

**CITRUS
HEIGHTS
WATER
DISTRICT**

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

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

**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 Human Resources Specialist at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting.

CALL TO ORDER:

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

ROLL CALL OF DIRECTORS:

PLEDGE OF ALLEGIENCE:

VISITORS:

PUBLIC COMMENT:

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. 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 – February 9, 2016.
- CC-2. Accounts Receivable Analysis Report for February 2016.
- CC-3. Assessor/Collector's Roll Adjustments for February 2016.
- CC-4. Treasurer's Report for February 2016.
- CC-5. Funds and Reserves Report for February 2016.
- CC-6. Operations Budget Analysis for February 2016.
- CC-7. Capital Improvements Budget Analysis for February 2016.
- CC-8. Warrants for February 2016.
- CC-9. CAL-Card Purchases for February 2016.
- CC-10. Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.

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. Auburn Boulevard Stock Ranch Commercial Center Easement (A)
Consider adoption of Resolution 05-2016 accepting an easement at the Auburn Boulevard Stock Ranch Commercial Center.
- CC-12. San Juan Park Easement (A)
Consider adoption of Resolution 06-2016 accepting an easement at San Juan Park.
- CC-13. Skycrest Well Equipping Project (I)
Receive a status report on the Project.
- CC-14. Groundwater Levels (I)
Receive information on static groundwater levels in District.
- CC-15 Investment of District Funds Policy (A)
Review and consider amendments to District Fiscal Management Policy No. 6300, Investment of District Funds.
- CC-16. Administration Building Improvements Project (I)
Receive information on adding an additional office to the Administration Building.

OLD BUSINESS:

None

NEW BUSINESS:

- N-1. Training/Continued Education /Meetings (I)
Discuss training, continued education, and meeting opportunities.
- N-2. 2016 Fleet Vehicle Purchase (A)
Consider the replacement of one midsize SUV vehicle and the purchase of one pickup truck as authorized in the 2016 budget.
- N-3. Call for Special Meeting (A)
Call for a Special Meeting of the Board of Directors at 6:30 PM on Monday March 21, 2016 for the Purpose of Reviewing and Considering Approval of Various Human Resources Items.

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.

PM-7. Capital Improvement Project Summary (2005-2015).

OPERATIONS MANAGER'S REPORTS (I):

- OM-1. Monthly report on construction and maintenance activities plus water analysis reports.
- OM-2. 2016 Water Consumption.
- 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:

ASSISTANT GENERAL MANAGER'S REPORTS (I):

- AGM-1. Water Efficiency Program Update.
- AGM-2. Drought Response Plan Update.
- AGM-3. Paladin Night Patrol Update.
- AGM-4. Water Conservation Enforcement Measures Update.

GENERAL MANAGER'S REPORTS (I):

- GM-1. Employee Recognition.
- GM-2. General Manager's Task List.
- GM-3. SJWD Water Management and Reliability Study.

CORRESPONDENCE:

None

CLOSED SESSION:

- CL-1. Government Coded Section 54957.6: CONFERENCE WITH LABOR NEGOTIATORS
District designated representatives: Robert Churchill, Hilary Straus, Lisa Smoot; also present Shellie Anderson, Bryce Consulting and Paul Phillips, Legal Counsel
Unrepresented employees: (Accountant, Senior Accountant, Accounting Supervisor/Principal Accountant, Finance Manager, Administrative Services Supervisor, Operations Manager, Project Manager, Assistant General Manager and General Manager)
- CL-2. Conference with Real Property Negotiators pursuant to Government Code Section 54956.8:
Property: District Groundwater Resources
Negotiators: Robert Churchill & Hilary Straus
Negotiating Party: San Juan Water District
Under Negotiation: Price

> CL-3. Public Employee Matter pursuant to Government Code Section
54957

OPEN SESSION:

CLs-1-3. Reports from Closed Session.

FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:

March 21, 2016	6:30 PM	Special Meeting
April 12, 2016	6:30 PM	Regular Meeting
May 10, 2016	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 Regular 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.



HILARY M. STRAUS, Deputy Secretary

Dated: March 3, 2016

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
February 9, 2016

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

Allen B. Dains, President
Caryl F. Sheehan, Director
Raymond A. Riehle, Director
Robert A. Churchill, General Manager
Hilary M. Straus, Assistant General Manager
David M. Gordon, Interim Operations Manager
Paul A. Dietrich, Project Manager
Lisa A. Smoot, Human Resources Specialist
Mellie D. Deano, Temporary Accounting Staff

VISITORS

Pam Pinkston
Pam Banks
Debra Derosiers

PLEDGE OF ALLEGIANCE

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

Pam Pinkston inquired about agenda item number CC-2a which were answered by AGM Straus and Temporary Accounting Staff Deano.

Pam Banks inquired about the funds and accounting processes and suggested a District map showing the areas where repairs have been completed and areas where projects are currently in progress.

CONSENT CALENDAR

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

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

- CC-1. Minutes of the Regular Meeting – January 12, 2015.
- CC-2a. Accounts Receivable Analysis Report for December 2015.
- CC-2b. Accounts Receivable Analysis Report for January 2016.
- CC-3a. Assessor/Collector's Roll Adjustments for December 2015.
- CC-3b. Assessor/Collector's Roll Adjustments for January 2016.

- CC-4a. Treasurer's Report for December 2015.
- CC-4b. Treasurer's Report for January 2016.
- CC-5a. Funds and Reserves Report for December 2015.
- CC-5b. Funds and Reserves Report for January 2016.
- CC-6a. Operations Budget Analysis for December 2015.
- CC-6b. Operations Budget Analysis for January 2016.
- CC-7a. Capital Improvements Budget Analysis for December 2015.
- CC-7b. Capital Improvements Budget Analysis for January 2016.
- CC-8a. Warrants for December 2015.
- CC-8b. Warrants for January 2016.
- CC-9a. CAL-Card Purchases for December 2015.
- CC-9b. CAL-Card Purchases for January 2016.
- CC-10a. Summary of 2015 Directors, Officers and Employees Training, Seminars and Conference Expenses.
- CC-10b. Summary of 2016 Directors, Officers and Employees Training, Seminars and Conference Expenses.
- CC-11. 7085 Auburn Blvd Easement.
Adoption of Resolution 04-2016 accepting an easement at 7085 Auburn Boulevard.
- CC-12. Claim for Property Damages.
Deny Claim for property damages at 6348 Stoddard Rd On behalf of the District, our insurance provider ACWA/JPIA (Association of California Water Agencies / Joint Powers Insurance Authority) has forwarded this claim to Lamon Construction Company, Inc., the contractor who performed the work. Based on implied and express contractual indemnity as stated in the contract with the District and Lamon Construction, the contractor will handle any and all claims related to the work performed under said contract.
- CC-13. Skycrest Well Equipping Project.
At the January 13, 2015 Board Meeting the Board accepted the bid of R.E. Smith Contractor, Inc. in the amount of \$1,822,000.00 and established a change order contingency fund in the amount of \$90,000.00 (4.94%) for equipping the Skycrest Well. This work includes the pump, motor, building, electrical and mechanical components, water and storm drain piping, fencing and other site improvements. An Agreement for Construction Services between the District and R.E. Smith Contractor, Inc. was executed on February 23, 2015. Completion date TBD, contingent on weather.
- CC-14. Administration Building Improvements Project
At the January 12, 2016 Board of Directors Meeting, the General Manager received authorization to execute agreement amendments with Blackbird Associates and Kaler Dobler Construction, Inc. with an overall expenditure limit of up to \$81,800 to enclose the patio area to accommodate 160 square foot office addition. This additional office space could accommodate up to three work stations as may be needed for staff reorganization or temporary staffing. The authorization above was contingent upon written indication from the Sacramento Metro Fire District that the addition would be treated as a new project and thus not trigger fire sprinkler requirements. Written confirmation was received on January 15, 2016 that fire sprinklers will not be required. A task order has been approved with Blackbird Associates to proceed with the design work. Staff and Blackbird Associates have reviewed Kaler Dobler's cost

proposal and are in agreement. A change order authorizing Kaler Dobler to proceed with construction will be forthcoming.

DECEMBER 31, 2015 PAYABLES			
Check #	Vendor	Description	Amount
60628	ACWA	Dues & Subscriptions	\$12,725.00
60629	Central Valley Engineering & Asphalt, Inc.	Contract Services Paving/Concrete	\$13,658.59
60630	Kaler/Dobler Construction Inc	Contract Services-Engineering	\$98,970.58
60631	KASL Consulting Engineers	Contract Services-Engineering	\$8,071.50
60632	Lamon Construction CO, INC	Contract Services-Engineering	\$80,522.00
60633	Ernest L Leporini	Contract Services-Engineering	\$12,480.00
60634	R E Smith Contractor Inc	Contract Services-Wells	\$81,328.83
60635	SMUD	Utilities	\$10,185.09
60636	CalSierra Construction Inc	Contract Services-Engineering	\$108,751.25
60637	Sharp Inspection Group	Contract Services-Engineering	\$21,825.00
60638	Cody Leppener	Customer Refund	\$600.00
60639	Coldwell Banker/Mark A Delgado	Customer Refund	\$66.15
60640	Gloria P Senftner	Customer Refund	\$19.27
60641	PG&E/Jaime Robles	Customer Refund	\$1,441.91
60642	ABA DABA Rentals & Sales	Supplies-Field	\$316.33
60643	Alexander's Contract Services	Contract Services-Meter Reading	\$2,456.11
60644	Awards By Kay Inc	Office Expense	\$16.20
60645	BSK Associates	Water Analysis	\$1,056.00
60646	Burketts	Office Expense	\$341.13
60647	California Landscape Associates Inc	Janitorial	\$187.00
60648	California State Disbursement Unit	Garnishment	\$184.61
60649	California State Disbursement Unit	Garnishment	\$87.69
60650	Caltronics Business System	Small Office Equipment	\$162.00
60651	CEUS-Irrigation Association	Dues & Subscriptions	\$100.00
60652	Corix Water Products, Inc	Material	\$3,822.17
60653	County of Sacramento	Permit Fees	\$32.00
60654	Coverall North America Inc	Janitorial	\$450.00
60655	Cybox	Equipment Rental-Office	\$129.12
60656	GreatAmerica Leasing Corp	Equipment Rental-Office	\$218.79
60657	Groeniger & Company	Material	\$426.60
60658	Integrity Administrators Inc	Health Insurance	\$253.00
60659	KASL Consulting Engineers	Contract Services-Engineering	\$2,142.00
60660	Moonlight BPO	Contract Services-Bill Print	\$5,391.18
60661	David R O'Brien	Toilet Rebate Program	\$150.00
60662	Office Depot	Office Expense	\$149.02
60663	Pace Supply Corp	Material	\$479.99
60664	Sonitrol	Equipment Rental-Office	\$156.23
60665	State Water Resources Control Board	Dues & Subscriptions	\$60.00
60666	A. Teichert & Son, Inc.	Road Base	\$1,591.09
60667	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,688.30
60668	US Bank I.M.P.A.C. Government Services	See December Agenda Item CC:9	\$7,887.71
60669	Verizon Wireless	Telephone-Wireless	\$1,186.53
60670	Zane Dezign	Contract Services-Water Conservation	\$91.60
60671	Robin Cope	Health Insurance	\$397.00
60672	Manuel A Sanchez	Customer Refund	\$167.24
60673	John Millet	Customer Refund	\$600.00
60674	Sharon M Huddle	Customer Refund	\$168.07
60675	Denis Pavlov	Customer Refund	\$53.68
60676	Hamid Hosseini	Customer Refund	\$131.77
60677	ABA DABA Rentals & Sales	Supplies-Field	\$81.42
60678	AFLAC	Employee Paid Ins	\$330.86
60679	Alexander's Contract Services	Contract Services-Meter Reading	\$1,668.82
60680	AnswerNet	Telephone-Answering Service	\$195.29
60681	Blackbird Associates	Contract Services-Engineering	\$116.64
60682	Burketts	Office Expense	\$824.08
60683	Sacramento County Utilities	Utilities	\$173.38
60684	Dept of Toxic Substances Control	Permit Fees-Air Quality	\$22.50

	Accounting Unit		
60685	Irrigation Association - Certification	Dues & Subscriptions	\$100.00
60686	J4 Systems	Contract Services-Other	\$2,850.00
60687	Kurey & Associates	Contract Services-Engineering	\$3,060.00
60688	Douglas A MacTaggart	Contract Services Paving/Concrete	\$5,422.00
60689	Maze & Associates	Legal & Audit	\$5,375.00
60690	Missy Pieri	Continued Education	\$116.00
60691	USPS	Postage	\$225.00
60692	Powerplan	Repair-Trucks	\$941.79
60693	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
60694	Republic Services #922	Utilities	\$200.12
60695	RW Trucking	Contract Services-Miscellaneous	\$831.25
60696	Sacramento Bee	Publication Notices	\$83.36
60697	Sac-Val Janitorial Supply	Supplies-Field	\$232.99
60698	SureWest Directories	Telephone-Local/Long Distance	\$49.00
60699	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,583.20
60700	Zee Medical Company	Supplies-Field	\$210.75
60701	Citrus Heights Chamber of Commerce	Continued Education	\$650.00
60702	Jeffrey D Keeton	Customer Refund	\$11.53
60703	David Sangster	Customer Refund	\$14.51
60704	Tohinoa Lomano	Customer Refund	\$200.00
60705	Stephanie S Gualderama	Customer Refund	\$36.75
60706	Teyann M Stout	Customer Refund	\$166.29
60707	Allan C/Verna B Dungo	Customer Refund	\$96.72
60708	Tuan A Tran	Customer Refund	\$292.81
60709	Minesh Patel	Customer Refund	\$23.54
60710	Alexander's Contract Services	Contract Services-Meter Reading	\$1,775.77
60711	AM Conservation Group Inc	Water Conservation-Materials	\$765.48
60712	BSK Associates	Water Analysis	\$452.00
60713	California State Disbursement Unit	Garnishment	\$184.61
60714	California State Disbursement Unit	Garnishment	\$87.69
60715	City of Citrus Heights	Permit Fees	\$5,000.00
60716	Comcast	Equipment Rental-Office	\$22.06
60717	Connected Document Solutions	Maintenance Agreement-Equipment	\$355.45
60718	Corelogic Information Solutions Inc	Dues & Subscriptions	\$298.33
60719	Coverall North America Inc	Janitorial	\$399.00
60720	Daniel Noonan DBA: Intependent Plumbing	Contract Services-Miscellaneous	\$425.00
60721	Indoor Environmental Services	Maintenance Agreement-Equipment	\$130.00
60722	J4 Systems	Contract Services-Other	\$1,400.00
60723	Rex Meurer	Water Conservation-Materials	\$131.70
60724	Sophos Solutions	Contract Services-Other	\$2,015.00
60725	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,590.60
60726	Voyager Fleet Systems Inc	Gas & Oil	\$1,491.45
60727	Stanley A/Bonnie L Evans	Customer Refund	\$22.92
60728	Charles T/Suzanne M Rose	Customer Refund	\$16.25
60729	Richard D/Victoria Bradford	Customer Refund	\$7.86
60730	Vicky Carillo	Customer Refund	\$10.69
60731	Eric/Sara Freeman	Customer Refund	\$106.36
60732	Julie A Barkhurst	Customer Refund	\$146.51
60733	Lonny Fawver	Customer Refund	\$118.36
60734	Nicholas Pershing	Customer Refund	\$88.11
60735	Arun Vinnakota	Customer Refund	\$93.49
60736	ABA DABA Rentals & Sales	Supplies-Field	\$821.23
60737	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,701.09
60738	Airgas NCN	Supplies-Field	\$469.43
60739	Alexander's Contract Services	Contract Services-Meter Reading	\$2,737.63
60740	AREA Restroom Solutions	Equip Rental-Field	\$114.34
60741	Area West Engineers Inc	Contract Services-Engineering	\$5,697.50
60742	Bart/Riebes Auto Parts	Repair-Trucks	\$91.64
60743	BSK Associates	Water Analysis	\$1,992.00
60744	Caltronics Business System	Small Office Equipment	\$270.00
60745	Channing Bete Company	Water Conservation-Materials	\$459.11
60746	Connected Document Solutions	Maintenance Agreement-Equipment	\$278.86
60747	Norman/Cynthia K Miller	Customer Refund	\$71.35
60748	Grainger	Small Tools	\$41.47
60749	HD Supply Waterworks LTD	Material	\$1,157.28

60750	Brian M Hensley	Continued Education	\$566.42
60751	Integrity Administrators Inc	Health Insurance	\$2,000.00
60752	Kaiser Foundation Health Plan, Inc	Health Insurance	\$15,948.25
60753	Kei Window Cleaning #12	Janitorial	\$92.00
60754	Moonlight BPO	Contract Services-Bill Print	\$5,001.88
60755	One Print Source & Graphics	Printing	\$149.45
60756	Pace Supply Corp	Material	\$478.85
60757	Pacific Gas & Electric	Utilities	\$91.63
60758	Pirtek Power Inn	Repair-Trucks	\$245.31
60759	Red Wing Shoe Store	Small Tools	\$1,075.56
60760	San Juan Water District	Purchased Water	\$6,269.37
60761	Smoke Busters	Repair-Trucks	\$240.00
60762	A. Teichert & Son, Inc.	Road Base	\$2,052.31
60763	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,321.50
60764	Traffic Management Inc.	Field Miscellaneous	\$45.00
60765	Unum Life Insurance Co of America	Disability & Life Insurance	\$1,654.52
60766	Verizon Wireless	Telephone-Wireless	\$1,186.74
60767	World Environment & Energy Inc	Contract Services-Miscellaneous	\$375.00
60768	Jerry N Lewis	Customer Refund	\$17.32
60769	Jeff Mullins Trust	Customer Refund	\$89.99
60770	ABA DABA Rentals & Sales	Supplies-Field	\$96.14
60771	AFLAC	Employee Paid Insurance	\$330.86
60772	Alexander's Contract Services	Contract Services-Meter Reading	\$4,412.66
60773	R. Michael or Donna M Beaumont	Toilet Rebate Program	\$75.00
60774	Burketts	Office Expense	\$344.83
60775	California State Disbursement Unit	Garnishment	\$184.61
60776	California State Disbursement Unit	Garnishment	\$87.69
60777	Caltronics Business System	Small Office Equipment	\$237.02
60778	Connected Document Solutions	Maintenance Agreement-Equipment	\$36.24
60779	Robert Conway	Toilet Rebate Program	\$75.00
60780	Corporate Design Group Inc	Contract Services-Other	\$1,739.28
60781	Culver Company, Inc	Water Conservation-Materials	\$1,774.76
60782	Dawson Oil Company	Gas & Oil	\$618.33
60783	Paul Elwood	Toilet Rebate Program	\$75.00
60784	Franchise Tax Board	Garnishment	\$100.00
60785	Future Ford	Repair-Trucks	\$2,155.97
60786	Grainger	Small Tools	\$579.31
60787	GreatAmerica Leasing Corp	Equipment Rental-Office	\$218.79
60788	Groeniger & Company	Material	\$505.25
60789	Holt of California	Repair-Equipment/Hardware	\$3,074.84
60790	Integrity Administrators Inc	Health Insurance	\$253.00
60791	J4 Systems	Contract Services-Other	\$146.25
60792	John Leymaster	Toilet Rebate Program	\$150.00
60793	Moonlight BPO	Contract Services-Bill Print	\$4,013.19
60794	Jasmine Nguyen	Customer Refund	\$2,800.00
60795	Christopher Nichols	Continued Education	\$65.00
60796	One Print Source & Graphics	Printing	\$217.93
60797	Pace Supply Corp	Material	\$5.71
60798	Paul N Phillips, Attorney at Law	Legal & Audit	\$5,000.00
60799	Road Machinery LLC	Repair-Trucks	\$1,556.41
60800	SWRCB	Dues & Subscriptions	\$6,690.16
60801	State Water Resources Control Board	Dues & Subscriptions	\$60.00
60802	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,577.50
60803	Utility Services Associates LLC	Contract Services-Water Conservation	\$2,654.00
60804	Vocantas Inc	Customer Refund	\$5.00
60805	US Bank I.M.P.A.C. Government Services	Continued Education	\$4,752.24
60806	City of Citrus Heights	Permit Fees	\$35.00
TOTAL			\$636,342.62
ACH	12/3/15 PAYROLL	PERS	\$12,668.37
ACH	12/30/15PAYROLL	Deferred Compensation	\$2,650.00
ACH	GASB 68	PERS	\$2,550.00
ACH	NOV2015 VANCO	Contract Services-Other	\$74.30
ACH	12/3/15PAYROLL	Deferred Compensation	\$3,020.00
ACH	12/30/15PAYROLL	Deferred Compensation	\$25.00
ACH	121715PAYROLL	Deferred Compensation	\$25,600.31
ACH	NOV 2015WB	Bank Fee	\$3,782.09

ACH	NOV2015BANK FEE	Bank Fee	\$2,419.31
ACH	NOV2015FD	Bank Fee	\$262.47
ACH	NOV2015PH	Bank Fee	\$198.66
ACH	PAYCHEX2015112600	Contract Services-Other	\$452.45
ACH	PERS121715PAYROLL	PERS	\$12,956.47
ACH	VK7077 12/3/15	Deferred Compensation	\$45.00
ACH	VK7077121715	Deferred Compensation	\$45.00
ACH	WHAJAN2015HEALTH	Health Insurance	\$15,146.70
ACH	WHAJAN2016COBRA	Health Insurance	\$1,457.30
TOTAL			\$83,353.43
GRAND TOTAL			\$719,696.05
January Checks Signed at January Board Meeting			
60814	Sharp Inspection Group	PC-Engineer	\$11,050.00
60808	Albietz Law Firm	Legal & Audit	\$11,470.25
60815	SMUD	Utilities	\$11,524.02
60809	ESRI	Maint Agree-Equip	\$12,416.00
60807	ACWA/JPIA	Workers Comp Ins	\$13,400.00
60810	J4 Systems	PC-Other	\$15,177.60
60812	Ernest L Leporini	PC-Engineer	\$16,260.00
60811	Lamon Construction CO, INC	PC-Engineer	\$35,079.89
60813	R E Smith Contractor Inc	PC-Wells	\$92,495.73
			\$218,873.49

JANUARY 31, 2016 PAYABLES			
Check #	Vendor	Description	Amount
60807	ACWA/JPIA	Workers Comp Insurance	\$13,400.00
60808	Albietz Law Firm	Legal & Audit	\$11,470.25
60809	ESRI	Maintenance Agreement-Equipment	\$12,416.00
60810	J4 Systems	Contract Services-Other	\$15,177.60
60811	Lamon Construction CO, INC	Contract Services-Engineering	\$35,079.89
60812	Ernest L Leporini	Contract Services-Engineering	\$16,260.00
60813	R E Smith Contractor Inc	Contract Services-Wells	\$92,495.73
60814	Sharp Inspection Group	Contract Services-Engineering	\$11,050.00
60815	SMUD	Utilities	\$11,524.02
60868	Lorraine Lew	Customer Refund	\$90.19
60869	Joyanne Dent	Customer Refund	\$11.55
60870	Stephanie A Flora	Customer Refund	\$3,936.24
60871	R Jeff Reimund	Customer Refund	\$126.09
60872	Serena Syn Family Trust	Customer Refund	\$76.64
60873	Robert B/Denise I Eckart	Customer Refund	\$80.08
60874	Buffets Inc #0717	Customer Refund	\$539.60
60875	Shannon M Blockton	Customer Refund	\$177.26
60876	Keith Tresh	Customer Refund	\$10.30
60877	All American Publishing	Water Conservation-Other	\$374.00
60878	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
60879	Bart/Riebes Auto Parts	Repair-Trucks	\$543.97
60880	Burketts	Office Expense	\$124.35
60881	California Landscape Associates Inc	Janitorial	\$187.00
60882	Caltronics Business System	Small Office Equipment	\$59.40
60883	Coverall North America Inc	Janitorial	\$450.00
60884	Cybex	Equipment Rental-Office	\$129.12
60885	Dawson Oil Company	Gas & Oil	\$1,388.88
60886	FP Mailing Solutions	Equipment Rental-Office	\$165.24
60887	Holt of California	Repair-Equipment/Hardware	\$2,245.91
60888	Infinisource	Contract Services-Other	\$300.00
60889	J4 Systems	Contract Services-Other	\$3,425.00
60890	KASL Consulting Engineers	Contract Services-Engineering	\$2,631.50
60891	Douglas A MacTaggart	Contract Services-Paving/Concrete	\$3,687.00
60892	Office Depot	Office Expense	\$67.69
60893	Pace Supply Corp	Material	\$84.20
60894	Powerplan	Repair-Trucks	\$442.04
60895	Republic Services #922	Utilities	\$199.52
60896	Road Machinery LLC	Repair-Trucks	\$658.11
60897	SHI International Corp	Maintenance Agreement-Software	\$829.34
60898	Sonitrol	Equipment Rental-Office	\$156.23

60899	State Water Resources Control Board	Dues & Subscriptions	\$150.00
60900	A. Teichert & Son, Inc.	Road Base	\$1,205.17
60901	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,186.50
60902	Daniel A/Susan M Paul	Customer Refund	\$509.59
60903	Seventh Day Adventist Church	Customer Refund	\$91.35
60904	Karen A Seward	Customer Refund	\$213.14
60905	Joe E/Vicky L Cardenas	Customer Refund	\$85.25
60906	Florinel/Nicoleta Osanu	Customer Refund	\$165.58
60907	Jane Montgomery-Crowden Revocable Trust	Customer Refund	\$11.50
60908	Jenson Family Trust	Customer Refund	\$38.17
60909	Tatyana/Gevorg Aslanyants	Customer Refund	\$29.23
60910	Kathleen Brainard Trust/Dianne Kruger	Customer Refund	\$14.43
60911	David J Young	Customer Refund	\$187.92
60912	Elahe Z Panah	Customer Refund	\$48.38
60913	Sara V Cardozo	Customer Refund	\$86.01
60914	Michael J Dutra	Customer Refund	\$83.65
60915	Gerald B Swanick	Customer Refund	\$166.90
60916	AnswerNet	Telephone-Answering Service	\$164.75
60917	BSK Associates	Water Analysis	\$276.00
60918	Burketts	Office Expense	\$44.80
60919	City of Citrus Heights	Permit Fees	\$75.00
60920	Connected Document Solutions	Maintenance Agreement-Equipment	\$23.87
60921	Robin Cope	Health Insurance	\$402.00
60922	Grainger	Small Tools	\$17.93
60923	Headsets.com	Office Expense	\$918.69
60924	Moonlight BPO	Contract Services-Bill Print	\$3,450.05
60925	Office Depot	Office Expense	\$15.11
60926	Pace Supply Corp	Material	\$478.40
60927	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
60928	Ramos Environmental Services	Field Miscellaneous	\$437.04
60929	RW Trucking	Contract Services-Miscellaneous	\$1,472.50
60930	SAWWA	Dues & Subscriptions	\$90.00
60931	Les Schwab Tires	Repair-Trucks	\$1,872.90
60932	SHI International Corp	Maintenance Agreement-Software	\$767.91
60933	SureWest Directories	Telephone-Local/Long Distance	\$49.00
60934	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,515.00
60935	United Textile	Supplies-Field	\$217.90
60936	OLIVIERI FAMILY TRUST	Customer Refund	\$15.12
60937	William O Gotthardt	Customer Refund	\$75.75
60938	Robert J/Laura A Pierson	Customer Refund	\$39.18
60939	Janet H Gertz	Customer Refund	\$14.16
60940	Scott L/Ineika C Collins	Customer Refund	\$345.33
60941	Jose E/Rachelle M Chavez	Customer Refund	\$177.48
60942	Christopher J Lamson	Customer Refund	\$20.27
60943	Chad M/Rebecca L Geyer	Customer Refund	\$96.89
60944	William R/Rosemary B Girvin	Customer Refund	\$10.36
60945	VLK Investment Inc	Customer Refund	\$18.66
60946	Gch Enterprises, Inc	Customer Refund	\$172.64
60947	Manoj/Rita Shah	Customer Refund	\$11.73
60948	Justin K Widdershoven	Customer Refund	\$11.89
60949	Nicksam Properties LLC	Customer Refund	\$159.20
60950	Stix Development	Customer Refund	\$77.46
60951	Granite Park Properties Inc	Customer Refund	\$24.08
60952	ABA DABA Rentals & Sales	Supplies-Field	\$110.93
60953	Alexander's Contract Services	Contract Services-Meter Read	\$1,867.54
60954	Water Research Foundation	Dues & Subscriptions	\$3,680.00
60955	Bart/Riebes Auto Parts	Repair-Trucks	\$14.03
60956	BSK Associates	Water Analysis	\$444.00
60957	Cogsdale	Contract Services-Other	\$1,550.90
60958	Connected Document Solutions	Maintenance Agreement-Equipment	\$12.55
60959	Corelogic Information Solutions Inc	Dues & Subscriptions	\$232.83
60960	Dawson Oil Company	Gas & Oil	\$891.07
60961	Grainger	Small Tools	\$7.10
60962	Griffin Electric, Inc.	Wells Maintenance	\$162.00
60963	Integrity Administrators Inc	Health Insurance	\$5,000.00
60964	Kaiser Foundation Health Plan, Inc	Health Insurance	\$13,931.06

60965	Moonlight BPO	Contract Services-Bill Print	\$4,215.78
60966	Pace Supply Corp	Material	\$3,252.12
60967	Nick Pershing	Water Conservation-Other	\$500.00
60968	Pacific Gas & Electric	Utilities	\$135.71
60969	Placer County Water Agency	Contract Services-Engineering	\$6,678.70
60970	Placer County Department of Public Works	Permit Fees	\$75.00
60971	SAWWA	Dues & Subscriptions	\$540.00
60972	Sophos Solutions	Contract Services-Other	\$5,115.00
60973	State Water Resources Control Board	Dues & Subscriptions	\$60.00
60974	A. Teichert & Son, Inc.	Road Base	\$2,129.72
60975	Thomson Reuters	Dues & Subscriptions	\$52.93
60976	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,694.00
60977	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$3,375.00
60978	Warren Consulting Engineers Inc	Contract Services-Engineering	\$1,875.00
60979	William H/Julie D Taylor	Customer Refund	\$106.07
60980	Richard A Noell	Customer Refund	\$8.42
60981	John L/Joan Black	Customer Refund	\$18.25
60982	William L/Sandra K McDonald	Customer Refund	\$153.12
60983	Brad/Susanne Dacus Trust	Customer Refund	\$167.62
60984	John/Jan L Rodli Nelson	Customer Refund	\$9.67
60985	Mary L MacMurray	Customer Refund	\$38.82
60986	James W/Grace C Yount	Customer Refund	\$112.98
60987	Chad B Johnston	Customer Refund	\$84.04
60988	Urapar Petroleum Inc	Customer Refund	\$120.30
60989	Rachael M Field	Customer Refund	\$72.17
60990	Nehemiah Community Reinvestment Ent LLC	Customer Refund	\$118.06
60991	Andrey Petrashishin	Customer Refund	\$48.22
60992	Absolute Secured Shredding Inc	Equipment Rental-Office	\$40.00
60993	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,703.09
60994	Airgas NCN	Supplies-Field	\$155.08
60995	Alexander's Contract Services	Contract Services-Meter Read	\$2,638.27
60996	Bart/Riebes Auto Parts	Repair-Trucks	\$5.07
60997	BSK Associates	Water Analysis	\$256.00
60998	Burketts	Office Expense	\$53.39
60999	California State Disbursement Unit	Garnishment	\$369.22
61000	California State Disbursement Unit	Garnishment	\$175.38
61001	Franchise Tax Board	Garnishment	\$200.00
61002	Greenback Ln Parners LLC	Customer Refund	\$322.62
61003	Integrity Administrators Inc	Health Insurance	\$265.65
61004	J4 Systems	Contract Services-Other	\$240.00
61005	KBA DOCUSYS	Maintenance Agreement-Equipment	\$12.34
61006	OCT Academy	Continued Education	\$350.00
61007	Missy Pieri	Continued Education	\$60.00
61008	Titan Workforce LLC	Contract Services-Temporary Labor	\$3,146.50
61009	Verizon Wireless	Telephone- Wireless	\$1,383.97
61010	Voyager Fleet Systems Inc	Gas & Oil	\$1,442.05
Total			\$337,635.44
ACH	1/14/16 PAYROLL	PERS	\$12,742.62
ACH	1/14/16 PAYROLL	Deferred Compensation	\$2,520.00
ACH	DECEMBER 2015	Bank Fee	\$67.80
ACH	JAN 2016 POSTAGE	Equipment Rental-Office	\$1,000.00
ACH	VK7077 1/14/16	Deferred Compensation	\$45.00
ACH	0006603565 012816	Deferred Compensation	\$2,520.00
ACH	12/30/15 PAYROLL	PERS	\$10,245.59
ACH	2015122400 DEC15	Bank Fee	\$336.50
ACH	BOWDecember 2015 Bank Fee	Bank Fee	\$2,532.62
ACH	BOW DEC2015FD	Bank Fee	\$298.03
ACH	BOW DEC2015PH	Bank Fee	\$321.84
ACH	BOW DEC2015WEB	Bank Fee	\$3,394.32
ACH	VK70771/28/16PD	Deferred Compensation	\$45.00
ACH	WHA001396718	Health Insurance	\$15,129.90
Total			\$51,199.22
Grand Total			\$388,834.66
February Checks Approved at February Board			

Meeting			
60827	Ernest L Leporini	Contract Services-Engineering	\$8,340.00
60832	SMUD	Utilities	\$10,446.02
60833	Ferguson Enterprises Inc #1423	Material	\$11,930.34
60831	SHI International Corp	Maintenance Agreement-Software	\$13,274.68
60828	Martin General Engineering Inc	Contract Services-Engineering	\$15,683.97
60826	Corix Water Products, Inc	Material	\$16,044.96
60825	CalSierra Construction Inc	Contract Services-Engineering	\$27,098.75
60829	R E Smith Contractor Inc	Contract Services-Wells	\$68,833.66
60830	San Juan Water District	Purchased Water	\$463,116.39
Total			\$634,768.77

CITRUS HEIGHTS WATER DISTRICT
RESOLUTION NO. 04-2016

RESOLUTION OF THE BOARD OF DIRECTORS
OF CITRUS HEIGHTS WATER DISTRICT
ACCEPTING AN EASEMENT FROM
SAN JUAN UNIFIED SCHOOL DISTRICT
FOR WATER DISTRIBUTION FACILITIES AT
APN 211-0020-003-0000, 7085 Auburn Blvd., Citrus Heights, CA

Whereas SAN JUAN UNIFIED SCHOOL DISTRICT, 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 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 as follows:

All that portion of Section 26, Township 10 North, Range 6 East, M.D.M. lying Northwest of the public right-of-way now known as Auburn Boulevard, and lying east of Sylvan Park Unit Number 3, recorded in Book 49 of Maps at Page 18 on file in the Office of the Recorder, County of Sacramento, State of California.

