

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
December 19, 2018

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

Raymond A. Riehle, President  
Caryl F. Sheehan, Vice President  
Allen B. Dains, Out-going Director  
David C. Wheaton, Director

Absent:

None.

Staff:

Hilary Straus, General Manager  
Susan Sohal, Administrative Services Manager  
David Gordon, Operations Manager  
Missy Pieri, Engineering Manager  
Chris Castruita, Management Services Supervisor/Chief Board Clerk  
Rex Meurer, Water Efficiency Supervisor  
Madeline Henry, Management Services Specialist/Deputy Board Clerk  
Steve Anderson, General Counsel

**VISITORS:**

Charley Howard, Regional Government Services  
Henry Tingle

**PLEDGE OF ALLEGIANCE:**

Board President Raymond Riehle led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

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

Minutes of the Special Meeting – November 14, 2018  
Minutes of the Regular Meeting – November 14, 2018

- Minutes of the Special Meeting – December 5, 2018
- Revenue Analysis Report for November 2018
- Assessor/Collector’s Roll Adjustment for November 2018
- Treasurer’s Report for November 2018
- Treasurer’s Report of Fund Balances for November 2018
- Operations Budget Analysis for November 2018
- Capital Projects Summary November 2018
- Warrants for November 2018
- CAL–Card Distributions for November 2018
- Summary of 2018 Employees and Directors Training Courses, Seminars and Conferences
- Employee Recognitions
- Long Range Board Agenda (I)
  - Board Agenda Items Planned for upcoming Meetings.
- Engineering Department Report (I)
  - Significant assignments and activities for the Engineering and Capital Projects Department are summarized.
- Operations Department Report (I)
  - Monthly report on construction and maintenance activities.
- 2018 Water Supply – Purchased and Produced (I)
  - Report on annual water supply including comparison with prior years.
- Water Supply Reliability (I)
  - Receive status report on surface water supplies available to the Citrus Heights Water District (District).
- Water Efficiency and Safety Program Update (I)
  - Monthly report on Water Efficiency and Safety programs activities.

**NOVEMBER 2018 WARRANTS**

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66450	Void	Void	\$0.00
66451	Jeannie E O'Brien	Customer Refund	\$38.42
66452	Thomas L/Mary E Asher	Customer Refund	\$20.26
66453	Waltraud Reese	Customer Refund	\$95.40
66454	Placido/Peggy M Agrippino	Customer Refund	\$12.42
66455	Richard H/Arlene A Cook II	Customer Refund	\$165.49
66456	Romero M Zamora	Customer Refund	\$280.99
66457	Christine Flovin	Customer Refund	\$153.89
66458	Thelma T Hampton	Customer Refund	\$27.28
66459	Patrick D McCulley	Customer Refund	\$30.24
66460	Void	Void	\$0.00
66461	David J/Irma N Jimenez	Customer Refund	\$289.93

66462	Joyce E/Gene R Root Living Trust	Customer Refund	\$202.97
66463	Kevin/Sunny Darling	Customer Refund	\$17.34
66464	Toni Brack	Customer Refund	\$271.54
66465	2018-1 IH Borrower LP	Customer Refund	\$251.09
66466	Jessie Maples	Customer Refund	\$177.60
66467	Kyle Varney	Customer Refund	\$227.86
66468	Danny Floodman	Customer Refund	\$136.48
66469	Annette/Ahmet Emin	Customer Refund	\$12.73
66470	Doumit Communications Inc	Customer Refund	\$1,577.06
66471	All-American Construction Inc	Customer Refund	\$1,468.53
66472	ABA DABA Rentals & Sales	Supplies-Field	\$282.68
66473	Alexander's Contract Services	Contract Services- Meter Read	\$2,381.59
66474	AREA Restroom Solutions	Equipment Rental- Field	\$118.76
66475	Area West Engineers Inc	Contract Services-Engineering	\$1,554.00
66476	Best Best & Krieger	Legal & Audit	\$6,798.04
66477	Thomas Brophy	Toilet Rebate Program	\$150.00
66478	BSK Associates	Water Analysis	\$922.00
66479	California Landscape Associates Inc	Janitorial	\$200.00
66480	David R Canady	Toilet Rebate Program	\$75.00
66481	City of Citrus Heights	Permit Fees	\$2,873.00
66482	College Oak Towing	Repair-Trucks	\$95.00
66483	Robin Cope	Health Insurance	\$422.30
66484	Cybex	Equipment Rental- Office	\$158.16
66485	Manuel Duena	Toilet Rebate Program	\$150.00
66486	Graybar Electric Co	Supplies-Field	\$1,072.62
66487	J4 Systems	Contract Services-Other	\$4,539.55
66488	Liebert Cassidy Whitmore	Legal & Audit	\$4,732.00
66489	Anthony Matracia	Liabilty & Comp Insurance	\$75.00
66490	Edward C or Rosalina C Pineda	Toilet Rebate Program	\$75.00
66491	Alberto Preciado	Continued Education	\$138.36
66492	Rapid Information Destruction Services	Equipment Rental- Office	\$40.00
66493	RDO Equipment	Repair-Trucks	\$674.34
66494	Red Wing Shoe Store	Small Tools	\$275.00
66495	Regional Government Services	Contract Services-Other	\$300.00
66496	Sacramento County Dept of Finance	Utilities	\$95.00
66497	Sonitrol	Equipment Rental- Office	\$175.10

