directors Training Courses, Seminars and Conference.

Employee Recognitions.

Long Range Board Agenda (I)

Board Agenda Items Planned for Upcoming Meetings.

Engineering and Capital Projects Departmental Report (I)

Significant assignments and activities for the Engineering and Capital Projects Department is summarized.

Operations Departmental Report (I)

Monthly report on construction and maintenance activities.

2017 Water Supply – Purchased and Produced (I)

Report on annual water supply including comparison with prior years.

Water Supply Reliability (I)

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

DECEMBER 2017 WARRANTS			
<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64566	CirclePoint	Contract Services- Conservation	\$30,723.31
64567	Cogsdale	Contract Services- Other	\$54,244.51
64568	Luhdorff & Scalmanini	Contract Services- Wells	\$14,089.45
64569	SMUD	Utilities	\$9,044.75
64570	US Bank I.M.P.A.C. Government Services	See December Agenda Item CC-9	\$8,681.59
64571	PNP Construction, Inc	Contract Services- Engineering	\$366,679.00
64572	Susan Smith	Customer Refund	\$77.87
64573	Kay Falkenhagen	Customer Refund	\$66.54
64574	Patricia A Magers	Customer Refund	\$90.61
64575	Carol R Clark	Customer Refund	\$180.30
64576	Danny L/Amber D Steeves	Customer Refund	\$38.39
64577	Ronald/Teresa Hofhenke	Customer Refund	\$179.74
64578	Michael R Maslanik	Customer Refund	\$99.59
64579	Jackie M Mills	Customer Refund	\$19.78
64580	Nancy J Wright Trust	Customer Refund	\$225.57
64581	Brandon Geringer	Customer Refund	\$18.11
64582	Andrew L/Yvonne R Robertson	Customer Refund	\$8.75
64583	Matthew/Laura Venable	Customer Refund	\$115.47
64584	8317 Keyesport Way, LLC	Customer Refund	\$200.00
64585	Cap City Properties LLC	Customer Refund	\$30.04
64586	Zorro Holdings LP	Customer Refund	\$39.77
64587	Pinpoint LLC in care of Ovidiu Tira	Customer Refund	\$62.38
64588	Bonus Big Real Estate Inc.	Customer Refund	\$76.76
64589	A&A Stepping Stone Manufacturing	Supplies-Field	\$116.37
64590	AFLAC	Employee Paid Insurance	\$238.56

DECEMBER 2017 WARRANTS			
<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64591	Bart/Riebes Auto Parts	Repair-Trucks	\$350.34
64592	Betty Ann Bertoglio	Contract Services-Miscellaneous	\$3,000.00
64593	Paul Buszinski	Toilet Rebate Program	\$75.00
64594	Cybox	Equipment Rental-Office	\$149.21
64595	Domenichelli and Associates, Inc	Contract Services- Engineering	\$7,357.00
64596	Robert Dullanty	Toilet Rebate Program	\$75.00
64597	Teri L. Forester	Toilet Rebate Program	\$150.00
64598	Gaynor Telesystems Incorporated	Contract Services- Other	\$50.00
64599	J4 Systems	Contract Services- Other	\$1,752.50
64600	Kaiser Foundation Health Plan, Inc	Health Insurance	\$22,856.43
64601	Kiwanis of Citrus Heights	Continued Education	\$69.00
64602	Labor Max	Contract Services-Temporary Labor	\$930.56
64603	Luke Mattison	Toilet Rebate Program	\$75.00
64604	Moonlight BPO	Contract Services-Bill Print	\$3,002.67
64605	One Stop Truck Shop	Repair-Trucks	\$203.47
64606	Missy Pieri	Continued Education	\$161.62
64607	Republic Services #922	Utilities	\$209.15
64608	River City Staffing Group	Contract Services- Conservation	\$864.00
64609	Les Schwab Tires	Repair-Trucks	\$647.36
64610	Susan Sohal	Continued Education	\$26.48
64611	Sonitrol	Equipment Rental-Office	\$168.56
64612	SureWest Directories	Telephone-Local / Long Distance	\$49.00
64613	State Water Resources Control Board	Dues & Subscriptions	\$50.00
64614	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,150.00
64615	vCloud Tech Inc	Maintenance Agreement-Software	\$937.48
64616	Warren Consulting Engineers Inc	Contract Services- Engineering	\$2,500.00
64617	ABC Liovin Drilling, Inc	Contract Services- Engineering	\$100,850.00
64618	Susan D Broderick	Customer Refund	\$60.59
64619	Madonich Family Trust	Customer Refund	\$220.91
64620	David L/Kristen L Fenocchio	Customer Refund	\$22.67
64621	Evan M/Maria Franciliso	Customer Refund	\$26.45
64622	Cindy R Innocent	Customer Refund	\$62.01
64623	Vicki J Wasielewski	Customer Refund	\$34.77
64624	S & S Property Management	Customer Refund	\$12.39
64625	Michelle J Worley	Customer Refund	\$18.92
64626	Charlie H/Karen A Johnson	Customer Refund	\$24.41
64627	Guidicessi Living 2006 Trust	Customer Refund	\$73.58
64628	Brenda L Linville	Customer Refund	\$200.48
64629	Adam J/Jennifer M Roth	Customer Refund	\$19.79
64630	Bryan J Csik	Customer Refund	\$100.38

DECEMBER 2017 WARRANTS			
<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64631	Garrett Jones	Customer Refund	\$197.49
64632	Wendy J Ciappa	Customer Refund	\$21.94
64633	Select Portfolio Servicing, Inc.	Customer Refund	\$268.36
64634	ABA DABA Rentals & Sales	Supplies-Field	\$31.53
64635	Afman Supply	Small Tools	\$298.94
64636	Airgas USA, LLC	Supplies-Field	\$82.71
64637	AnswerNet	Telephone-Answering Service	\$282.35
64638	AREA Restroom Solutions	Equip Rental-Field	\$118.76
64639	Batteries Plus	Small Tools	\$23.17
64640	Best Best & Krieger	Legal & Audit	\$7,765.79
64641	California Landscape Associates Inc	Janitorial	\$200.00
64642	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving/Concrete	\$1,401.20
64643	Consolidated	Telephone-Local / Long Distance	\$1,728.20
64644	Robin Cope	Health Insurance	\$412.00
64645	Corelogic Information Solutions Inc	Dues & Subscriptions	\$188.33
64646	Express Office Products Inc	Office Expense	\$84.28
64647	Grainger	Small Tools	\$106.68
64648	Holt of California	Repair-Equipment/Hardware	\$667.15
64649	JP Petroleum Service	Equip Rental-Field	\$156.75
64650	KBA DOCUSYS	Equipment Rental-Office	\$20.06
64651	KBA Docusys Inc	Equipment Rental-Office	\$342.63
64652	Kei Window Cleaning #12	Janitorial	\$94.00
64653	Moonlight BPO	Contract Services-Bill Print	\$5,236.24
64654	Pace Supply Corp	Material	\$357.94
64655	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
64656	Red Wing Shoe Store	Small Tools	\$1,745.95
64657	RW Trucking	Contract Services-Miscellaneous	\$2,651.25
64658	Smoke Busters	Repair-Trucks	\$240.00
64659	Michael/Brenda Matsuhara	Customer Refund	\$72.85
64660	Dorothy M Meyers Trust	Customer Refund	\$433.29
64661	GM Construction & Developers	Customer Refund	\$1,465.07
64662	Jill Collet	Customer Refund	\$6.49
64663	Christopher Lowe	Customer Refund	\$172.01
64664	Alex Trujillo	Customer Refund	\$225.00
64665	Igor A Oneil	Customer Refund	\$536.15
64666	Airgas USA, LLC	Supplies-Field	\$116.60
64667	Alexander's Contract Services	Contract Services-Meter Reading	\$1,771.63
64668	Avalon Custodial Care	Janitorial	\$695.00
64669	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
64670	Void	Void	\$0.00
64671	BSK Associates	Water Analysis	\$1,956.00