Beginning at a point on the northwesterly right of way of Auburn Boulevard, said point bearing North 66°52'00" East 321.52 feet from the Southeast corner of Lot 173 of said Sylvan Park Unit Number 3.

Thence the following four (4) courses:

1. Leaving aforesaid northwesterly right-of-way of Auburn Boulevard North 19°57'51" West 21.65 feet;
2. North 70°02'09" East 19.81 feet;
3. South 19°57'51" East 20.55 feet to the aforesaid northwesterly right of way;
4. Along said northwesterly right-of-way South 66°52'00" West 19.84 feet to the Point of Beginning.

Basis of bearing for this description is identical to that of said Sylvan Park Unit Number 3.

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 9th day of February 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 04-2016 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 9th day of February 2016.

ROBERT A. CHURCHILL, Secretary
Citrus Heights Water District

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

OLD BUSINESS:
None

NEW BUSINESS:

Training/Continued Education/Meetings

AWWA CA/NV Spring Conference, Sacramento, March 21-24 - GM Churchill, AGM Straus, and Interim OM Gordon will attend.

ACWA-JPIA Spring Conference, Monterey, May 2-3 – Director Dains, GM Churchill and AGM Straus will attend.

Agreement with J. Crowley Group, Inc. to Prepare 2015 Urban Water Management Plan

WCS Meurer and J. Crowley Group provided a presentation concerning the for the proposed work plan of the 2015 Urban Water Management Plan (UWMP). Every five years since 1990, the District has produced an UWMP in compliance with the State Urban Water Management Planning Act. The UWMP is widely considered to be a water agency's most important public water planning document, and provides comprehensive information on the agency's water supply, reliability planning, and use of water by customer types, water demand management and other information. The District's most recent five-year update was adopted by the Board in June 2011.

ACTION: Director Riehle moved and Director Sheehan seconded the motion to: Approve a Professional Service Agreement with the J. Crowley Group, Inc. at an amount not-to-exceed \$40,000, and authorize the General Manager to execute the Agreement.

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

PROJECT MANAGER'S REPORT

PM Dietrich presented a report on the following activities during the month of January 2016 by the Project Management and Engineering Department.

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>
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None

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>
The Village at Fair Oaks 55 Condominiums	6800 Madison Ave	99% Complete
California American Water Co. San Juan Avenue Tank - Intertie and Water Service	5444 San Juan Ave	Awaiting System Construction
Capitol Nursery Plaza	Sunrise Blvd @ Madison Ave	85% Complete
Sylvan Middle School	7085 Auburn Blvd	95% Complete
Citrus Heights City Hall	6350 Fountain Square Dr	80% Complete
Northridge Grove 47 Condominiums	5555 Mariposa Ave	Awaiting System Construction
Memory Care Facility	6825-33 Sunrise Blvd	50% Complete
Applebee's Restaurant	6900 Auburn Blvd	Substantially Complete
Dundee Estates	Mariposa Ave @ Highland Ave	80% Complete

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
None		

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>
Mesa Verde High School 14" Water Main Bennett Engineering Services	Northwest Corner of Property West from Poplar Avenue	Coordinating with Arborist and School
Fair Way Intertie with City of Roseville	9955 Fair Way	90% Submittal Review
Blossom Hill Dr Intertie with City of Roseville	Blossom Hill Dr at 1100 Main Sail Cir	90% Submittal Review

<u>Project</u>	<u>Location</u>	<u>Status</u>
Crestmont Ave Intertie with City of Roseville	Crestmont Ave at 8199 Bonnie Oak Way	90% Submittal Review
Mariposa Ave, Limerick Way and Dublin Way Water Mains	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	60% Plan Development Underway
KASL Consulting Engineers, Inc. Baird Way 12" Water Main	Auburn Blvd to Holly Dr	<i>Awaiting 30% Plans</i>
Area West Engineers, Inc.		
PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT		

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
San Juan Park 12" Water Main	5555 Mariposa Ave to U.C. Davis Medical Center	Landscape Restoration Underway
KASL Consulting Engineers, Inc. San Juan High School 24" Water Main	Along North Property Line	Landscape Restoration Underway
Lamon Construction Company		

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

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

None

OPERATIONS MANAGER'S REPORT

Interim Operations Manager David Gordon reported as follows:

A total of 269 work orders were performed during the month of January 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 Public Health requirements.

District-wide water consumption for the calendar year 2016 through the end of January was 539.60 acre-feet, a decrease of 10.4% percent compared with the water consumption during the same period in 2013.

As of midnight on January 31, 2016, storage in Folsom Lake was at 528,563 acre-feet, 54 percent of the total capacity of 977,000 acre-feet. This is about 104 percent of historical average for this date. This represents an increase in storage of 285,232 acre-feet in the past month.

The state-wide snow pack data, as of January 4, 2016, was 116% of normal.

Director Dains called a recess to the meeting at 7:58 PM.

PM Dietrich and IOM Gordon left the meeting.

Director Dains reconvened the meeting at 8:04 PM.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

- D-1. Regional Water Authority (Dains, Churchill)
Director Dains reported on the election of officers and the talk of establishing water bank.
- D-2. Sacramento Groundwater Authority (Sheehan)
Director Sheehan reported that the next meeting Thursday February 11, 2016.
- D-3. San Juan Water District
GM Churchill reported that both San Juan Water District and the Regional Water Authority are embarking on reliability studies. Director Dains commented that the American River Basin Cooperating Agencies (ARBCA) Report needs to be looked at.
- D-4. Association of California Water Agencies (Dains)
No report.
- D-5. ACWA Joint Powers Insurance Authority (Churchill)
AGM Straus and IOM Gordon are part of the yearlong Management Training Group.
- D-6. Sacramento Local Agency Formation Commission
- D-7. City of Citrus Heights
It was reported that the city is beginning evaluating a street improvement project from Rusch Park North to the City limit
- D-8. Chamber of Commerce Government Issues Committee (Straus)
No report.
- D-9. Other Reports:
Director Riehle reported on the Water Education Foundation that he attended.

ASSISTANT GENERAL MANAGER'S REPORT

AGM Straus reported as follows:

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

- 26 ultra-low-flush toilet rebates for the month of January. A total of \$1,950 in rebates has been provided to customers during 2016 to date.
- For the period of January 2016, no High Efficiency Clothes Washer (HECW) rebates were

processed by SMUD for District customers.

- 10 water waste calls were received during the month of January. An additional 2 reports of water wasting have been received through the CHWD's Drought Resources web page. A total of 9 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- The January 2016 Residential Gallon per Capita per Day (R-GPCD) was 80. For the month of December 2015 the R-GPCD was 75 November 2015 82 October 2015 the R-GPCD was 140 the September R-GPCD was 160 August the R-GPCD was 172. The July R-GPCD was 176. The June R-GPCD 2015 was 163. The May R-GPCD was 129. The April R-GPCD was 117. The March R-GPCD was 108. The February R-GPCD 83. The January R-GPCD was 75. The December 2014 was 84. The November was 98, and October was 153. This information is submitted monthly to the State Water Resources Control Board.

The following is a summary of Drought Response Plan activities in January:

- Letters to Citrus Heights Water District's top 20% of Commercial, Industrial and Institutional (CIIs) users and Large Landscape customers were distributed requesting water reduction plans for 2015 water use as compared to their 2013 irrigation schedule. To date, 84 water reduction plans have been submitted. The response rate is about 50%. Staff is considering more targeted and effective options when approaching CHWD's CII and Large Landscape customers, and will discuss a proposed strategy update with the Board on February 9, 2016 as part of the Water Efficiency Update Presentation.

Paladin Night Patrol began conducting night time water waste monitoring on July 29th, 2015. Below is a chart illustrating the number of incidents reported by category for August 2015 through January 2016.

Date	*Incident Report	Status Report		
		Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
OCTOBER				
2015	46	37	42	0
NOVEMBER				
2015	69	15	69	0
DECEMBER				
2015	56	31	54	0
JANUARY				
2016	32	15	32	0
Totals	407	224	367	1

*A single incident report can include one or more violation categories. One incident report can overlap into multiple categories.

GENERAL MANAGER'S REPORT

1. Twenty-one employees received recognition for superior attendance, outstanding customer service and quality of work during the month of January 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. San Juan Water District has embarked on a Wholesale Water Management and Reliability Study and has selected MWH Engineers to conduct the Study. As part of their February 2, 2016 Water Supply & Reliability Committee Meeting, a two hour Project Kickoff Meeting was held. In addition to SJWD representatives and MWH engineers, GM Churchill attended along with three representatives of Orange Vale Water Company. Director Sheehan has elected to participate in these meetings. Board members expressed concerns that there are currently several different studies relating to the same topics and are unclear why the same studies are being conducted by different groups

CORRESPONDENCE:

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 8:48 PM.

APPROVED:

ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

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	Nov-16	Dec-16	Budgeted Revenue	To Date	Variance	% Collected
Metered Service Charges	585,422	567,955	0	0	0	0	0	0	0	0	0	0	7,609,121	1,153,377	6,455,744	15.2%
Metered Water Deliveries	205,201	205,021	0	0	0	0	0	0	0	0	0	0	4,581,136	410,222	4,170,914	9.0%
Penalties	17,458	12,003	0	0	0	0	0	0	0	0	0	0	150,000	29,461	120,539	19.6%
Interest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%
New Acct, Fire & Backflow Fees	8,550	12,603	0	0	0	0	0	0	0	0	0	0	95,866	21,153	74,713	22.1%
WS Install & S&R	8,360	4,598	0	0	0	0	0	0	0	0	0	0	26,626	12,958	13,668	48.7%
Grant Funds	540,000	540,000	0	0	0	0	0	0	0	0	0	0	0	540,000	-540,000	0.0%
Misc*	6,052	1,416	0	0	0	0	0	0	0	0	0	0	120,510	7,468	113,042	6.2%
Connection Fees		6,683														
Wheeling Water	2,217	0	0	0	0	0	0	0	0	0	0	0	4,429	2,217	2,212	50.1%
Total	833,260	1,350,279	0	0	0	0	0	0	0	0	0	0	12,587,688	2,176,856	10,410,832	17.3%

Collections Activity		Total
Outstanding A/R		723,007
Outstanding Liens		0
Outstanding Grants		0
Less Unapplied Payments	-86,479	
Total	\$	636,528

Aged Trial Balance			
Total	Current	31-90	>150
636,528	580,567	117,542	11,959
			12,939
			86,479
			242,809

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

Assessor/Collector Roll Adjustment		
February-16		
	Dollar	Count
3-DAY DOOR HANG		
Misapplied Payment	\$ 44.00	2
3-DAY DOOR HANG Total	44.00	2
DEFAULT		
One Time Courtesy	\$ 18.83	5
New Owner	\$ 2.81	1
Misapplied Payment	\$ 11.66	3
DEFAULT Total	33.30	9
DISCONNECT CHG		
Misapplied Payment	\$ 100.00	1
DISCONNECT CHG Total	\$ 100.00	1
Grand Total	\$ 177.30	12

ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR
February 29, 2016

Board Of Directors
Citrus Heights Water District

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

LID	CID	Charge Type	Date	Reason For Cancellation	Amount
14275	0011587	3-DAY DOOR HANG	2/9/2016	Misapplied Payment	22.00
11966	0033024	3-DAY DOOR HANG	2/22/2016	Misapplied Payment	22.00
15665	0033204	DEFAULT	2/3/2016	One Time Courtesy	4.58
14275	0011587	DEFAULT	2/9/2016	Misapplied Payment	4.99
11796	0028139	DEFAULT	2/10/2016	One Time Courtesy	3.29
06143	0028610	DEFAULT	2/16/2016	One Time Courtesy	3.33
17166	0028644	DEFAULT	2/18/2016	One Time Courtesy	4.58
08969	0024250	DEFAULT	2/22/2016	Misapplied Payment	2.23
11966	0033024	DEFAULT	2/22/2016	Misapplied Payment	4.44
08673	0019201	DEFAULT	2/24/2016	New Owner	2.81
05969	0005298	DEFAULT	2/29/2016	One Time Courtesy	3.05
14275	0011587	DISCONNECT CHG	2/9/2016	Misapplied Payment	100.00
					<u>\$ 177.30</u>

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

Bank of the West		
Balance Per Books January 2016		\$2,936,285
RECEIPTS	1,374,594	
DISBURSEMENTS:		
Checks Issued / ACH Payments	973,175.20	
Payroll	181,626	
Returned Checks	216	
	1,155,017	219,577
Bank of the West		
Balance Per Books February 31, 2016		3,155,862
Add :Outstanding Checks		(62,262)
Less: Deposit in Transit		557,323
Bank of the West reconciled to books		
Balance per Bank February 29, 2016		\$2,660,801
Local Agency Investment Fund		4,546,968
COP Reserve Account		533,345
Money Mkt Activity Account		530,426
TOTAL BALANCE		\$8,271,540

PER BANK STATEMENTS

Bank of the West (General Account)	\$2,660,801
Local Agency Investment Fund	4,546,968
COP 2010 Reserve Account	533,345
Money Mkt Activity Account	530,426
Total	\$8,271,540

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.




HILARY STRAUS, Treasurer



ROBERT A. CHURCHILL, Secretary

TREASURER'S REPORT OF FUND BALANCES
February 29, 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	2/29/2016 Ending Balance	2016 Target Balance per Policy
Connection Fund	\$ -					\$ -	N/A
Operating Fund	\$ 3,611,289					\$ 3,611,289	
Operating Reserve	\$ 1,912,263					\$ 1,912,263	N/A
Rate Stabilization Fund	\$ 634,000					\$ 634,000	
Depreciation Reserve	\$ 808,169					\$ 808,169	
Capital Improvement Reserve	\$ 845,857					\$ 845,857	
Restricted for Debt Service	\$ 536,963					\$ 536,963	N/A
Fleet Equipment Reserve	\$ 291,569					\$ 291,569	
Employment-Related Benefits Reserve	\$ 396,310					\$ 396,310	
	\$ 9,036,420	\$ -	\$ -	\$ -	\$ -	\$ 9,036,420	


HILARY STRAUS, Treasurer

CITRUS HEIGHTS WATER DISTRICT
 2015 OPERATING EXPENDITURE VS BUDGET
 January 31, 2016

Account	Description	January	February	total	2016 Budget	Variance \$	Variance %
Water Demand Management							
	WATER DEMAND MANAGEMENT - POSTAGE				14,000	14,000	100.0%
	WATER DEMAND MANAGEMENT - PRINTING				25,000	25,000	100.0%
	WATER DEMAND MANAGEMENT - MATERIALS AND SUPPLIES		47	47	11,500	11,453	99.6%
	WATER DEMAND MANAGEMENT - CONTRACT SERVICES	11,741		11,741	221,000	209,259	94.7%
	WATER DEMAND MANAGEMENT - OTHER		3,274	3,274	8,000	4,726	59.1%
	WATER DEMAND MANAGEMENT - INCENTIVE PROGRAMS		3,390	3,390	30,000	26,610	88.7%
	WATER DEMAND MANAGEMENT - DROUGHT RESPONSE						
		11,741	6,710	18,451	309,500	291,049	
Operations							
	PURCHASED WATER	463,116	-	463,116	2,387,701	1,924,585	80.6%
	COOPERATIVE TRANSMISSION PIPELINE MAINTENANCE			-	5,000	5,000	100.0%
	POWER TO WELLS	8,470	9,772	18,242	244,904	226,662	92.6%
	WELLS - REPAIR / MAINTENANCE	1,156	63	1,219	22,000	20,781	94.5%
	WATER QUALITY ANALYSIS	1,288	1,596	2,884	41,000	38,116	93.0%
	FIELD MISCELLANEOUS - DUMP FEES			-	1,000	1,000	100.0%
	FIELD MISCELLANEOUS - OTHER		16	16	1,000	984	98.4%
	SMALL TOOLS - FIELD	789	3,171	3,960	23,400	19,440	83.1%
	SUPPLIES - FIELD	1,677	2,711	4,388	19,000	14,612	76.9%
	MATERIALS	32,788	32,110	64,898	6,000	(58,898)	-981.6%
	MATERIALS (Allocation to CIP)			-		-	
	ROADBASE	2,130	4,795	6,925	20,000	13,075	65.4%
	MAINTENANCE AGREEMENTS - EQUIPMENT	49	640	689	6,700	6,011	89.7%
	MAINTENANCE AGREEMENTS - SOFTWARE	89,265	5,707	94,972	134,332	39,360	29.3%
	REPAIR - FLEET EQUIPMENT	4,161	4,021	8,182	40,000	31,818	79.5%
	REPAIR - TOOLS AND EQUIPMENT	125	5,565	5,690	12,000	6,310	52.6%
	GAS AND OIL	3,325	2,380	5,705	51,000	45,295	88.8%
	EQUIPMENT RENTAL - FIELD	114	114	228	3,000	2,772	92.4%
	EQUIPMENT RENTAL & MAINT - OFFICE & BUILDING EQUIP	1,111	18,133	19,244	14,366	(4,878)	-34.0%
	PERMIT FEE - AIR QUALITY / HAZ MAT	340	2,034	2,374	5,700	3,326	58.4%
	PERMIT FEE - STATE WATER RESOURCES CONTROL BOARD (SWRCB)	1,018		1,018	14,000	12,982	92.7%
	PERMIT FEE - ENCROACHMENT PERMITS	5,150	366	5,516	44,000	38,484	87.5%
		616,072	93,193	709,265	3,096,103	2,386,838	
Professional & Contract Services							
	PROFESSIONAL / CONTRACT SERVICES - ENGINEERING				20,000	20,000	100.0%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR	11,560	12,520	24,080	50,000	25,920	51.8%
	PROFESSIONAL / CONTRACT SERVICES - TEMPORARY LABOR (Allocation to CIP)			-	10,000	10,000	100.0%
	PROFESSIONAL / CONTRACT SERVICES - WELLS						
	PROFESSIONAL / CONTRACT SERVICES - OFFICE LABOR	8,107	16,014	24,121	130,000	105,879	81.4%
	PROFESSIONAL / CONTRACT SERVICES - METER READING	8,539	9,019	17,558	108,960	91,402	83.9%
	PROFESSIONAL / CONTRACT SERVICES - BILL PRINT/MAIL	3,073	2,676	5,749	27,600	21,851	79.2%
	PROFESSIONAL / CONTRACT SERVICES - FINANCIAL			-	5,000	5,000	100.0%
	PROFESSIONAL / CONTRACT SERVICES - OTHER	3,777	19,122	22,899	133,460	110,561	82.8%
	CIP SKYCREST CONSTRUCTION	72,973		72,973		(72,973)	
	CIP SJH 24"	1,875		1,875		(1,875)	
	CIP MARIPOSA SYCAMORE	15,684		15,684		(15,684)	
	CIP-SJP MARIPOSA	28,525		28,525		(28,525)	
	ANNUAL TECHNOLOGY IMPROVEMENT	40,386		40,386		(40,386)	
	CONTRACT SERVICES CONCRETE			-	8,000	8,000	100.0%
	CONTRACT SERVICES - MISC FIELD / O&M	14,516		14,516	30,000	15,484	51.6%
	CONTRACT SERVICES - OFFICE REPAIRS / MAINT			-	2,000	2,000	100.0%
	CONTRACT SERVICES - PAVING	8,820		8,820	9,000	180	2.0%
		217,835	59,352	277,187	534,020	256,834	
Administration & General Services							
	JANITORIAL	461	821	1,282	11,100	9,818	88.5%
	BANK FEES	8,326	6,028	14,354	71,000	56,646	79.8%
	OFFICE EXPENSE	1,930	820	2,750	15,000	12,250	81.7%
	SMALL OFFICE EQUIPMENT		752	752	2,000	1,248	62.4%
	DUES & SUBSCRIPTIONS	52,201	446	52,647	112,210	59,563	53.1%
	POSTAGE	6,895	9,092	15,987	103,000	87,013	84.5%
	PRINTING	370	46	416	7,700	7,284	94.6%
	TELEPHONE - WIRELESS	1,384	1,101	2,485	16,800	14,315	85.2%
	TELEPHONE - LOCAL / LONG DISTANCE	99	49	148	12,500	12,352	98.8%
	TELEPHONE - ANSWERING SERVICE	165	158	323	2,400	2,077	86.5%
	UTILITIES	2,350	2,282	4,632	19,700	15,068	76.5%
	LEGAL & AUDIT	1,250	1,500	2,750	78,900	76,150	96.5%
	CONTINUED EDUCATION	1,320	2,743	4,063	45,780	41,717	91.1%
	PUBLICATION NOTICES			-	1,500	1,500	100.0%
	OFFICE MISC - DISTRICT EVENTS	140	233	373	5,110	4,737	92.7%

CITRUS HEIGHTS WATER DISTRICT
2015 OPERATING EXPENDITURE VS BUDGET
January 31, 2016

Account	Description	January	February	total	2016 Budget	Variance \$	Variance %
	OFFICE MISC - MEETING ACCOMODATIONS			-	2,000	2,000	100.0%
	OFFICE MIS- MILESTONE EVENTS			-	5,100	5,100	100.0%
	OFFICE MISC - OTHER	245		245	2,200	1,955	88.9%
	BAD DEBT EXPENSE		32	32	5,000	4,968	99.4%
	COMPUTER SOFTWARE	250		250	3,700	3,450	93.2%
		77,386	26,104	103,490	522,700	419,210	
Administration Other							
	ELECTION EXPENSE				29,000	29,000	100.0%
	INTEREST EXPENSE - LEASES						
	DIRECTORS MEETING COMPENSATION	725	870	1,595	20,300	18,705	92.1%
	RETIREE HEALTH CARE BENEFIT	2,589	2,991	5,580	43,547	37,967	87.2%
		3,314	3,861	7,175	92,847	85,672	
Salary & Benefits							
	SALARY - GENERAL MANAGER	13,945	14,021	27,966	162,016	134,050	82.7%
	SALARY - MANAGER 3 POSITIONS	18,137	18,236	36,373	219,132	182,759	83.4%
	SALARY - OFFICE (6 authorized positions)	27,098	23,641	50,739	374,100	323,361	86.4%
	SALARY -WATER DEMAND MANAGEMENT (2 authorized positions)	10,907	11,363	22,270	156,088	133,818	85.7%
	SALARY -ADMIN (Allocation to CIP)						
	SALARY - FIELD / O&M (15 authorized positions)	81,352	81,563	162,915	1,118,893	955,978	85.4%
	STANDBY DUTY	1,410	1,380	2,790	17,940	15,150	84.4%
	SALARY - OPERATIONS (Allocation to CIP)	72,972		72,972		(72,972)	
	SALARY - PROJECT MNGMT & ENGINEERING	20,157	20,266	40,423	315,145	274,722	87.2%
	SALARY - PROJECT MNGMT & ENGINEERING (Allocation to CIP)						
	EMPLOYEE BENEFIT - VISION INSURANCE	790	1,874	2,664	5,100	2,436	47.8%
	EMPLOYEE BENEFIT - DENTAL INSURANCE	6,291	8,873	15,164	43,200	28,036	64.9%
	EMPLOYEE BENEFIT - HEALTH INSURANCE	40,975	32,090	73,065	375,272	302,207	80.5%
	EMPLOYEE BENEFIT - PERS RETIREMENT	175,697	25,155	200,852	422,544	221,692	52.5%
	EMPLOYEE BENEFIT - SOCIAL SECURITY	10,904	10,774	21,678	153,444	131,766	85.9%
	EMPLOYEE BENEFIT - MEDICARE	2,550	2,520	5,070	35,886	30,816	85.9%
	EMPLOYEE BENEFIT - UNEMPLOYMENT INSURANCE	4,195	1,229	5,424	7,875	2,451	31.1%
	EMPLOYEE BENEFIT - COBRA INSURANCE	8,404	1,463	9,867	26,000	16,133	62.1%
	EMPLOYEE BENEFIT - HEALTH INSURANCE REIMBURSEMENT	2,515	3,366	5,881		(5,881)	
	EMPLOYEE BENEFIT - CA EMP TRAIN	161	47	209		(209)	
	EMPLOYEE SALARY AND BENEFITS - (Allocation to CIP)				(339,867)	(339,867)	100.0%
		498,460	257,859	756,319	3,092,768	2,336,449	
Insurance							
	INSURANCE - LIABILITY & COMPREHENSIVE	61,748	425	62,173	75,300	13,127	17.4%
	INSURANCE - DISABILITY & LIFE	307	4,220	4,527	28,300	23,773	84.0%
	INSURANCE - WORKER'S COMPENSATION				54,319	54,319	100.0%
		62,055	4,645	66,700	157,919	91,219	
Reserves & Debt Services							
	RATE STABILIZATION RESERVE						
	DEPRECIATION RESERVE				1,001,744	1,001,744	100.0%
	CAPITAL IMPROVEMENT RESERVE				1,000,000	1,000,000	100.0%
	EMPLOYMENT-RELATED BENEFITS RESERVE						
	DEBT SERVICE - COP SERIES 2010				571,200	571,200	100.0%
	DEBT SERVICE - COP SERIES 2012		47,594	47,594	169,063	121,469	71.8%
		-	47,594	47,594	2,742,007	2,694,413	
		\$ 1,486,863	\$ 499,317	\$ 10,547,864	\$ 8,561,684		