66498	S.I.C.H.	Office Miscellaneous	\$300.00
66499	Superior Equipment Repair	Repair-Trucks	\$1,217.44
66500	State Water Resources Control Board	Dues & Subscriptions	\$60.00
66501	Titan Workforce LLC	Contract Services-Temporary Labor	\$4,529.50
66502	Vice's Collision Repair	Repair-Trucks	\$3,220.66
66503	West Coast Arborists, Inc	Contract Services-Miscellaneous	\$2,800.00
66504	ACWA	Dues & Subscriptions	\$18,300.00
66505	Pace Supply Corp	Material	\$10,377.04
66506	San Juan Water District	Purchased Water	\$705,240.10
66507	SMUD	Utilities	\$22,272.94
66508	ACWA/JPIA	Workers Comp Insurance	\$17,759.25
66509	Donna K Cressey	Customer Refund	\$31.24
66510	Vasile/Aurica Juca	Customer Refund	\$1,080.49
66511	David P Launderville	Customer Refund	\$18.99
66512	Linda Scherer	Customer Refund	\$67.62
66513	Matthew R/Christopher C Braden	Customer Refund	\$27.21
66514	Joan Cacioppo Trust	Customer Refund	\$191.56
66515	Michael/Cindy L Merrall	Customer Refund	\$53.06
66516	Tony R Steelman	Customer Refund	\$34.70
66517	Sanita/Ramis Velagic	Customer Refund	\$47.98
66518	Buffer Family Trust	Customer Refund	\$22.94
66519	ABA DABA Rentals & Sales	Supplies-Field	\$164.96
66520	AFLAC	Employee Paid Insurance	\$395.99
66521	Alexander's Contract Services	Contract Services- Meter Read	\$3,873.77
66522	Bartel Associates LLC	Contract Services-Financial	\$750.00
66523	Batteries Plus Bulbs	Small Tools	\$92.67
66524	Chris Castruita	Continued Education	\$223.41
66525	Corix Water Products, Inc	Material	\$6,343.26
66526	CSDA	Dues & Subscriptions	\$7,252.00
66527	Dawson Oil Company	Gas & Oil	\$2,460.66
66528	Daniel Noonan DBA: Intependent Plumbing	Contract Services-Miscellaneous	\$100.00
66529	Integrity Administrators Inc	Health Insurance	\$5,000.00
66530	Kei Window Cleaning #12	Janitorial	\$96.00
66531	MacAdam Protection Strategies	Contract Services-Other	\$3,000.00
66532	Dana Mellado	Continued Education	\$140.06
66533	Moonlight BPO	Contract Services-Bill Print	\$4,748.15

66534	Pirtek Power Inn	Repair-Trucks	\$262.85
66535	Protection One Alarm Monitoring	Equipment Rental- Office	\$206.05
66536	Republic Services #922	Utilities	\$318.80
66537	Regional Water Authority	Dues & Subscriptions	\$1,392.00
66538	Les Schwab Tires	Repair-Trucks	\$2,678.23
66539	Sierra Office and Printing	Water Conservation-Material/Supplies	\$2,090.00
66540	Silicon Valley Shelving & Equipment Co	Contract Services-Other	\$2,794.19
66541	A. Teichert & Son, Inc.	Road Base	\$1,065.95
66542	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,472.60
66543	Integrity Administrators Inc	Health Insurance	\$318.50
66544	Michael D & Clare M Curran Trust	Customer Refund	\$94.36
66545	Sunrise Rec Park Dist/Stock Ranch Nature	Customer Refund	\$503.58
66546	Daylene M Harwood	Customer Refund	\$114.93
66547	William/Nancy D Johnson	Customer Refund	\$52.46
66548	Elizabeth J Gray	Customer Refund	\$182.82
66549	GM Construction & Developers	Customer Refund	\$1,099.10
66550	TM Investments Inc	Customer Refund	\$26.19
66551	AnswerNet	Telephone-Answering Service	\$287.35
66552	Applied Best Practices	Contract Services-Financial	\$1,200.00
66553	AT&T Payment Center	Telephone-Local/Long Distance	\$60.00
66554	Best Best & Krieger	Legal & Audit	\$7,954.89
66555	Consolidated	Telephone-Local/Long Distance	\$1,839.85
66556	County of Sacramento Municipal Services	Field Miscellaneous	\$30.70
66557	ICMA Membership Renewals	Dues & Subscriptions	\$1,472.47
66558	Irrigation Association - Certification	Dues & Subscriptions	\$100.00
66559	J4 Systems	Contract Services-Other	\$5,660.00
66560	KBA Docusys Inc	Equipment Rental- Office	\$342.63
66561	Lowe's	Supplies-Field	\$1,107.58
66562	Luhdorff & Scalmanini	Contract Services-Wells	\$1,997.66
66563	Jeffery Ott	Continued Education	\$109.37
66564	Pace Supply Corp	Material	\$1,750.56
66565	Reed & Graham Inc	Supplies-Field	\$43.20
66566	RW Trucking	Contract Services-Miscellaneous	\$2,604.61
66567	State Water Resources Control Board	Dues & Subscriptions	\$80.00
66568	Titan Workforce LLC	Contract Services-Temporary Labor	\$6,945.92
66569	Wolf Consulting	Contract Services-Other	\$875.00