DECEMBER 2017 WARRANTS			
CHECK	PAYEE	DESCRIPTION	AMOUNT
64672	C & D Power	Repair-Equiment/Hardware	\$2,119.00
64673	Corix Water Products, Inc	Material	\$258.60
64674	Sacramento County Utilities	Utilities	\$186.75
64675	Dawson Oil Company	Gas & Oil	\$1,103.56
64676	Del Grande Dealer Group	Customer Refund	\$231.31
64677	Manuel Duena	Toilet Rebate Program	\$150.00
64678	Future Ford	Repair-Trucks	\$14.74
64679	Void	Void	\$0.00
64680	Integrity Administrators Inc	Health Insurance	\$5,000.00
64681	Void	Void	\$0.00
64682	Void	Void	\$0.00
64683	Liebert Cassidy Whitmore	Legal & Audit	\$5,589.13
64684	Luhdorff & Scalmanini	Contract Services- Wells	\$1,710.60
64685	OCT Academy	Continued Education	\$195.00
64686	Pacific Gas & Electric	Utilities	\$58.20
64687	Regional Government Services	Contract Services- Other	\$3,416.50
64688	River City Staffing Group	Contract Services- Conservation	\$1,152.00
64689	Regional Water Authority	Dues & Subscriptions	\$70.00
64690	Les Schwab Tires	Repair-Trucks	\$534.85
64691	Void	Void	\$0.00
64692	SWRCB	Dues & Subscriptions	\$2,062.00
64693	Void	Void	\$0.00
64694	Void	Void	\$0.00
64695	Voyager Fleet Systems Inc	Gas & Oil	\$1,703.15
64696	Zee Medical Company	Supplies-Field	\$161.26
64697	Lewis Schillianskey	Toilet Rebate Program	\$75.00
64698	Brick Mesman	Telephone-Local / Long Distance	\$150.00
64699	OCT Academy	Continued Education	\$195.00
64700	Rosalie A Ramey	Toilet Rebate Program	\$75.00
64701	Void	Void	\$0.00
64702	Matthew Axford	Customer Refund	\$41.62
64703	Gary L Grimm	Customer Refund	\$208.50
64704	Jiri Laznicka	Customer Refund	\$69.79
64705	Charles L Jr/Linda A Kenny	Customer Refund	\$13.01
64706	Eugene T/Linda E Moriguchi	Customer Refund	\$17.32
64707	Alice L Alexander	Customer Refund	\$28.32
64708	Mary E Quinn	Customer Refund	\$289.44
64709	R D/Sandra J Oldwin	Customer Refund	\$121.01
64710	Jimmy L/Virginia Garcia-Adams	Customer Refund	\$130.07
64711	Darrell Koontz	Customer Refund	\$40.14
64712	Gregory M Thodas	Customer Refund	\$162.06
64713	Ian A Hays	Customer Refund	\$207.52

DECEMBER 2017 WARRANTS			
<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
64714	Tori Barker	Customer Refund	\$13.45
64715	Nicole M Defelice	Customer Refund	\$16.44
64716	Stephanie L Sanders	Customer Refund	\$65.62
64717	Andrew Koper	Customer Refund	\$22.37
64718	Jennifer A Davis	Customer Refund	\$98.37
64719	Marina Portnov	Customer Refund	\$7.11
64720	A&A Stepping Stone Manufacturing	Supplies-Field	\$8.62
64721	A-1 Mobile Window Tinting	ContractServices-Office Maintenance	\$460.00
64722	Aqua Sierra Controls	Wells Maintenance	\$1,775.22
64723	Bart/Riebes Auto Parts	Repair-Trucks	\$125.90
64724	Corix Water Products, Inc	Material	\$1,861.92
64725	Hach Company	Wells Maintenance	\$57.84
64726	Maze & Associates	Legal & Audit	\$1,892.00
64727	Moonlight BPO	Contract Services-Bill Print	\$2,644.97
64728	Sophos Solutions	Contract Services- Other	\$3,520.00
64729	Superior Equipment Repair	Repair-Trucks	\$220.00
64730	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,150.00
64731	Verizon Wireless	Telephone-Wireless	\$1,236.27
64732	Alexander's Contract Services	Contract Services-Meter Reading	\$2,738.32
64733	Bart/Riebes Auto Parts	Repair-Trucks	\$116.25
TOTAL			\$716,263.60
ACH	DEC 2017 GASB 68	PERS	\$30,046.58
ACH	WHA JAN 2018 HEALTH	Health Insurance	\$13,351.97
ACH	NOV 2017 FD	Bank Fee	\$119.98
ACH	NOV 2017 WEB	Bank Fee	\$87.98
ACH	NOVEMBER 2017	Bank Fee	\$2,276.86
ACH	VANCO NOVEMBER 2017	Contract Services- Other	\$30.28
ACH	PERS 12/14/17 PAYDAY	PERS	\$15,486.17
ACH	PERS 12/27/17 PAYDAY	PERS	\$15,708.05
ACH	VALIC 12/14/17 PAYDAY	Deferred Compensation	\$2,292.50
ACH	VALIC 12/28/17 PAYDAY	Deferred Compensation	\$2,292.50
ACH	VOAY 12/28/17 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 12/14/17 PAYDAY	Deferred Compensation	\$25.00
ACH	NOV 2017 PH	Bank Fee	\$117.98
ACH	PAYCHEX	Contract Services- Other	\$608.55
TOTAL			\$82,469.40
GRAND TOTAL			\$798,733.00

DECEMBER 2017 WARRANTS			
CHECK	PAYEE	DESCRIPTION	AMOUNT
January Checks Approved at January Board Meeting			
64791	Warren Consulting Engineers Inc	Contract Services- Engineering	\$8,625.00
64792	US Bank I.M.P.A.C. Government Services	See January Agenda Item CC-9	\$8,882.03
64794	RWA	Dues & Subscriptions	\$9,000.00
64785	SMUD	Utilities	\$11,644.08
64781	PNP Construction, Inc	Contract Services- Engineering	\$226,589.00
TOTAL			\$264,740.11

Employee Recognitions— Sixteen employees received recognition for attendance during November 2017, and nine were recognized for outstanding customer service and quality of work during the month of December 2017. Directors were provided with a list of the employees and items for which each received recognition.

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

Engineering Department Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of December 2017.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager/ Project Manager	On-going	Yes, 10/18/17 (Award of Contract)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Begin as-built research. Project kick-off meeting scheduled for 01/16/18. Selected Customer Advisory Committee. Customer Advisory Committee appointment date scheduled 01/17/18.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project	Engineering	Engineering Manager/ Project Manager/ Senior Construction Inspector	On-going	TBD	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Board approved contract on 07/24/17. Notice to Proceed started 08/10/17. First lift of paving complete. 80% Complete.
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager/ Project Manager	On-going	TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Project is currently on hold due to other priorities. Current plan is to start work again in first half of 2018.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Engineering Manager/ Assistant Engineer	On-going	Yes, 12/20/17 (Award of Contract)	Yes	2017 design and construction. Potholing complete.	Bids received 11/21/17. Award of Contract anticipated at the 01/17/18 Board Meeting.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Assistant Engineer/ Project Manager	On-going	Yes, 1/17/18 (Con Bid Pkg Req)	Yes	2017 design, 2018 construction.	Construction Bid Package Request at the 01/17/18 Board Meeting.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Assistance Engineer/ Project Manager	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	60% Plans with comments sent to engineer on 12/2017. Potholing anticipated in January 2018.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main	Engineering	Assistant Engineer/ GIS Specialist	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Survey completed on 11/30/17. Engineer preparing preliminary plans.
CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" & 6" Water Mains	Engineering	Assistant Engineer/ GIS Specialist	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Survey completed on 11/03/17. Received Preliminary Plans from Engineer on 12/08/17.
CAPITAL IMPROVEMENT PROJECT Mesa Verde High School 14-inch T-Main	Engineering	Project Manager/ Assistant Engineer	On-going	Yes, TBD	Yes	Operations staff water main installation.	Project complete. Perform project close out.
PRIVATE DEVELOPMENT Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector	On-going	Yes, TBD	No	95% Complete.	Valve boxes installed and paving completed 2/04/17. District to schedule Cost Share meeting.
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	Senior Construction Inspector	On-going	Yes, TBD	No	Private development.	Project and punchlist items complete except for easements.
PRIVATE DEVELOPMENT Louis-Orlando Bus Transfer Point - Louis Ln at Orlando Ave	Engineering	Senior Construction Inspector	On-going	Yes, TBD	No	City of Roseville Bus Transfer Station.	Project complete. Perform project close out.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Meier Estates - North Sims Way 7 Lot Subdivision	Engineering	Engineering Manager/ Senior Construction Inspector	On-going	Yes, TBD	No	7 Lot Subdivision by developer.	Project complete. Perform project close out.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager/ Senior Construction Inspector	On-going	Yes, TBD	No	Medical Office Building by developer.	On-site water mains installed and tested. Portions of demolition of existing water facilities complete.
PRIVATE DEVELOPMENT 3 Lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Engineering Manager/ Assistant Engineer	On-going	No	No	3 Lot Subdivision.	No update.
PRIVATE DEVELOPMENT Mitchell Farms - 7925 Arcadia Drive	Engineering	Engineering Manager/ Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	Project under Environmental Review.
PRIVATE DEVELOPMENT Mariposa Creek Subdivision - Antelope Road	Engineering	Engineering Manager/ Assistant Engineer	On-going	No	No	15 lot subdivision located on Antelope Road.	Received 100% plans on 12/04/17 for District signature pending payment.
PRIVATE DEVELOPMENT Citrus Place Subdivision	Engineering	Engineering Manager/ Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way	Sent Will Serve letter on 09/13/17. Responded to Engineer's questions on 11/02/17.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Engineering Manager/ Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision .	Reviewed plans and provided comments 09/28/17.
PRIVATE DEVELOPMENT 8027 Holly Dr - Parcel Split 1 - 3	Engineering	Engineering Manager/ Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Tentative Parcel Map received 08/21/17. Will Serve letter sent 08/29/17. Follow-up with the owner on 11/20/17.
PRIVATE DEVELOPMENT Sunrise Blvd_5437-5439 - Sunrise Village Retail Center - parcel split	Engineering	Engineering Manager/ Assistant Engineer	On-going	TBD	No	Parcel being split into 3 for individual sales that previously occurred	Sent comments to City 09/13/17.
PRIVATE DEVELOPMENT 7601 Sunrise Blvd The Human Bean	Engineering	Engineering Manager/ Assistant Engineer	On-going	No	No	Commercial Development	District signed plans on 12/21/17.
PRIVATE DEVELOPMENT 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Engineering Manager/ Assistant Engineer	On-going	No	No	Commercial Development	Sent plans to Engineer with District comments on 10/11/17. Received easement information on 11/30/17.
PRIVATE DEVELOPMENT 7766 Auburn Blvd Quick Slice	Engineering	Engineering Manager/ Assistant Engineer	On-going	No	No	Commercial Development	Sent comments to City on 11/27/17.