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

Project No.	Description	Budget		Total Remaining Commitments	Remaining Commitments		Amounts Paid		Remaining Projections
		Adopted Budget 2016	Expenditures to 12/2015		Current Unpaid Committed	Month to Date	Year to Date	Project to date	
2015-31	Baird Way 12" Water Main Replacement Project	504,283	5,698	498,585	-	-	-	5,698	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)	-	-	-	-	162,183
2015-36	Sylvan Road Street Improvements		4,161	(4,161)	-	-	-	-	4,161
2016-31	Wind Way 8-inch and Longwood Way 6-inch Water Main Replacements	324,446	-	324,446	-	-	-	-	-
2016-31	Auburn Blvd - Rusch Park to Pleacer County Line	158,252	8,968	158,252	-	-	-	-	-
2016-34	Distribution Mains - Replacement	1,383,653	33,587	1,383,653	-	-	-	-	323,446
2016-14	Fire Hydrants - Replacements / Upgrades / Infill / New	147,092	147,092	147,092	-	-	-	-	1,172,280
2016-02	Fire Hydrants - Replacements/Upgrades/New	147,092	147,092	147,092	-	-	-	-	-
2015-02	Annual Corporation Yard Improvements/Replacements	109,500	-	109,500	-	-	-	-	-
2015-03	Annual Fleet and Field Operations Equipment Improvements/Replacements	32,200	32,200	32,200	-	-	-	-	75,000
2015-04	Annual Technology Hardware and Software Improvements/Replacements	750,000	300,000	450,000	-	-	-	-	450,000
2016-04	Annual Technology Hardware and Software Improvements/Replacements	38,934	38,934	38,934	-	-	-	-	3,356
2016-10	Water Main Pipeline Replacements	28,465	28,465	28,465	-	-	-	-	40,386
2016-11	Water Valve Replacements	91,281	91,281	91,281	-	-	-	-	-
2016-12	Water Service Replacements	757,685	757,685	757,685	-	-	-	-	-
2015-38	Mariposa Avenue 12" Water Main Replacement Project	27,111	27,111	27,111	-	-	-	-	-
2015-39	Mariposa Avenue 12" Water Main Replacement Project	99,057	99,057	99,057	-	-	-	-	-
2016-40	Other City Partnership Opportunities	99,057	99,057	99,057	-	-	-	-	4,064
2016-41	Other Miscellaneous Infrastructure Projects	2,033,290	1,583,290	450,000	-	-	-	-	149,284
Miscellaneous Projects			7,420	2,025,870	-	-	-	-	674,284
2012-13	Administration Building Expansion / Renovation Project	100,000	1,205,171	-	-	-	-	-	-
2015-41	Other Miscellaneous Infrastructure Projects - Admin Building Extension	100,000	1,205,171	-	-	-	-	-	-
Miscellaneous Projects - Facilities									
2013-30	San Juan High School 24" North Property Line Transmission Main Installation	483,671	225,591	258,080	-	-	-	-	-
2014-36	Center	348,800	198,842	149,958	-	-	-	-	-
2015-30	Poplar Avenue 14" Transmission Main Installation	112,335	99,655	12,680	-	-	-	-	-
Transmission Mains - New		944,806	524,088	420,718	-	-	-	-	-
2014-33	Mariposa Avenue 18" & 8" Sycamore Drive to Pratt Avenue	775,110	775,110	775,110	-	-	-	-	-
2016-30	Mariposa Avenue 12-inch Mains and Limerick Way 8-inch Main Replacements	775,110	775,110	775,110	-	-	-	-	-
Transmission Mains - New and Distribution Mains - Replacement									
2016-13	Water Meter Replacements	53,158	53,158	53,158	-	-	-	-	-
Water Meters									
2011-01	Fair Way 12" x 8" interconnection w/ RV	53,158	53,158	53,158	-	-	-	-	-
2012-09	Blossom Hill Drive 6" x 10" Interconnection w/ RV	28,105	28,105	28,105	-	-	-	-	-
2012-10	Crestmont Avenue 6" Interconnection w/ RV	25,480	25,480	25,480	-	-	-	-	-
2013-21	Skycrest Skycrest Construction	19,980	19,980	19,980	-	-	-	-	-
2016-20	Groundwater Well Improvements	2,081,569	2,145,695	63,826	-	-	-	-	-
2015-37	C-Bar-C Pressure Control Station	48,900	48,900	48,900	-	-	-	-	-
Water Meters - Emergency Interfile Water Meters									
		2,504,034	322,465	2,181,569	-	-	-	-	-
Grand Total		7,841,143	3,438,790	4,402,353	-	-	-	-	-

FEBRUARY 29, 2016 PAYABLES

Check #	Vendor	Description	Amount
60816-60823	Void	Printer Error	\$0.00
60824	Ferguson Enterprises Inc #1423	Material	\$11,930.34
60825	CalSierra Construction Inc	Contract Services-Engineering	\$27,098.75
60826	Corix Water Products, Inc	Material	\$16,044.96
60827	Ernest L Leporini	Contract Services-Engineering	\$8,340.00
60828	Martin General Engineering Inc	Customer Refund	\$15,683.97
60829	R E Smith Contractor Inc	Contract Services-Wells	\$68,833.66
60830	San Juan Water District	Purchased Water	\$463,116.39
60831	SHI International Corp	Contract Services-Software	\$13,274.68
60832	SMUD	Utilities	\$10,446.02
60833	Ferguson Enterprises Inc #1423	Material	\$11,930.34
60834	California State Disbursement Unit	Garnishment	\$184.61
60835	California State Disbursement Unit	Garnishment	\$87.69
61011	Ellis & Mary Connell Trust/Dawn Akel	Customer Refund	\$150.90
61012	Chris/Lisa Martin	Customer Refund	\$17.29
61013	John/Patricia L Steitz	Customer Refund	\$131.80
61014	Jennifer Ann Emlaw	Customer Refund	\$5.11
61015	Shaun Loy	Customer Refund	\$14.88
61016	Dawn Brown	Customer Refund	\$50.00
61017	Alexander's Contract Services	Contract Services-Meter Read	\$2,456.11
61018	AREA Restroom Solutions	Equipment Rental-Field	\$114.34
61019	Back School of Atlanta	Continued Education	\$250.00
61020	Wanda Bancroft	Toilet Rebate Program	\$75.00
61021	Bart/Riebes Auto Parts	Repair-Trucks	\$136.40
61022	BSK Associates	Water Analysis	\$480.00
61023	Burketts	Office Expense	\$110.70
61024	Lavon Burks	Toilet Rebate Program	\$150.00
61025	Caltronics Business System	Small Office Equipment	\$648.00
61026	Corix Water Products, Inc	Material	\$6,423.86
61027	Coverall North America Inc	Janitorial	\$450.00
61028	Cybex	Equipment Rental-Office	\$129.12
61029	Nicholas Fogle	Toilet Rebate Program	\$225.00
61030	Future Ford	Repair-Trucks	\$12.84
61031	GreatAmerica Leasing Corp	Equipment Rental-Office	\$255.67
61032	Ferguson Enterprises Inc #1423	Material	\$4,032.50
61033	Hansen Software Corporation	Contract Services-Software	\$400.00
61034	Brian M Hensley	Continued Education	\$98.29
61035	Kei Window Cleaning #12	Janitorial	\$92.00
61036	Kleinfelder	Contract Services-Miscellaneous	\$516.75
61037	Betty A Martin	Toilet Rebate Program	\$150.00
61038	Miles Treaster & Associates	Office Expense	\$653.75
61039	Moonlight BPO	Contract Services-Bill Print	\$3,070.28
61040	One Print Source & Graphics	Printing	\$370.13
61041	Protection One Alarm Monitoring	Equipment Rental-Office	\$140.00
61042	Republic Services #922	Utilities	\$197.94
61043	Gordon Richardson	Toilet Rebate Program	\$225.00
61044	Parviz T Sadrian	Toilet Rebate Program	\$150.00
61045	Robin Shockley	Continued Education	\$45.89
61046	Sonitrol	Equipment Rental-Office	\$156.23
61047	Titan Workforce LLC	Contract Services-Temporary Labor	\$2,971.25
61048	US Bank I.M.P.A.C. Government Services	See February Agenda Item CC-9	\$5,566.83
61049	Tibor/Elizabeth Kaiser	Customer Refund	\$156.37
61050	Michael A Ray/Kimberly R Money	Customer Refund	\$219.03
61051	Richard C Fischer	Customer Refund	\$300.00

61052	Ross/Yuliya Golovey	Customer Refund	\$80.83
61053	Deanna Castro	Customer Refund	\$138.41
61054	John Millet	Customer Refund	\$600.00
61055	Kathie L/Paul M Walters	Customer Refund	\$39.35
61056	Rebecca Castaneda	Customer Refund	\$20.09
61057	GM Construction & Developers Inc	Customer Refund	\$1,205.73
61058	Aurelia/Stephen M Berry	Customer Refund	\$346.75
61059	Gloria P Senftner	Customer Refund	\$56.13
61060	AFLAC	Employee Paid Insurance	\$330.86
61061	Airgas NCN	Supplies-Field	\$229.42
61062	Burketts	Office Expense	\$16.31
61063	California Landscape Associates Inc	Janitorial	\$187.00
61064	California Society of Municipal Finance Officers	Dues & Subscriptions	\$110.00
61065	Robin Cope	Health Insurance	\$402.00
61066	Dawson Oil Company	Gas & Oil	\$992.20
61067	Kelly R Drake	Printing	\$29.32
61068	Employee Relations Inc	Contract Services-Other	\$52.00
61069	Ferguson Enterprises Inc #1423	Material	\$1,587.60
61070	HD Supply Waterworks LTD	Material	\$928.28
61071	J4 Systems	Contract Services-Other	\$4,132.50
61072	KBA DOCUSYS	Maintenance Agreement-Equipment	\$18.84
61073	KBA Docusys Inc	Equipment Rental-Office	\$502.43
61074	Douglas A MacTaggart	Contract Services-Paving/Concrete	\$4,671.00
61075	Moonlight BPO	Contract Services-Bill Print	\$5,402.14
61076	OCT Academy	Continued Education	\$350.00
61077	Office Depot	Office Expense	\$84.35
61078	Pace Supply Corp	Material	\$165.82
61079	RW Trucking	Contract Services-Miscellaneous	\$1,448.75
61080	Sacramento County	Permit Fees	\$365.75
61081	Les Schwab Tires	Repair-Trucks	\$1,839.09
61082	SHI International Corp	Contract Services-Software	\$620.71
61083	SMUD	Utilities	\$39.92
61084	SureWest Directories	Telephone-Local/Long Distance	\$49.00
61085	A. Teichert & Son, Inc.	Road Base	\$1,585.96
61086	TriFresh Technologies, Inc.	Wells Maintenance	\$1,156.00
61087	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$125.00
61088	Christian F Delgado	Customer Refund	\$52.68
61089	Sally A Kilgo	Customer Refund	\$27.50
61090	David G/Ann M Denzer III	Customer Refund	\$28.55
61091	Marina Vinogradov	Customer Refund	\$24.05
61092	Gerald J Marenich	Customer Refund	\$22.01
61093	Sarah/Jeremiah Pond	Customer Refund	\$36.48
61094	Matthew T/Sarah M Bauer	Customer Refund	\$6.91
61095	Guenter/Sara Klesius	Customer Refund	\$8.66
61096	Ryan M Freeman	Customer Refund	\$11.13
61097	Joshua Yassu	Customer Refund	\$14.43
61098	Valerie D Preston	Customer Refund	\$228.89
61099	Melinda G Whitney	Customer Refund	\$22.12
61100	ACWA/JPIA Health Benefits Authority	Disability & Life Insurance	\$3,563.91
61101	Alexander's Contract Services	Contract Services-Meter Read	\$3,444.59
61102	AnswerNet	Telephone-Answering Service	\$158.43
61103	BSK Associates	Water Analysis	\$372.00
61104	Burketts	Office Expense	\$46.13
61105	Corelogic Information Solutions Inc	Dues & Subscriptions	\$245.58
61106	Corix Water Products, Inc	Material	\$6,855.33
61107	J4 Systems	Contract Services-Other	\$7,510.00
61108	Kaiser Foundation Health Plan, Inc	Health Insurance	\$14,644.46
61109	One Print Source & Graphics	Printing	\$46.44

61110	Pacific Gas & Electric	Utilities	\$100.54
61111	Sharp Inspection Group	Contract Services-Engineering	\$1,700.00
61112	Thomson Reuters	Dues & Subscriptions	\$75.06
61113	Zane Dezign	Contract Services-Water Conservation	\$852.09
61114	Watson Trust	Customer Refund	\$10.37
61115	Barbara A Adams	Customer Refund	\$12.92
61116	Walter R/Vivian T Johnson	Customer Refund	\$60.71
61117	Thomas Estrada	Customer Refund	\$165.71
61118	Les S/Judy Wellman	Customer Refund	\$14.05
61119	Craig Busby	Customer Refund	\$65.75
61120	Jeffrey D Scholz	Customer Refund	\$94.13
61121	Michael W Wright	Customer Refund	\$101.29
61122	Charles A Burnett	Customer Refund	\$69.65
61123	Joe P Brown	Customer Refund	\$61.43
61124	Richard/Margaret Nederlof	Customer Refund	\$55.01
61125	Kale J Goodman	Customer Refund	\$65.96
61126	The Ferguson Group	Customer Refund	\$113.57
61127	United Paving Co.	Customer Refund	\$1,723.98
61128	Alexander's Contract Services	Contract Services-Meter Read	\$2,739.01
61129	Bart/Riebes Auto Parts	Repair-Trucks	\$49.66
61130	BSK Associates	Water Analysis	\$900.00
61131	Burketts	Office Expense	\$78.47
61132	California State Disbursement Unit	Garnishment	\$184.61
61133	California State Disbursement Unit	Garnishment	\$87.69
61134	Sacramento County Utilities	Utilities	\$173.38
61135	Dell Software Inc	Software	\$408.00
61136	DeLurgio Andrea B	Customer Refund	\$425.00
61137	Franchise Tax Board	Garnishment	\$200.00
61138	Grainger	Small Tools	\$54.25
61139	Ferguson Enterprises Inc #1423	Material	\$822.18
61140	HD Supply Waterworks LTD	Material	\$1,267.38
61141	Moonlight BPO	Contract Services-Bill Print	\$2,390.92
61142	Red Wing Shoe Store	Small Tools	\$188.19
61143	Sophos Solutions	Contract Services-Other	\$3,920.00
61144	Sunrise Recreation & Park District	Water Conservation-Other	\$1,000.00
61145	A. Teichert & Son, Inc.	Road Base	\$3,209.35
61146	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$5,701.13
61147	Titan Workforce LLC	Contract Services-Temporary Labor	\$6,106.51
61148	Verizon Wireless	Telephone-Wireless	\$1,100.52
61149	Voyager Fleet Systems Inc	Gas & Oil	\$1,355.30
61150	Lynette Duncan	Toilet Rebate Program	\$75.00
61151	David Eldridge	Toilet Rebate Program	\$150.00
61152	Taryn Leorna	Toilet Rebate Program	\$150.00
61153	Jeffrey W or Diana L Lewis	Toilet Rebate Program	\$75.00
61154	Donna Mayfield	Toilet Rebate Program	\$150.00
61155	Anna Swanson	Toilet Rebate Program	\$75.00
Total			\$784,429.26
ACH	PERS 1/28/16 PAYROLL	PERS	\$12,630.47
ACH	VALIC 2/11/16PAYDAY	Deferred Compensation	\$2,520.00
ACH	JAN 2016 FD	Bank Fee	\$245.63
ACH	JAN 2016 PH	Bank Fee	\$211.33
ACH	JAN 2016 WB	Bank Fee	\$3,572.33
ACH	JAN2016 BANK FEE	Bank Fee	\$1,998.39
ACH	VALIC 2/25/16 PAYDAY	Deferred Compensation	\$2,520.00

ACH	PERS 2/25/16 PAYROLL	PERS	\$12,583.75
ACH	FFC6711979501	COP Debt Service	\$122,436.13
ACH	JAN2016 VANCO	Bank Fee	\$68.10
ACH	JAN2016 PAYROLL FEE	Contract Services-Other	\$816.90
ACH	WHA MARCH2016 HEALTH	Health Insurance	\$16,481.98
ACH	PERS 2/11/16 PAYROLL	PERS	\$12,570.93
ACH	VOYA 7077 2/25/16 PAYDAY	Deferred Compensation	\$45.00
ACH	VOYA 7077 2/11/16 PAYDAY	Deferred Compensation	\$45.00
Total			<u><u>\$188,745.94</u></u>
Grand Total			<u><u>\$973,175.20</u></u>

March Checks Approved at March Board Meeting

61166	US Bank I.M.P.A.C. Government Services	See March Agenda Item CC-9	\$8,852.63
61158	Ernest L Leporini	Contract Services-Engineering	\$10,680.00
61165	SMUD	Utilities	\$11,779.67
61159	Pace Supply Corp	Material	\$16,601.00
61156	CalSierra Construction Inc	Contract Services-Engineering	\$29,317.00
61163	R E Smith Contractor Inc	Contract Services-Wells	\$44,420.96
61164	Azteca Systems Inc	Contract Services- Software	\$19,995.00
61157	Lamon Construction CO, INC	Contract Servcies-Engineering	\$78,001.87
			<u><u>\$219,648.13</u></u>

US BANK - CAL-Card Distributions

February 2016

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TOTAL
BILL

#REF!	13110	51000-03	52300-02	54200-03	54210	54211	54231-02	54241-01	56200	56210	56220	56230	56830	56890-01
	Misc	water Conser/ Material Supply	Wells Main	Offic Misc	Tools	Supplies	Main Agree Software	Repair Truck	Office Exp	Small Office Equipment	Dues & Subs	Postage	C.E.	Office Misc. District Event
Churchill													54.00	
Cutler	\$ 54.00													
Dains	\$ -													
Dietrich	\$ 362.96			15.64										
Evans	\$ 5,742.37		8.62		1,043.54	2,711.11		1,717.12	50.39					211.59
Gordon	\$ -													
Hensley	\$ 246.66								231.67		14.99			
Riehle	\$ -													
Sheehan	\$ -													
Smoot	\$ 2,176.65	46.95										103.20	2,005.00	21.50
Straus	\$ 269.99						250.00	19.99						
	\$ 8,852.63	46.95	8.62	15.64	1,043.54	2,711.11	250.00	1,737.11	282.06	-	14.99	103.20	2,059.00	233.09

2016

V#:
Date: 2/29/16

Citrus Heights Water District
2016 Director Training Courses/Seminars/Conferences

as of 3/2/2016

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Date	Days	Topic	Sponsor	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	1,167.81	695.00	472.81				
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
					Grand Total	1,392.81						

Citrus Heights Water District
2016 Officer Training Courses/Seminars/Conferences

as of 3/2/2016
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Date	Days	Topic	Sponsor	Location	Attendee	Total Expenses	Registration	Hotel	Air/Travel	Car rental	Meals	Parking/Taxi/phone
03/21/24	3	Spring Conference	AWWA CA/NV	Sacramento	Hilary Straus	445.00	445.00					
03/21/24	3	Spring Conference	AWWA CA/NV	Sacramento	Robert Churchill	445.00	445.00					
03/21/24	3	Spring Conference	AWWA CA/NV	Sacramento	David Gordon	445.00	445.00					
05/01/16	2	Spring Conference	ACWA	Monterey	Robert Churchill	1,167.81	695.00	472.81				
05/01/16	2	Spring Conference	ACWA	Monterey	Hilary Straus	1,167.81	695.00	472.81				
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
					Grand Total	3,670.62						

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : AUBURN BOULEVARD STOCK RANCH COMMERCIAL CENTER
EASEMENT ACCEPTANCE
STATUS : Action Item – Consent Calendar
REPORT DATE : February 18, 2016
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider adoption of Resolution 05-2016 accepting an easement at Auburn Boulevard Stock Ranch Commercial Center.

BACKGROUND AND ANALYSIS:

The improvements of the Auburn Boulevard Stock Ranch Commercial Center required an 8” water main system with four (4) fire hydrants and four (4) 2” water services to provide fire protection and water service to the site. An easement for the water facilities was granted by California C&S Properties at no cost to the District.

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

RECOMMENDATION:

Adopt the Resolution 05-2016 accepting an easement at Auburn Boulevard Stock Ranch Commercial Center.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : SAN JUAN PARK EASEMENT ACCEPTANCE
STATUS : Action Item – Consent Calendar
REPORT DATE : February 18, 2016
PREPARED BY : Paul A. Dietrich, Project Manager

OBJECTIVE:

Consider adoption of Resolution 06-2016 accepting an easement at San Juan Park.

BACKGROUND AND ANALYSIS:

Citrus Heights Water District has completed construction of a new 12-inch transmission main and 8-inch distribution main at San Juan Park to provide further system redundancy and to ultimately allow water to flow through the area from the new Skycrest Well site and the surrounding area. An easement for the water facilities was granted a cost of \$1,000.00 by Sunrise Recreation and Park District. The Sacramento County Real Estate Division was paid and administrative fee of \$7,500.00.

See attached Easement for Water Pipelines including Exhibit “A”, Legal Description, Exhibit “B”, Plat Map, Exhibit “C”, Legal Description, Exhibit “D”, Plat Map.

RECOMMENDATION:

Adopt the Resolution 06-2016 accepting an easement at San Juan Park.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : SKYCREST WELL EQUIPPING PROJECT
STATUS : Consent Calendar - Information Item
REPORT DATE : February 24, 2016
PREPARED BY : Brian Hensley, Water Quality Supervisor

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

At the January 13, 2015 Board Meeting the Board accepted the bid of R.E. Smith Contractor, Inc. in the amount of \$1,822,000.00 and established a change order contingency fund in the amount of \$90,000.00 (4.94%) for equipping the Skycrest Well. This work includes the pump, motor, building, electrical and mechanical components, water and storm drain piping, fencing and other site improvements.

An Agreement for Construction Services between the District and R.E. Smith Contractor, Inc. was executed on February 23, 2015. Completion date TBD, contingent on weather.

On February 29, 2016 a check in the amount of \$540,000.00 from the California Department of Water Resources' (DWR) Proposition 50 Grant awarded to RWA on behalf of Citrus Heights Water District (CHWD) was received, with 10 percent retention withheld until the project is complete.

Paving has been completed with completion of fencing and gates to follow. Title 22 and bacteriological sampling have been completed, with results to be forwarded to Department of Drinking Water for review.

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : GROUNDWATER LEVELS
 STATUS : Consent Calendar - Information Item
 REPORT DATE : February 24, 2016
 PREPARED BY : Brian Hensley, Water Quality Supervisor

OBJECTIVE:

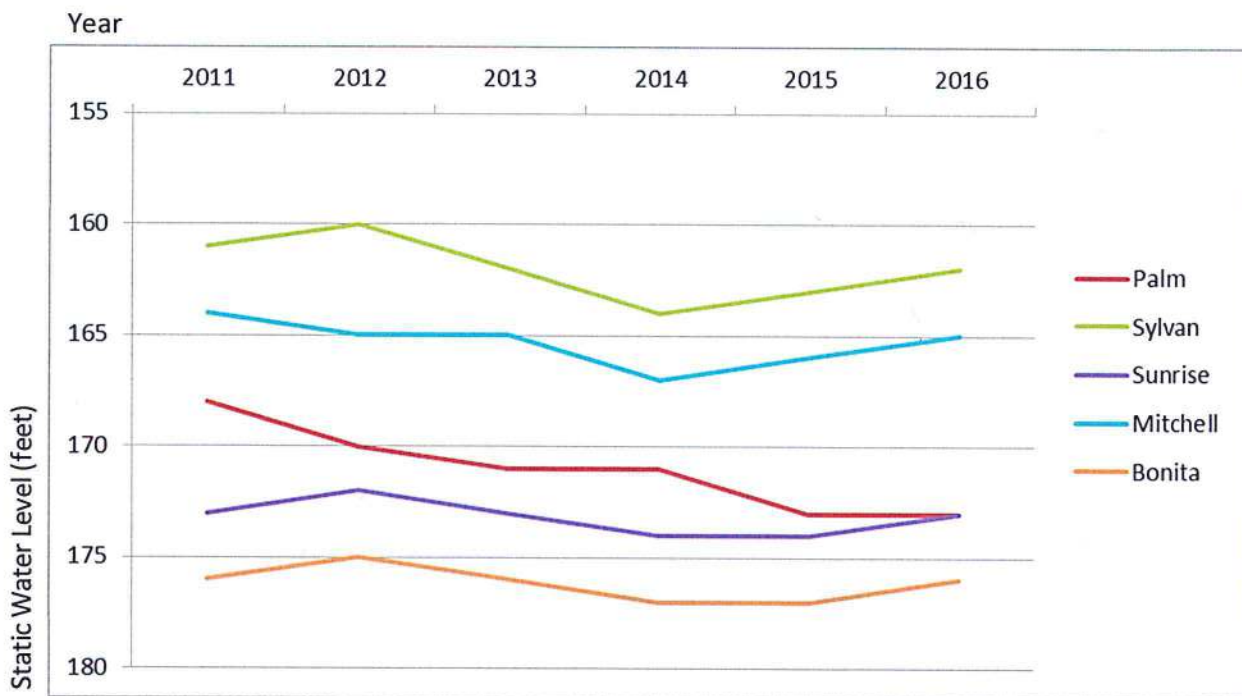
Receive and file a status report on the current groundwater levels in District.

BACKGROUND AND ANALYSIS:

Provide a snapshot of groundwater levels for the years 2011-16.

As reported by SGA, area static groundwater levels have risen slightly from lows experienced during the current drought.

All measurements are bgl (below ground level).



CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : INVESTMENT OF DISTRICT FUNDS POLICY
 STATUS : Action Item
 REPORT DATE : March 3, 2016
 PREPARED BY: : Judith K. Albietz, General Counsel
 Hilary M. Straus, Assistant General Manager

OBJECTIVE:

Review and consider amendments to District Policy No. 6300, Investment of District Funds.

BACKGROUND AND ANALYSIS:

Section 6300.90 of the District's investment policy specifies that the policy shall be reviewed, modified as necessary and re-adopted or amended at least annually. The policy was last reviewed by the Board on March 10, 2015. A copy of the Policy with proposed amendments accompanies this staff report for review.

The Policy has been reviewed by District staff and by District General Counsel Judith K. Albietz. General Counsel Albietz' regular review covers the existing Policy and the current California Government Code Sections related to public agency investments. For this year's review, General Counsel Albietz reports that there has been "A recent change in the California State Code ("Code") [adding] Section 53601 (q), authorizing Supranational Securities for investment, effective January 1, 2015. Supranational institutions are international institutions formed by two or more governments that transcend boundaries to pursue mutually beneficial economic or social goals. There are three supranational institutions that issue obligations that are eligible investments for California local agencies: the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB).

The addition of Supranational Securities to the list of authorized investments provides additional avenues for investment by California local agencies, [such as the Citrus Heights Water District (Currently the District invests its funds in the State's Local Agency Investment Fund (LAIF))]. The Code limits this sector to the three specific issuers listed above, no more than 30% of the portfolio, and credit criteria of AA or better.

In light of this change in the Code, the District [should] consider adding a new subsection to Section 6300.50, 'Authorized Investments.' In the red-lined version of the policy [accompanying this staff report, General Counsel Albietz has] added suggested language for a new subsection 'O' as follows:

O. Supranationals - United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. The maximum remaining maturity for these obligations must be five [(5)] years or less, and they must be eligible for purchase and sale within the United States. In addition, these investments must be rated 'AA' or better by

at least two [Nationally Recognized Statistical Ratings Organizations (NRSROs)] and not exceed 30 percent of the District's portfolio.”

These changes are recommended to keep the language in the District Policy consistent with language contained in the Government Code.

In closing, the District's requirement within its investment policy to perform an annual review exceeds requirements of the California Government Code. The Code requirement to perform annual review of investment policies was removed in 2006, and the District could choose to remove or amend the annual review requirement set forth in Section 6300.90 of its investment policy. District staff is not recommending any change to the annual review requirement.

RECOMMENDATION:

Amend District Policy No. 6300, Investment of District Funds with amendments as presented.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : FISCAL MANAGEMENT
POLICY TITLE : INVESTMENT OF DISTRICT FUNDS
POLICY NUMBER : 6300
DATE ADOPTED : MARCH 5, 1985
DATE AMENDED : MARCH 8, 2016
AMENDMENTS : (1) MARCH 5, 1996; (2) FEBRUARY 4, 1997; (3) MARCH 2, 1999;
(4*) JANUARY 18, 2000; (5) JANUARY 16, 2001; (6) FEBRUARY 5, 2002;
(7) JANUARY 7, 2003; (8) JANUARY 13, 2004; (9) JANUARY 11, 2005;
(10*) FEBRUARY 14, 2006; (11) FEBRUARY 13, 2007; (12*) FEBRUARY 12, 2008;
(13*) FEBRUARY 10, 2009; (14*) FEBRUARY 9, 2010; (15*) MARCH 8, 2011;
(16) FEBRUARY 14, 2012; (17) FEBRUARY 12, 2013; (18) FEBRUARY 11, 2014;
(19*) MARCH 10, 2015

*re-adopted without change

6300.00 PURPOSE

This fiscal management policy is intended to provide a policy and guidelines for the District's Treasurer or his/her designee for the prudent and suitable investment of funds and monies of the District without regard to source. The ultimate goal is to enhance the economic status of the District while protecting its funds.

The District's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the District to invest operating and reserve funds to the fullest extent possible. The District shall attempt to obtain the highest yield, provided that all investments first meet the criteria established for safety and liquidity.

Funds not included in this policy include deferred compensation funds.

6300.10 DEFINITION AND PROVISION OF THE GOVERNMENT CODE

The Board of Directors and Officers authorized to make investment decisions on behalf of the District investing public funds pursuant to the California Government Code Sections 53600 et seq. and 53630 et seq. are trustees and therefore fiduciaries subject to the prudent investor standard. As an investment standard, any investment shall be made as if it is one which would be purchased by a prudent person using the same discretion and intelligence that a person would use in managing his/her own affairs and certainly not for speculation.

6300.20 AUTHORITY

The investment policies and practices of the District are based upon compliance with federal, State and local law and prudent money management. Investments will be in compliance with governing provisions of law (California Government Code Sections 53600 et seq. and 53630 et seq. as amended) and this policy. This policy shall take precedence when more restrictive than the California

Government Code.

6300.21 The Board of Directors delegates for a one-year period the day-to-day management of the District's investments to the Treasurer, subject to the conditions of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of documentation and reporting pursuant to Section 6300.70.

6300.30 ETHICS AND CONFLICTS OF INTEREST

Directors and Officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

6300.35 PRUDENCE

Investments shall be made in the context of the "Prudent Investor" rule, which states that:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The District Treasurer, involved in the investment process, acting in accordance with this Investment of District Funds Policy and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

6300.40 OBJECTIVES

6300.41 Safety of Principal - Safety of principal is the primary objective of the District. Each investment transaction shall seek to preserve the principal of the portfolio, whether from institutional default, broker-dealer default or erosion of market value of securities. The District shall seek to preserve principal by mitigating the following two types of risk:

A. Credit Risk - Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by investing in only very safe institutions and by diversifying the investment of District funds so that the failure of any one issuer would not unduly harm the District's cash flow.

B. Market Risk - The risk of market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the weighted average maturity of the District's invested funds to three (3) years. It is explicitly recognized herein, however, that in a diversified portfolio, occasional measured losses are inevitable, and must be considered within the context of the overall investment return.

6300.42 Liquidity - Liquidity is the second most important objective. Investments shall

be made whose maturity dates are compatible with cash flow requirements and which can be easily and rapidly converted into cash without substantial loss of value.

6300.43 Return on Investment - Investments shall be undertaken to produce an acceptable rate of return after first considering safety of principal, liquidity, and without undue risk.

6300.50 AUTHORIZED INVESTMENTS

District investments are governed by the California Government Code, Sections 53600 et seq. and 53630 et seq. Within the context of these Sections the following investments are authorized.

A. Local Agency Investment Fund - The District may invest in the Local Agency Investment Fund (LAIF) established by the California State Treasurer and created by Section 16429.1 through 16429.4 of the Government Code for the benefit of local agencies up to the maximum permitted by the LAIF Governing Board.

B. Securities of the U.S. Government and its Agencies - United States Treasury Bills, Notes, Bonds, or Certificates of Indebtedness, or those for which the faith and credit of the United States are pledged for payment of principal and interest. There is no limitation as to the percentage of the District funds which can be invested in this category as they are all safe and liquid. Purchases may not have a term remaining to maturity in excess of five (5) years. (GC 53601(b) and 53635)

C. State of California Obligations - Registered State Warrants or Treasury Notes or Bonds of this State or any of the other 49 United States, as defined in Government Code 53601(c), 53651 and pursuant to 53635.2.

D. Local Agency Obligations - Obligations issued by any local agency, as defined by the Government Code, within the State. Obligations may be bonds, notes, warrants, or other evidences of indebtedness, as defined in Government Code 53601(d), 53651 and pursuant to 53635.2.