66570	Sacramento Appliance Repair Service	Contract Services-Miscellaneous	\$96.00
66571	Pamela A/Robert P Dillon	Customer Refund	\$20.55
66572	Russo Residence Trust	Customer Refund	\$144.36
66573	Mizner Family Trust	Customer Refund	\$76.21
66574	Cleo C Jr/Nancy D Shrader	Customer Refund	\$17.03
66575	Swaroop/Debasmita Patnaik	Customer Refund	\$16.07
66576	Scott/Kaisa Bailey	Customer Refund	\$408.62
66577	Drake/Heather Hughes	Customer Refund	\$80.00
66578	Eric J/Stacie A Surowiak	Customer Refund	\$35.85
66579	ABA DABA Rentals & Sales	Supplies-Field	\$282.68
66580	AIA Services, LLC/NDS	Water Conservation-Material/Supplies	\$30.55
66581	Alexander's Contract Services	Contract Services- Meter Read	\$5,061.26
66582	California-Nevada Section AWWA	Dues & Subscriptions	\$50.00
66583	AWWA	Dues & Subscriptions	\$4,141.00
66584	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
66585	Bart/Riebes Auto Parts	Repair-Trucks	\$14.00
66586	Best Best & Krieger	Legal & Audit	\$7,982.50
66587	Brady Chambers	Continued Education	\$67.57
66588	Citrus Heights Saw & Mower	Repair-Equipment/Hardware	\$379.27
66589	Corelogic Information Solutions Inc	Dues & Subscriptions	\$448.54
66590	Kelly R Drake	Printing	\$315.89
66591	Government Finance Officers Association	Dues & Subscriptions	\$25.00
66592	Global Machinery West	Fixed Assets	\$899.94
66593	J4 Systems	Contract Services-Other	\$2,475.00
66594	KBA DOCUSYS	Equipment Rental- Office	\$23.20
66595	Lords Electric Inc.	Contract Services-Other	\$5,500.00
66596	Moonlight BPO	Contract Services-Bill Print	\$6,571.65
66597	Nor Cal Perlite Inc	Supplies-Field	\$1,192.00
66598	Pace Supply Corp	Material	\$1,352.83
66599	Pacific Gas & Electric	Utilities	\$16.13
66600	Alberto Preciado	Continued Education	\$387.32
66601	John Spinella	Small Tools	\$225.95
66602	SureWest Directories	Telephone-Local/Long Distance	\$49.00
66603	Titan Workforce LLC	Contract Services-Temporary Labor	\$7,645.41
66604	WaterWise Consulting, Inc	Contract Services-Conservation	\$700.00
66605	World Environment & Energy Inc	Contract Services-Miscellaneous	\$1,030.33

66606	Marion/Shirley Gnagy Revocable Trust	Customer Refund	\$24.49
66607	George/Gertrude O Sarvadi	Customer Refund	\$115.18
66608	Andrew R Morris	Customer Refund	\$11.78
66609	Stephen F Cassell Trust	Customer Refund	\$111.69
66610	Estate of Martha M Coverdale	Customer Refund	\$204.51
66611	James R Harner	Customer Refund	\$169.05
66612	Michael/Jan Hagen	Customer Refund	\$301.46
66613	Linda R Munro	Customer Refund	\$31.14
66614	Kathleen A Westover	Customer Refund	\$7.72
66615	George S/Deborah A Porter Trust	Customer Refund	\$6.54
66616	BJ Messimer	Customer Refund	\$60.60
66617	Ankica Jaksic	Customer Refund	\$36.65
66618	Fernando/Alejandra Fernandez	Customer Refund	\$24.37
66619	Michael Schmid	Customer Refund	\$83.93
66620	Ovidiu Rosca	Customer Refund	\$31.21
66621	Shannon Thompson	Customer Refund	\$199.61
66622	Afman Supply	Small Tools	\$33.68
66623	Airgas USA, LLC	Supplies-Field	\$489.89
66624	Alexander's Contract Services	Contract Services- Meter Read	\$1,655.71
66625	Avalon Custodial Care	Janitorial	\$695.00
66626	Bart/Riebes Auto Parts	Repair-Trucks	\$138.82
66627	Best Best & Krieger	Legal & Audit	\$7,913.00
66628	BSK Associates	Water Analysis	\$1,552.00
66629	Burketts	Office Expense	\$38.61
66630	California Society of Municipal Finance Officers	Dues & Subscriptions	\$220.00
66631	CirclePoint	Contract Services-Conservation	\$7,316.75
66632	Ferguson Enterprises Inc #1423	Material	\$4,238.35
66633	Rickey P. Knapp	Toilet Rebate Program	\$150.00
66634	Karl Nielsen	Toilet Rebate Program	\$150.00
66635	Prosio Communications	Contract Services-Miscellaneous	\$5,677.50
66636	Red Wing Shoe Store	Small Tools	\$446.03
66637	Regional Government Services	Contract Services-Other	\$278.15
66638	Regional Water Authority	Dues & Subscriptions	\$560.00
66639	A. Teichert & Son, Inc.	Road Base	\$974.55
66640	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,472.60