Items of Interest	Department	Point of Contact	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	Engineering Manager/ Assistant Engineer	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in Spring 2018. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts.
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Engineering Manager/ Assistant Engineer	On-going	Yes, TBD	Yes	Frontage Improvements along West Side of Sunrise from Sayonara to north and Storm Drain Improvements	Project out to bid. Attended pre-bid meeting on 01/04/18. City to prepare an addendum to include water revisions.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Engineering Manager/ Assistant Engineer	On-going	Yes, TBD	Yes	Frontage Improvements along West side of Mariposa Ave from Northridge to Eastgate	Received signed Utility Agreement. Anticipate bid and start of construction in Spring 2018.
CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope	Engineering	Engineering Manager/ Assistant Engineer	On-going	No	No	Weigh Station and Off-ramp Improvements	Sent water facility maps and as-builts to Engineer on 11/20/17.
Annexations	Engineering	Engineering Manager/ Project Manager/ Assistant Engineer	2018	Yes, TBD	Yes	Strategic Planning Item	New item
Easements	Engineering	Engineering Manager/ Project Manager/ Assistant Engineer	2018	Yes, TBD	Yes	Strategic Planning Item	New item

Operations Manager Gordon reported as follows:

A total of 136 work orders were performed during the month of December 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.

2017 Water Supply – Purchased and Produced

The District's total water use during the month of December 2017 (574.43 acre-feet) was 18 percent below that of December 2013 (700.94 acre-feet).

Surface Water Supply Reliability

As of January 1, 2018, storage in Folsom Lake (Lake) was at 545,276 acre-feet, 56 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 69,540 acre-feet in the past month.

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District's groundwater production wells, Bonita, Mitchell Farms, Skycrest, and Sylvan, are operational and used on a rotational or as-needed basis.

Water Efficiency Program Update

Water Efficiency Supervisor Meurer provided the Water Efficiency program updates below.

ACTIVITIES AND PROGRESS REPORT

Water Efficiency, Safety and Meter Program activities during the month of December 2017 include:

- 6 ultra-low-flush toilet (ULFT) rebates were processed for the month of December. A total of 156 ULFT rebates have been processed for a total of \$11,700.00 during 2017.
- For the month of December, no High Efficiency Clothes Washer (HECW) rebate was processed for District customers. During 2017, 19 HECW rebates were processed by the Sacramento Municipal Utility District (SMUD) on the District's behalf.
- 20 water waste calls were received during the month of December. No reports of water waste were received through CHWD's Drought Resources web page. A total 439 water efficiency calls or inquiries were received during 2017.
- The Safety Committee and Management Services staff developed a Bloodborne Pathogen Plan, and a Traffic Control/Flagger Plan. The Bloodborne Pathogen Plan is intended to protect the District employees when coming in contact with potentially infectious bodily fluids. The Traffic Control/Flagger Plan outlines the requirements for traffic controls and flagging, identifies the responsibilities of managers, supervisors, lead workers, and staff regarding traffic controls and flagging, and establishes minimal knowledge requirements for flaggers used on CHWD job sites.
- On November 1, the State Water Resources Control Board (SWRCB) released draft regulations that propose to permanently prohibit certain "wasteful and unreasonable water use practices." The proposed prohibitions are the result of direction given to the SWRCB in Executive Order B-37-16.

The SWRCB held a public workshop regarding the draft regulations on 11/21/17. Discussion items included such things as water run-off, the use of automatic hose shut-off nozzles, prohibitions to irrigating during and within 48 hours after rainfall, and prohibitions to irrigating turf on public street medians. Written comments regarding the draft regulation were due by 12/26/17. Coalition letters were submitted by RWA and ACWA to the SWRCB. SWRCB staff has indicated that it is their goal to have the final regulation adopted by February 2018.

- Staff began a telephone outreach campaign promoting the District’s free Irrigation Efficiency Review’s. WaterWise Consulting is working with staff to contact many of CHWD’s high water use customers. The calls are currently reaching out to CHWD’s single-family customers. Due to this effort, a total of 26 additional Irrigation Efficiency Reviews were generated and completed for the month of December.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD 2016	R-GPCD 2017	% CHANGE
January	80	75	-06%
February	77	72	-06%
March	77	80	04%
April	107	87	-19%
May	155	166	07%
June	213	213	0%
July	237	241	02%
August	242	229	-05%
September	189	217	15%
October	123	170	38%
November	85	95	12%
December	76	84	11%

Below is a recap of the region’s overall water saving in December 2017 as compared to 2013.

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	Nov. 2017 Reduction	January - Nov. 2017 Reduction
San Juan Water District	45.8%	24.2%
Fair Oaks Water District	41.2%	21.8%
Orange Vale Water Company	38.8%	25.1%
Rancho Murieta CSD	35.0%	17.0%
Carmichael Water District	33.7%	20.4%
City of Lincoln	32.2%	15.3%
City of Roseville	31.8%	17.4%
Rio Linda/Elverta CWD	31.1%	19.7%
Citrus Heights Water District	30.7%	22.1%
California American Water	30.4%	24.4%
City of Sacramento	30.0%	23.1%
El Dorado Irrigation District	29.5%	18.0%
Golden State Water Company	28.7%	19.9%
City of Folsom	25.7%	9.3%
City of West Sacramento	24.9%	21.1%
City of Davis	24.0%	20.2%
City of Yuba City	24.0%	18.0%
Sacramento County Water	23.6%	14.9%

REDUCTION BY AGENCY (Data compared to 2013)		
Water Agency	Nov. 2017 Reduction	January - Nov. 2017 Reduction
Agency		
City of Woodland	22.6%	24.3%
Elk Grove Water District	22.5%	19.2%
Del Paso Manor Water District	18.7%	19.9%
Placer County Water Agency	18.3%	10.7%
Sacramento Suburban WD	11.6%	18.1%
Average	28.5%	19.3%
Minimum	11.6%	9.3%
Maximum	45.8%	25.1%

Discussion and Possible Action to Approve Amendments to the Injury and Illness Prevention Program

Management Services Supervisor Castruita reported that on October 2, 1989, Senate Bill 198 was adopted, mandating that after July 1, 1991, any employer with 10 or more employees (public or private) must implement and maintain an IIPP in accordance with the California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, and Section 3203 of the General Industry Safety Orders. A few noteworthy examples from the District’s IIPP (attachment 1) are: Hazard Assessment, Recordkeeping, and an Injury and Illness Reporting Policy.

On June 3, 1992, the District’s Board of Directors adopted Policy 4702 establishing the District’s IIPP, with amendments adopted on May 8, 2007. In 2010, three amendments were made to the District’s IIPP, adding an Asbestos Cement Pipe Safety plan, a Heat Illness Prevention Procedure and the Emergency Evacuation Safety Plan. In 2015, five amendments were made to the IIPP, adding an Emergency Action Plan, a Hearing Conservation Plan, a Hazard Communication Program, Personal Protective Equipment Plan, and an update to the Heat Illness Prevention Procedure. Finally, in 2017, two amendments were made to the IIPP updating the Confined Space Entry Program, and adding a Respiratory Protection Program.

The proposed amendments to the District IIPP, the Flagger Program and the Bloodborne Pathogen Program, are a result of the following:

1. Regulation modifications made by the California Division of Occupational Safety and Health;
2. Recommendations from the District’s Senior Risk Management Advisor from the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA);

Traffic Control/Flagger Program (Attachment 2)

The Flagger Program as proposed will meet current regulations and best practices.

1. Updates the procedures and practices for traffic control/flagging to ensure that they conform with California Code of Regulations Title 8, Section 1599, Flaggers;
2. Describes the responsibilities of District employees, including management, supervisors, lead workers, and trained staff persons;
3. Requires the identification of District Employees who are authorized as Traffic Control Flaggers;
4. Updates the responsibilities of District’s contractors;
5. Adds to the District’s IIPP as Amendment M.

Should the Board approve this Policy amendment, staff will prepare and maintain a list of staff members who have received training in traffic control/flagging. The District currently requires all permanent field staff to be trained in proper flagging and traffic control procedures.