E. U.S. Agencies - Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. (GC 53601(e) and 53635.2).

F. Banker's Acceptances - Bankers acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of banker's acceptances may not exceed 180 days' maturity or 40 percent of the District's money that may be invested pursuant to this section. However, no more than 30 percent of the District's money may be invested in the banker's acceptances of any one commercial bank pursuant to this section. (GC 53601(f) and 53635.2)

G. Prime Commercial Paper - Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized

statistical-rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or paragraph (2):

- (1) The entity meets the following criteria:
 - (a) Is organized and operating in the United States as a general corporation.
 - (b) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - (c) Has debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization.
- (2) The entity meets the following criteria:
 - (a) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - (b) Has program-wide credit enhancements including, but not limited to, over-collateralization, letters of credit, or surety bond.
 - (c) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical-rating organization.
- (3) Eligible commercial paper shall have a maximum maturity of 270 days or less; and
 - (a) No more than 40 percent of the District's money may be invested in eligible commercial paper.
 - (b) No more than 10 percent of the District's money that may be invested pursuant to this section may be invested in the outstanding commercial paper of any single issuer.

H. Investment of Surplus Funds in Deposits - Notwithstanding Section 53601 or any other provision of California Government Code, the District, at its discretion, may invest a portion of its surplus funds in deposits at a commercial bank, savings bank, savings and loan association, or credit union that uses a private sector entity that assists in the placement of certificates of deposit. The following conditions shall apply:

- (1) The District shall choose a nationally or State chartered commercial bank, savings bank, savings and loan association, or credit union in this State, or (effective January 1, 2012) a federally licensed branch of a foreign bank to invest the funds, which shall be known as the "selected" depository institution.
- (2) The selected depository institution may use a private sector entity to help place District deposits with one or more commercial banks, savings banks, savings and loan associations, or credit unions that are located in the United States, and are within the network used by the private sector entity for this purpose.

- (3) Any private sector entity used by a selected depository institution to help place District deposits shall maintain policies and procedures requiring both of the following:
 - (a) The full amount of each deposit placed pursuant to subdivision (2) and the interest that may accrue on each such deposit shall at all times be insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration.
 - (b) Every depository institution where funds are placed shall be capitalized at a level that is sufficient, and be otherwise eligible, to receive such deposits pursuant to regulations of the Federal Deposit Insurance Corporation or the National Credit Union Administration, as applicable.
- (4) The selected depository institution shall serve as a custodian for each such deposit.
- (5) On the same date that the District's funds are placed pursuant to subdivision (2) by the private sector entity, the selected depository institution shall receive an amount of insured deposits from other financial institutions that, in total, are equal to, or greater than, the full amount of the principal initially deposited through the selected depository institution pursuant to subdivision (2).
- (6) The District may not invest surplus funds with a selected depository institution for placement as certificates of deposit pursuant to Government Code Section 53601.8 on or after January 1, 2012. The District's surplus funds, invested pursuant to this section before January 1, 2012, may remain invested in certificates of deposit issued through a private sector entity for the full term of each certificate of deposit.
- (7) Notwithstanding Government Code Section 53601.8 subdivisions (a) to (e), inclusive, a credit union shall not act as a selected depository institution under Government Code Sections 53601.8 or 53635.8 unless both of the following conditions are satisfied:
 - (a) The credit union offers federal depository insurance through the National Credit Union Administration.
 - (b) The credit union is in possession of written guidance or other written communication from the National Credit Union Administration authorizing participation of federally-insured credit unions in one or more certificate of deposit placement services and affirming that the monies held by those credit unions while participating in a deposit placement service will at all times be insured by the federal government.
- (8) The deposits placed pursuant to Government Code Sections 53601.8 and 53635.8 shall not, in total, exceed thirty (30) percent of the District's funds that may be invested for this purpose:

- (9) Purchases of certificates of deposit pursuant to Government Code Sections 53601.8 and 53635.8 shall not, in total, exceed thirty (30) percent of the District's funds that may be invested for this purpose.
- (10) Excluding purchases of certificates of deposit pursuant to Government Code Sections 53601.8, no more than ten (10) percent of the District's funds that may be invested for this purpose may be submitted, pursuant to subdivision (2), to any one private sector entity that assists in the placement of deposits with one or more commercial banks, savings banks, savings and loan associations, or credit unions that are located in the United States, for the District's account.
- (11) Government Code Sections 53601.8 shall remain in effect only until January 1, 2017, as of that date is repealed, unless a later enacted California statute, that is enacted before January 1, 2017, deletes or extends that time.

I. Certificates of Deposits and Time Deposits - The District may invest in non-negotiable time deposits collateralized in accordance with the Uniform Commercial Code, in those banks and State and federal associations which meet the requirements for investment in negotiable certificates of deposit (NCD). When conditions so warrant, the first \$100,000 of collateral security for such deposits can be waived if the financial institution is insured pursuant to federal and State law.

J. Medium-Term Corporate Notes - Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five (5) years or less issued by corporations organized and operating within the United States or by a depository institutions licensed by the United States or any State and operating within the United States. Notes eligible for investment shall be rated "A" or better by a nationally recognized statistical rating organization. No more than 30-percent of the District's invested funds may be invested in medium-term notes. (GC 53601(j) and 53635.2)

K. Mutual Funds/Money Market Mutual Funds - Shares of beneficial interest issued by diversified management companies, otherwise known as mutual funds, investing in the securities and obligations authorized by subdivisions (a) to (j), inclusive, or subdivisions (m) or (n) of Government Code Section 53601 and that comply with the investment restrictions of this article and the Government Code commencing with Section 53630. To be eligible for investment pursuant to this subdivision, these funds shall meet the following conditions in either paragraph 1 or paragraph 2:

1. Shares of beneficial interest issued by diversified management companies (otherwise known as mutual funds) that invest in the securities and obligations as authorized by subdivisions (a) to (j), inclusive, or (m) or (n) of Government Code Section 53601 and that comply with the investment restrictions of Government Code Sections 53600 et seq. and Sections 53630 et seq. To be eligible for investment pursuant to this subdivision (K)(1), the companies must have either:
 - (a) Retained an investment adviser registered with the Securities and Exchange

Commission with not less than five (5) years' experience investing in securities and obligations and authorized by subdivisions (a) to (j), inclusive, (m) or (n) of Government Code Section 53601 and with assets under management in excess of five hundred million dollars (\$500,000,000); or

(b) Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) nationally recognized statistical rating organizations.

2. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1 et seq.). To be eligible for investment pursuant to this subdivision (K)(2), the companies must either have:

(a) Retained an investment adviser registered with the Securities Exchange Commission with not less than five (5) years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000); or

(b) Attained the highest ranking or the highest letter and numerical rating provided by not less than two (2) nationally recognized statistical rating organizations.

3. The purchase price of shares of mutual funds and money market mutual funds purchased pursuant to this subdivision (K) shall not include any commission that the companies may charge and shall not exceed 20 percent of the District's funds that may be invested pursuant to Government Code Section 53601. Further, no more than 10 percent of the District's investment funds may be invested in shares of beneficial interest of any one mutual fund.

L. Mortgage Pass-through Securities - Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five (5) years maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a nationally recognized statistical rating organization and rated in a rating category of "AA" or its equivalent or better by a nationally recognized statistical rating organization. Purchase of securities authorized by this subdivision may not exceed 20 percent of the District's invested funds. (GC 53601 (n) and 53635.2)

M. Joint Powers Authority - Shares of beneficial interest issued by a Joint Powers Authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in Government Code 53601 subdivisions (a) to (n), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the Joint Powers Authority. To be eligible under this section, the Joint Powers Authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

1. The adviser is registered or exempt from registration with the Securities and Exchange Commission.
2. The adviser has not less than five years of experience investing in the securities and obligations authorized in Government Code Section 53601 subdivisions (a) to (n), inclusive.
3. The adviser has assets under management in excess of five hundred million dollars (\$500,000,000) (GC 53601 (o)).

N. Passbook Deposits - Savings account(s) shall be maintained for amounts under \$250,000 as a source of funds for immediate use if required for selective commercial accounts. Savings account deposits may exceed the specified amount for periods not to exceed 45 days in anticipation of payment of monthly accounts payable.

O. Supranationals - United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank. The maximum remaining maturity for these obligations must be five (5) years or less, and they must be eligible for purchase and sale within the United States. In addition, these investments must be rated "AA" or better by at least two Nationally Recognized Statistical Ratings Organizations (NRSROs) and not exceed 30 percent of the District's portfolio.

6300.51

NON-COMPLIANCE WITH AUTHORIZED INVESTMENTS

Investments which were obtained prior to adoption of this policy which are not now in compliance with said policy may be held until maturity pursuant to Government Code Section 53601.6 (b). Reporting of said non-compliant investments shall be made per Section 6300.70.

6300.55

DESIGNATION OF DEPOSITORIES

The Board of Directors shall, by Resolution, and in accordance with Government Code Section 53600 et seq. and 53630 et seq., designate depositories for funds of the District. A State or federal credit union may not be designated as a depository for District funds if a member of the Board of Directors or any person with investment decision making authority for the District serves on the Board of Directors, any committee appointed by the Board of Directors, or the credit committee or supervisory committee of the State or federal credit union.

As far as possible, all money belonging to, or in the custody of the District, including money paid to the Treasurer or other official to pay the principal, interest, or penalties of bonds, shall be deposited for safekeeping in State or national banks, savings associations, federal associations, credit unions, or federally insured industrial loan companies in this State, selected by the Treasurer or other official having legal custody of the money; or may be invested in the investments set forth in Section 53601. To be eligible to receive District money, a bank, savings association, federal association, or federally insured industrial loan company shall have received an overall rating of not less than "satisfactory" in

its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities, including low- and moderate-income neighborhoods, pursuant to Section 2906 of Title 12 of the United States Code. Sections 53601.5 and 53601.6 shall apply to all investments that are acquired pursuant to this section (GC 53635.2).

6300.60 SAFEKEEPING OF SECURITIES

To protect against potential losses caused by collapse of individual securities dealers, all securities may be delivered against payment and shall be kept in safekeeping pursuant to Government Code Section 53608. Depositories having custody of the District's funds, securities, and other investment instruments shall be directed to forward copies of verification of such deposits in accordance with policies consistent with generally accepted reporting procedures of depositories. In no case shall funds be wired or transmitted in any manner to brokers.

6300.70 REPORTING REQUIREMENTS

Under provisions of California Government Code Section 53646 and 53607, the Treasurer shall render a monthly report to the District's Board of Directors and General Manager. The report shall include the type of investment, issuer, date of maturity, par value and the dollar amount invested in all securities, investments and monies held by the District, and shall additionally include a description of any of the District's funds, investments or programs, that are under the management of contracted parties, including lending programs. With respect to all securities held by the District, and under management of any outside party that is not also a local agency of the State of California Local Agency Investment Fund, the report shall also include a current market value as of the date of the report, and shall include the source of this same valuation.

In the report, a subsidiary ledger of investments may be used in accordance with generally accepted accounting practices.

The Treasurer shall report whatever additional information or data may be required by the District's Board of Directors.

For District investments that have been placed in the Local Agency Investment Fund, created by Government Code Section 16429.1, in National Credit Union Share Insurance Fund-insured accounts in a credit union, in accounts insured or guaranteed pursuant to Section 14858 of the Financial Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank or savings and loan association, in a county investment pool, or any combination of these, the Treasurer may supply to the District's Board of Directors and General Manager the most recent statement or statements received by the District from these institutions in lieu of the information regarding the type of investment, issuer, date of maturity, par value and the dollar amount invested in all securities, investments and monies held by the District as previously cited.

The monthly Treasurer's report shall state compliance of the portfolio with this Investment of District Funds Policy, or manner in which the portfolio is not in compliance. The report shall include a statement denoting the ability of the District to meet its expenditure requirement for the next six months or an explanation as to why sufficient monies will not or may not be available.

6300.90

INVESTMENT POLICY REVIEW

This policy governing Investment of District Funds shall be reviewed, modified as necessary and re-adopted or amended at a public meeting of the Board of Directors annually or more frequently if necessary.

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : ADMINISTRATION BUILDING IMPROVEMENTS PROJECT
STATUS : Information Item – Consent Calendar
REPORT DATE : March 3, 2016
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Receive information on adding an additional office to the Administration Building.

BACKGROUND AND ANALYSIS:

As reported at the February 9, 2016 Board of Directors Meeting , a task order was approved with Blackbird Associates to proceed with the design work of enclosing the 160 square foot patio area between the General Manager and Accounting Supervisor offices. A change order in the amount of \$ 55,225.00 authorizing Kaler/Dobler to proceed with construction has been executed. Upon receipt of the final plans, as building permit will be obtained from the City of Citrus Heights and construction can proceed.

The target date for completion is June 15, 2016.

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : TRAINING / CONTINUED EDUCATION / MEETINGS
 STATUS : Information Item
 REPORT DATE : March 3, 2016
 PREPARED BY : Robert A. Churchill, General Manager

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

A. Mar 17 *WEF Executive Briefing
Sacramento, CA*

Recommended Attendees:

B. Mar 21-24 AWWA CA/NV Section Spring Conference
Sacramento, CA

Recommended Attendees: *Churchill*

C. Apr 9-13 *Sacramento Metro Chamber Cap-to-Cap
Washington DC*

Recommended Attendees:

D. May 2-3 ACWA-JPIA Spring Conference
Monterey, CA

Recommended Attendees: Directors, GM Churchill, *AGM Straus*

E. May 4-6 ACWA Spring Conference
Monterey, CA

Recommended Attendees: Directors Dains, Riehle, GM Churchill, *AGM Straus*

F. May 17-18 CSDA Special District Legislative Days
Sacramento, CA

Recommended Attendees:

G. Jun 19-22 AWWA National Conference
Chicago, IL

Recommended Attendees:

H. Sep 28-Oct 1 ASCE National Conference
Portland, OR

Recommended Attendees: GM Churchill

I. Oct 24-27 AWWA CA/NV Section Fall Conference
San Diego, CA

Recommended Attendees:

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

Recommended Attendees: Directors, GM, AGM

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

Recommended Attendees: Directors, GM, AGM

L. WEF 2016 Water Tours

Apr 13-15 Central Valley Tour

May 19-20 San Diego Tour

Jun 15-17 Bay-Delta Tour

Oct 19-21 Northern California Tour

Nov 2-3 San Joaquin River Restoration Tour

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : 2016 FLEET VEHICLE PURCHASE
 STATUS : Action Item
 REPORT DATE : March 3, 2016
 PREPARED BY : David M. Gordon, Operations Manager

OBJECTIVE:

Consider the replacement of one midsize SUV vehicle and the purchase of one pickup truck as authorized in the 2016 budget.

BACKGROUND AND ANALYSIS:

The District purchased Unit 28, 2009 SUV Escape 4X2 (Ford), in 2009 for the amount of \$17,249.70. The vehicle currently has a mileage of 53,764. The vehicle has since caused three (3) District employees to suffer temporary back injuries after driving the vehicle for some time. Therefore, the District recommends replacing Unit 28. If approved for replacement, Unit 28 will be sold at public auction.

The District has one pickup truck scheduled for purchase in 2016. The 2016 budgeted amount for the new truck purchase is \$25,000.

For the purchase of the new vehicles, it is proposed that the District use the California State Bid (Contract No. 1-16-23-20B) as it has done since 1998. By using the State Bid, the District fulfills its public bidding responsibility and benefits from the State pricing while avoiding the time and expense involved in the competitive bidding process.

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

<u>Qty.</u>	<u>Description</u>	<u>Unit Price</u>	<u>Terms</u>	<u>Vendor</u>
1	2016 Dodge Ram 1500, Reg. Cab	\$ 22,058.57	\$500-20 days	Elk Grove Auto Group
1	2016 Dodge Ram 1500, Crew Cab	\$ 26,541.43	\$500-20 days	Elk Grove Auto Group

RECOMMENDATION:

Authorize staff to proceed with the replacement of Unit 28 and proceed with the purchase of the 2016 budgeted truck from Elk Grove Auto Group in Elk Grove, CA with a total cost not to exceed \$ 51,600.00.

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

CITRUS HEIGHTS WATER DISTRICT

DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 8, 2015 REGULAR MEETING

SUBJECT : CALL FOR SPECIAL MEETING
STATUS : Action Item
REPORT DATE : March 3, 2016
PREPARED BY : Robert A. Churchill, General Manager

OBJECTIVE:

Call for a Special Meeting of the Board of Directors at 6:30 PM on Monday, March 21, 2016 for the purpose of Reviewing and Considering Approval of Various Human Resources Items.

BACKGROUND AND ANALYSIS:

A combination of Closed and Open Sessions are planned for Monday, March 21, 2016, to: 1) Introduce employment agreement templates for senior managers (This will not be an action item; the employment agreement templates will be introduced only); 2) propose a new accounting position and a budget request; 3) propose reclassifications of two existing positions and a realignment of the Administration and Water Demand Management Department.

RECOMMENDATION:

Call for a Special Meeting of the Board of Directors on March 21, 2016 at 6:30 PM for the purpose of Reviewing and Considering Approval of Various Human Resources Items.

ACTION:

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

CITRUS HEIGHTS WATER DISTRICT

PROJECT MANAGER’S REPORT TO BOARD OF DIRECTORS MARCH 8, 2016 REGULAR MEETING

SUBJECT : PROJECT MANAGER’S REPORT
 STATUS : Information Item
 REPORT DATE : February 29, 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>
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None

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>
The Village at Fair Oaks 55 Condominiums (2014-53)	6800 Madison Ave	99% Complete
California American Water Co. San Juan Avenue Tank - Intertie and Water Service (2015-39)	5444 San Juan Ave	75% Complete
Capitol Nursery Plaza (2015-50)	Sunrise Blvd @ Madison Ave	85% Complete
Sylvan Middle School (2015-63)	7085 Auburn Blvd	95% Complete

<u>Project</u>	<u>Location</u>	<u>Status</u>
Citrus Heights City Hall (2015-54)	6350 Fountain Square Dr	80% Complete
Northridge Grove 47 Condominiums (2013-59)	5555 Mariposa Ave	Awaiting System Construction
Memory Care Facility (2015-56)	6825-33 Sunrise Blvd	50% Complete
Applebee's Restaurant (2015-53)	6900 Auburn Blvd	Substantially Complete
Dundee Estates 2015-58	Mariposa Ave @ Highland Ave	80% Complete

PM-3 CONTRACTOR / DEVELOPER PROJECTS PENDING CONSTRUCTION

<u>Project</u>	<u>Location</u>	<u>Status</u>
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None

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>
Mesa Verde High School 14" Water Main Bennett Engineering Services (2015-30)	Northwest Corner of Property West from Poplar Avenue	Preparing to Restart Project in March
Fair Way Intertie with City of Roseville (2011-01)	9955 Fair Way	90% Submittal Review
Blossom Hill Dr Intertie with City of Roseville (2012-09)	Blossom Hill Dr at 1100 Main Sail Cir	90% Submittal Review
Crestmont Ave Intertie with City of Roseville (2012-10)	Crestmont Ave at 8199 Bonnie Oak Way	90% Submittal Review

<u>Project</u>	<u>Location</u>	<u>Status</u>
Mariposa Ave, Limerick Way and Dublin Way Water Mains KASL Consulting Engineers, Inc. (2015-40)	Limerick Way to Farmgate Way and Eastgate Ave to Northeast Circle (south end)	<i>90% Plan Development Underway</i>
Baird Way 12" Water Main Area West Engineers, Inc. (2015-31)	Auburn Blvd to Holly Dr	<i>60% Plan Development Underway</i>

PM-5 PROJECTS CONTRACTED BY CITRUS HEIGHTS WATER DISTRICT

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

<u>Project</u>	<u>Location</u>	<u>Status</u>
San Juan Park 12" Water Main KASL Consulting Engineers, Inc. (2014-36)	5555 Mariposa Ave to U.C. Davis Medical Center	<i>New Turf Growing</i>
San Juan High School 24" Water Main Lamon Construction Company (2013-30)	Along North Property Line	<i>New Turf Growing</i>

PM-6 CITY OF CITRUS HEIGHTS PROJECTS

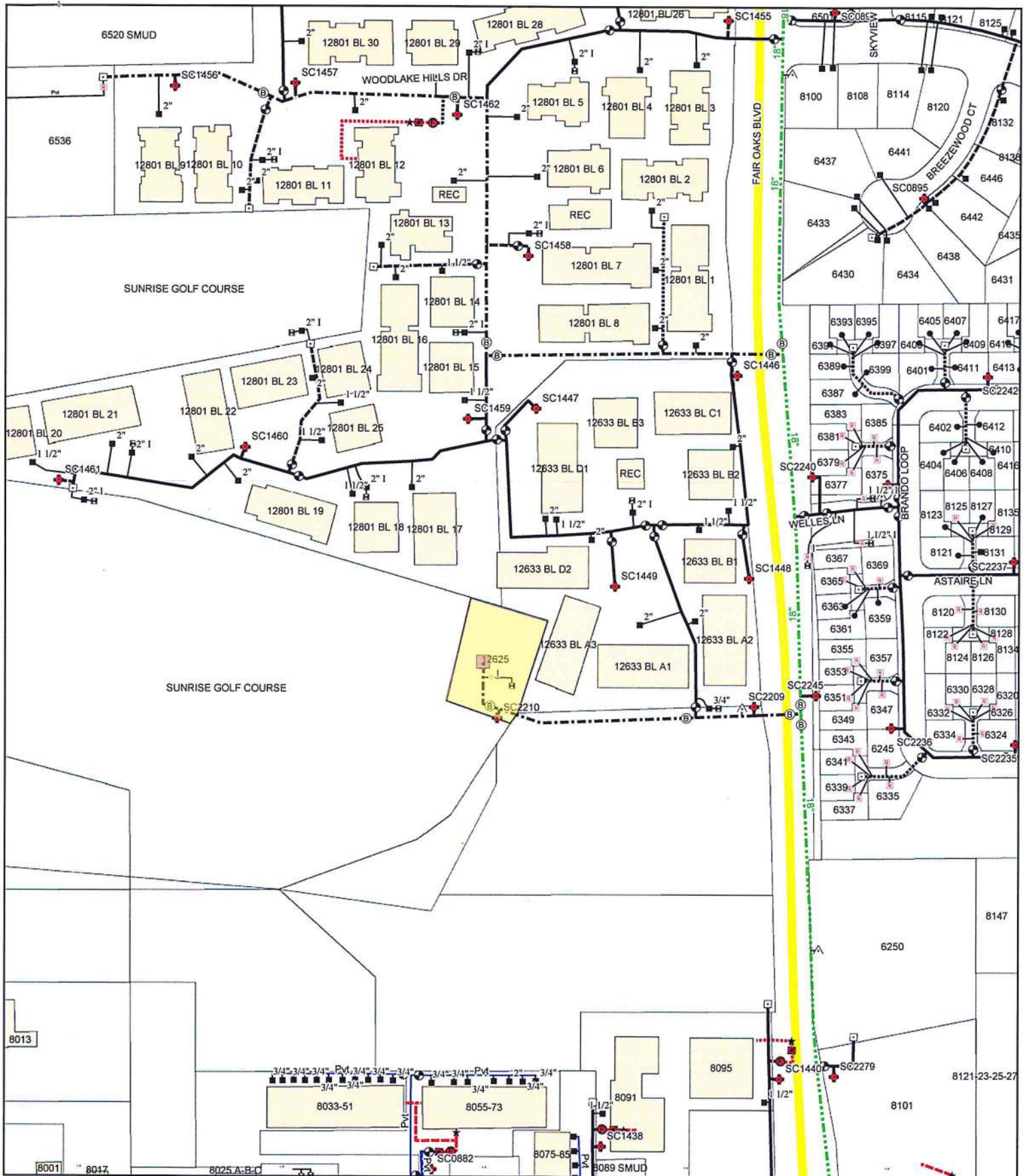
City of Citrus Heights Projects requiring coordination and inspection by the District:

None

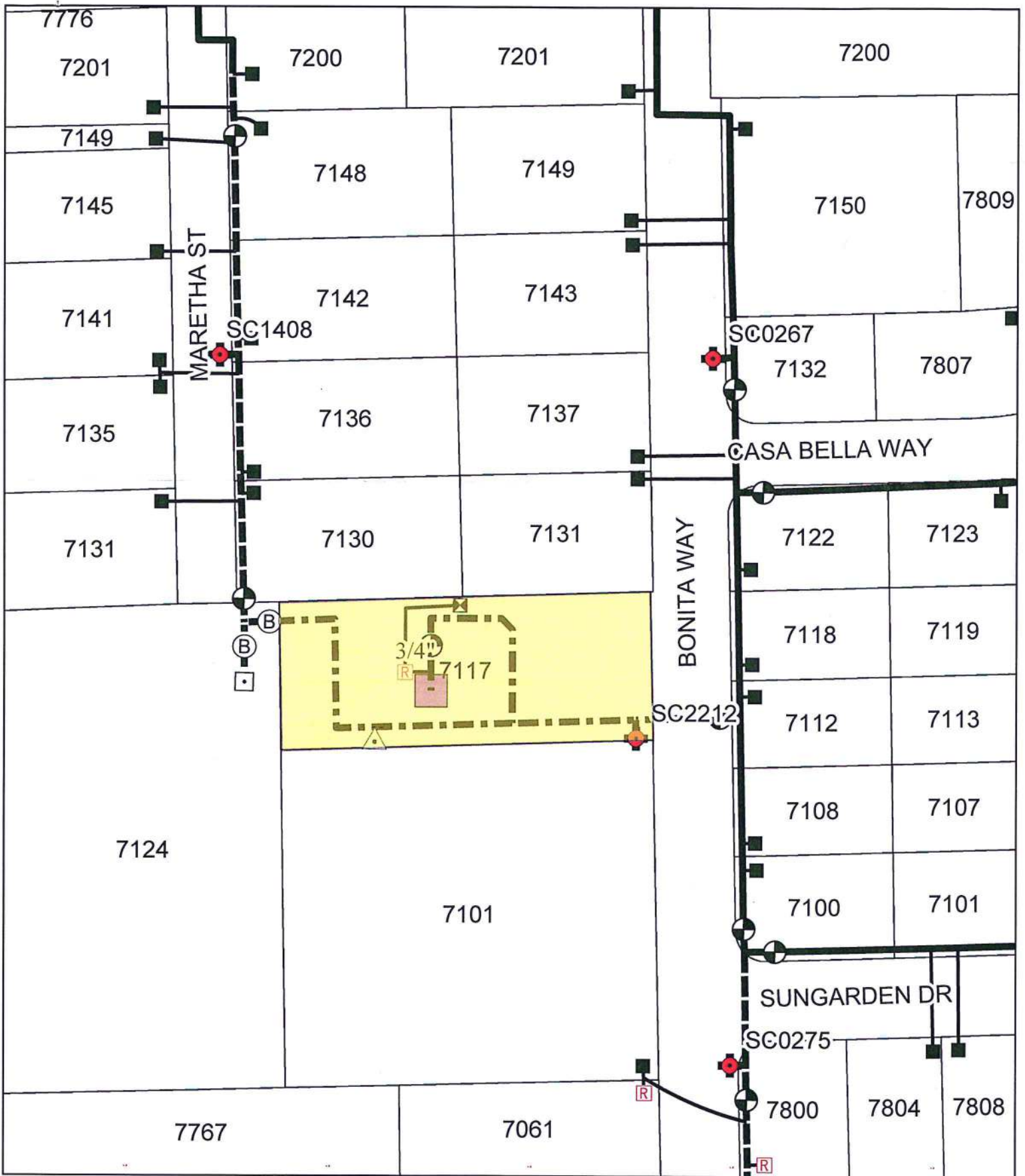
PM-7 CAPITAL IMPROVEMENT PROJECT SUMMARY (2005-2015)

Significant Capital Improvement Projects accepted by the Board of Directors. Attached are maps of each Project.