66641	Titan Workforce LLC	Contract Services-Temporary Labor	\$5,105.91
66642	Verizon Wireless	Telephone-Wireless	\$1,541.76
66643	Voyager Fleet Systems Inc	Gas & Oil	\$2,294.72
<b>TOTAL</b>			<u>\$1,009,827.04</u>
ACH	2018 OPEB PERS	PERS	\$80,000.00
ACH	BANK OF THE WEST	Bank Fee	\$90.89
ACH	CHASE OCTOBER 2018	Bank Fee	\$126.60
ACH	CHASE OCTOBER 2018	Bank Fee	\$2,042.48
ACH	DECEMBER 2018 KAISER	Health Insurance	\$22,971.23
ACH	DECEMBER 2018 WHA	Health Insurance	\$13,885.21
ACH	OCTOBER 2018 FD	Bank Fee	\$94.98
ACH	OCTOBER 2018 FEE	Bank Fee	\$1,585.89
ACH	OCTOBER 2018 PH	Bank Fee	\$117.98
ACH	SEPT 2018 FD	Bank Fee	\$25.00
ACH	OCTOBER 2018 US	See October Agenda Item CC:8	\$15,154.60
ACH	OCTOBER 2018 WB	Bank Fee	\$87.98
ACH	PAYCHEX NOVEMBER 2018	Contract Services-Other	\$700.25
ACH	PERS 10/18/18 PAYDAY	PERS	\$18,695.71
ACH	PERS 11/1/18 PAYDAY	PERS	\$18,505.27
ACH	PERS 11/15/18 PAYDAY	PERS	\$18,008.59
ACH	PERS 11/29/18 PAYDAY	PERS	\$18,201.61
ACH	VALIC 11/2/18 PAYDAY	Deferred Compensation	\$3,204.50
ACH	VALIC 11/15/18 PAYDAY	Deferred Compensation	\$3,204.50
ACH	VOYA 1/15/18 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 11/1/18 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 11/29/18 PAYDAY	Deferred Compensation	\$25.00
ACH	VALIC 11/1/18 PAYDAY	Deferred Compensation	\$3,704.50
<b>TOTAL</b>			<u>\$220,482.77</u>
<b>GRAND TOTAL</b>			<u><u>\$1,230,309.81</u></u>

**November Checks Approved at November Board Meeting**



ACH	HARRIS & ASSOCIATES	Contract Services-Engineering	\$17,760.00
ACH	HARRIS & ASSOCIATES	Contract Services-Engineering	\$12,600.00
ACH	HARRIS & ASSOCIATES	Contract Services-Engineering	\$31,161.02
ACH	US BANK NOV 18	See December Agenda Item CC:8	\$21,044.45
66670	CIRCLEPOINT	Contract Services-Water Conservation	\$13,194.61
66671	COGSDALE	Contract Services-Other	\$58,312.85
66672	FERGUSON ENTERPRISES	Material	\$21,803.75
66673	REGIONAL GOVERNMENT SERVICES	Contract Services-Other	\$18,266.97
66674	SAN JUAN WATER DISTRICT	Refund of Overpayment	\$47,693.20
			\$241,836.85

Employee Recognitions — Eighteen employees received recognition for attendance during October 2018, and seventeen were recognized for outstanding customer service and quality of work during the month of November 2018. Directors were provided with a list of the employees and items for which each received recognition.

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

Engineering Department Report

The Engineering and Capital Projects Department staff presented a report on the following activities during the month of November 2018:

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PROJECT 2030 Water Main Replacement Project</b>	Engineering	Engineering Manager and Project Manager	On-going	Yes, 04/17/19 (60% Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	CAC Workshop #2 was held on 08/28/18.  Water Main Assessment in Progress.  CAC Workshop #3 occurred on 12/11/18.
<b>CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout</b>	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Staff continues to review Space Needs Assessment completed by consultant. Additional meetings scheduled.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT Highland Ave &amp; Rosa Vista Ln 8" Water Mains</b>	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 06/20/18 (Notice of Completion) 09/19/18 or 10/17/18 (Easements)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting.  Notice of Completion approved at 06/20/18 Board Meeting.  Easements being prepared by District.
<b>CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans complete.  Construction to be completed by District Operations staff.
<b>CAPITAL IMPROVEMENT PROJECT Pleasantview Drive 8" Water Main</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/01/18.  Potholing began on 09/03/18.  Plans are 75% complete.
<b>CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" &amp; 6" Water Mains</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/02/18.  Potholing completed. Preparing 90% plans.  Staff to verify easements.
<b>CAPITAL IMPROVEMENT PROJECT Old Auburn Road - Daffodil to Wooddale 8" Water Main</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Facilities request letters sent to Utilities on 09/20/18.  Received proposal from Engineering Consultant.  Scheduling a kick-off meeting for design.
<b>CAPITAL IMPROVEMENT PROJECT Cologne Way 6" Water Main</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Facilities request letters sent to Utilities on 09/20/18.  Received proposal from Engineering Consultant.  Scheduling a kick-off meeting for design.
<b>CAPITAL IMPROVEMENT PROJECT Quiet Oak Lane 8" Water Main</b>	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Facilities request letters sent to Utilities on 09/20/18.  Received proposal from Engineering Consultant.  Scheduling a kick-off meeting for design.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT</b> 6230 Sylvan Road East Side Wall	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	No	Wall along the east side of District property.	We anticipate this project will be included in the 2019 Capital Improvement Program. Staff to begin communication with SJUSD during 2018.
<b>PRIVATE DEVELOPMENT</b> Northridge Grove - 5555 Mariposa Ave 47 Condominiums	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, TBD	No	Private development.	District met on 03/01/18. District sent cost-sharing agreement for system improvements made in conjunction with the project on 05/23/18. District to respond.
<b>PRIVATE DEVELOPMENT</b> Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	Project complete.  Perform project closeout.  District provided comments to the draft easement received from the City on 08/01/18. Awaiting response from the City.
<b>PRIVATE DEVELOPMENT</b> 3 lot Residential Subdivision - 5648-5696 San Juan Ave	Engineering	Senior Construction Inspector	On-going	No	No	3 lot subdivision.	Preconstruction meeting occurred on 03/12/18.  Letter of Acceptance sent on 12/04/18.  Project Complete.
<b>PRIVATE DEVELOPMENT</b> Mitchell Farms - 7925 Arcadia Drive	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	No	200-300 unit development by Watt Communities.	District submitted Conditions of Approval for the project on 05/07/18.  Project approved by City of Citrus Heights City Council on 08/23/18.  Engineering plans being prepared.
<b>PRIVATE DEVELOPMENT</b> Mariposa Creek Subdivision - Antelope Road	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	15 lot subdivision located on Antelope Road.	Final plans received on 01/23/18. Developer grading site.  Water preconstruction meeting occurred on 06/25/18.  99% Complete. Punchlist provided to the Contractor.
<b>PRIVATE DEVELOPMENT</b> Citrus Place Subdivision	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	7 lot subdivision located near Wachtel Way & Talbot Way.	Received updated plans from engineer on 04/30/18.  District sent back comments on 05/22/18.  Awaiting a resubmittal.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> 12057 Fair Oaks Blvd Fair Oaks Senior Apartments	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	Received Project Referral and proposed site plan on 11/13/2018.  District to send Will Serve Letter.
<b>PRIVATE DEVELOPMENT</b> 7581 Sycamore Dr - Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Plans signed on 09/19/18.  Awaiting construction.
<b>PRIVATE DEVELOPMENT</b> 8053 Holly Dr Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Final plans signed and fees received on 05/10/18.  District Operations staff began construction on 09/25/18. 98% Complete.
<b>PRIVATE DEVELOPMENT</b> 8043 Holly Dr Parcel Split 1 - 3	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 3 for 3 home subdivision.	Received initial plans on 10/01/2018.
<b>PRIVATE DEVELOPMENT</b> 8116 Holly Dr Parcel Split 1 - 2	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Parcel being split into 2 with 2 existing homes and meters.	Received Project Referral 11/16/2018.  Conditions of Approval letter sent 11/28/2018.
<b>PRIVATE DEVELOPMENT</b> 7601 Sunrise Blvd The Human Bean	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	District signed plans on 12/21/17.  Awaiting construction.
<b>PRIVATE DEVELOPMENT</b> 6920 Auburn Blvd Stock Ranch Plaza - Parcel 11	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Received easement information on 11/30/17.  Received submittal from engineer on 10/11/18. Met with engineer on 11/19/18.  Awaiting easements for entire Stock Ranch area.
<b>PRIVATE DEVELOPMENT</b> 7030 Auburn Blvd Stock Ranch - Traffic Circulation	Engineering	Senior Construction Inspector	On-going	No	No	Commercial Development.	Plans signed on 02/26/18. Fees paid on 05/22/18.  Preconstruction meeting on 04/30/18.  Final Acceptance Letter sent on 09/10/18.  Awaiting easements for entire Stock Ranch area.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> 7766 Auburn Blvd Quick Slice	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent comments to City on 11/27/17.  Awaiting final plans from developer for District review.
<b>PRIVATE DEVELOPMENT</b> 8501 Auburn Blvd Big Lots	Engineering	Senior Construction Inspector and Engineering Manager	On-going	No	No	Commercial Development.	Plans signed on 08/23/18.  Preconstruction meeting occurred on 09/24/18.  Coordinating easements with developer.  80% Complete.
<b>PRIVATE DEVELOPMENT</b> 8501 Auburn Blvd Parcel Split	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Potential parcel split from one parcel to four parcels.	Sent conditions of approval letter on 09/06/18.
<b>PRIVATE DEVELOPMENT</b> 8501 Auburn Blvd Studio Movie Grill	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/28/17.  Awaiting plans from developer for District review.  Coordinating easements with developer.
<b>PRIVATE DEVELOPMENT</b> 7424 Sunrise Blvd Sunrise Pointe	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Proposed multi-unit housing complex for low-income and homeless.	Received Project Referral and initial plans on 10/11/2018.  Will-Serve letter sent 11/21/2018.
<b>PRIVATE DEVELOPMENT</b> 7312 Veterans Lane	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home on a private street.	Sent review comments on 08/03/18.  Engineering sent cost estimate of improvements to owner on 10/30/18.  Awaiting payment from customer.
<b>PRIVATE DEVELOPMENT</b> 208 Langley Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Coordinating water system requirements with property owner.
<b>PRIVATE DEVELOPMENT</b> 7881 Twin Oaks Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Developer Fees paid 11/19/2018.  Operations calling in USA to install water service.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
COMCAST	Engineering	Assistant Engineer and GIS Specialist	On-going	No	No	Various communications boring projects throughout the service area.	District has provided water utility maps for all requested projects.  Awaiting resubmittal from Comcast Engineer.  Awaiting as-builts on all completed projects.
CITY OF CITRUS HEIGHTS PROJECT City Drainage Project	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Highland Ave, Wonder St, Dana Butte Way, and Sunhill Dr Storm Drain Project.	Anticipate bid and start of construction in 2019. "B" Plans sent back 08/21/17 with comments. Coordinating utility conflicts and possible easement.
CITY OF CITRUS HEIGHTS PROJECT Bonita, Old Auburn Rd, & Mariposa Ave Storm Drain Improvements	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Bonita Way, Old Auburn Road, & Mariposa Ave Storm Drain Project.	Received 30% plans at the meeting with Dokken Engineering on 05/21/18.  District sent engineer data on 08/03/18.
CITY OF CITRUS HEIGHTS PROJECT Baird Way Storm Drain Improvements	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Baird Way Storm Drain Project.	Construction complete by City contractor.  This item is complete. Awaiting as-builts from the City.
CITY OF CITRUS HEIGHTS PROJECT Sunrise Blvd Complete Streets Phase 2A (C16-142)	Engineering	Operations and Senior Construction Inspector	On-going	Yes, TBD	Yes	Frontage improvements along west side of Sunrise from Sayonara to north and Storm Drain Improvements.	City contractor paved Sunrise Blvd on 09/27/18. Contractor 99% complete with water related work.  CHWD 99% complete with water facility relocations.  District sent Value of Facilities request to the Contractor.  Letter of Final Acceptance Pending.
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Received signed Utility Agreement. Start of construction in 2019.  Received plans for review on 05/17/18. Pre-bid meeting on 06/05/18. District awaiting final plans.
CALIFORNIA DEPT OF TRANSPORTATION Weigh Station at I-80 & Antelope	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Weigh station and off-ramp improvements.	Sent water facility maps and as-builts to Engineer on 11/20/17.  Awaiting plans from CalTrans for District review.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>Annexations</b>	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Annex properties into the District to clarify and revise District boundaries.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services.  A meeting scheduled for 01/07/19. Staff to schedule a meeting with Sacramento LAFCo.
<b>Easements</b>	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services.  A follow-up meeting was held on 10/24/18.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 158 work orders were performed during the month of November by field operations crews, administration field crews and contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Drinking Water (DDW) requirements.