Bloodborne Pathogen Exposure Control Plan (Attachment 3)

California Code of Regulations Title 8 Section 5193, Bloodborne Pathogens, requires employers to maintain a plan for all staff who are training in the delivery of First Aid in a work environment. In October 2017, the District completed First Aid training for all staff. The Bloodborne Pathogen Exposure Control Plan will meet the regulatory requirement, and implement best practices for employees who would conduct first aid.

1. Establishes a policy to protect the health of the District employees who may be exposed to blood or other potentially infectious materials;
2. Establishes the best practices when staff are exposed to blood and other potentially infectious material, which includes:
 - a) Providing training on bloodborne pathogens to all staff members who receive First Aid training;
 - b) Providing the Hepatitis B vaccine cost-free to all employees assigned first aid responsibilities, and documenting those staff members who refuse the vaccination;
 - c) Establishing procedures following an employee's exposure to blood or other potentially infectious materials;
3. Establishes the requirements of any Bloodborne pathogen training provided to responsible staff members;
4. Establishes the roles and responsibilities of the District employees;
5. Adds to the District's IIPP as Amendment N.

Should the Board approve this Policy amendment, the Safety Officer will schedule and lead Bloodborne pathogens training, and Human Resources staff will make available the Hepatitis B vaccination to staff through Sutter Health, the CHWD occupational medicine provider. The 2018 District Operating Budget includes \$6,500 for safety program expenses, which is adequate to cover the cost of vaccinations should all staff accept the treatment.

The District's General Counsel, Safety Committee, and Senior Risk Management Advisor from ACWA JPIA have reviewed and provided input into the development of these Program documents.

The recommended action was to approve two amendments to the IIPP, including:

- A. Add a Traffic Control/Flagger Plan as Amendment M to the IIPP; and
- B. Add a Bloodborne Pathogen Exposure Control Plan as Amendment N to the IIPP.

CITRUS HEIGHTS WATER DISTRICT
TRAFFIC CONTROL/FLAGGER PLAN

Adopted:



CITRUS
HEIGHTS

WATER
DISTRICT

Traffic Control and Flagging are important elements in our work. For the protection of pedestrians, the motoring public, vehicles and District employees, Citrus Heights Water District (CHWD) will provide the highest quality controls consistent with local, state and federal jurisdiction standards and policies with reference as necessary to the California Department of Transportation specifications found in California Manual on Uniform Traffic Control Devices (MUTCD) or its successor volumes.

PURPOSE:

To outline the requirements for traffic controls and flagging, to identify responsibilities of managers, supervisors, lead workers, and staff regarding traffic controls and flagging, and to establish minimal knowledge requirements for flaggers used on CHWD job sites.

Flagging and traffic control keeps the public and District employees safe. In some instances, jobs may be shut down if inadequate controls are in place or the knowledge of flaggers cannot be established. In other instances improper traffic controls and flagging can lead to vehicle accidents, pedestrian injuries, or even fatalities.

SUPERVISORS:

1. Evaluate job activities and schedules to determine whether traffic controls and flagging will be necessary at any phase of the job. Such controls include but are not limited to closing off lanes in the street for the duration of the job, closing sidewalks or access points to structures, and temporary blockage of lanes for deliveries or specific construction processes.
2. Ensure knowledge of standards established in the California MUTCD.
3. Ensure permits from local jurisdictions are applied for and received for all permanent and temporary obstructions.
4. Ensure plans and standards for blockage are established and appropriate equipment is delivered to the site in a timely manner.
5. Assign flagger duties to qualified employees.

SUPERVISORS/LEAD WORKERS:

1. Ensure clear understanding of all traffic control requirements during the job.
2. Ensure knowledge of standards established in the California MUTCD.

3. Assign flagger duties to only qualified employees.
4. Anticipate the installation of temporary traffic controls and evaluate all required signs, barricades and other materials necessary for the work. Verify that the yard or rental agency has provided all appropriate and required signs, signals and barricades and ensure all materials are consistent with permit conditions as applicable.
5. Install necessary traffic control signs, signals and barricades as specified in plans or the California MUTCD.
6. Anticipate needs for flaggers on the job.
7. If temporary laborer is used for a flagging, the supervisor/Lead Worker must:
 - a. Verify knowledge of the following issues regarding flagging:
 - 1 Flagger equipment which must be used
 - 2 Layout of work zone & flagging station,
 - 3 Signaling traffic to stop, proceed & slow
 - 4 One-way traffic control methods,
 - 5 Demonstration of proper flagging methods
 - 6 Emergency vehicles in the zone
 - 7 Handling emergency situations,
 - 8 Methods of dealing with hostile drivers,
 - 9 Flagging procedures for a single flagger
 - b. Request a copy of the temporary worker's training certification card and insist that they keep this card with him/her while performing flagging duties.
 - c. Inform the temporary workers of the nature of the work and his function as flagger so that he/she can communicate as necessary with the motoring public and pedestrians when questions are asked.
 - d. Periodically evaluate performance of the temporary workers during the day to verify compliance with accepted practices.
8. A list of identified District employees authorized as traffic control flaggers is located in Appendix A.
This list will be reviewed and updated at least annually by the General Manager or his/her designee.

FLAGGERS:

1. Be trained in the proper fundamentals of flagging moving traffic before being assigned as flaggers.
2. Understand and apply principles of traffic control.
3. Wear the proper Personal Protective Equipment.
4. Alert work crews by use of air horn or two way radios to unusual, unsafe or emergency circumstances.
5. Notify Supervisor/Lead worker of any issue or unsafe conditions.

GENERAL MANAGER OR HIS/HER DESIGNEE:

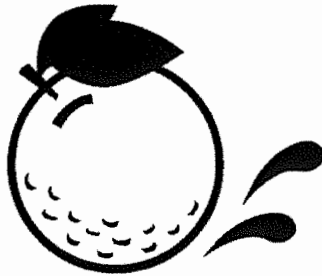
1. Periodically provide flagger training to employees and supervisors.
2. Designate employees to attend detailed traffic control courses provided by a nationally recognized provider of traffic control certification training, or an equivalent program.
3. Perform spot checks at work sites to ensure all standards are properly utilized as per approved plans and the California MUTCD.

Appendix A

**List of Identified District Employees
Authorized as Traffic Control Flaggers**

CITRUS HEIGHTS WATER DISTRICT
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN FOR
EMPLOYEES CONDUCTING FIRST AID

Adopted:



CITRUS
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DISTRICT

PURPOSE

This written exposure control program has been developed by Citrus Heights Water District (CHWD) to eliminate or minimize employee exposure to blood or other potentially infectious materials. It is intended to comply with the requirements of OSHA standard 29 CFR 1910.1030, & Cal/OSHA Standard CCR 5193. , Bloodborne Pathogens, as applicable to the exposures reasonably anticipated during the delivery of first aid care in a work environment.

The General Manager or His/Her designee is designated as the exposure control program coordinator and will be responsible for enforcement, review (annually or more frequently when determined necessary), and maintenance of this program. The definition of terms applicable to this program are provided in Appendix E.

GENERAL RULES

- Treat all blood and Other Potentially Infectious Material (OPIM) as infectious.
- Do not handle broken glass, needles, razor blades or other sharp objects with your hands. Use mechanical means such as a dustpan and broom.
- Engineering controls should be used whenever possible. An example of an engineering control is a barrier device when performing rescue breathing.
- Wash hands immediately after removing gloves or contact with blood or OPIM.
- Do not consume or store food or drinks in areas where blood or OPIM could be present.
- Avoid smoking in areas where infectious materials could be present.
- Do not use cosmetics where blood or OPIM could be present.
- Always follow safe work practices as outlined in the exposure control plan.

DETERMINATION OF EMPLOYEES' EXPOSURE

Employees of CHWD are assigned to perform first aid duties and are reasonably anticipated to be exposed to blood and other potentially infectious bodily fluids. Their inclusion in all provisions of this exposure control program is mandatory.

RESPONSIBILITIES

The following procedures will be used by first aid providers to minimize or prevent exposure to bloodborne pathogens:

HUMAN RESOURCES:

1. **Training:** All first aid responders will participate in a training session that will be provided at the time of initial assignment or as soon as practicable, and every year thereafter. Training requirements are presented in Appendix A.
2. **Hepatitis B Vaccination:** The Hepatitis B vaccine shall be made available, cost-free and within 10 working days, to all employees assigned first aid responsibilities. Employees who decline the vaccination will be required to sign the declination statement in Appendix B.
3. Employees who render assistance in any situation involving the presence of blood or other potentially infectious materials, regardless of whether or not a specific exposure occurs, must have the vaccine made available to them as soon as possible but in no event later than 24 hours after the exposure incident. If an exposure incident as defined in the standard has taken place, other post-exposure follow-up procedures must be initiated immediately, per the requirements of the standard.
4. **Record keeping:** A confidential file containing the information presented in Appendix D will be maintained for each covered employee.