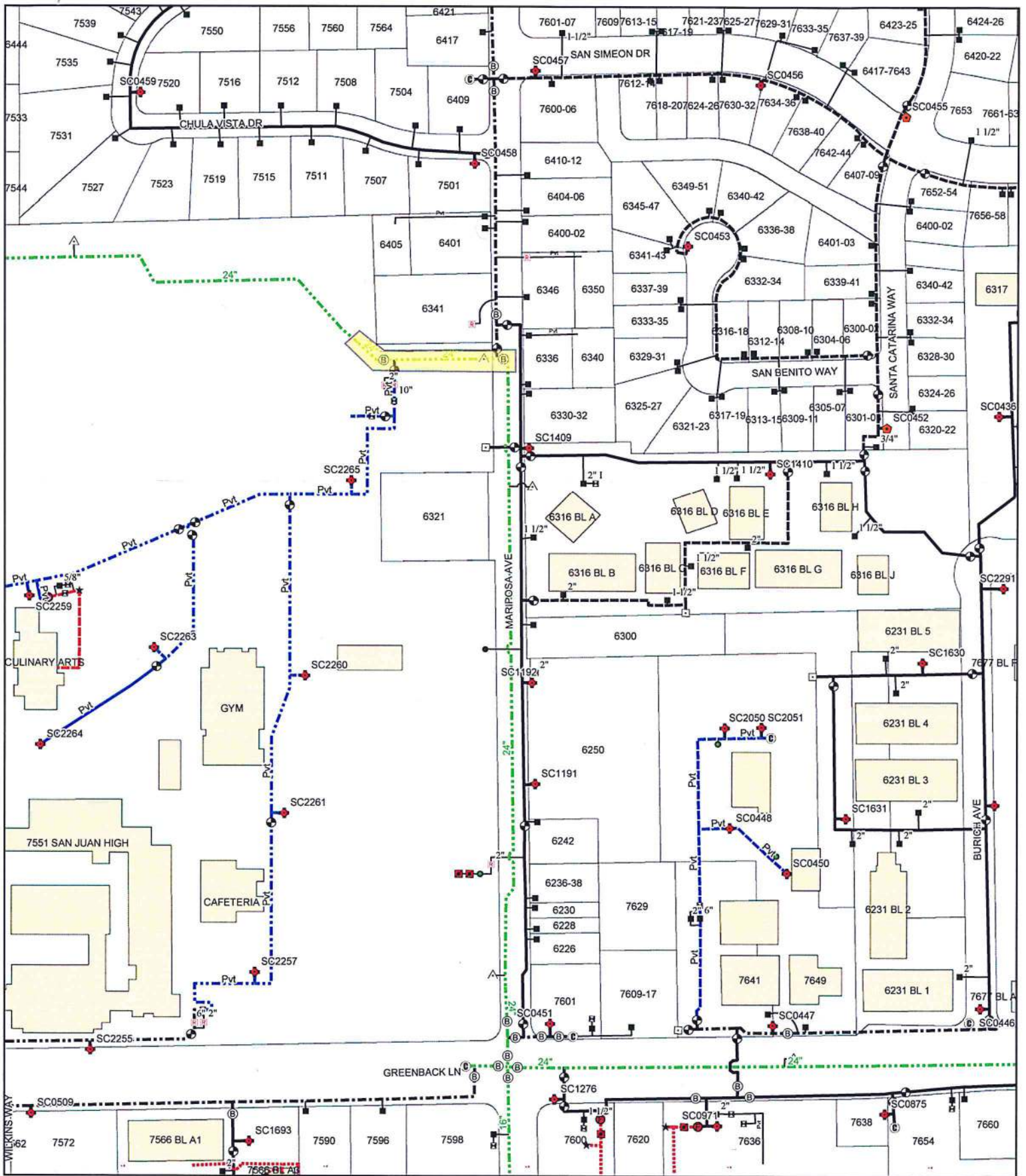
<u>PROJECT NAME</u>	<u>DATE ACCEPTED</u>	<u>PAID</u>	<u>YEARLY TOTAL</u>
2005			
1. 2004 Condominium Meter Retrofit	Jan 11, 2005	\$302,407	\$302,407
2006			
2. 2005 Residential Meter Retrofit	Jul 11, 2006	\$1,145,303	\$1,145,303
2007			
	2007		\$0
2008			
3. 2006 Mitchell Farms Well & Pump Station	Aug 25, 2008	\$1,334,396	\$1,334,396
2009			
4. Bonita Way Well & Pump Station	April 14, 2009	\$1,545,566	
5. SJHS 24-Inch Transmission Main Installation	Dec 5, 2009	\$36,987	\$1,582,553
2010			
6. 7641 Greenback Ln 12-Inch WM Replacement	Sep 14, 2010	\$19,312	
7. 7677 Greenback Ln 12-Inch WM Replacement	Aug 10, 2010	\$29,920	\$49,232
2011			
8. San Juan Ave at Madison Ave 12-Inch WM Replace	Jan 11, 2011	\$226,627	
9. Bonita Way Storage Building	Sep 13, 2011	\$330,862	\$557,489
2012			
10. Mariposa Ave 16-Inch Rehabilitation	Jan 10, 2012	\$546,343	
11. Auburn Blvd 12-Inch Water Main Replacement	May 15, 2012	\$1,073,347	\$1,619,690
2013			
12. Baird Kalamazoo Northlea Water Main Replace	Jan 8, 2013	\$311,476	
13. 2012 Livoti Tract Water Main Replacement	May 14, 2013	\$432,383	
14. Old Auburn Rd 18-Inch Trans Main Installation	Jun 11, 2013	\$368,755	
15. Northgrove, Walnut Water Main Replacement	Dec 10, 2013	\$399,605	\$1,512,219
2014			
16. Old Auburn, Mariposa Trans Main Replacement	Feb 11, 2014	\$469,171	
17. Palm, Castle, Kilborn, Billie, Ronnie	May 13, 2014	\$938,848	
18. Mariposa Ave 24-Inch Project	Oct 14, 2014	\$483,595	\$1,891,614
2015			
19. Sunrise and Highwood Main Replacement	Feb 10, 2015	\$148,908	
20. Park and Poplar Main Replacement	Feb 10, 2015	\$476,635	
21. Sonora and Hanson Main Replacement	May 12, 2015	\$314,156	
22. Mariposa Ave 18-Inch and 8-Inch Mains	Dec 8, 2015	\$313,679	\$1,253,378
2005 to 2010 Yearly Average \$872,931			
2011 to 2015 Yearly Average \$1,366,878			



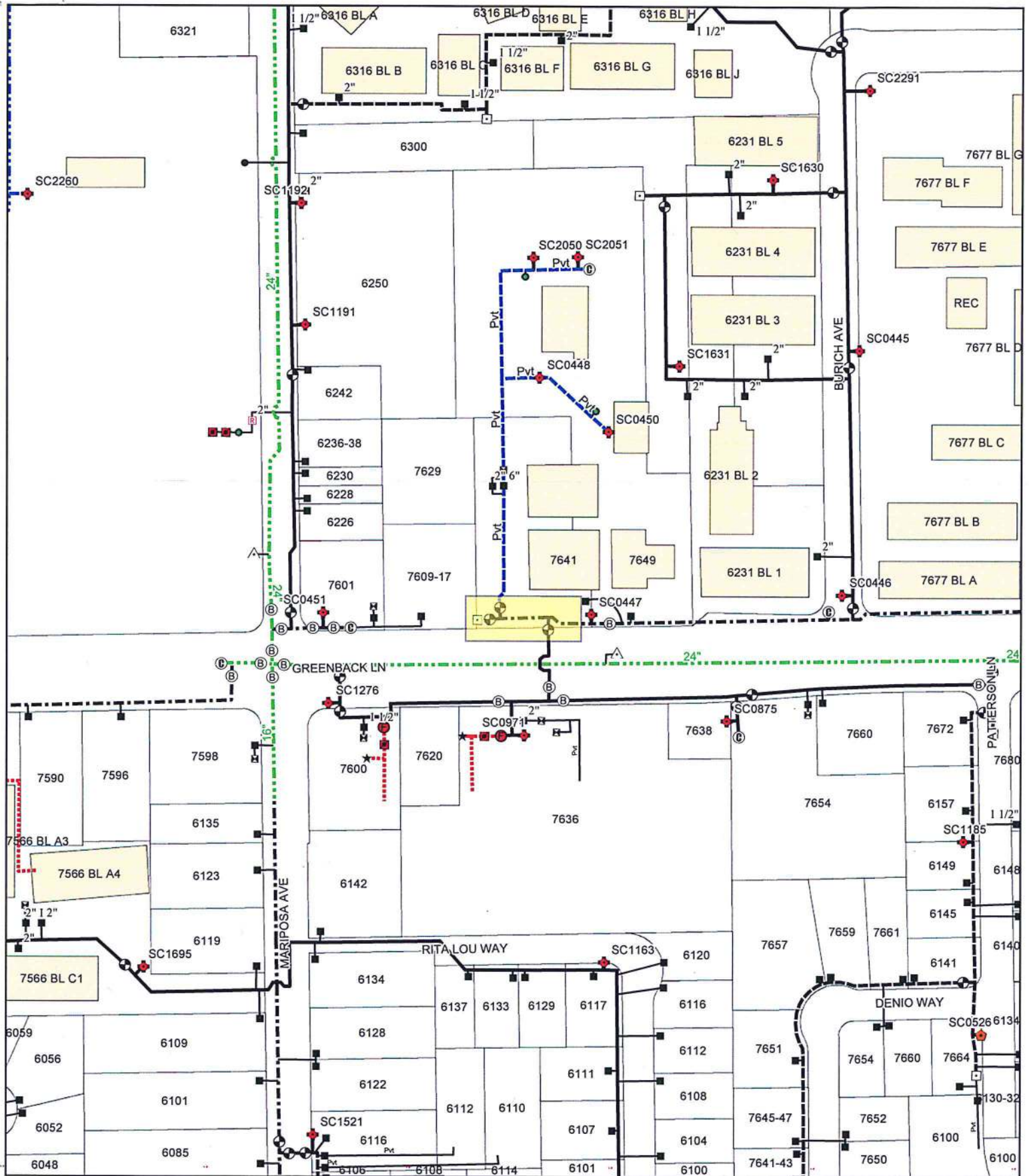
3 - 2006 Mitchell Farms Well & Pump Station



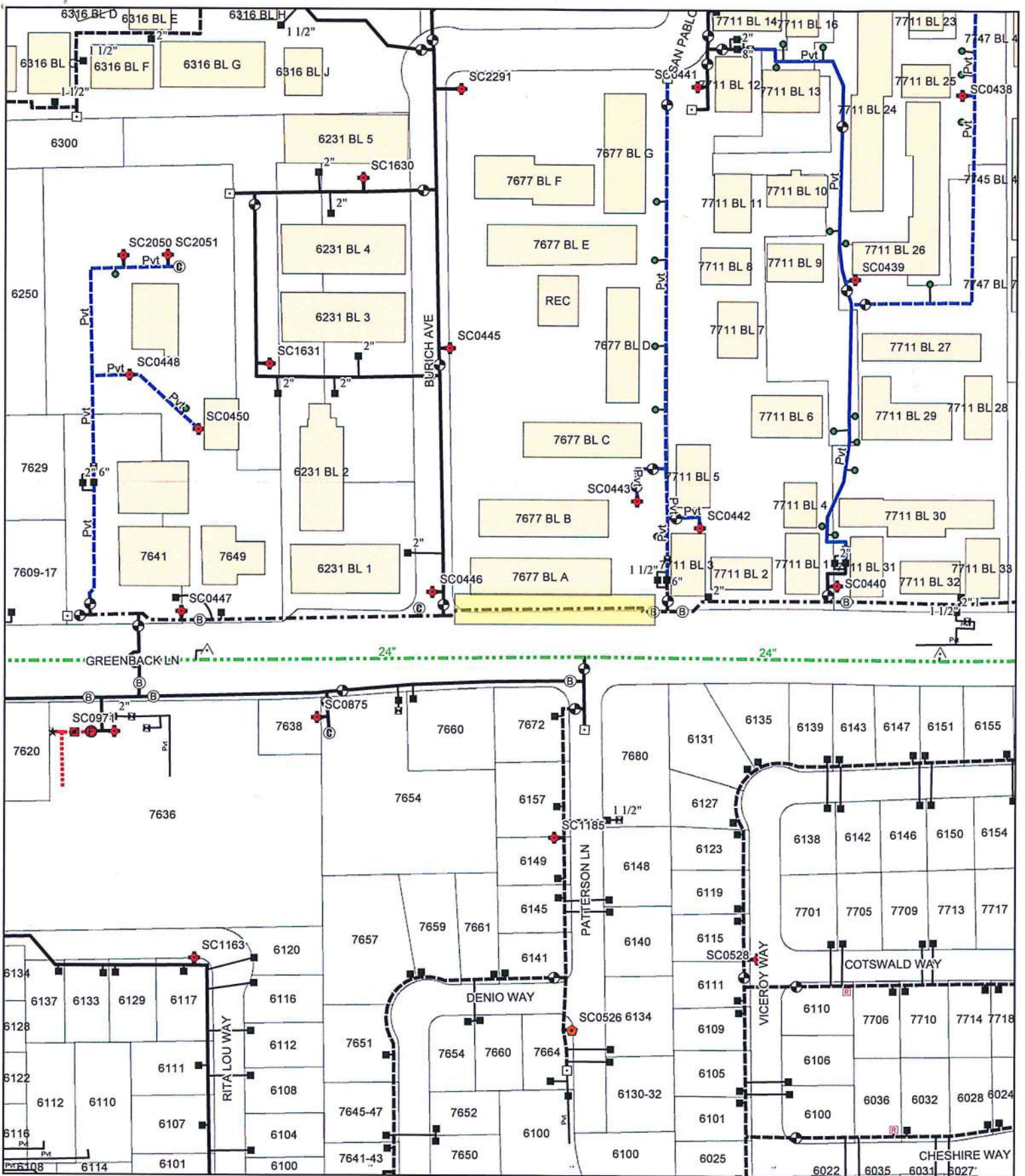
4 - Bonita Way Well & Pump Station



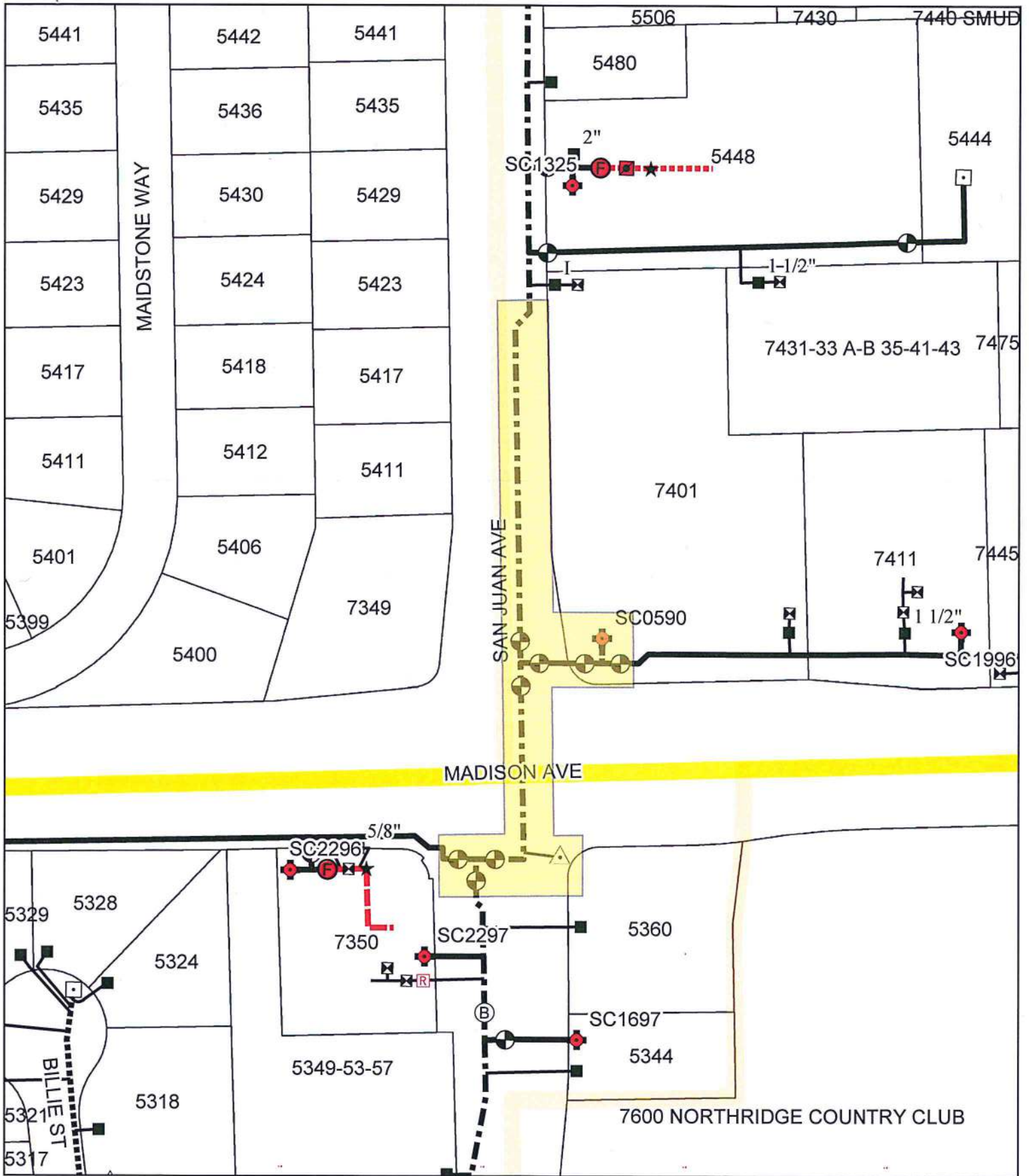
5 - SJHS 24-inch Transmission Main



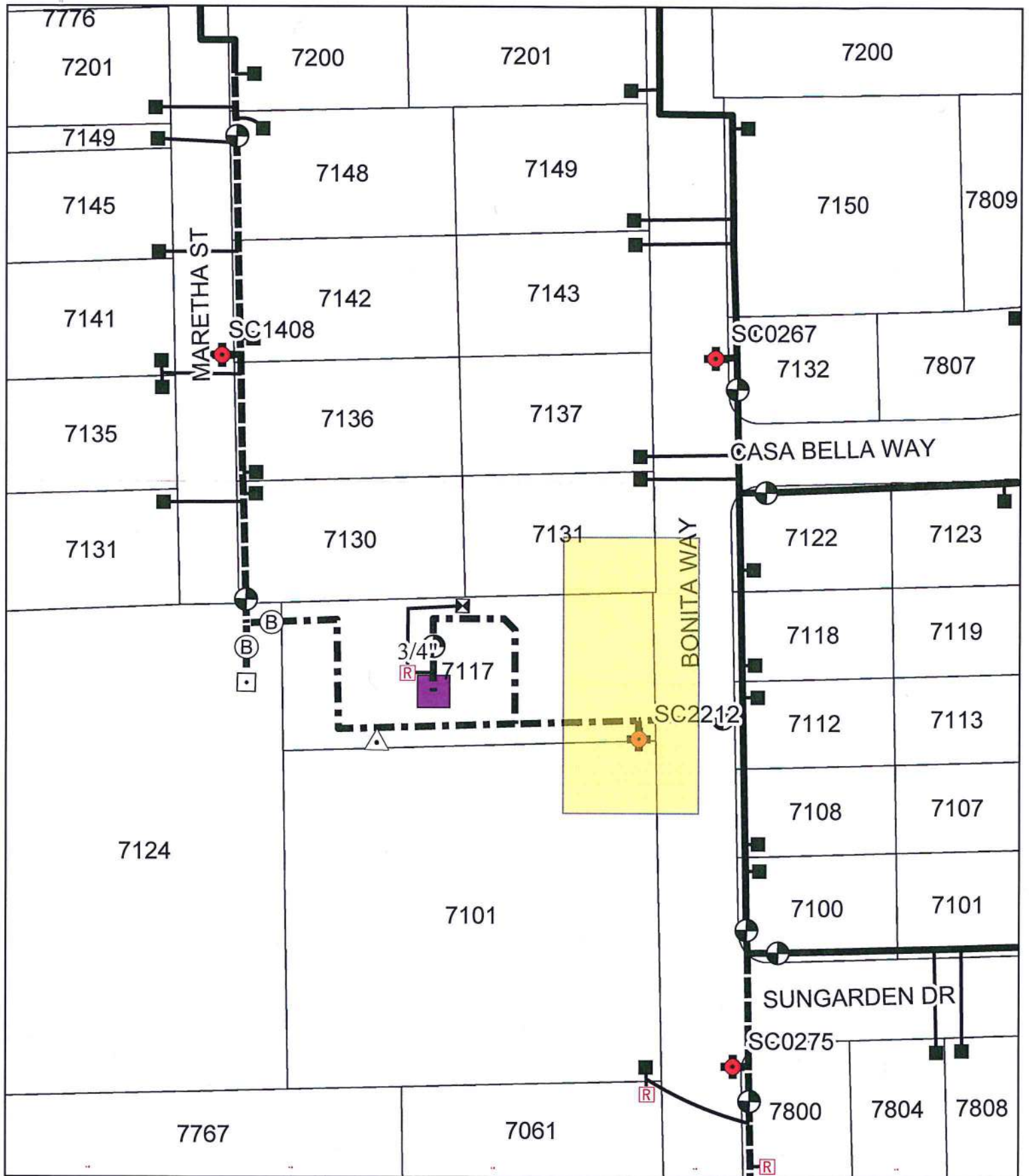
6 - 7641 Greenback Ln 12-inch WM Replacement



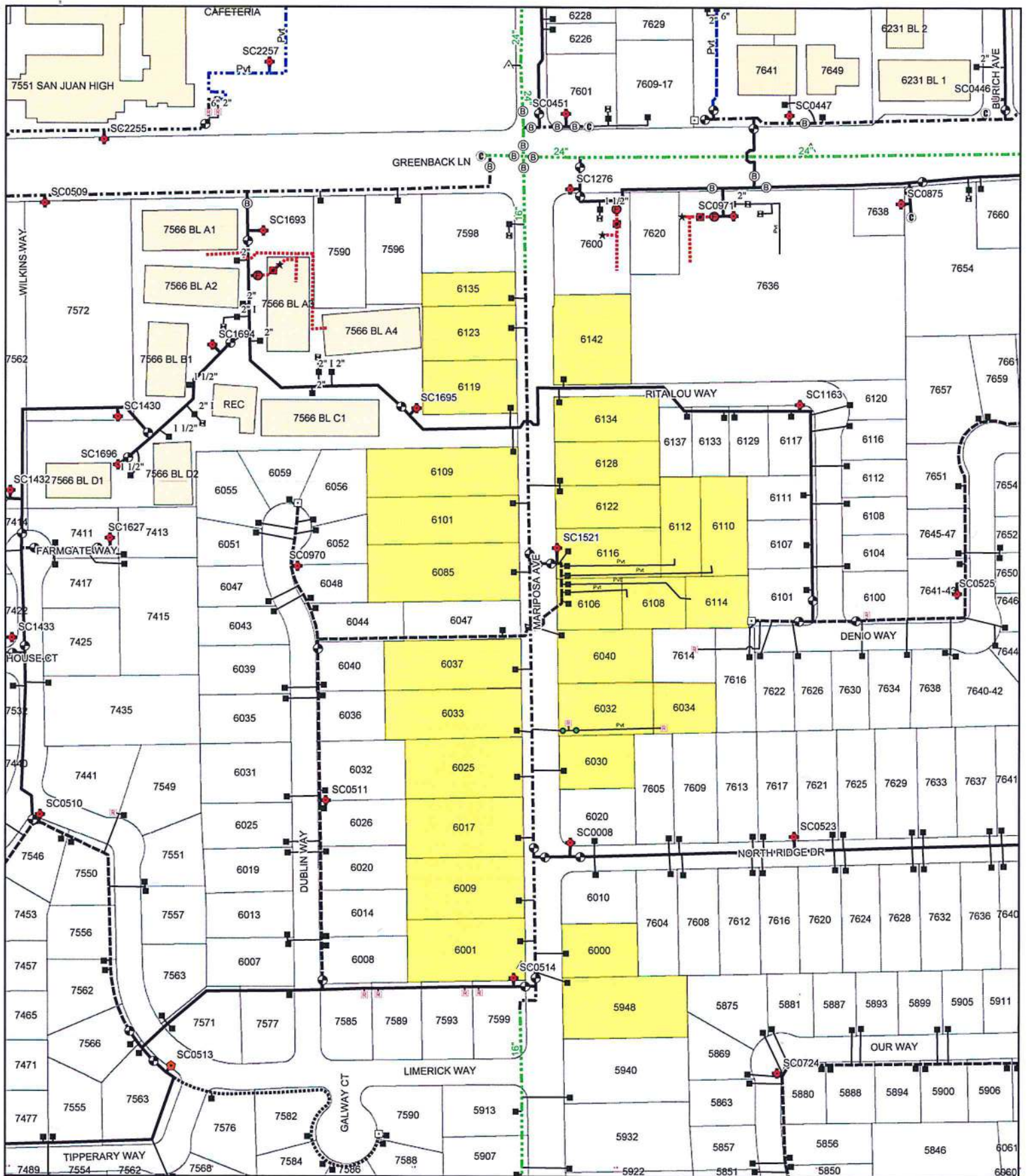
7 - 7677 Greenback Ln 12-inch WM Replacement



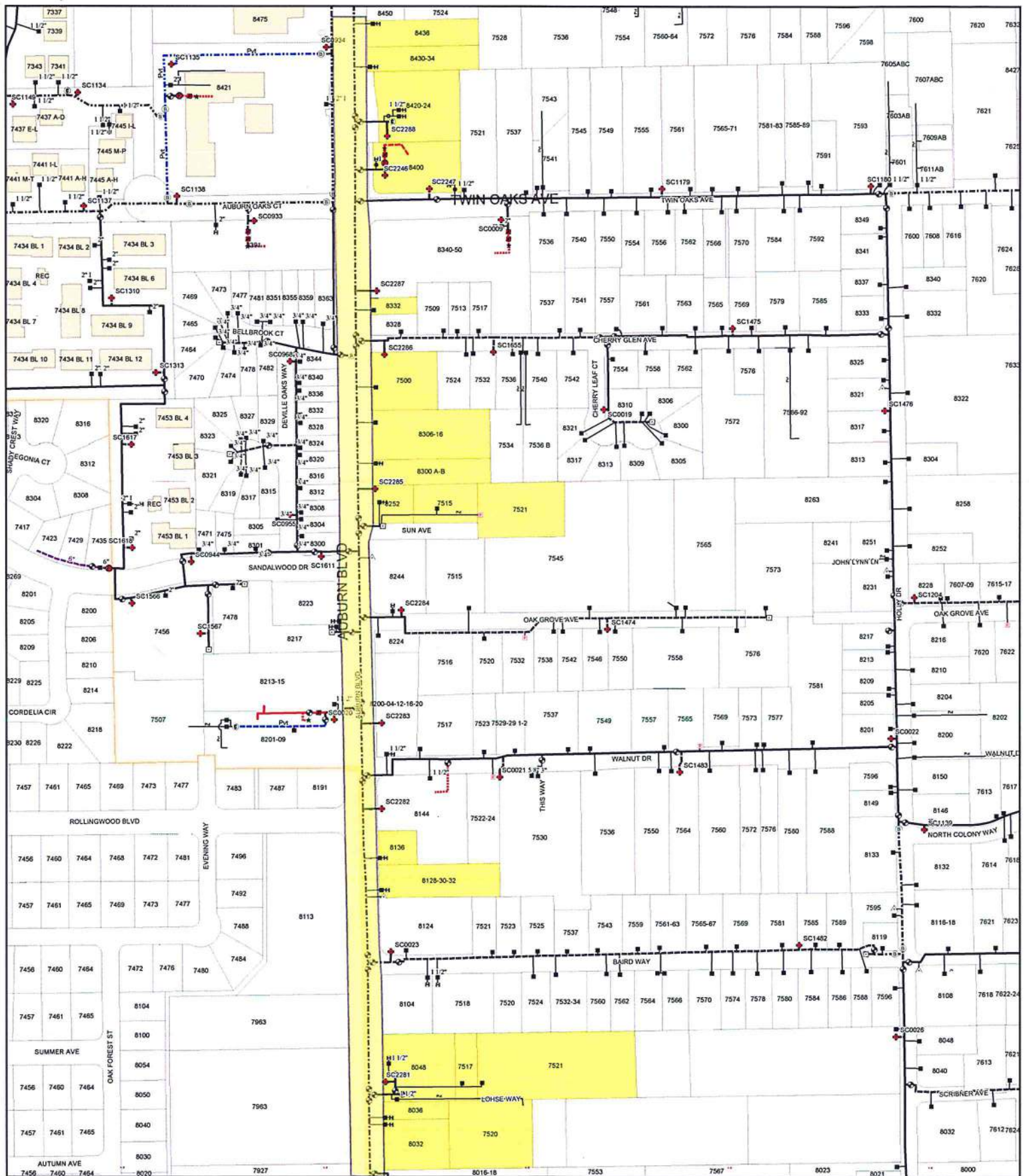
8 - San Juan Ave at Madison Ave 12-inch WM Replace



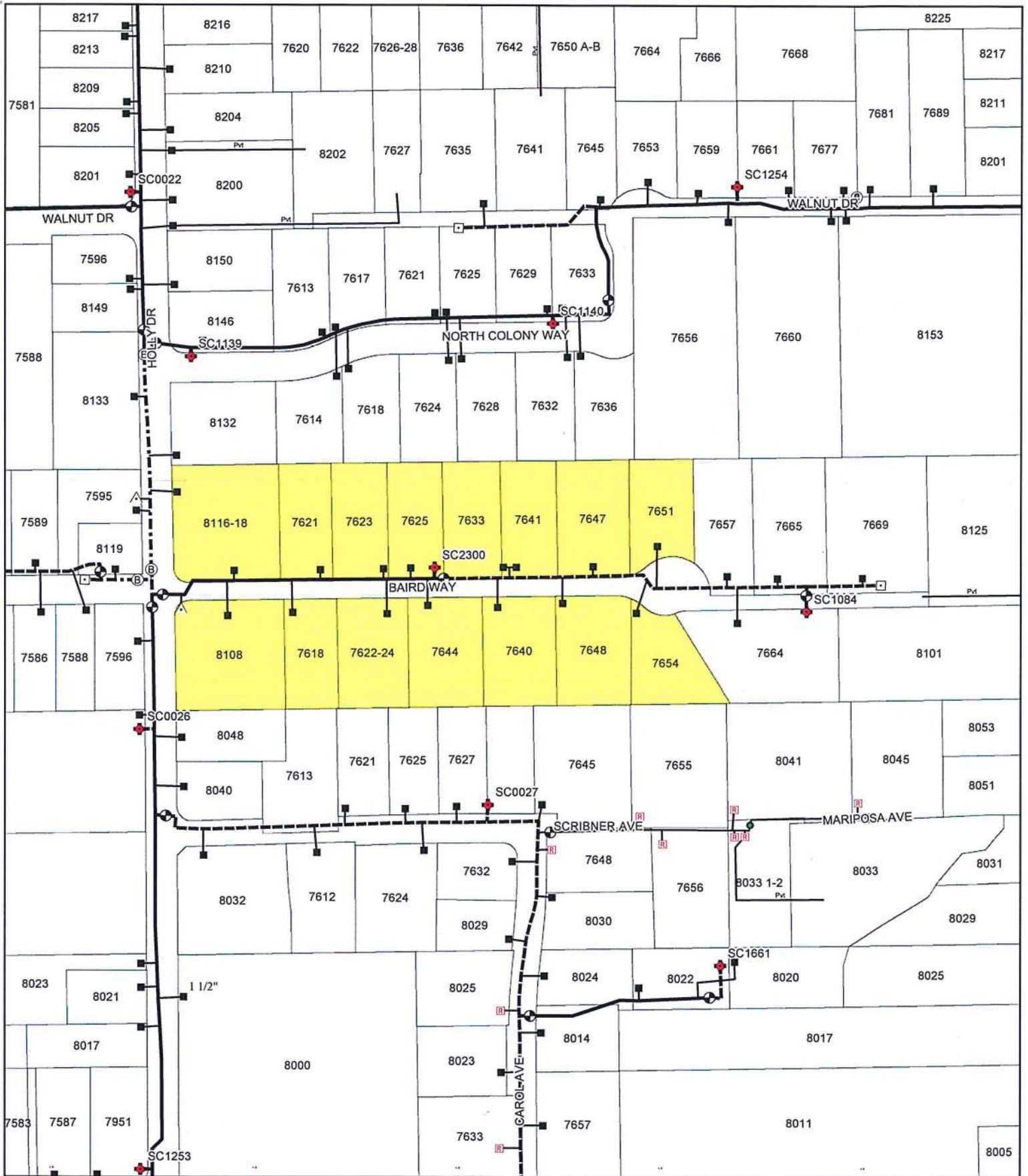
9 - Bonita Way Storage Building



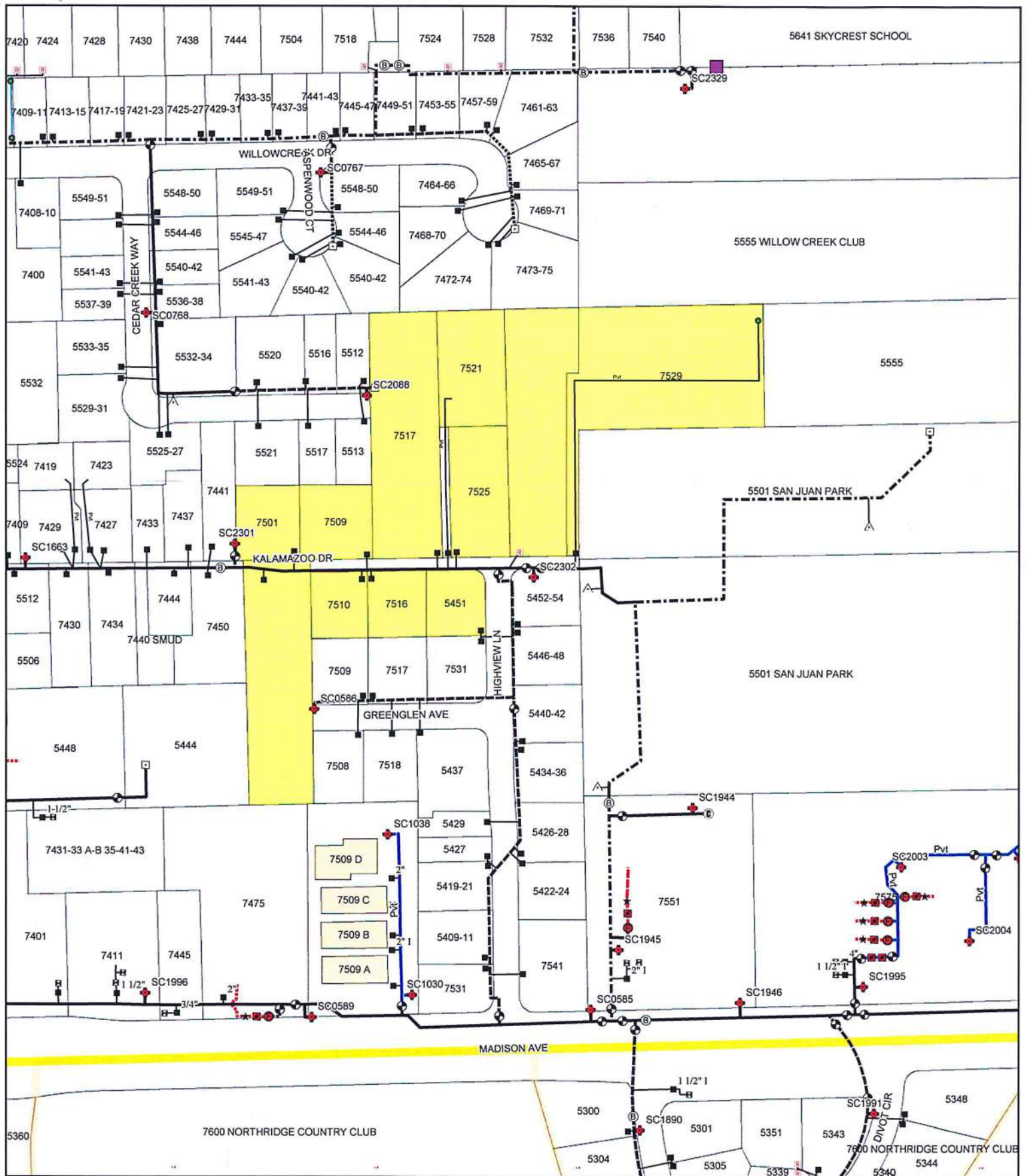
10 - Mariposa Ave 16-inch Rehabilitation