2018 Water Supply – Purchased and Produced

The District’s total water use during the month of November 2018 (807.70 acre-feet) was 20.8 percent below that of October 2013 (911.55 acre-feet).

Water Supply Reliability

As of December 1, 2018, storage in Folsom Lake (Lake) was at 330,400 acre-feet, 34 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 66,900 acre-feet in the past month.

The District continues to assist with preserving surface water supplies in the Lake by operating its groundwater wells. The District’s groundwater production wells: Bonita, Skycrest, Mitchell Farms, and Sylvan, are operational and used on a rotational or as-needed basis. Other District groundwater production wells: Palm and Sunrise, are at various stages of repairs.

Water Efficiency Program Update

Water Efficiency, Safety and Meter Program activities during the month of November 2018 include:

- 12 High Efficiency Toilet (HET) rebates were processed for the month of November. This compares to 5 rebates issued for the month of November 2017. The 5 year average (2013-2017) of November HET rebates is 14. A total of \$10,950.00 in rebates were issued year to date.

- A total of 3 High Efficiency Clothes Washer (HECW) rebates were issued during the third quarter of 2018. This compares to 2 HECW rebates issued for the third quarter of 2017. To better align with SMUD's schedule for reporting monthly numbers, staff is reporting HECW rebates on a quarterly basis.
- 47 service calls were received during the month of November. There were no reports of water waste received through CHWD's Drought Resources web page. A total of 301 service calls were received year to date.
- Staff is preparing class content and the schedule for next year's WaterSmart classes. 5 WaterSmart classes are planned for 2019. The first class will be held at the Citrus Heights Community Center on Saturday, April 6, 2019. The topics covered will include spring gardening tips, spring planting tips and irrigation troubleshooting.
- CHWD began a telephone outreach campaign promoting the District's free Irrigation Efficiency Reviews. WaterWise Consulting is working with staff to contact many of CHWD's high water use customers. Staff is focusing on multi-family customers. There were no multi-family Irrigation Efficiency Reviews completed for the month of November. For the customers who have completed an Irrigation Efficiency Review during this outreach campaign, staff will conduct a year-over-year comparison of their water usage. A total of 89 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 48 Irrigation Efficiency Reviews completed for the same time in December 2016 through October 2017.
- On Thursday, December 13, staff gave the tenth presentation in the annual group participation safety program. The presentation topic will be "Internet Security". The presenters will include Susan S., Jeff O., Borey S., and James B.
- To assist with the evaluation and implementation of AB 1668 and SB 606, the District purchased four band infrared aerial imagery for our service area. Four band infrared aerial imagery provides data on irrigable/irrigated landscape area to help estimate landscape water budgets like those associated with the legislation. Infrared imagery distinguishes plant material type (grass, trees, etc.) and is required to calculate landscape budgets. The aerial imagery is scheduled for delivery in late December 2018.



- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

Month	R-GPCD	R-GPCD	% CHANGE
	2017	2018	
January	75	77	+3%
February	72	85	+18%
March	80	79	-.01%
April	87	100	+13%
May	166	156	-.06%
June	209	213	-.02%
July	241	253	+.05%
August	229	231	+.01%
September	217	200	+.08%
October	170	154	-.09%
November	95	122	+28%

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

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

Management Services Specialist Castruita requested that the Board reorder the agenda to consider item B-5 Merit-Based Salary Adjustment for General Manager prior to Director Dains stepping down from the Board, as Director Dains served on the Board during General Manager Straus's 2018 review process.