MANAGERS/SUPERVISORS:

1. **Hepatitis B Vaccination:** The Hepatitis B vaccine shall be made available, cost-free and within 10 working days, to all employees assigned first aid responsibilities. Employees who decline the vaccination will be required to sign the declination statement in Appendix B.
2. Employees who render assistance in any situation involving the presence of blood or other potentially infectious materials, regardless of whether or not a specific exposure occurs, must have the vaccine made available to them as soon as possible but in no event later than

24 hours after the exposure incident. If an exposure incident as defined in the standard has taken place, other post-exposure follow-up procedures must be initiated immediately, per the requirements of the standard.

3. Ensure Personal Protective Equipment (PPE) is provided and used as applicable to the first aid rendered.

EMPLOYEES:

1. Universal Precautions: Universal Precautions are mandatory. These precautions require that all human blood and certain human body fluids be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.
2. Training: All first aid responders will participate in a training session that will be provided at the time of initial assignment or as soon as practicable, and every year thereafter. Training requirements are presented in Appendix A.
3. Work Practices: The following work practice controls will be used when providing first aid:
 - a) Personal protective equipment (PPE) will be provided and used as applicable to the first aid rendered. Use of the following PPE is mandatory:
 1. Latex gloves (or equivalent)
 2. Safety glasses
 - b) The following supplementary PPE will be provided and must be used if its use will reasonably prevent exposure to blood or other infectious bodily fluids:
 1. One-way CPR mouthpiece
 - c) Disposable PPE will be decontaminated, if necessary, following use and discarded as per regulations.
 - d) Employees MUST wash their hands and any other exposed skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
 - e) Employees MUST wash their hands immediately after removal of gloves or other personal protective equipment.
 - f) All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

- g) Contaminated surfaces will be cleaned as soon as possible. No employee except a first aid responder trained in blood borne pathogens control will clean blood from any contaminated surface. For cleaning, a 1 part bleach to 10 parts water solution, or an equivalent EPA registered disinfectant, will be used.
4. Training: All first aid responders will participate in a training session that will be provided at the time of initial assignment, and every year thereafter. Training requirements are presented in Appendix A.
 5. Bio-Hazardous Waste: Any waste contaminated with blood, for example rags or gauze, will be decontaminated on-site by thorough soaking in a solution of 1 part bleach to 10 parts water prior to disposal. Alternatively, the waste may be placed in a red, or biohazard labeled bag, and disposed of as a bio-hazardous waste, in accordance with applicable hazardous waste regulations.
 6. Post-Exposure Evaluation: Any time an exposure incident occurs during the administration of first aid, employees must contact the program coordinator to ensure the proper evaluation and follow-up, as specified in Appendix C.

APPENDICES

Appendix A: Training

As required by the Cal/OSHA standard, training will be conducted and will address the following topics:

- A) An explanation of the bloodborne pathogens standard (29 CFR 1910.1030 & 8 CCR 5193) and the fact that a copy of the text of this standard will be accessible to employees at all times.
- B) A general explanation of the epidemiology and symptoms of bloodborne diseases.
- C) An explanation of the modes of transmission of bloodborne pathogens.
- D) An explanation of the company's exposure control plan and the means by which employees can obtain a copy of the written plan.
- E) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
- F) An explanation of the use and limitations of methods that will prevent or reduce exposure including engineering controls, work practices, and personal protective equipment.
- G) Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment.
- H) An explanation of the basis for selection of personal protective equipment.
- I) Information on the Hepatitis B vaccine and a statement that the vaccine will be offered free of charge.
- J) Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
- K) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- L) Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- M) An explanation of the signs and labels and/or color coding that is used in the facility.
- N) An opportunity for interactive questions and answers with the person conducting the training session.

The training coordinator will keep a record on file concerning all training sessions.



CITRUS HEIGHTS WATER DISTRICT

Training Session - Attendance Record

i/users/admin/Safety/Forms/IIPP Attachment H-Training Session-Attendance Record.xls

IIPP ATTACHMENT H

**CITRUS
HEIGHTS
WATER
DISTRICT**

Date:

Start Time:

End Time:

Subject:

Instructor:

of Attendees:

Attendee: (sign on line above your name)

Name

Name

Name

Name

Name

Name

Name

Name

Name

Name

Name

Name

Name

Name

Name

Name

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Name

Appendix B: Hepatitis B Vaccine Declination Form

HEPATITIS B VACCINE - DECLINATION STATEMENT

I understand that, due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Print Name

Signature

Date

Appendix C: Post-Exposure Evaluation and Follow-up

Post-exposure medical evaluation and follow up will include the following:

1. Documentation of the route(s) of exposure and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless infeasible or prohibited by state or local law. If consent is obtained (where required), the source individual's blood shall be tested and the results documented. If the source individual is known to be infected with HIV or HBV, this shall be documented without a repeat test.
3. Results of the source individual's testing shall be made available to the exposed employee, along with applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
4. The exposed employee's blood shall be tested as soon as feasible after consent is obtained.
5. If the employee consents to baseline blood collection but does not give consent at that time for HIV serologic testing, the sample shall be preserved for 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.
6. When medically indicated, Post-exposure prophylaxis will be provided, as recommended by the U.S. Public Health Service.
7. Counseling will be made available to the employee upon request.
8. Evaluation of reported illnesses.
9. Within 15 days of completion, a copy of the evaluating healthcare professional's written opinion shall be obtained by The General Manager or His/Her designee and provided to the employee. This written opinion will be limited to the following information:
 - a. That the employee has been informed of the results of the evaluation.
 - b. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment (OTHER FINDINGS OR DIAGNOSES SHALL REMAIN CONFIDENTIAL AND NOT BE INCLUDED IN THE WRITTEN REPORT).

- c. If the employee denies follow-up care, they must sign a post-exposure evaluation and follow-up declination waiver (Appendix B).
- d. The General Manager or His/Her designee is responsible for providing the following information to the healthcare professional following an exposure incident and prior to medical evaluation:
 1. A description of the exposed employee's duties as they relate to the exposure incident.
 2. Documentation of the route(s) of exposure and circumstances under which exposure occurred.
 3. Results of the source individual's blood testing, if available.
 4. All medical records relevant to the appropriate treatment of the employee including vaccination status.
 5. A copy of 29 CFR 1910.1030
 6. A copy of 8 CCR 5193

Appendix D: Record keeping for the Exposure Control Plan RECORD KEEPING

The General Manager or His/Her designee is responsible for maintaining records regarding the exposure control plan at Citrus Heights Water District, and for ensuring that all medical records are kept confidential. The following records will be kept on file:

- A) A file for each employee with occupational exposure to blood or other potentially infectious materials including the name and social security number of the employee, a copy of the employee's Hepatitis-B vaccination status, and any medical records relative to the employee's ability to receive vaccination.

- B) A copy of all results of examinations, medical testing, and follow-up procedures following an exposure incident.

- C) The employer's copy of the healthcare professional's written opinion regarding post-exposure evaluation and follow-up.

- D) A copy of the information provided to the healthcare professional regarding post-exposure evaluation and follow-up.

The above records will not be disclosed or reported without the employee's written consent to any person within or outside the workplace except as required by the bloodborne pathogens standard or by law. Additionally, these records will be maintained for at least the duration of employment plus thirty (30) years.

Appendix E: Definition of Terms

Important Definitions:

- **Biohazard Symbol:** Indicates that contents are potentially infectious due to presence of blood or other potentially infectious materials.
- **Blood:** Human blood, human blood components, and products made from human blood.
- **Bloodborne Pathogens:** Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV), Hepatitis C (HCV) and human immunodeficiency virus (HIV).
- **Contaminated:** The presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- **Contaminated Laundry:** Laundry which has been soiled with blood or other potentially infectious materials or may contain sharps.
- **Contaminated Sharps:** Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.
- **Decontamination:** The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious articles and the surface or item is rendered safe for handling, use or disposal.
- **Engineering Controls:** Controls (e.g. sharps disposable containers, self-sheathing needles) that isolate or remove the bloodborne pathogens hazard from the workplace.
- **Exposure Incident:** A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
- **Occupational Exposure:** Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

- **Other Potentially Infectious Materials:** (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV, HBV or HCV containing culture medium or other solutions; and blood, organs, or other tissue from experimental animals infected with HIV, HBV or HCV.
- **Parenteral:** Piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
- **Personal Protective Equipment:** Specialized clothing or equipment worn by an employee for protection against a hazard. General work clothes (e.g. uniforms, pants, shirts, or blouses) not intended to function as protection against a hazard are not considered to be personal protective equipment.
- **Regulated Waste:** Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.
- **Universal Precautions:** An approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, HCV and other bloodborne pathogens.
- **Work Practice Controls:** Controls that reduce the likelihood of exposure by altering the manner in which a task is performed (e.g. prohibiting recapping of needles by a two-handed technique).