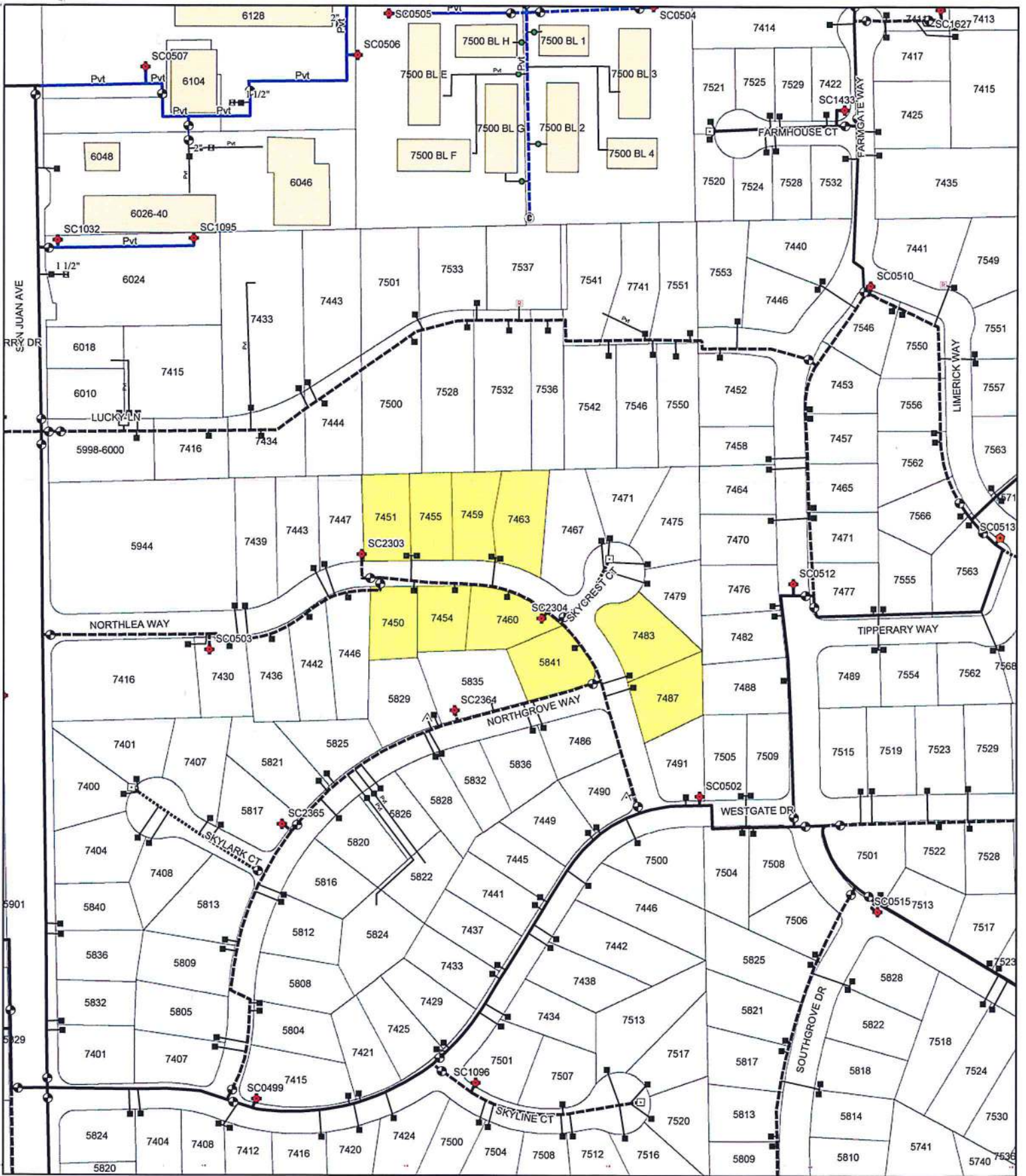
11 - Auburn Blvd 12-inch WM Replacement



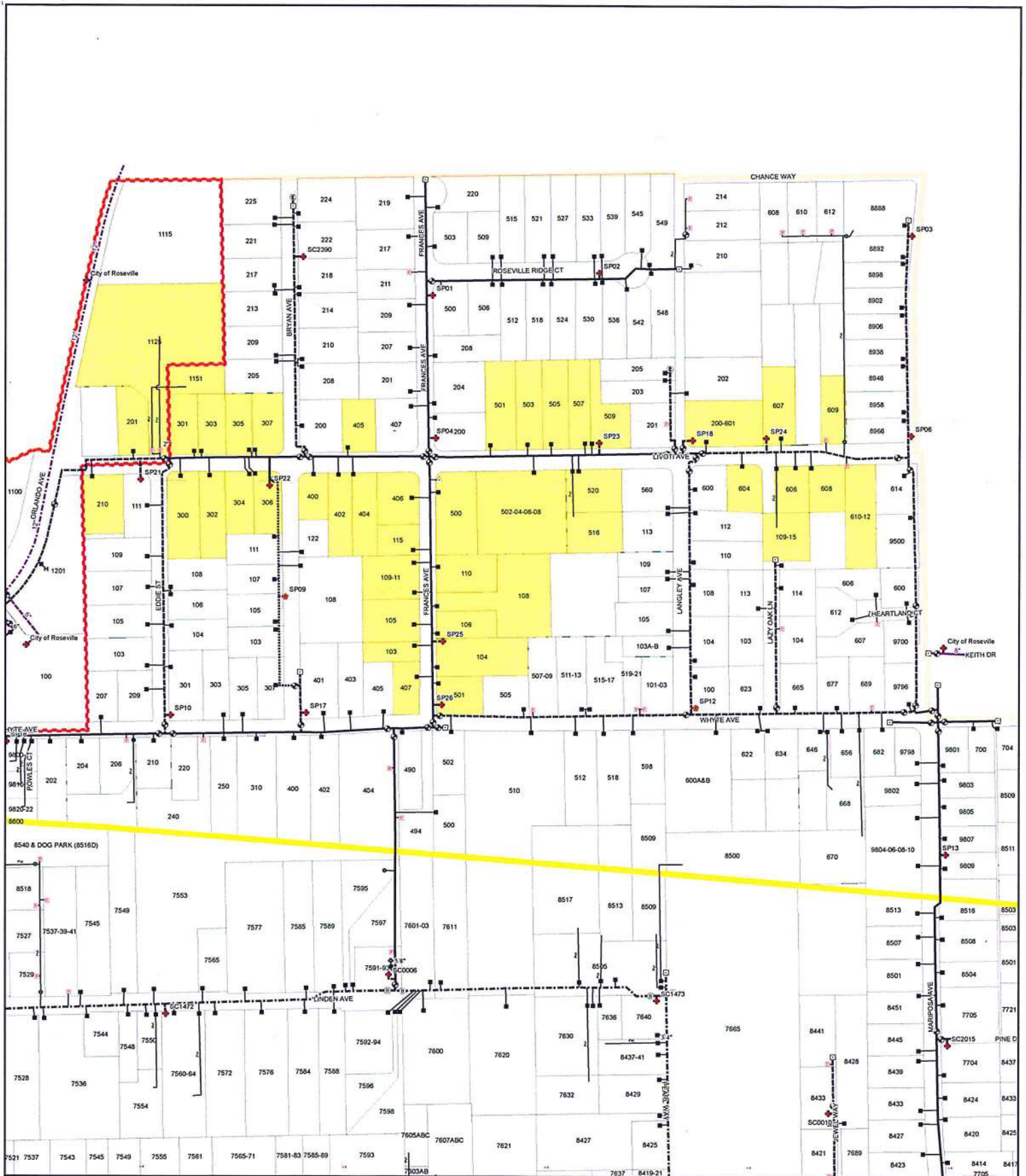
12A - Baird Kalamazoo Northlea Water Main Replace
 (Baird Portion Only, see 12B for Kalamazoo and 12C for Northlea)



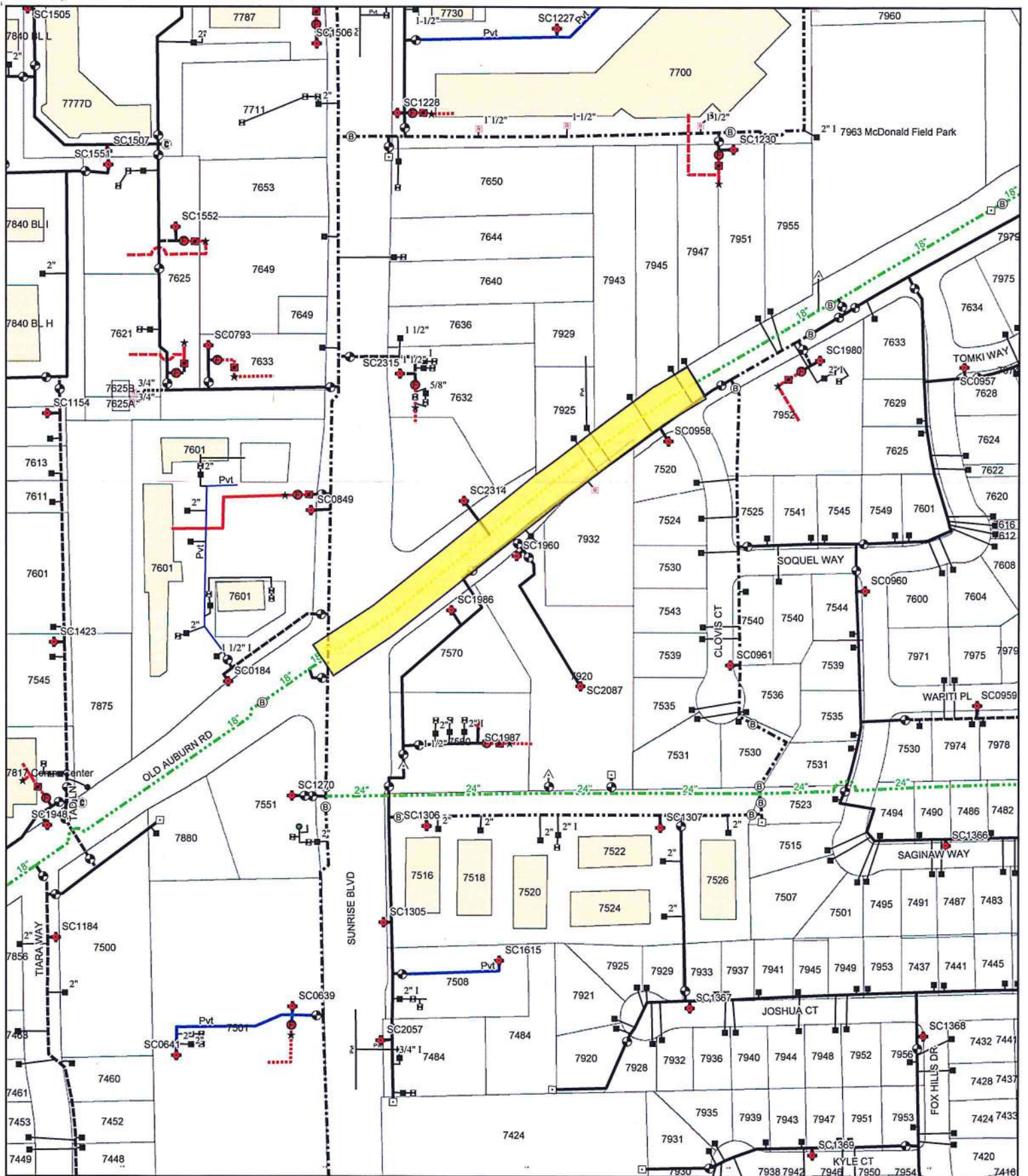
12B - Baird Kalamazoo Northlea Water Main Replace
 (Kalamazoo Portion Only, see 12A for Baird and 12C for Northlea)



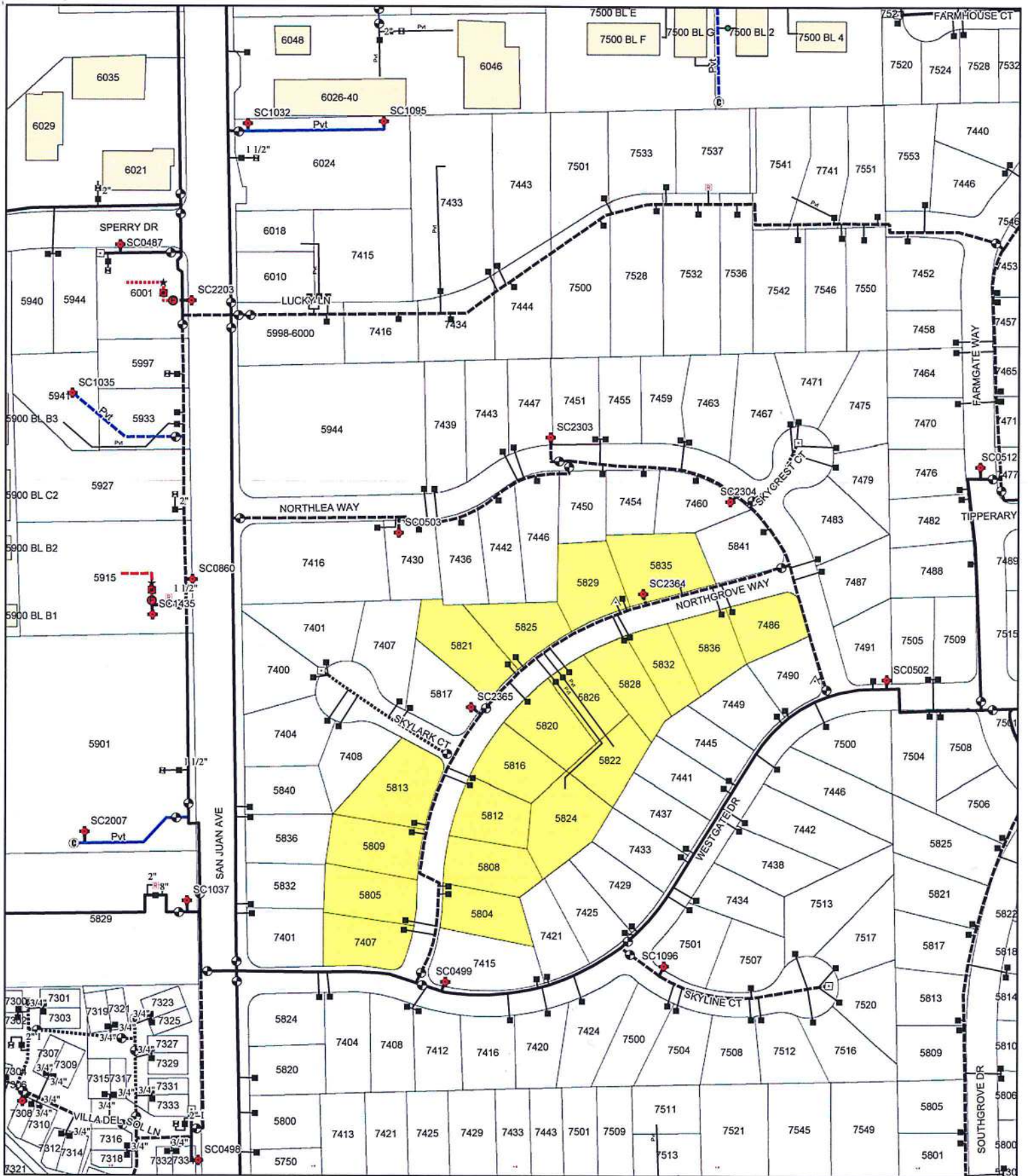
12C - Baird Kalamazoo Northlea Water Main Replace
 (Northlea Portion Only, see 12A for Baird and 12B for Kalamazoo)



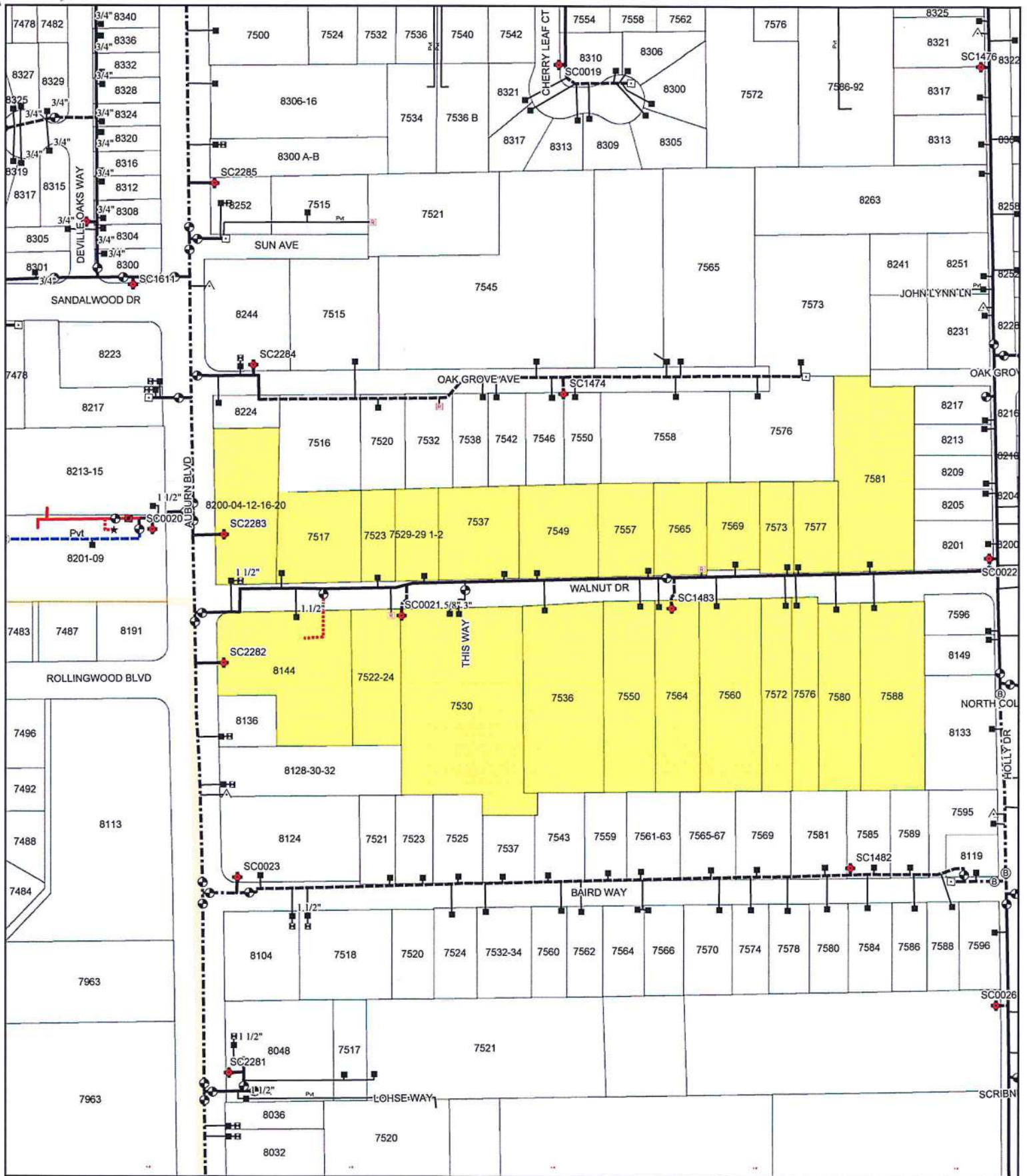
13 - 2012 Livoti Tract Water Main Replacement



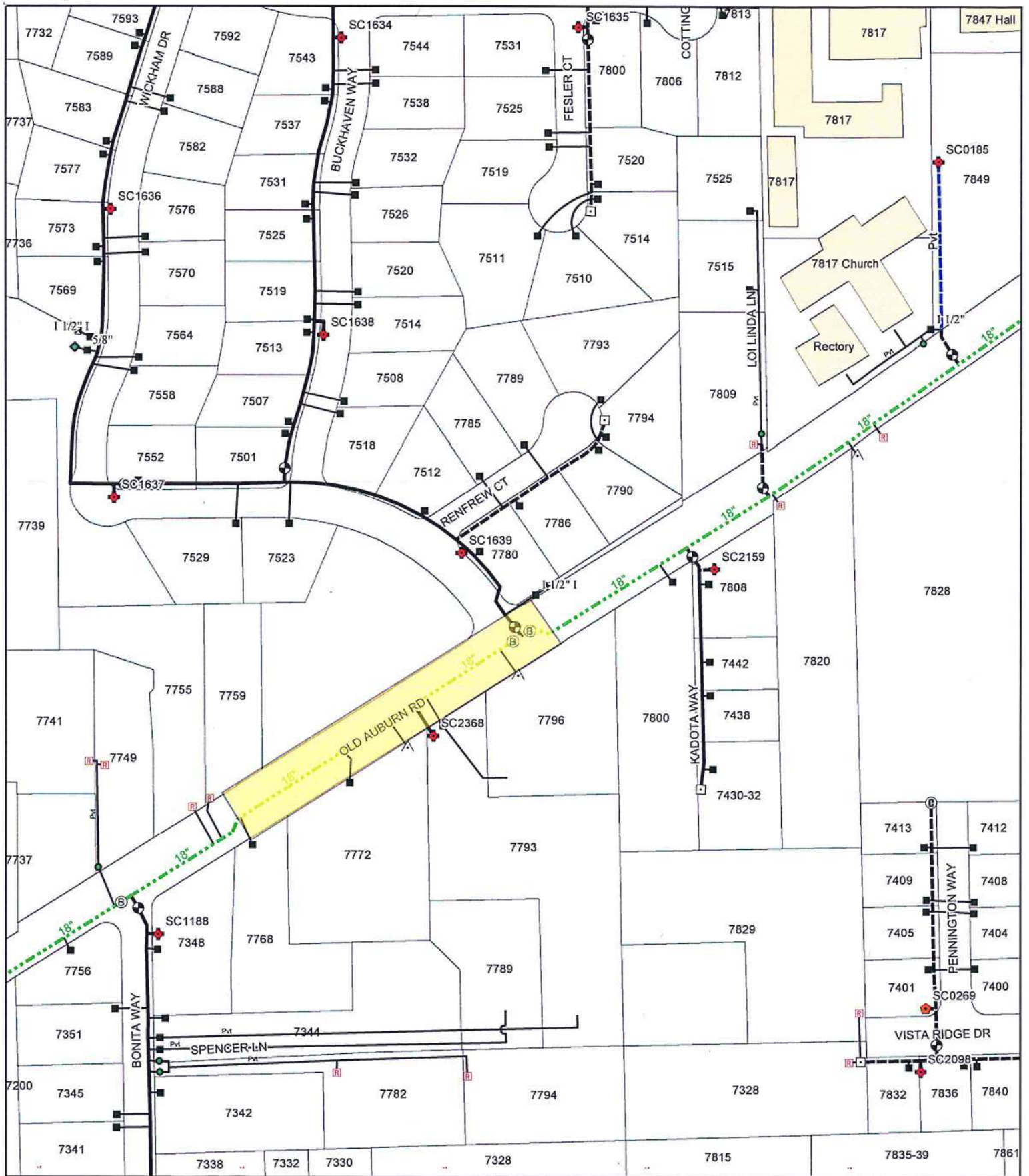
14 - Old Auburn Rd 18-inch Trans Main Install



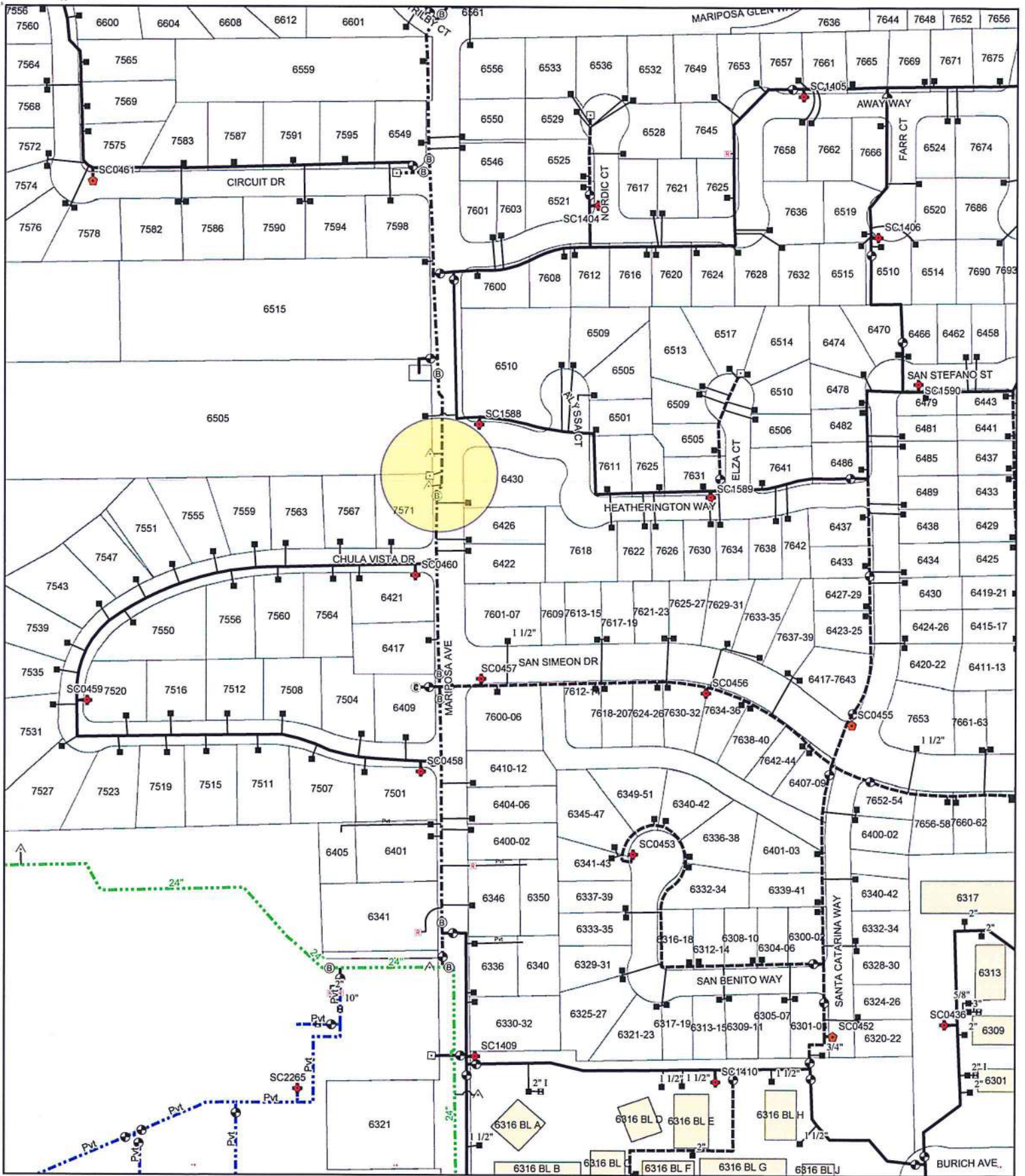
**15A - Northgrove, Walnut Water Main Replacement
(Northgrove Portion Only, see map 15B for Walnut)**