Merit-Based Salary Adjustment for General Manager

Management Services Supervisor Castruita requested the Board consider approval of a salary adjustment for General Manager.

Charley Howard, Regional Government Services, provided a presentation of the General Manager's evaluation process. The General Manager's employment agreement provides for an annual evaluation process to provide the incumbent with feedback on his work with the District. In conjunction with this process, the Board may elect to provide a merit-based salary adjustment and rewards and recognition pay consistent with the levels provided for by Salary Merit Adjustments Policy (No. 4103) and Employee Recognition and Rewards Program (Policy No. 4105), respectively. Mr. Howard stated that the General Manager's base salary is \$91.50. Effective with the first full pay period of 2019, the proposed merit adjustment would adjust the base salary to \$93.33 hourly, with a one-time rewards and recognition pay of \$1,250 effective with the first full pay period of 2019.

ACTION: Director Sheehan motioned and Director Dains seconded a motion to approve a salary adjustment for General Manager to \$93.33 per hour with a one-time rewards and recognition pay of \$1,250, effective with the first full pay period of 2019.

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

**PRESENTATIONS:**

Administer Oath of Office to Raymond A. Riehle and David C. Wheaton

Oaths of Office were administered to Director Raymond A. Riehle, Division 2 and Director David C. Wheaton, Division 3 for terms expiring in December 2022.

Discussion and Possible Action to Recognize Allen B. Dains for Outstanding Service to Citrus Heights Water District

Management Services Supervisor Castruita requested the Board consider adoption and presentation of Resolution No. 19-2018 Commending Retiring Director Allen B. Dains for 20 years of Service to the Citrus Heights Water District.

ACTION: Director Sheehan motioned and Director Wheaton seconded a motion to adopt Resolution No. 19-2018 Commending Retiring Director Allen B. Dains for 20 years of Service to the Citrus Heights Water District.

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

President Riehle adjourned to a recess at 6:57pm.

President Riehle reconvened the meeting at 7:04pm.

**STUDY SESSIONS:**

None.

**BUSINESS:**

Selection of President and Vice President

Management Services Supervisor Castruita requested the Board consider selection of President and Vice President of the Board of Directors. Pursuant to District Board of Directors and Officers Policy No. 2010, a President and Vice President of the Board of Directors are to be elected by a majority vote of the Board in December of each year.

The terms of office will begin as soon as acted upon by the Board.

ACTION: Director Sheehan motioned and Director Wheaton seconded a motion to appoint Director Sheehan as President and Director Riehle as Vice President.

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

Discussion and Possible Action to Appoint 2018-2019 Representatives and Alternates

Management Services Supervisor Castruita requested the Board consider appointment of 2018-2019 Representatives and Alternates. Pursuant to District Board of Directors and Officers Policy No. 2300, the Board of Directors shall appoint its Members or Officers to serve as District representatives to various organizations as follows:

Current 2018 Appointments

	<u>Representative</u>	<u>Alternate Rep.</u>
Association of California Water Agencies Joint Powers Insurance Authority	Allen B. Dains Hilary M. Straus	Raymond A. Riehle Christopher Castruita
Association of California Water Agencies Region 4	Hilary M. Straus	Allen B. Dains
Citrus Heights Regional Chamber of Commerce Government Issues Committee	David Gordon	Rex Meurer
Regional Water Authority Director Staff	Allen B. Dains Hilary M. Straus	Raymond A. Riehle David Gordon
Sacramento Groundwater Authority*	Caryl F. Sheehan	Allen B. Dains
Sacramento Water Forum	David Gordon	Rex Meurer

\*Changes must be confirmed by City of Citrus Heights

It was noted that the Board of Directors representative to ACWA Region 4 does not sit on the Region 4 Board.

Policy No. 2300 directs the Board of Directors to annually appoint representatives to the San Juan Family of Agencies Ad Hoc Executive Committee and Citrus Heights Regional Chamber of Commerce Government Issues Committee. In addition, it provides for the Board of Directors to appoint any additional representatives to organizations it deems necessary. As such, staff recommends amending Policy No. 2300 to remove the requirement to appoint representatives to these two committees in order to provide greater flexibility to the Board to determine which organizations are most necessary at any given time.

**ACTION:** Director Riehle moved and Director Wheaton seconded a motion to approve the following appointments:

		<u>Representative</u>	<u>Alternate Rep.</u>
Association of California Water Agencies Joint Powers Insurance Authority		David C. Wheaton Hilary M. Straus	Raymond A. Riehle Christopher Castruita
Association of California Water Agencies Region 4		Raymond A. Riehle	Hilary M. Straus
Citrus Heights Regional Chamber of Commerce Government Issues Committee		Christopher Castruita	Rex Meurer
Regional Water Authority	Director Staff	Raymond A. Riehle Hilary M. Straus	David C. Wheaton David Gordon
Sacramento Groundwater Authority*		Caryl F. Sheehan	David C. Wheaton
*Changes must be confirmed by City of Citrus Heights			
Sacramento Water Forum		David Gordon	Rex Meurer

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

ACTION: Director Riehle moved and Director Wheaton seconded a motion to amend District Policy No. 2300 to remove the requirement to appoint a representative to the San Juan Family of Agencies Ad Hoc Executive Committee and Citrus Heights Regional Chamber of Commerce Government Issues Committee.