Discussion and Possible Action to Approve Agreement with Lund Construction for Highland Ave and Rosa Vista Lane Water Main Replacement Project

Engineering Manager Pieri reported that at the October 18, 2017 Board Meeting, the Citrus Heights Water District (CHWD) Board of Directors approved the construction bid package for the Highland Avenue and Rosa Vista Water Main Replacement Project (Project Number C15-133) and authorized staff to solicit bids. Bid packages were distributed to twenty-four contractors for installing and connecting approximately 1,322 lineal feet of 8-inch water main, 24 linear feet of 6-inch water main, six (6) 8-inch gate valves, one (1) 6-inch gate valve, one (1) steamer fire hydrant, six (6) 1-inch metered water services, and sixteen (16) 1-inch water services with curb stops along Highland Avenue and Rosa Vista Lane in the City of Citrus Heights.

The District received six (6) sealed proposals on November 21, 2017, at which time proposals were opened and read publicly. The apparent low bidder is Lund Construction of North Highlands, CA. Bids received are as follows:

1. Lund Construction Company	\$ 377,792.20
2. Lamon Construction Company, Inc.	\$ 378,151.00
3. Rawles Engineering, Inc.	\$ 385,594.00
4. Martin General Engineering, Inc.	\$ 423,356.00
5. Western Engineering Contractors, Inc.	\$ 577,400.00
6. Caggiano General Engineering, Inc.	Non-responsive

The District's final engineering estimate (September 2017) for this Project was \$376,711.

The Board of Directors approved the following project budget for Project Number C15-133:

Design Budget (Approved in 2016)	\$ 31,577
Construction Budget (Approved in 2017)	<u>\$364,910</u>
Total Project Budget	<u>\$396,672</u>

At the October Board meeting, staff indicated the Engineer's Preliminary Construction Cost Estimate + 10% Contingency was updated as follows:

Engineer's Preliminary Construction Cost Estimate + 10% Contingency \$414,382
(estimate developed on October 2017; based on schematic plans)

Engineer's Preliminary Construction Cost Estimate + 10% Contingency \$329,128
(estimate developed in 2016; based on final plans)

Difference: **\$85,254**

The increase in the Engineer's Preliminary Construction Cost Estimate from the schematic plans to the final plans is attributed to the following items:

- Addition of 171 linear feet of 8-inch water main included in the final plans to minimize impact to an existing oak tree.
- Increase in paving square footage due to additional water main and increase in unit pricing to reflect the District's 2017 on-call paving unit pricing.

- Relocation of two water services along Rosa Vista Lane to eliminate a backyard main.

Funding Plan:

In considering a budget amendment request in the amount of \$85,254, no undesignated reserves are required. This amount allows for an 8.8% contingency, which staff feels will provide an acceptable coverage for any potential changes that may arise. Budget savings from existing projects are proposed to be reallocated as described below.

One funding source for the proposed budget amendment is from the recently completed C15-131 Baird Way 8” Water Main Replacement Project. The overall budget for the project was \$360,337.00, and actual costs were \$316,772.47. This will result in a net savings of \$43,564.53 in budgeted funds.

Another funding source for the proposed budget amendment is from the nearly completed C15-130 Poplar Avenue 12” Water Main Project. The overall budget for the project was \$152,335.00, and staff estimates that the final completion costs will total approximately \$100,413.35. This will result in an estimated net savings of \$51,921.65 in budgeted funds.

To meet the expenditure requirements outlined above, staff requests a budget amendment of \$85,254 within the 2017 CIP Budget. Below is a summary of the budget amendment request. Again, this budget amendment request will result in a zero sum (\$0) financial impact to CHWD’s 2017 Budget.

From		To	
Description	Amount	Description	Amount
C15-131 Baird Way 8” Main	\$43,564	C15-133 Highland and Rosa Vista	\$85,254
C15-130 Poplar Ave 12” Main	\$41,690		
TOTAL	\$85,254	TOTAL	\$85,254

The recommended action was to:

1. Accept the bid of Lund Construction Company in the amount of \$377,792.20.00, and establish a contingency fund in the amount of \$36,589.80 (8.8%), for a total amount of \$414,382.00; authorize the General Manager to execute an agreement with Lund Construction Company.
2. Approve the budget amendments summarized below:

From		To	
Description	Amount	Description	Amount
C15-131 Baird Way 8” Main	\$43,564	C15-133 Highland and Rosa Vista	\$85,254
C15-130 Poplar Ave 12” Main	\$41,690		
TOTAL	\$85,254	TOTAL	\$85,254

Discussion and Possible Action on Graham Circle and Circuit Drive Water Main Replacement Plans, Specifications and Engineering

Engineering Manager Pieri reported that the Board of Directors approved a total project budget of

\$622,895 for the design and construction of the Graham Circle 6" Main Replacement and Circuit Drive 8" Main Installation Project (Project Number C15-132). The 95% plans developed by Warren Consulting Engineers were used to develop the Engineer's Preliminary Construction Cost Estimate of \$452,088 with a 10% contingency of \$45,208 for a total of \$497,296.

If bids come in higher than the Engineer's Preliminary Construction Cost Estimate of \$452,088, a funding plan will be presented at the time of award of contract for the Board's consideration.

The plans and contract are complete, subject to minor modifications, and are incorporated as an attachment to this report. A detailed report of the engineer's preliminary construction cost estimate is available at the Board Clerk's office.

The recommended action was to approve the construction bid package for construction bids for the Graham Circle and Circuit Drive Water Main Replacement Project. Authorize the General Manager or General Manager's designee to solicit construction bids for the project.

Discussion and Possible Action to Approve the 2018 Fleet Vehicle Purchase

Operations Manager Gordon reported that District fleet vehicles are budgeted for replacement on a 10-year replacement cycle, with continuous review to resolve issues and extend the life of vehicles in as much as feasible. No District fleet vehicles are scheduled for replacement this year.

The 2018 District budget for fleet and field equipment is \$145,000. This includes a service truck for the new Water Efficiency Technician position, and a field tractor for the use in the District's corporation yard and various other construction work in the field.

For the purchase of the new service truck, it is proposed that the District use the California State Bid (Contract No. 1-16-23-20H) as it has done since 1998. For the purchase of the new tractor, it is proposed that the District utilize Contract no. 042815-CEC through the National Joint Powers Alliance (NJPA), a cooperative contract purchasing service for government, education and non-profit agencies. By using the California State Bid and the NJPA, the District utilizes the public bidding process already performed by other public agencies, with the additional benefit of the economies of scale achieved by larger organizations. Thus, we avoid the time and expense involved in the competitive bidding process and receive a lower per unit cost.

The vehicles proposed to be purchased are as follows:

<u>Qty.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Vendor</u>
1	2018 Dodge Ram 2500, Service Truck	\$ 35,810.85	Leehan of Davis, Inc.
1	2018 Bobcat Skid-Steer Loader, Combination Bucket, Water Mounted Sweeper	\$ 57,124.20	Bobcat Company
TOTAL		<u>\$ 92,935.05</u>	

The proposed purchase of the Bobcat tractor includes; a combination bucket for greater flexibility in handling material, a water dispensing broom sweep to clean the corporation yard or jobsite, and forklift attachments for the safe handling of heavy or odd sized materials.

The recommended action was to authorize the following purchases as authorized in the 2018 budget:

1. One 2018 Dodge Ram 2500 Truck from Leehan of Davis, Inc.
2. One 2018 Bobcat Skid-Steer Loader from Bobcat Company.

Discussion and Possible Action to Reject the Bid Received in Response to Notice Inviting Bids for 2018/19 On-Call Concrete Restoration Services

Operations Manager Gordon reported that the District Operations work crews are involved in daily maintenance of the District's underground water infrastructure. This includes sidewalk, curb and gutter, and driveway excavation for maintenance work on the District's underground infrastructure. After the District repairs and/or replaces the underground infrastructure within a concrete area, a contractor hired by the District will follow up with concrete restoration as necessary. The District currently does not have the equipment, staffing levels, or the qualified personnel to restore concrete on an as-needed basis; therefore, contracting out concrete restoration work is essential.

Based on history, the quantities of the concrete repairs vary between 500 to 2,500 square-feet (SF) for concrete flatwork restoration and up to 250 linear-feet (LF) for concrete curb and gutter restoration during any two-month period. The District is located within four municipal jurisdictions, which include the City of Citrus Heights, Sacramento County, Placer County, and the City of Roseville. The scope of work requires the contractor to comply with the requirements set forth by each jurisdictional inspector, as well as a District inspector.

The District issued a Notice Inviting Bids (Notice) for On-Call Concrete Restoration Services on November 28, 2017. The Notice for the project was sent to concrete restoration contractors within the greater Sacramento Region, and was posted in local contracting bid houses. In response, one sealed bid was received on December 19, 2017, at which time the bid was opened and read publicly. The apparent low bidder is Central Valley Engineering & Asphalt, Inc. of Roseville, CA. Bid received is as follows:

Bidder	Flatwork Restoration		Curb and Gutter Restoration		Total
	\$/SF	\$/20,000SF	\$/LF	\$/2,000 LF	
Central Valley Engineering & Asphalt, Inc.	\$ 21.25	\$ 425,000	\$ 75.00	\$ 150,000	\$ 575,000.00

Central Valley Engineering & Asphalt, Inc. has proposed an optional 24-month contract extension with a five percent increase on the proposed bid items shown above following the end of the initial contract term date of December 31, 2019.