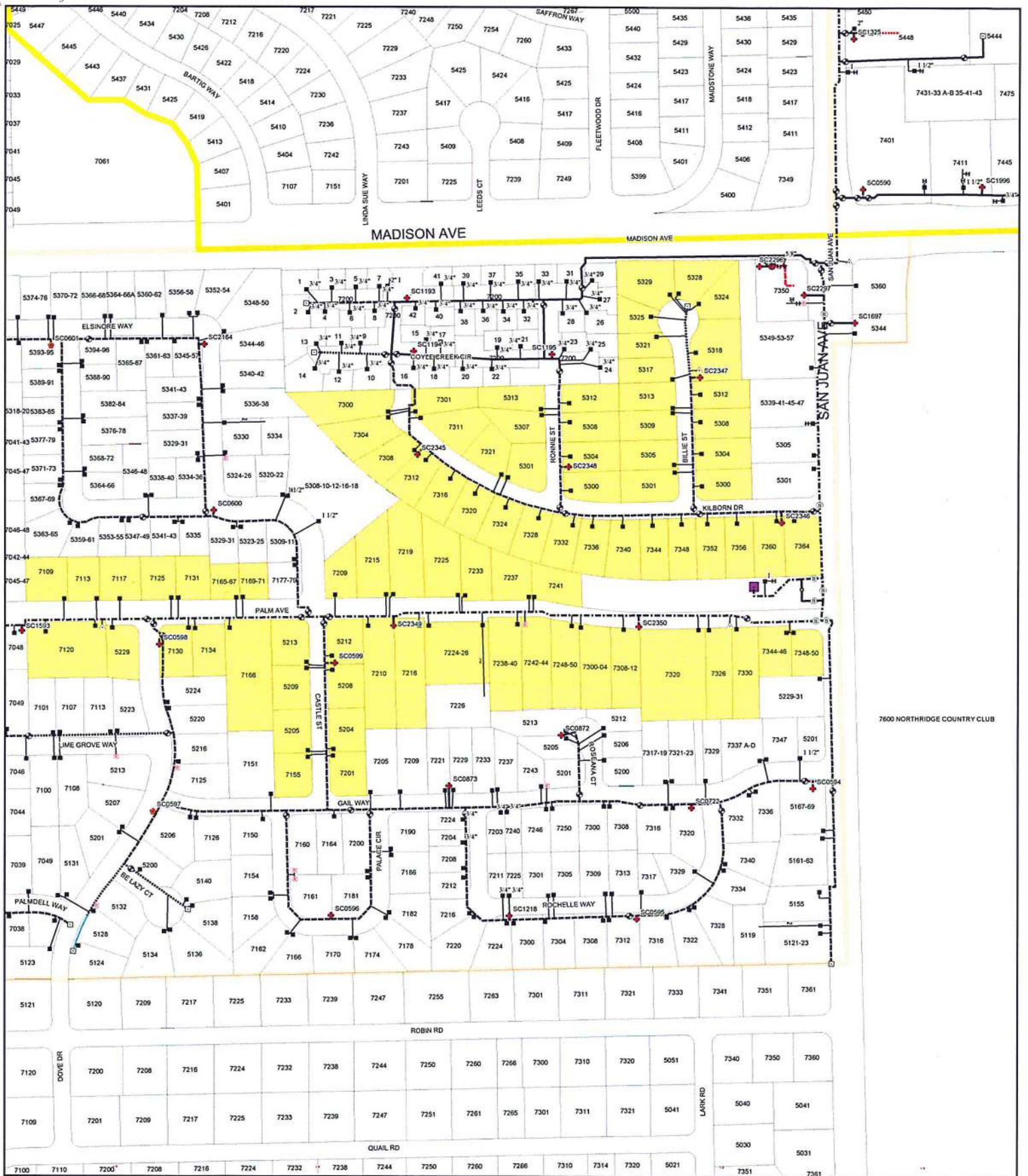
15B - Northgrove, Walnut Water Main Replacement
 (Walnut Portion Only, see map 15A for Northgrove)



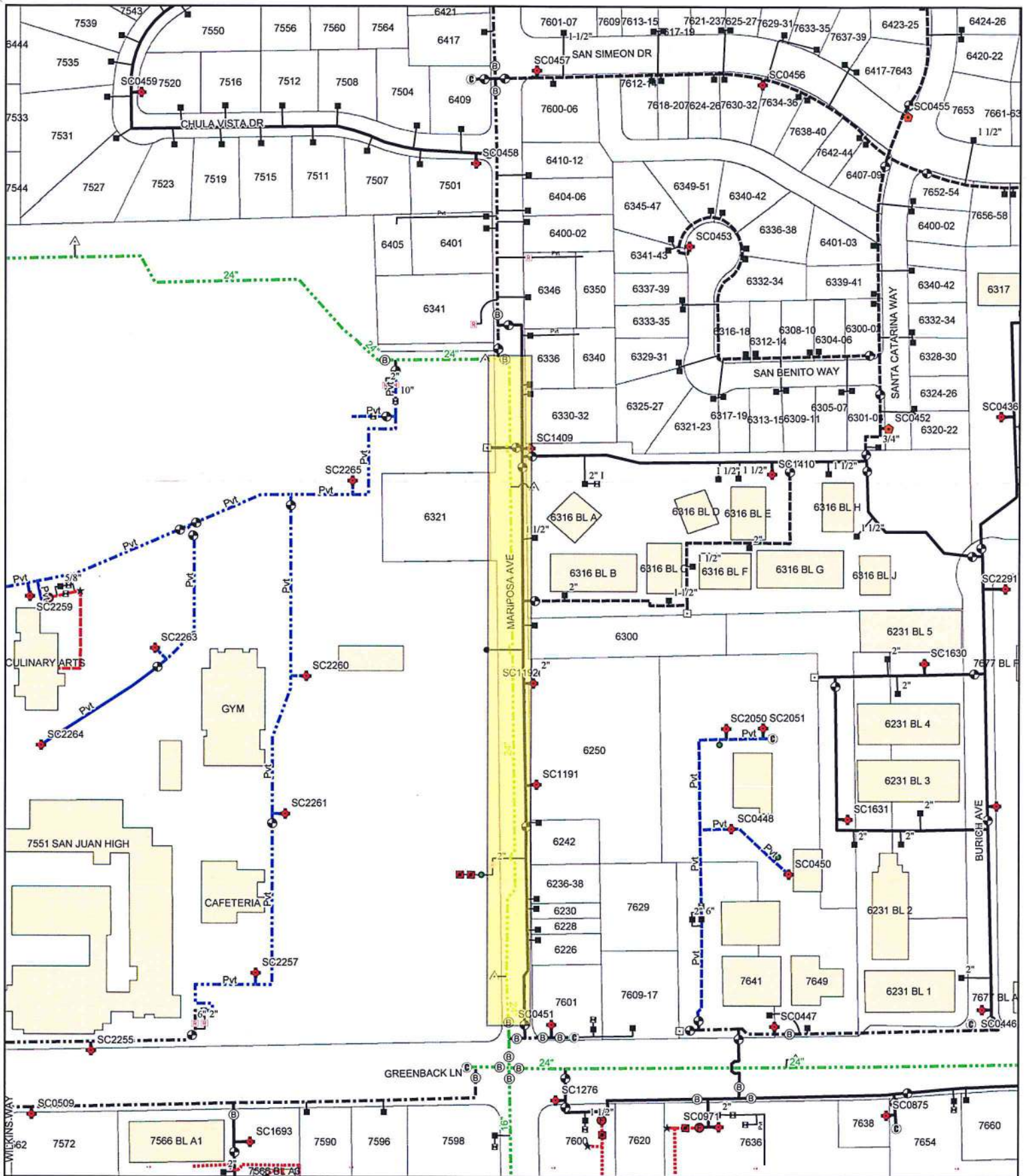
16A - Old Auburn, Mariposa Trans Main Replacement (Old Auburn/Wickham Only)



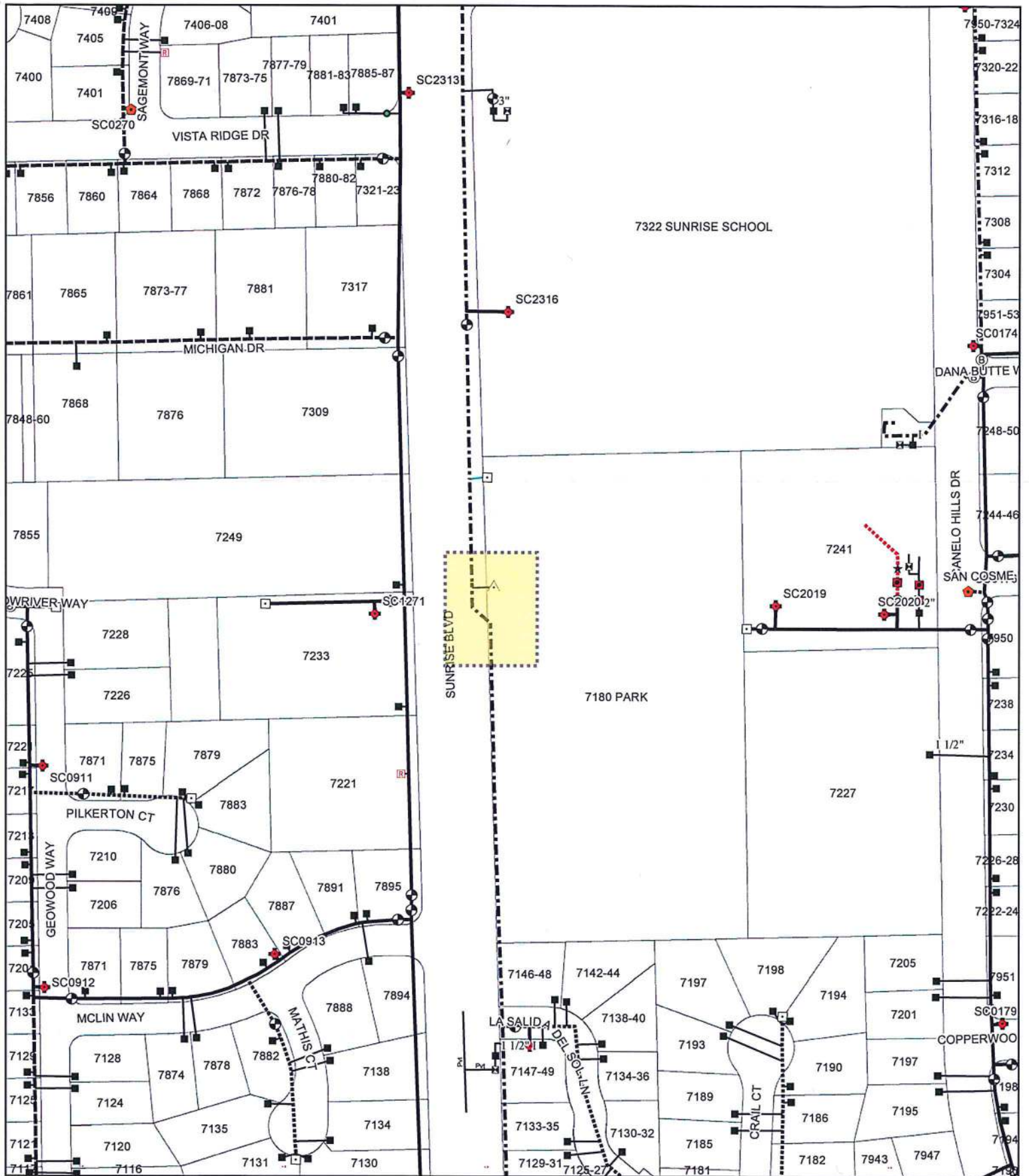
16B - Old Auburn, Mariposa Trans Main Replacement (Mariposa/Heatherington Only)



17 - Palm, Castle, Kilborn, Billie, Ronnie



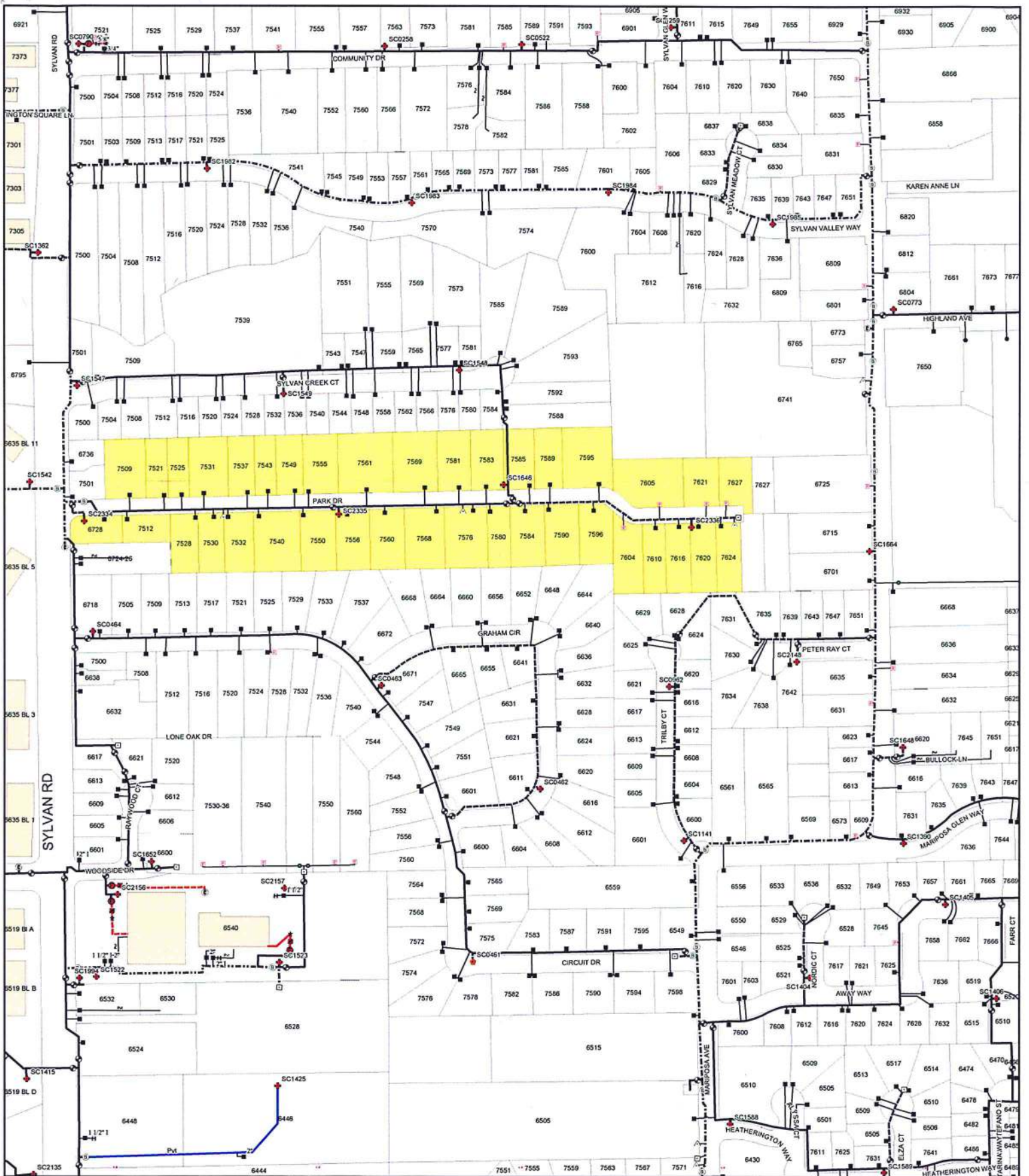
18 - Mariposa Ave 24-inch Project



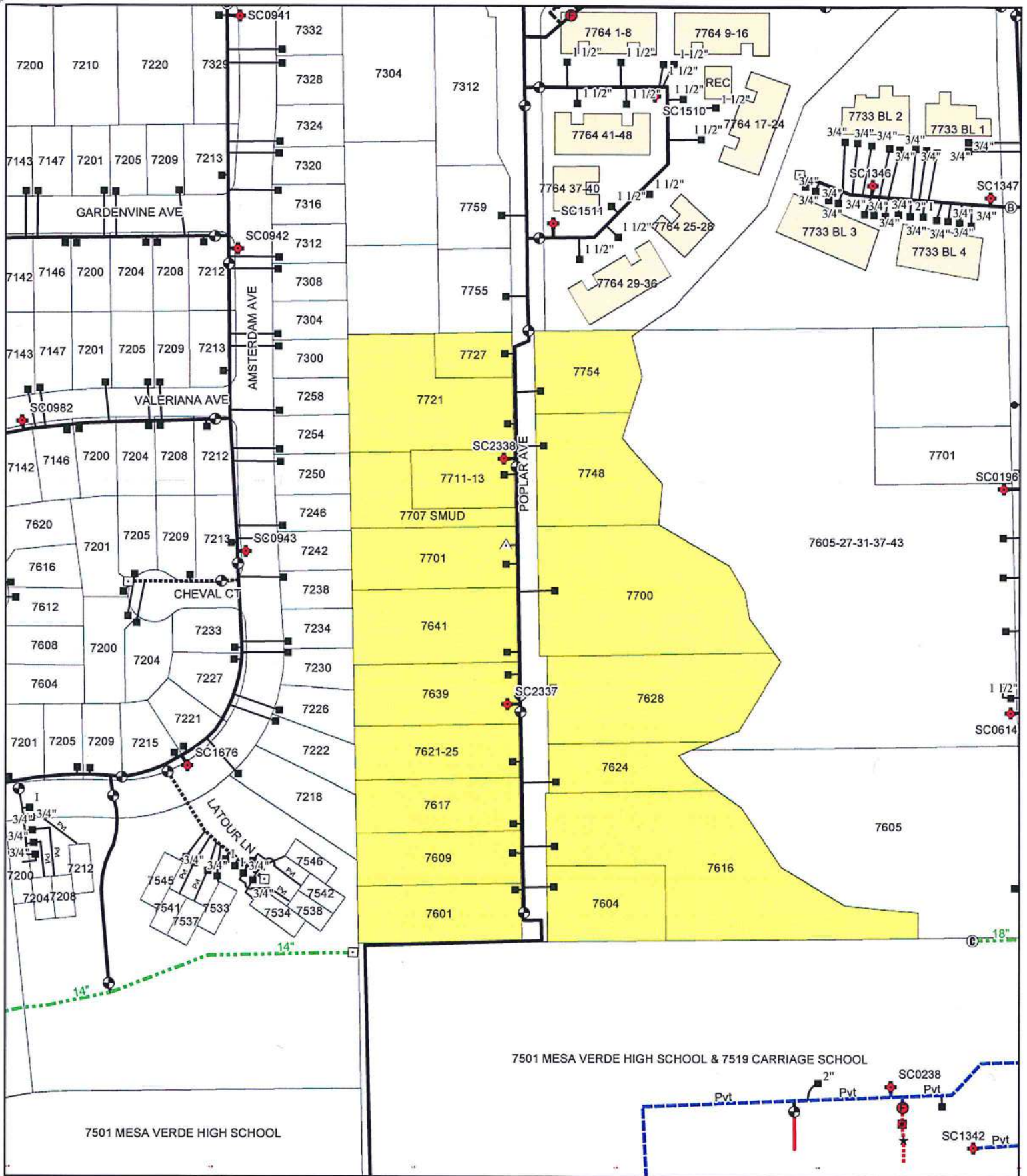
**19A - Sunrise and Highwood Main Replacement
(Sunrise Portion Only, see Map 19B for Highwood)**



19B - Sunrise and Highwood Main Replacement
 (Highwood Portion Only, see 19A for Sunrise)

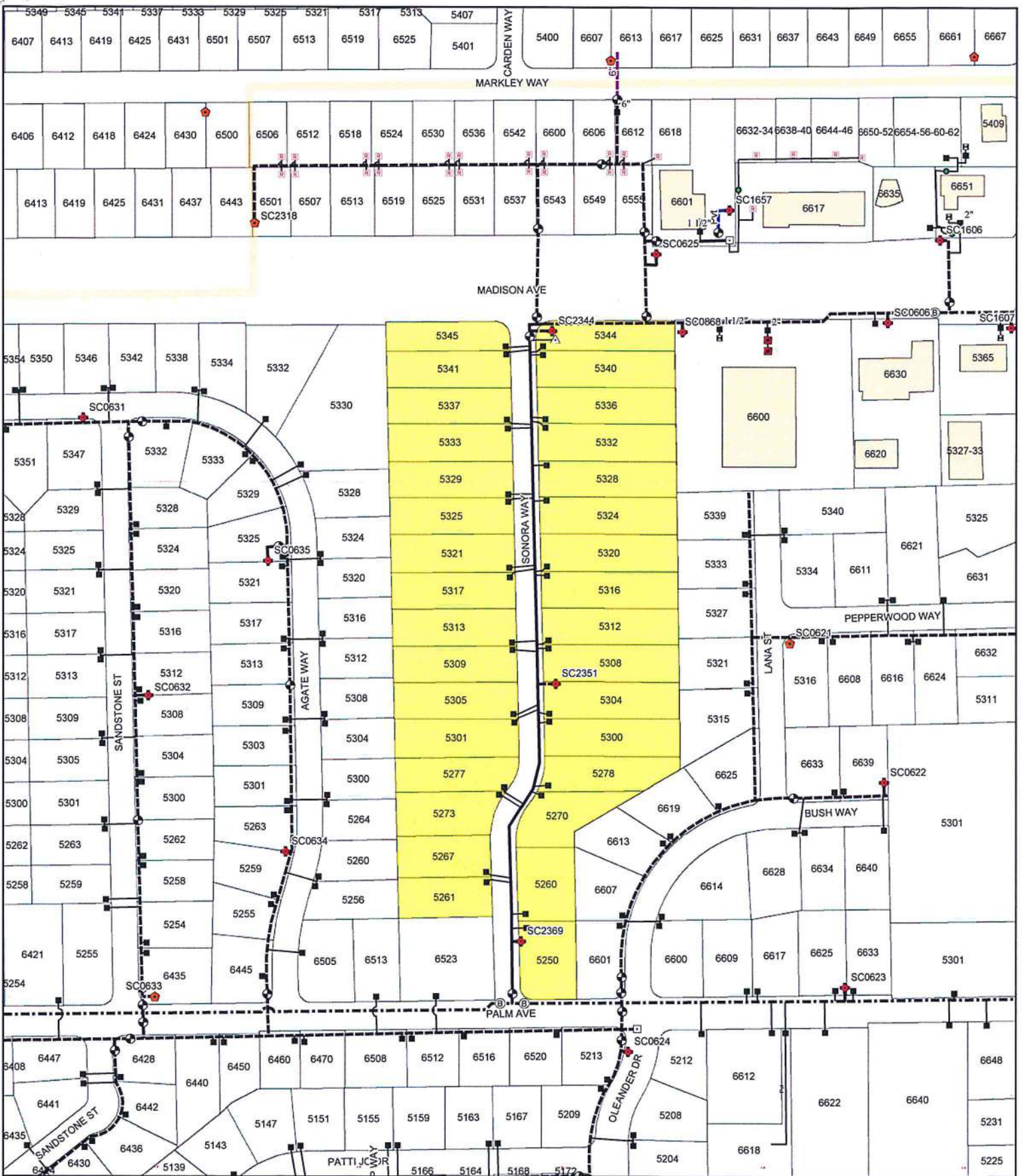


20A - Park and Poplar Main Replacement
 (Park Portion Only, see map 20B for Poplar)

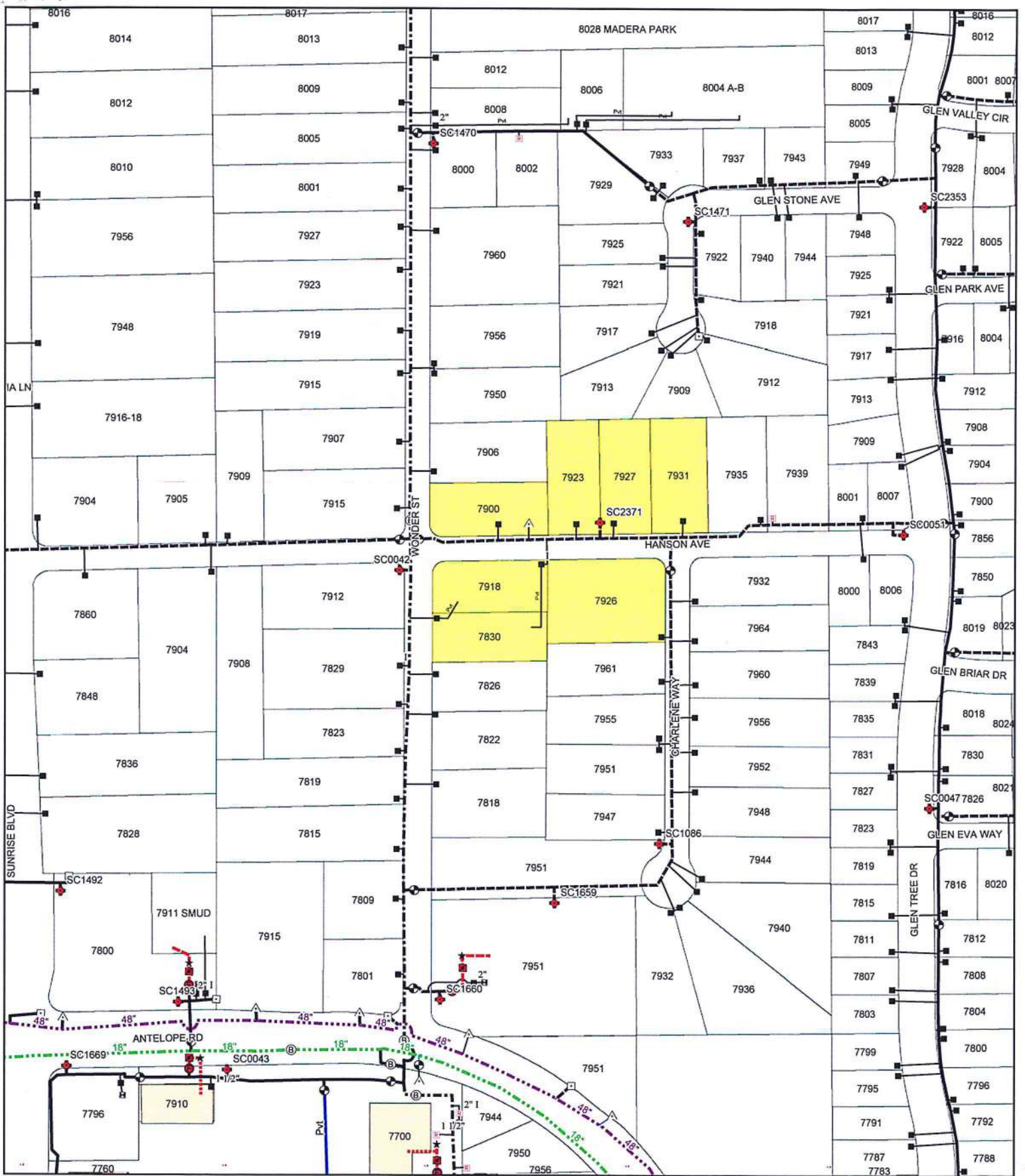


20B Park and Poplar Main Replacement

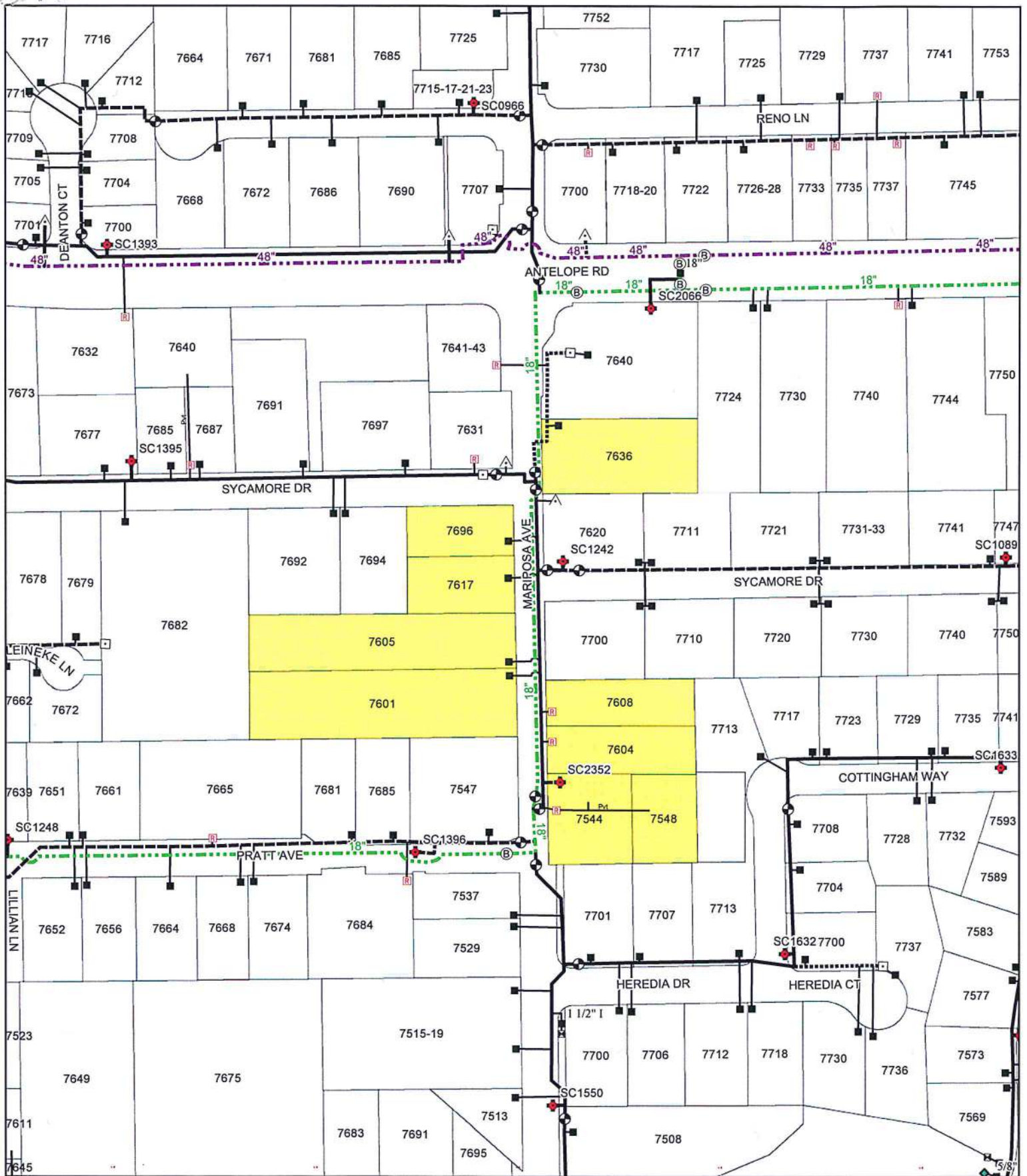
(Poplar Portion Only, see map 20A for Park)



21A - Sonora and Hanson Main Replacement
(Sonora Portion Only, see 12B for Hanson)



21B - Sonora and Hanson Main Replacement
 (Hanson Portion Only, see 12A for Sonora)



22 - Mariposa Ave 18-inch and 8-inch Mains

CITRUS HEIGHTS WATER DISTRICT

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

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

BLOW OFF LOCATE: (6)

February 2, 2016	8443 LA BOUNTY CT
February 2, 2016	6621 RAYWOOD CT
February 2, 2016	7813 JANA MARIE CT
February 3, 2016	8036 ELLA WAY
February 3, 2016	6600 WOODSIDE DR
February 3, 2016	7680 OAK GROVE AVE

CONVERT TR TO RADIO READ METER: (2)

February 2, 2016	9798/9800 MARIPOSA AVE
February 24, 2016	7317 SUNRISE BLVD

LEAK INVESTIGATION: (2)

February 29, 2016	5614 CYPRESS POINT DR
February 29, 2016	5700 PRIMROSE DR

MAIN REPAIR: (1)

February 9, 2016	6509 SKYLANE DR
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METER BOX MAINTENANCE: (2)

February 11, 2016	7700 SUNRISE BLVD
February 23, 2016	6380 DENTON WAY

METER CHANGE OUT: (1)