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

Appoint District Officers

Management Services Supervisor Castruita requested the Board consider appointment and reconfirmation of District Officers. Pursuant to District Board of Directors and Officers Policy No. 2200 the Board of Directors shall appoint or reconfirm appointments of District Officers each December or as otherwise necessary. Current appointments are as follows:

Current Appointments

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

Staff recommends that all officers be reappointed to their respective positions.

ACTION: Director Wheaton moved and Director Riehle seconded a motion to appoint and reconfirm the District Officers as follows:

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

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

**CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:**

None.

**DIRECTORS' AND REPRESENTATIVES' REPORTS:**

Regional Water Authority (Dains)  
No report.

Sacramento Groundwater Authority (Sheehan)

Director Sheehan reported that CHWD was the largest contributor to the groundwater substitution transfer that occurred this year. Director Sheehan stated that SGA is planning to add wells to the northwest portion of the groundwater basin to better understand the area. They are conducting a transducer study to look at groundwater elevations which change based on the amount of pumping in an area, to understand how water transfers will affect the basin as a whole. SGA is proposing two deep monitoring wells.

Director Sheehan noted that SGA has hired a new Legislative and Regulatory Affairs Program Manager, Ryan Ojakian. Director Sheehan noted that Pam Tobin of San Juan Water District will be Chair of SGA and Director Sheehan will be the Vice Chair.

San Juan Water District (All)

General Manager Straus provided an update on partnership discussions. On December 10, 2018 General Manager Straus attended the two-by-two discussion between San Juan Water District and Sacramento Suburban Water District and staff presentation. General Managers of CHWD, Rio Linda, Carmichael, Orangevale, Fair Oaks, San Juan, and Sacramento Suburban water districts met to discuss goals and objectives.

Association of California Water Agencies (ACWA) (Dains)

General Manager Straus reported that ACWA has a new Executive Director, Dave Eggerton, previously the General Manager of Calaveras County Water District.

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

General Manager Straus stated that ACWA JPIA is looking into creating a captive corporation in Utah for investments made by public agencies. This is modeled after a captive done by California State Association of Counties Excess Insurance Authority, which has been successful in getting a higher rate of return on investments.

City of Citrus Heights (Pieri)

Engineering Manager Pieri reported that CHWD is working on project coordination with the City for the Mariposa Safe Sidewalks project. She also reported that she spoke with the developer of 5555 Mariposa and asked as to status of model homes, but they did not have timeline.

Chamber of Commerce Government Issues Committee (Castruita/Meurer)

General Manager Straus stated that he will serve on the Chamber of Commerce Board during 2019. IN December, he attended the Chamber Board Retreat to review goals and objectives for 2019.

RWA Lobbying Program Update (Castruita/Meurer)

Management Services Supervisor Castruita stated that he and General Manager Straus met with Legislative and Regulatory Affairs Manager Ryan Ojakian on November 13, 2018, to relay the District's perspective on the RWA lobbying activities. Management Services Supervisor Castruita also stated that he and Management Services Specialist Henry met with Dane Wadle from CSDA to discuss the District's perspective on legislative and regulatory issues.

Customer Advisory Committee (Riehle/Pieri)

Engineering Manager Pieri reported that there was a CAC meeting on December 11, 2018 and gave a brief overview of the agenda. Director Riehle stated that it was another great meetings and the information was the most substantial to date. Engineering Manager Pieri stated that the next meeting will be held on February 5, 2019 and will cover replacement options and funding options. Director Sheehan stated that she hopes the CAC members are talking in circles of influence and have community engagement moving forward.

Other Reports

Administrative Services Manager Sohal coordinated with the Board for potential special meetings dates. January 22, 2019 was selected as the date for a potential special meeting pending any action on the proposed benefit update at the regular meeting on January 16, 2019.

Operations Manager reported that the SGA Aquifer Storage Recovery (ASR) group is meeting with the consulting team to study the feasibility of implementing ASR technologies in the region.

**MANAGEMENT SERVICES REPORT:**

**Meter Replacement Program Update**

Operations Manager Gordon updated the Board on the consultant selection process for the planning study for the Meter Replacement Program and next steps. He stated that the multi-agency consortium received six proposal for their RFP. The consortium met on November 15, 2018 to come to agreement as to which of the firms to interview. On December 11, 2018 the top three consultants were interviewed by the Multi-agency Consortium. Operations Manager Gordon stated that the top firm will be selected during the first quarter of 2019. General Manager Straus stated that at this point some of the agencies at the L1 level may decide to become L2 members of the consortium and take part in portions of the study. For this reason, there may need to be significant time to negotiate the scope, schedule, and budget with the selected firm. General Manager Straus reminded the Board that, as the lead agency, Citrus Heights Water will contract with the consulting team and be responsible for the management of the consulting team's work program, with reimbursement from the consortium partners.

**CORRESPONDENCE:**

None.

**CLOSED SESSION:**

The meeting convened into Closed Session at 8:19 pm to discuss the following items as listed on the Closed Session Regular Meeting Agenda:

- CL-1. Pursuant to Section 54956.9:  
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of  
Section 54956.9: 1 case

The Closed Session was adjourned at 8:43 pm.

No reportable action.

**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 8:43 pm.

APPROVED:



CHRISTOPHER CASTRUITA  
Deputy Secretary  
Citrus Heights Water District



CARYL F. SHEEHAN, President  
Board of Directors  
Citrus Heights Water District