Central Valley Engineering & Asphalt, Inc. is currently under contract with the District for 2017/2018 On-Call Pavement Restoration for the remainder of 2018, and for the 2017 On-Call Concrete Restoration Services, which expires at the end of January 2018.

The District's current contract amount for concrete restoration for the same bid items is \$13.35 per SF for concrete flatwork restoration and \$55.00 per LF of concrete curb and gutter restoration.

The District staff recommends that the District reject the bid by Central Valley Engineering & Asphalt, Inc. because:

- (1) The bid is an increase in the concrete restoration bid items of 59% (\$7.90 per SF) for concrete flatwork restoration and 36% (\$20.00 per LF) for concrete curb and gutter restoration; and
- (2) The District received only one responsive bid.

Should the Board reject the bid by Central Valley Engineering & Asphalt, Inc., District staff will reissue a Notice for the project, and will perform more comprehensive outreach to concrete services contractors to receive more responsive bids. The additional outreach effort for bids will strengthen the District's effort to receive competitive pricing for the project.

The recommended action was to reject the bid by Central Valley Engineering & Asphalt, Inc. received on December 19, 2017 for 2018/19 On-Call Concrete Restoration Services. Authorize the General Manager or General Manager's designee to resolicit construction services bids for this project.

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

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

PRESENTATIONS:

Review of Policy 6500: Purchasing and Procurement

Administrative Services Manager Susan Sohal and District Assistant General Counsel Josh Nelson provide a PowerPoint presentation on proposed updates to District Policy 6500: Purchasing and Procurement. They then sought Board direction for the next steps on the process.

Director Sheehan inquired about the pros and cons of sole sourcing versus obtaining competitive quotes/bids. General Manager Straus replied that a good purchasing policy will provide flexibility to be able to determine if it make sense to sole source or obtain quotes/bids. In some cases, it makes sense to sole source due to the time sensitivity of the required work, or a consultant is a known commodity, strongly indicating that the work required will be done effectively and in a cost efficient and timely manner. In other instances, it may make sense to obtain multiple quotes/bids.

Director Riehle inquired about how the proposed policy balances the Board's involvement in fiscal management versus operational efficiency. General Manager Straus highlighted for the Board that staff would continue to be required to request authority to spend money on programs and projects as part of the annual budget process, and would continue to provide operational updates via the FYI Report, the monthly financial reports and various departmental reports.

The Board agreed by consensus that staff should bring back the item for discussion and potential action as a Business item at the February 2018 Board meeting.

BUSINESS:

Discussion and Possible Action to Approve the Customer Advisory Committee

Management Services Supervisor/Chief Board Clerk Castruita requested the Board consider approval of the Customer Advisory Committee. On October 18, 2017 the Citrus Heights Water District (CHWD) Board of Directors approved an agreement with Harris & Associates for the Project 2030 Water Main Replacement Study, "Project 2030". The scope of work for the Study includes a public engagement/stakeholder outreach component, dubbed the Customer Advisory Committee. As noted in the October 18, 2017 staff report, "A seventeen (17) member Customer Advisory Committee (CAC) focus group will be selected to consider the various alternatives, funding options, and recommendations," with the ultimate goal of submitting a formal recommendation for consideration by the Board of Directors.

Management Services Supervisor Castruita explained that staff developed Resolution 01-2018, which would create the Customer Advisory Committee and appoint applicants, in conjunction with the General Counsel's Office.

Applications for the CAC were accepted from August through December 2017, and a total of 41 applications were received. At the December 20, 2017 Board Meeting, the Board of Directors selected 17 applicants for appointment to the CAC (see Attachment 2 – Customer Advisory Committee Proposed Members). In addition, the Board agreed by consensus to expand the group to 19 voting members and three ex-officio members, for a total 22 seats, including:

1. Two seats representing commercial interests from the Citrus Heights Chamber of Commerce and Sunrise MarketPlace, respectively; and
2. Three ex-officio seats for the San Juan Unified School District, the Sunrise Parks and Recreation District, and Sylvan Cemetery District, respectively.

The CAC would be empaneled for at minimum the duration of the Project 2030 study, which is projected to take 18 months. Staff also intends for the CAC to provide further stakeholder input on strategic projects, such as the planning phase of the Meter Replacement Program, a multi-agency effort to develop strategies for the replacement of water meters, expected to begin prior to the close of 2018.

In order to ensure the effectiveness of the Advisory Committee, Resolution 01-2018 provides the Board of Directors with the ability to dismiss a member from the CAC. Potential reasons for removal include:

1. One or more unexcused absence from scheduled CAC meetings
2. Violation of the Ralph M. Brown Act
3. Violation of District Policy 2100 – Standards of Conduct for Directors and Officers

Management Services Supervisor Castruita stated that should the Board approve Resolution 01-2018, staff would contact all appointed CAC members in order to seat the Committee members at the February 21, 2018 Board meeting. Following the swearing-in ceremony, staff will coordinate the initial CAC meeting and member orientation, tentatively scheduled for March 2018.

**Citrus Heights Water District
Customer Advisory Committee
Proposed Members**

Voting Members – Residential

- | | |
|----------------------|----------------------|
| 1. Kimberly Berg | 2. Julie Beyers |
| 3. Russell Blair | 4. Patti Catalano |
| 5. Suzanne Guthrie | 6. Doug MacTaggart |
| 7. Porsche Middleton | 8. James Monteton |
| 9. Richard Moore | 10. Caroll Mortenson |
| 11. Jenna Moser | 12. David Paige |
| 13. Aimee Pfaff | 14. Peg Pinard |
| 15. Javed Siddiqui | 16. Colleen Sloan |
| 17. David Wheaton | |

Voting Members – Commercial

1. Wes Ervin – Citrus Heights Chamber of Commerce Economic Development Committee Chair
2. Mike Nishimura – Sunrise MarketPlace Representative

Ex-Officio Members – Institutional

1. San Juan Unified School District represented by Chris Ralston, Maintenance and Operations Manager
2. Sunrise Recreation and Parks District represented by Dave Mitchell, District Administrator, and Noe Villa, Parks and Facilities Superintendent
3. Sylvan Cemetery District represented by Ron Clark, Manager, and Cyndi Price, Assistant Manager

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 01-2018

RESOLUTION OF THE BOARD OF DIRECTORS
ESTABLISHING A CUSTOMER ADVISORY COMMITTEE

WHEREAS, the Citrus Heights Water District (CHWD) is an Irrigation District formed pursuant to the California Irrigation District Law (California Water Code, section 20500 et seq.); and

WHEREAS, CHWD provides drinking water to an estimated service area population of 67,000 customers via approximately 19,600 water service connections in Sacramento and Placer Counties and has responsibility for operating, maintaining and planning for the replacement of its water assets, including water mains; and

WHEREAS, CHWD anticipates that, beginning in 2030, it will be necessary to replace many aging water mains, the majority of which were installed between 1960 and 1985 by private developers and later became donated assets to CHWD; and

WHEREAS, on October 18, 2017, the CHWD Board of Directors approved an agreement with Harris & Associates for the Project 2030 Water Main Replacement Study, known as “Project 2030”; and

WHEREAS, Project 2030 will include a public engagement and stakeholder outreach process in which a Project 2030 Customer Advisory Committee focus group (the “CAC”) will consider various alternatives, funding options and recommendations and will develop a formal recommendation for CHWD’s water main replacement strategy for consideration by the Board of Directors, and

WHEREAS, the CAC also will provide further stakeholder input on the development of the Meter Replacement Program, which is a multi-agency effort to develop strategies for the regular replacement of water meters expected to start before the end of 2018; and

WHEREAS, Project 2030 is projected to take 18 months and the CAC would be empaneled for the duration of that time and consist of 22 members; and

WHEREAS, on December 20, 2017, the Board of Directors selected 17 applicants for appointment to the CAC and agreed by consensus to expand the appointees to 19 members to include one Citrus Heights Chamber of Commerce representative and one Sunrise MarketPlace representative to represent large commercial accounts, and to provide three additional ex-officio seats for representatives of the San Juan Unified School District, the Sunrise Parks and Recreation District, and the Sylvan Cemetery District; and

WHEREAS, the CAC may be called upon by the Board of Directors or staff to provide further stakeholder input on strategic programs of the District; and

WHEREAS, the Board of Directors wishes establish the CAC and governing principles that will guide the CAC's activities.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CITRUS HEIGHTS WATER DISTRICT DOES RESOLVE AS FOLLOWS:

Section 1. Establishment and Purpose

The Project 2030 Customer Advisory Committee (the "CAC") is hereby established as set forth herein. The general purpose of the CAC is to consider various alternatives, funding options and recommendations to develop a formal recommendation for CHWD's water main replacement strategy for consideration by the CHWD Board of Directors. The CAC also will provide stakeholder input on the development of the multi-agency Meter Replacement Program effort to develop strategies for the regular replacement of water meters expected to start before the end of 2018. The CAC will further provide input on other CHWD matters as requested by the Board of Directors or staff.