February 24, 2016	7662 KILARNEY LN
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POT HOLE SERVICE: (3)

February 1, 2016	7912 GLEN STONE AVE
February 1, 2016	7909 GLEN STONE AVE
February 1, 2016	7913 GLEN STONE AVE

RADIO READ METER INSTALL: (1)

February 2, 2016	6517 BRANDO LOOP
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RADIO READ METER REPLACEMENT: (1)

February 1, 2016 7454 GARDEN MEADOW LN

REGISTER CHANGE OUT: (24)

February 3, 2016 7012 VALERIANA AVE
February 3, 2016 7706 HYSSOP CT
February 10, 2016 7251 BONITA WAY
February 10, 2016 7745 APTOS CIR
February 11, 2016 6934 BLOSSOM CT
February 11, 2016 7815 HIGHLAND AVE
February 11, 2016 6709 PACHECO WAY
February 16, 2016 6442/44 MAUANA WAY
February 16, 2016 6413 ASPEN RANCH CT
February 16, 2016 7232 LA LUNA CT
February 16, 2016 6068 PEORIA DR
February 16, 2016 7829/31 SUN HILL DR
February 17, 2016 7629 NORTHEAST CIR
February 18, 2016 8310 LEE DR
February 22, 2016 7633 MADELINE WAY
February 22, 2016 7727 UPLANDS WAY
February 22, 2016 5508 KINGSWOOD DR
February 22, 2016 7669 CAPRICORN DR
February 22, 2016 6617 PALM AVE
February 22, 2016 5321 LANA ST
February 29, 2016 8015 GARRY OAK DR
February 29, 2016 8129 LOBATA ST
February 29, 2016 8248 BONNIE OAK WAY
February 29, 2016 8214 ARGO DR

SERVICE REPLACEMENT: (8)

February 8, 2016 7730 HEREDIA CT
February 8, 2016 7736 HEREDIA CT
February 9, 2016 8070 OAK MEADOW CT
February 9, 2016 8066 OAK MEADOW CT
February 10, 2016 6407 TRAJAN DR
February 17, 2016 7425 APACHE WAY
February 18, 2016 5817 OUR WAY
February 29, 2016 6514 FARR CT

SERVICE/SADDLE REPLACEMENT: (15)

February 1, 2016 7922 GLEN STONE AVE
February 1, 2016 7918 GLEN STONE AVE
February 1, 2016 6944 LARKSPUR AVE
February 2, 2016 7235/37 ADOBE CASA CT
February 3, 2016 7239/41 ADOBE CASA CT
February 3, 2016 7231/33 ADOBE CASA CT
February 3, 2016 7227/29 ADOBE CASA CT

February 3, 2016	7242/44 ADOBE CASA CT
February 3, 2016	7238/40 ADOBE CASA CT
February 8, 2016	7246/48 ADOBE CASA CT
February 8, 2016	7247/49 ADOBE CASA CT
February 9, 2016	8406 HIALEAH WAY
February 10, 2016	7608 VAN MAREN LN
February 11, 2016	8171 NETTLE CT
February 23, 2016	7565 SYCAMORE DR

VALVE BOX MAINTENANCE: (1)

February 3, 2016	6637 CHALLIS CT
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VALVE EXERCISE: (60)

February 9, 2016	5901 KIFISIA WAY
February 9, 2016	5900 KIFISIA WAY
February 9, 2016	6040 KIFISIA WAY
February 9, 2016	6024 KIFISIA WAY
February 9, 2016	6087 SUNDALE WAY
February 9, 2016	6087 SUNDALE WAY
February 9, 2016	8311 GREENBACK LN
February 9, 2016	6219 WEDGEFIELD WAY
February 9, 2016	6231 TRAJAN DR
February 9, 2016	6200 WEDGEFIELD WAY
February 9, 2016	8401 HIALEAH WAY
February 9, 2016	6130 CALIENTE CT
February 9, 2016	5941 SPRING GLEN DR
February 9, 2016	5941 SPRING GLEN DR
February 9, 2016	5941 SPRING GLEN DR
February 9, 2016	5941 SPRING GLEN DR
February 9, 2016	5941 SPRING GLEN DR
February 10, 2016	6000 LONGACRES CT
February 10, 2016	6431 BAY MEADOWS CT
February 10, 2016	7217 LA LUNA CT
February 10, 2016	7214 LA LUNA CT
February 10, 2016	7341 SPICER DR
February 10, 2016	5948 EL SOL WAY
February 11, 2016	7341 SPICER DR
February 16, 2016	7306 VILLA DEL SOL LN
February 16, 2016	7303 VILLA DEL SOL LN
February 16, 2016	7321 VILLA DEL SOL LN
February 16, 2016	7327 VILLA DEL SOL LN
February 16, 2016	7316 VILLA DEL SOL LN
February 16, 2016	7316 VILLA DEL SOL LN
February 16, 2016	7333 VILLA DEL SOL LN
February 16, 2016	7434 RANCH AVE
February 16, 2016	7434 VILLA DEL SOL LN

February 16, 2016	5716 SAN JUAN AVE
February 16, 2016	7341 SPICER DR
February 16, 2016	5745 CHIPPING WAY
February 16, 2016	5765 SPERRY DR
February 16, 2016	7229 SPICER DR
February 16, 2016	7123 SPICER DR
February 16, 2016	7125 BRAYTON AVE
February 16, 2016	7901 MARY ANN WAY
February 16, 2016	7205 MARY ANN WAY
February 16, 2016	5900 EL SOL WAY
February 17, 2016	5930 EL SOL WAY
February 17, 2016	7219 ADOBE CASA CT
February 17, 2016	7219 ADOBE CASA CT
February 17, 2016	7219 ADOBE CASA CT
February 24, 2016	5900 SPERRY DR
February 24, 2016	5900 SPERRY DR
February 24, 2016	5900 SPERRY DR
February 24, 2016	5900 SPERRY DR
February 24, 2016	5900 SPERRY DR
February 24, 2016	6001 SAN JUAN AVE
February 24, 2016	7416 NORTHLEA WAY
February 24, 2016	7450 NORTHLEA WAY
February 24, 2016	7425 WESTGATE DR
February 24, 2016	7425 WESTGATE DR
February 24, 2016	7415 WESTGATE DR
February 24, 2016	7415 WESTGATE DR
February 24, 2016	5813 NORTHGROVE WAY

VALVE LOCATE: (1)

February 9, 2016	6048 SUNDALE WAY
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Total Count: 130

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
MARCH 8, 2016 REGULAR BOARD MEETING**

SUBJECT : 2016 WATER CONSUMPTION
 STATUS : Information Item
 REPORT DATE : March 2, 2016

OBJECTIVE:

Report on annual water consumption including comparison with prior years and current 29% reduction directive.

Month	2013	2014	2015	2016				Year-to-Date Comparison to 2013	
	acre feet			Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
	Jan	602.52	602.39	570.05	463.53	76.07	539.60	539.60	-62.92
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						
Apr	1,029.73	737.30	761.02						
May	1,603.43	1,190.07	869.08						
Jun	1,816.73	1,548.66	1,065.10						
Jul	2,059.21	1,622.10	1,184.95						
Aug	1,924.28	1,477.49	1,188.18						
Sep	1,509.82	1,275.11	1,069.78						
Oct	1,297.42	1,030.74	918.67						
Nov	911.55	682.48	589.6						
Dec	700.94	563.15	519.57						
Total	14,881.54	11,792.65	9,973.47	851.04 83.10%	173.09 16.90%	1,024.13	1,024.13		

CITRUS HEIGHTS WATER DISTRICT

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

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

OBJECTIVE:

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

BACKGROUND AND ANALYSIS:

As of midnight on February 29, 2016, storage in Folsom Lake was at 605,555 acre-feet, 62 percent of the total capacity of 977,000 acre-feet. This is about 111 percent of historical average for this date. This represents an increase in storage of 76,992 acre-feet in the past month.

The District's total water use during the month of February 2016 (484.53 acre-feet) was 20.1 % below that of February 2013 (606.36 acre-feet).

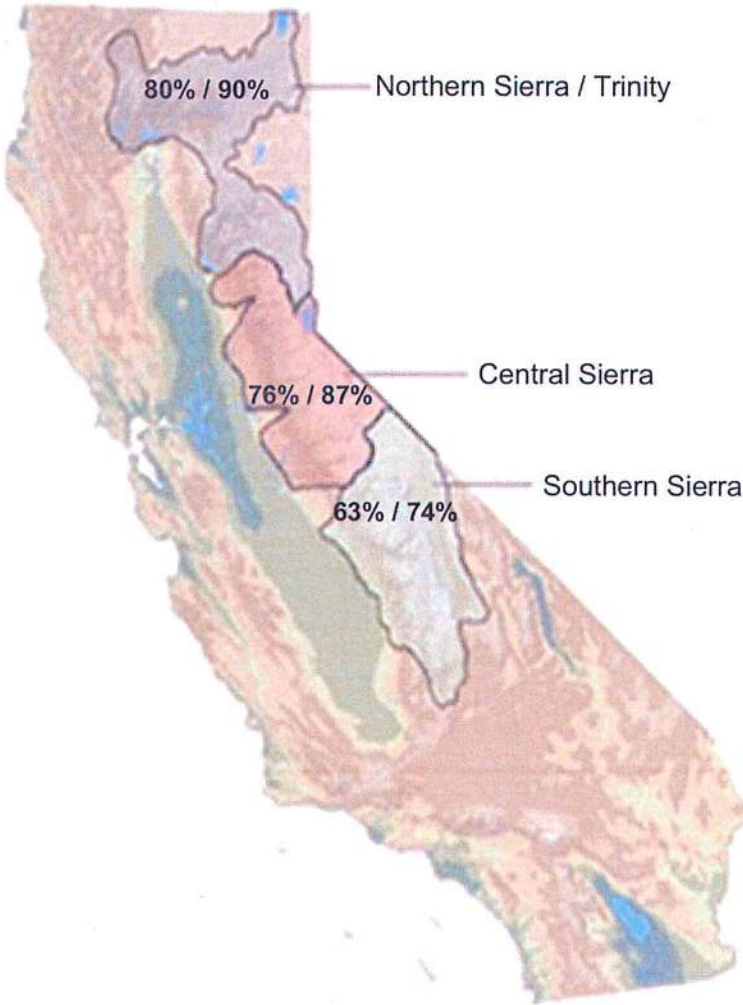
CHWD continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. All District wells (Bonita, Mitchell Farms, Palm, Sylvan and Sunrise) remain operational and are being operated on a rotational, or as-needed, basis.



Statewide Summary of Snow Water Content

Current Regional Snowpack from Automated Snow Sensors

% of April 1 Average / % of Normal for This Date



NORTH	
Data as of February 29, 2016	
Number of Stations Reporting	28
Average snow water equivalent (Inches)	23.2
Percent of April 1 Average (%)	80
Percent of normal for this date (%)	90

CENTRAL	
Data as of February 29, 2016	
Number of Stations Reporting	40
Average snow water equivalent (Inches)	21.9
Percent of April 1 Average (%)	76
Percent of normal for this date (%)	87

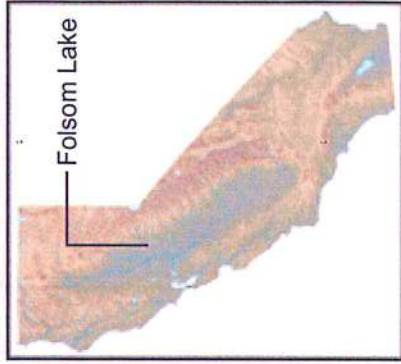
SOUTH	
Data as of February 29, 2016	
Number of Stations Reporting	28
Average snow water equivalent (Inches)	16.8
Percent of April 1 Average (%)	63
Percent of normal for this date (%)	74

STATE	
Data as of February 29, 2016	
Number of Stations Reporting	96
Average snow water equivalent (Inches)	20.8
Percent of April 1 Average (%)	74
Percent of normal for this date (%)	85

Statewide Average: 74% / 85%

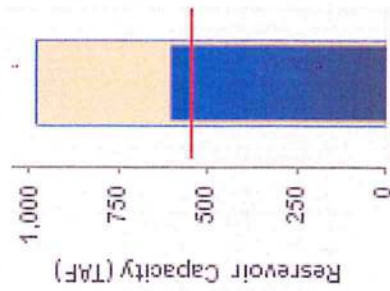
Data as of February 29, 2016

Reservoir Conditions - Folsom Lake



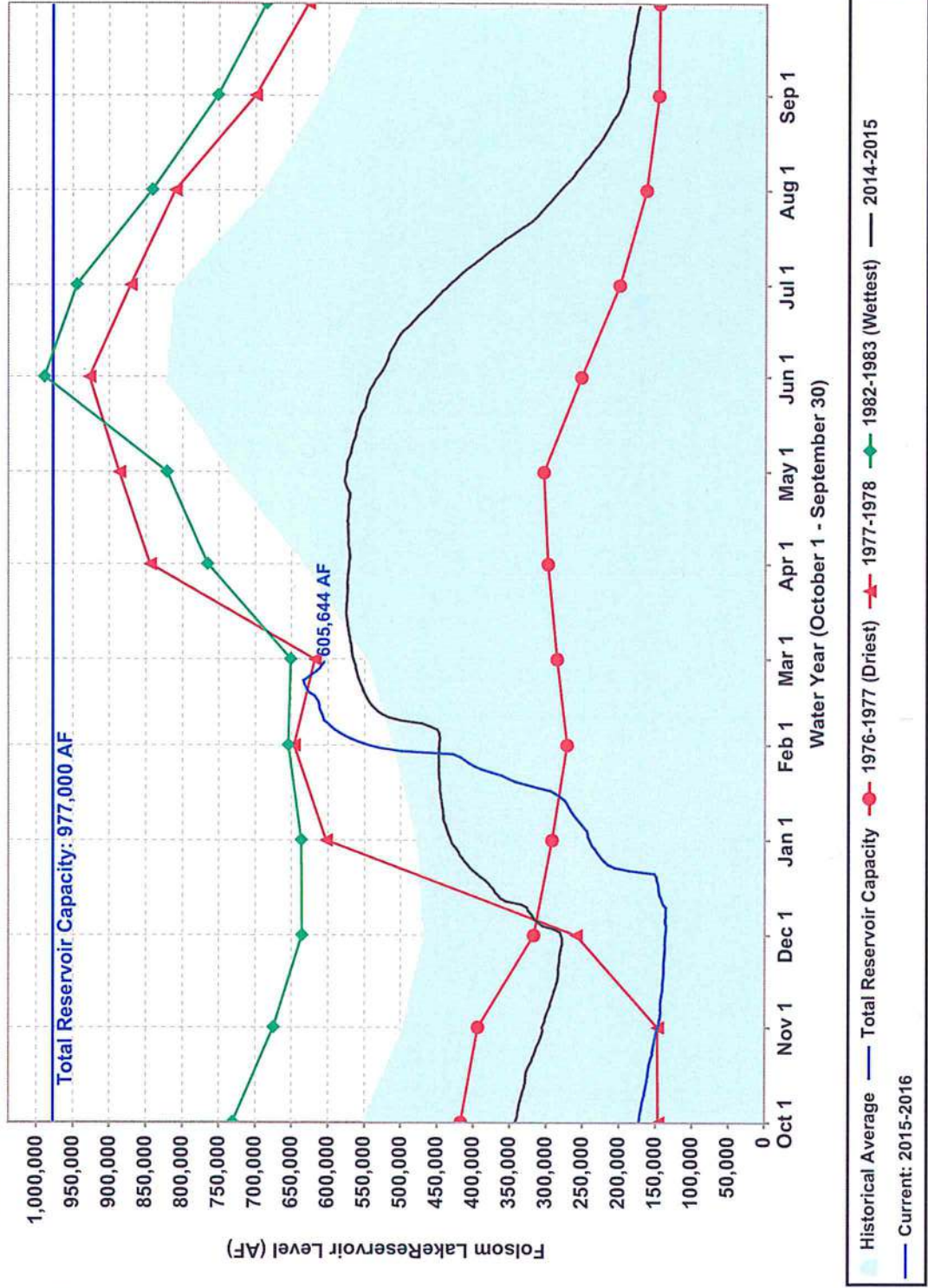
Folsom Lake Conditions

(as of Midnight - February 29, 2016)



Current Level: 605,555 AF
 62% (Total Capacity) | 111% (Historical Avg.)

Folsom Lake Levels: Various Past Water Years and Current Water Year, Ending At Midnight February 29, 2016



CITRUS HEIGHTS WATER DISTRICT

ASSISTANT GENERAL MANAGER'S REPORT TO BOARD OF DIRECTORS March 8, 2016 REGULAR MEETING

SUBJECT : ACTIVITIES AND PROGRESS REPORT
 STATUS : Information Item
 REPORT DATE : February 29, 2016
 PREPARED BY : Hilary Straus, Assistant General Manager

Significant assignments and activities for the Assistant General Manager (AGM) and District Administrative, Customer Service and Water Efficiency staff are summarized below.

AGM-1 WATER EFFICIENCY PROGRAM UPDATE

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

- 16 ultra-low-flush toilet rebates for the month of February 2016. A total of \$3,150 in rebates has been provided to customers to date.
- For the period of February 2016, 9 High Efficiency Clothes Washer (HECW) rebates were processed by SMUD for District customers.
- 15 water waste calls were received during the month of February. An additional 3 reports of water waste were received through the CHWD's Drought Resources web page. A total of 11 contacts (mostly visits to customers' homes and phone calls) have been completed based on these reports.
- On February 1st, WEC Meurer held an assembly at Oakview School for over 130 students in the third, fourth and fifth grade. Topics included the water cycle, where the District's water comes from and the drought.
- The following table summarizes the R-GPCD values for CHWD to date:

Month	R-GPCD
January 2015	75
February	83
March	108
April	117
May	129
June	163
July	176
August	172
September	160
October	140
November	82

Month	R-GPCD
December	75
January 2016	80
February	Not available at time of report

This information is submitted monthly to the State Water Resources Control Board.

- District Staff and the J. Crowley Group, Inc., are in the information/data request phase of the Urban Water Management Plan (UWMP) update process. The update includes a comprehensive assessment and description of the District's water distribution system, water demands, water supplies, conservation and demand management, and demand-to-supply contingency planning. A Draft UWMP will be submitted to CHWD staff for review on May 4th. A study session with the Board of Directors will be held on May 10th to present the proposed Plan. On June 14th the UWMP will be presented to the Board for adoption in Public Hearing.
- A Water Reduction Calculator is being developed as a new tool in the “tool kit” for our 2016 Water Reduction Plan. This tool will allow District staff to quickly calculate a customer's compliance with the current water reduction targets.

AGM-2 DROUGHT RESPONSE PLAN UPDATE

The following is a summary of Drought Response Plan activities in February.

- On February 11, 2016 The Office of Administrative Law approved the Extended Emergency Regulation adopted by the State Water Resources Control Board on February 2, 2016. CHWD's Water Reduction Target for 2016 has been reduced from 32% to 29%. A 3% target decrease was given to the region based on Sacramento's arid climate. June through September 2016 will be the months the required targets will be monitored for compliance by the SWRCB.
- Based on the current required 29% water reduction target issued by the SWRCB and current rainfall/snowpack totals, WEC Meurer recommends continuing with a Stage 4 Water Crisis through 2016. A formal recommendation will be brought to the Board at the April Board meeting as part of the Board's consideration of drought enforcement policies.

AGM-3 PALADIN NIGHT PATROL UPDATE

Paladin Night Patrol began conducting night time water waste monitoring on July 29th, 2015. Below is a chart illustrating the number of incidents reported by category for August 2015 through February 2016.

Status Report				
Date	*Incident Report	Wrong Day	Equipment Waste	Theft
AUGUST				
2015	108	79	90	1
SEPTEMBER				
2015	96	47	80	0
OCTOBER				
2015	46	37	42	0
NOVEMBER				
2015	69	15	69	0
DECEMBER				
2015	56	31	54	0
JANUARY				
2016	32	15	32	0
February				
2016	29	18	29	0
Totals	436	242	396	1

*A single incident report can include one or more violation categories. One incident report can overlap into multiple categories.

AGM-4 WATER CONSERVATION ENFORCEMENT MEASURES UPDATE

- Staff is developing a Turn-off/Turn-on policy and a 3-tier escalating violation penalty for violators of the District’s Water Conservation Regulations. The turn-off/turn-on policy and associated penalties will be used as an enforcement tool for repeat violators of water efficiency regulations. Staff is in the process of finalizing the language and will be presenting draft language to the Board for approval at the April 12th Board meeting.

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : EMPLOYEE RECOGNITION
 STATUS : Information Item
 REPORT DATE : March 1, 2016

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

ADMINISTRATION and WATER DEMAND MANAGEMENT DEPARTMENT

Brady Chambers: Customer Service – Professional and calm demeanor in addressing non-payment issue with a customer on shut-off day – 2016 Feb 24

Kelly Drake: Superior Attendance
 Work Quality – Attendance at a CAL/OSHA Compliance Course on off day – 2016 Feb 5 Friday

Dana Mellado: Superior Attendance
 Customer Service – Professional and calm demeanor in addressing non-payment issue with a customer on shut-off day – 2016 Feb 24
 Work Quality – After hours work on credit card settling issue with vendor – 2016 Feb 9

Rex Meurer: Work Quality – safety Meeting Presentation on “Poor Visibility Driving” – 2016 Feb 4

Beth Shockley: Superior Attendance
 Work Quality – After hours work to prepare Move-Ins/Move-Outs (MIMOs) for a large meter route – 2016 Feb 9
 Work Quality – Reorganization of File Room / Vault – 2016 Feb 19 Friday

Desiree Smith: Superior Attendance
 Customer Service – Professional and calm demeanor in addressing non-payment issue with a customer on shut-off day – 2016 Feb 24
 Work Quality – Assisted HRS Smoot with completion of Employee Action Form – 2016 Feb 1
 Work Quality – After hours work to prepare Move-Ins/Move-Outs (MIMOs) for a large meter route – 2016 Feb 9

Lisa Smoot: Superior Attendance
 Work Quality – Attended 2016 RWA Public Outreach Rollout Plan substituting for WEC Meurer – 2016 Feb 18
 Work Quality – Reorganization of File Room / Vault – 2016 Feb 19 Friday
 Work Quality – Discovered and resolved a deposit error by vendor – 2016 Feb 4

Work Quality – Assistance with audit throughout February, especially on
2016 Feb 26 Friday

PROJECT MANAGEMENT and ENGINEERING DEPARTMENT

- Missy Pieri: Superior Attendance
Work Quality – Early morning overtime work to inspect water main connection for
Cal Am San Juan Water Tank Project - 2016 Feb 29 4:40 to 7:00 AM
- Borey Swing: Work Quality – Early morning overtime work to assist with water main shutdown for
Cal Am San Juan Water Tank Project - 2016 Feb 29 4:40 to 7:00 AM

OPERATIONS and WATER QUALITY DEPARTMENT

- Tim Cutler: Superior Attendance
Customer Service – “Fantastic” assistance to leak detection consultant at 8065
Greenback Lane – 2016 Feb
Work Quality – 2015 Water Loss Tracking information gathering for reporting
purposes – 2015 Feb
Work Quality – Assist with cleaning up at 24” water main repair site at 8296 Central
Ave – 2016 Feb 19 Friday
- Robyn Evans: Superior Attendance
Work Quality – Implemented a “Water Loss” field in Cityworks to allow field crews
to track and quantify water losses due to leaks, flushing, etc. – 2016 Feb
- Gil Garcia: Customer Service – 6435 Waterfall Court Customer call of praise for employee
respectful demeanor while doing service shut-off – 2016 Feb 03
- Brian Hensley: Superior Attendance
Work Quality – Email of thanks from SJWD for knowledge and expertise during
installation Canyon Falls Drive Flow Control Station – 2016 Feb 28
- Dan Hesse: Work Quality – Assist with cleaning up at 24” water main repair site at 8296 Central
Ave – 2016 Feb 19 Friday
- Mike Mariedth: Customer Service – 6435 Waterfall Court Customer call of praise for employee
respectful demeanor while doing service shut-off – 2016 Feb 03
- Nick Spiers: Superior Attendance
- Jason Tupper: Superior Attendance
-

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : GENERAL MANAGER'S TASK LIST
STATUS : Information Item
REPORT DATE : March 3, 2016

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.

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

TASK LIST NO. 123							March 3, 2016						
Category	Green: Items that are substantially complete, delegated or awaiting action by others					Hrs to Complete	Waiting on or delegated to:	Deadline	Notes				
Water Distribution	District Capital Project 2011-02: Beech Ave Metered Interconnection with Orange Vale WC					5	OVWC	15-Jun-2016	Draft Agreement sent to OVWC - awaiting comments				

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

Category	Red: Top Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Annexations: Livotti Tract (4 of 8)	40	Churchill	15-Jun-2016	
Administration	Annexations: Sacramento County (4 of 8)	40	Churchill	15-Jun-2016	
Administration	Annexation of Verne Tract Territory to SJWD	40	Churchill	15-Jun-2016	
Administration	Fiscal Management Policy - Disbursement of Funds	2	Every 3 Years	15-Oct-2015	
District HQ & Corp Yard	Admin Building Office Enclosure 2016-25	40	Blackbird Architects	15-Jun-2016	Design Phase
Human Resources	Retire from Citrus Heights Water District		Churchill	17-Nov-2016	Planned Date
Water Distribution	District Capital Project 2013-30: SJHS 24"	10	Lamon Const	1-Apr-2016	Landscape Restoration Phase
Water Distribution	District Capital Project 2013-36: San Juan Park 12"	30	Cal Sierra Construction	1-Apr-2016	Landscape Restoration Phase
Water Distribution	Future CIP Projects Summary Binder (2 of 8)	20	GM/Engr Dept	15-Apr-2016	Edit in Progress
Water Distribution	Technology Improvements / Asset Management / Easements / Project Management (7 of 8)	30		15-Jul-2016	
Water Supply	Skycrest Well #13 Construction Equipping Project 2013-21: Skycrest (5 of 8)	30	R.E. Smith Contractor	15-May-2016	
Water Supply	SJWD Shortage Policy Cost Update (1 of 8)	30	SJWD	30-Dec-2015	
Water Supply	SJWD Wholesale Water Supply Agreement	80	Churchill/Albietz	15-May-2016	Draft Edits in Progress
Water Supply	SJWD Hydraulic Model Maintenance Agreement	5	Churchill	31-Dec-2015	
Water Supply	Sites Reservoir Advocacy	40	Straus/Riehle		
Water Supply	District Tour	5	Board Discussion	TBA	Discuss scheduling
	HOURS SUBTOTAL:	442			

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

Category	Orange: High Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
External Influences	Regional Water Authority Board & Executive Committee: Organize Files	20	Churchill	31-Dec-2015	
Water Distribution	District Capital Project 2011-01 : Fair Way 8" Metered Interconnection with Roseville	20	Churchill	15-Apr-2016	RV Design Review
Water Distribution	District Capital Project 2012-09 : Blossom Hill Dr 6" Metered Interconnection with Roseville	20	Churchill	15-Apr-2016	RV Design Review
Water Distribution	District Capital Project 2012-10 : Crestmont Dr 6" Metered Interconnection with Roseville	20	Churchill	15-Apr-2016	RV Design Review
Water Quality	Cross Connection Ordinance Update	5	Churchill	15-Feb-2016	
Water Quality	Private Well Policy	5	Hensley	15-Feb-2016	
Water Supply	Cal Am Interconnection Agreements	5	Churchill		
Water Supply	Locate and Secure additional Well Sites	40	GM / OPS / WQS	ongoing	
	HOURS SUBTOTAL:	135			

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

Category	Yellow: Medium Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Administration	Master Plan Update: RFP for Engineering Services	0	PM/Engr Dept	15-Apr-2016	
Administration	Policies & Procedures: Write Missing Policies	32		ongoing	
Water Distribution	District Capital Project 2015-30 : Poplar Avenue 14"	10	Bennett Engr	15-May-2016	Design Phase
Water Distribution	District Capital Project 2015-31 : Baird Way 12"	10	Area West Engr	15-Jun-2016	Design Phase
Water Distribution	District Capital Project 2015-40 : Mariposa Avenue 12"	10	KASL Engr	15-Apr-2016	Design Phase
Water Distribution	District Capital Project 2013-32 : Dewey Dr Interconnection w/SSWD & GWD	30	HOLD	1-Jun-2014	Design Phase
Water Distribution	Metering Projects: Meter Installation Policy Coordination with City of CH	2			
Water Distribution	Easements: Berry Lane	2			
Water Distribution	Easements: Ross	2			
Water Supply	Find Property Deeds: Wells Ave, Well Site	10		15-Jun-2016	Discuss with City of CH
	HOURS SUBTOTAL:	108			

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

Category	Blue: Non-Priority Items	Hrs to Complete	Waiting on or delegated to:	Deadline	Notes
Human Resources	Salary Schedule Update	120	Every 3 Years	1-Jul-2016	Last Updated Jan 2014, Update by July 2016 for 2017 Budget
Human Resources	GASB 45 Actuarial Analysis	10		30-Mar-2016	In Process
Administration	2016 District Election	20		4-Nov-2016	Divisions One (4 year) and Two (2 year)
Administration	Conflict of Interest Code - Biennial Update	15	FPPC	31-Dec-2016	Biennial Update
Administration	Division Boundary Analysis	0	2020 Census	1-Jun-2021	Reviewed May 2011
Administration	Citrus Heights Water Takers Assn - Transcribe Meeting Minutes	20	Staff	15-Jun-2016	1917-1922 Handwritten Minutes of Predecessor to CHID / CHWD
Administration	Board of Directors Policies "3000 Series"	10	Every 4 Years	14-Feb-2016	Last completed 14 Feb 2012
Human Resources	Continued Education: Obtain and document contact hours for Water Treatment Operator T2 Certification	0	Renewed	1-Sep-2017	16 total hours needed
Human Resources	Continued Education: Obtain and document contact hours for Water Distribution Operator D5 Certification	0	Renewed	1-Jan-2018	36 total hours needed
Human Resources	Biennial Ethics Training	2	Every 2 Years	7-May-2017	Completed at ACWA Conference - 7 May 2015
Human Resources	Biennial Sexual Harassment Training	2	Every 2 Years	5-May-2017	Completed at ACWA JPIA Conference - 5 May 2015
Water Supply	Patton 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	3	OM, WQS	1-Jun-2016	Every 3 Years
Water Distribution	PIV Photos & Locks	3			
	HOURS SUBTOTAL:	205			
	HOURS TOTAL:	890			

CITRUS HEIGHTS WATER DISTRICT

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

SUBJECT : SJWD WATER MANAGEMENT AND RELIABILITY STUDY
STATUS : Information Item
REPORT DATE : March 3, 2016

San Juan Water District (SJWD) has embarked on a Wholesale Water Management and Reliability Study and has selected MWH Engineers to conduct the Study.

A meeting with the wholesale customer agencies at 11:00 AM on Monday March 14, 2016 is scheduled. The meeting will be held at SJWD. Director Sheehan, GM Churchill and AGM Straus will attend.