Section 2. Membership.

The CAC shall include 19 voting members, appointed as follows:

- A. Residential
Seventeen (17) members appointed by the CHWD Board of Directors.
- B. Significant Commercial Accounts
One (1) Citrus Heights Chamber of Commerce representative.
One (1) Sunrise MarketPlace representative.
- C. Ex-Officio Members – Institutional
One (1) representative from San Juan Unified School District.
One (1) representative from Sunrise Parks and Recreation District.
One (1) representative from Sylvan Cemetery District.

In the event that a member resigns from the CAC, that member shall promptly notify CHWD and CHWD shall take any steps necessary fill the vacancy.

Section 3. Term Of Membership.

Members of the CAC shall serve at a minimum during the duration of the Project 2030 study period.

Section 4. Termination of Membership.

The Board of Directors may dismiss a CAC member for no reason or for any of the following reasons:

- A. One or more unexcused absences from CAC meetings.
- B. Violation of the Ralph M. Brown Act.
- C. Violation of applicable provisions within District Policy No. 2100 – Standards of Conduct for Directors and Officers.

Section 5. Officers and Subcommittees.

The CAC shall nominate a Chairperson and an Alternate Chairperson, whose appointments to this office shall be ratified by the Board of Directors. The Chairperson shall call meetings to order, shall have all the powers and duties of the presiding officer as described in the standardized rules of parliamentary procedure determined to be applicable by CHWD, and shall perform such other duties as may from time to time be prescribed by CHWD or the Board of Directors. The Alternate Chairperson shall have all of the powers and duties of the Chairperson in the event the Chairperson is absent or unable to act.

The CAC may create and appoint members of the CAC to subcommittees.

Section 6. Meetings.

The CHWD General Manager or the General Manager's designee shall determine the place and times for meetings of the CAC, and shall administer the CAC's activities and serve as a CAC liaison with support from other CAC staff as may be necessary. All meetings shall comply with California's open meetings law for public agencies (the Ralph M. Brown Act, Government Code Sections 54950 et seq.).

Section 7. Quorum and Voting.

A quorum of the CAC shall consist of a majority of the CAC's voting membership. Any necessary decisions of the CAC shall, whenever possible, be determined by consensus. If consensus cannot be reached, any necessary decisions shall be determined by majority vote.

Section 8. Responsibilities of the CAC.

The CAC shall have the responsibilities as provided in this section and such other duties as the Board of Directors may from time to time decide:

- A. Diligently review all documents and materials provided by the CHWD General Manager or the General Manager's designee relevant to the purposes referenced in Section 1.
- B. Serve as a forum for public input and feedback on issues related to the purposes referenced in Section 1.
- C. Develop a timely written recommendation for consideration by the Board of Directors

- for CHWD's water main replacement strategy.
- D. Provide stakeholder input on the development of the Meter Replacement Program, referenced in Section 1.
 - E. Abide by all relevant policies and procedures in the District Policy No. 2100 – Standards of Conduct for Directors and Officers, including participating in any training and making any disclosures that CHWD deems necessary to ensure compliance with all laws.

Any and all feedback, advice or other actions taken by the CAC shall be deemed to be advisory only and shall not be binding upon CHWD or the Board of Directors. Any activities of the CAC shall be performed as provided for in this Resolution and in compliance with all laws.

ADOPTED this 17th day of January, 2018

- AYES: Board Members-
- NOES: Board Members-
- ABSTAIN: Board Members-
- ABSENT: Board Members-

RAYMOND RIEHLE, President
Board of Directors
Citrus Heights Water District

I HEREBY CERTIFY that the foregoing is a full, true and correct copy of Resolution 01-2018 adopted by the Board of Directors of Citrus Heights Water District at its regular meeting held January 17, 2018.

HILARY M. STRAUS, Secretary
Citrus Heights Water District

ACTION: Director Sheehan moved and Director Dains seconded a motion to approve Resolution 01-2018, creating the Customer Advisory Committee and appointing Twenty-two Members to the Customer Advisory Committee.

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

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

Regional Water Authority (Dains)

Director Dains reported that at the RWA meeting, the Executive Board was elected. Marcus Yasutake, City of Folsom, was elected as the chairperson, and Paul Schubert, Carmichael Water District, was elected as Vice Chair.

Sacramento Groundwater Authority (Sheehan)

No report.

San Juan Water District (All)

General Manager Straus informed the Board that staff is working diligently to prepare a Board presentation on the next generation water supply agreement, which he expects in the coming months.

Association of California Water Agencies (ACWA) (Dains)

No report.

ACWA Joint Powers Insurance Authority (JPIA) (Dains/Castruita)

No report.

City of Citrus Heights (Pieri)

Engineering Manager Pieri stated that staff is continuing to coordinate on the relocation of District facilities related to a handful of City of Citrus Heights projects. In addition, staff will be meeting with the City on potential changes in trench cut practices within the next month, and will report back based on the outcomes of the meeting.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

General Manager Straus stated that the Chamber Board Installation and Awards ceremony will take place this Friday night. The attire is business formal, and Management Services Supervisor/Chief Board Clerk Castruita will send an email with details. General Manager Straus informed the Board that no speech is needed for the awards. Instead, the Board should designate a representative to receive the award, and then the entire group will pose for a photo. The Board agreed by consensus to have Board President Riehle receive the award on behalf of the District.

RWA Lobbying Program Update (Gordon/Meurer)

Director Riehle stated that both he and General Manager Straus had a meeting last Friday with State Representative Ken Cooley, RWA Legislative Manager Adam Robin, and ACWA Deputy Executive Director Cindy Tuck concerning SB 623 and the proposed water tax to be collected by Water Districts. He recommended that the most effective thing that the District can do would be to significantly raise awareness on the issue with the general public.

General Manager Straus stated that staff will draft a resolution of opposition for consideration at the next Board meeting. He also stated that the Governor's Office and legislators favorable to the bill are expected to use the budget trailer process to bypass the normal legislative process, thereby cutting Representative Cooley's Rules Committee out of the process.

Board Member Dains recommended that staff draft a press release for issuance to community media in Citrus Heights as well as surrounding communities such as Lincoln, Rocklin, and Loomis. General Manager Straus stated that staff will generate a media distribution list to go with the resolution, and will include it as part of the staff report.

Other Reports

General Manager Straus stated that he recently had a meeting with a Federal lobbyist. There is a growing consensus that local projects might begin to get earmarked for federal funding in the near future, and if that does happen the District should be prepared to pursue this type of funding. General Manager Straus stated he will update the Board as he receives additional information, and that staff is looking for ways to raise the District's profile with local U.S. Congressman Ami Berra's office.

Water Efficiency Supervisor Meurer informed the Board that staff had designed a marketing campaign to increase the number of water efficiency audits provided to customers. The campaigning includes calls to targeted accounts with high usage, posts to the district Facebook account and updates on the District website. The program noted over 20 audits for the month of January, which is almost equal to the total number of audits given in 2017. Board President Riehle recommended that staff track the reduction of water use by customers following a water efficiency audit in order to track the program's effectiveness.

MANAGEMENT SERVICES REPORT:

Corporation Yard Safety Improvements Update

Engineering Manager/District Engineer Pieri provided an update on the status of the Corporation Yard Safety Improvements Construction Project currently under construction by PnP Construction, Inc. Construction support throughout the project is being provided by CHWD's construction manager, Domenichelli and Associates. Engineering Manager/District Engineer Pieri presented a PowerPoint presentation for the Board to examine the progress of the project.

Engineering Manager/District Engineer Pieri informed the Board that Verti-crete sound walls were installed around the project. She then discussed with the Board the potential for installing similar walls on the Corporation Yard's eastern border.

Meter Replacement Study Update

General Manager Straus and Water Efficiency Supervisor Muerer provided an update concerning the Meter Replacement Program. A draft Memorandum of Understanding (MOU) to formalize the business partnership among participating agencies has been circulated to all of the agencies' general managers and the RWA Executive Director. The proposed participating agencies are: Carmichael Water District, Orange Vale Water Company, Regional Water Authority (RWA), Sacramento

Suburban Water District, San Juan Water District, and Citrus Heights Water District. Once the MOU has been finalized and approved by all of the agencies' governing boards, work will resume on the advanced planning study RFP. The planning study RFP is about 85% complete.

Director Dains asked if Fair Oaks Water District has expressed interest in participating in the process. General Manager Straus stated that he has followed up with Fair Oaks Water District staff, who stated that they are not interested in participating at this time.

CORRESPONDENCE:

None.

CLOSED SESSION:

None.

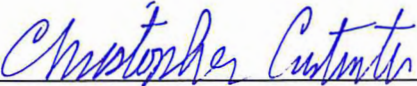
FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

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


ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 8:33 pm.

APPROVED:



CHRISTOPHER CASTRUITA
Deputy Secretary
Citrus Heights Water District



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