

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
July 18, 2018

The Regular Meeting of the Board of Directors was called to order at 6:30 p.m. by President Riehle and roll was called. Present were:

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

Absent:

None.

Staff:

David Gordon, Operations Manager
Madeline Henry, Management Services Specialist/Deputy Board Clerk
Rex Meurer, Water Efficiency Supervisor
Jeff Ott, Principal Information Technology Analyst
Missy Pieri, Engineering Manager
Alberto Preciado, Senior Accountant
Susan Sohal, Administrative Services Manager
Alberto Preciado, Senior Accountant
Rex Meurer, Water Efficiency Supervisor

VISITORS:

Rob Swartz, Sacramento Groundwater Authority

PLEDGE OF ALLEGIANCE:

Board President Raymond Riehle led the Pledge of Allegiance.

PUBLIC COMMENT:

None.

CONSENT CALENDAR:

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

Minutes of the Special Meeting – June 20, 2018
Minutes of the Regular Meeting – June 20, 2018

Revenue Analysis Report for June 2018

Assessor/Collector's Roll Adjustment for June 2018

Treasurer's Report for June 2018

Treasurer's Report of Fund Balances for June 2018

Operations Budget Analysis for June 2018

Capital Projects Summary June 2018

Warrants for June 2018

CAL-Card Distributions for June 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.

Discussion and Possible Action to Approve a Contract Amendment for an Agreement with Warren Consulting Engineers for Additional Work On Highland Avenue And Rosa Vista Lane

Water Main Replacement Project- The Rosa Vista Lane Easements (A)

Consider a contract amendment with Warren Consulting Engineers for additional work preparing the Rosa Vista Lane easement documents as part of the Highland Avenue and Rosa Vista Lane Water Main Replacement Project.

JUNE 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65619	Poppert Trust	Customer Refund	\$113.50
65620	Bessie K Laster	Customer Refund	\$10.12
65621	Sharon A McGarr	Customer Refund	\$265.95
65622	John B/Jeanne Carr	Customer Refund	\$58.09
65623	Edward P/Barbara E Meierotto	Customer Refund	\$9.39
65624	Jason D/Diane M Hamby	Customer Refund	\$39.42
65625	Kenneth H Pierce	Customer Refund	\$8.15
65626	Arthur C Spiers	Customer Refund	\$15.69
65627	Virginia Olsen	Customer Refund	\$167.01
65628	Jeanne Carr	Customer Refund	\$146.19
65629	Stefanie K Cunningham	Customer Refund	\$233.48
65630	Michael S/Jennifer R McCanne	Customer Refund	\$23.55
65631	Diane Mitchell	Customer Refund	\$196.86
65632	OS0 8893 LLC	Customer Refund	\$7.60
65633	Rebecca A Gill	Customer Refund	\$139.36
65634	BKSP Properties LLC	Customer Refund	\$91.74
65635	A&A Stepping Stone Manufacturing	Supplies-Field	\$40.14
65636	AFLAC	Employee Paid Insurance	\$395.99
65637	Alexander's Contract Services	Contract Services-Meter Read	\$1,660.54
65638	All American Publishing	Water Conservation-Other	\$409.00
65639	Associated Sound	Contract Services-Other	\$1,840.04
65640	California Landscape Associates Inc	Janitorial	\$200.00
65641	City of Citrus Heights	Permit Fees	\$50.00
65642	Corix Water Products, Inc	Material	\$5,381.06
65643	Cybex	Equipment Rental-Office	\$158.16
65644	Gaynor Telesystems Incorporated	Contract Services-Other	\$197.50
65645	Grainger	Small Tools	\$118.61
65646	Ferguson Enterprises Inc #1423	Material	\$419.42
65647	Hach Company	Wells Maintenance	\$155.25
65648	Integrity Administrators Inc	Health Insurance	\$318.50
65649	J&J Locksmiths	Contract Services-Other	\$257.80
65650	J4 Systems	Contract Services-Other	\$2,408.75

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65651	Kei Window Cleaning #12	Janitorial	\$94.00
65652	L and D Landfill	Contract Services-Miscellaneous	\$371.52
65653	Moonlight BPO	Contract Services-Bill Print	\$2,730.97
65654	Occupational Safety	Small Tools	\$1,165.00
65655	Pirtek Power Inn	Repair-Trucks	\$413.78
65656	Protection One Alarm Monitoring	Equipment Rental-Office	\$273.77
65657	Republic Services #922	Utilities	\$215.22
65658	ReScape California	Contract Services-Water Conservation	\$2,500.00
65659	Robin Shockley	Continued Education	\$183.98
65660	Sonitrol	Equipment Rental-Office	\$375.46
65661	Verizon Wireless	Telephone-Wireless	\$1,257.20
65662	WaterWise Consulting, Inc	Contract Services-Water Conservation	\$1,400.00
65663	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$8,691.97
65664	ACWA/JPIA	Workers Compensation Insurance	\$20,241.26
65665	B&M Builders	Contract Services-Engineering	\$6,884.29
65666	B&M Builders	Contract Services-Engineering	\$17,198.13
65667	CirclePoint	Contract Services-Water Conservation	\$18,507.81
65668	Clark Equipment Co. dba Bobcat Company	Equipment Rental-Field	\$57,124.20
65669	Allen B Dains	Customer Refund	\$57.00
65670	Harris & Associates	Contract Services-Engineering	\$41,421.03
65671	PNP Construction, Inc	Contract Services-Engineering	\$84,330.00
65672	SMUD	Utilities	\$8,983.20
65673	Void	Void	\$0.00
65674	Linda Janssen	Customer Refund	\$1,303.83
65675	John B/Jeanne Carr	Customer Refund	\$60.12
65676	Eun H/Kyu-Chun An	Customer Refund	\$37.11
65677	Shirley A Strahm	Customer Refund	\$55.00
65678	Tommy D/Leslie A Beach	Customer Refund	\$119.42
65679	Nancy St Peter	Customer Refund	\$22.17
65680	Henry/Maria Lorenzo	Customer Refund	\$95.81
65681	PSB Credit Service	Customer Refund	\$200.25
65682	Robert L/Jean E Hayes	Customer Refund	\$14.62

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65683	Rebecca Lund	Customer Refund	\$132.33
65684	Thomas M Covert	Customer Refund	\$165.96
65685	Dalton W Talbott	Customer Refund	\$197.33
65686	Werking Inc	Customer Refund	\$27.90
65687	Jenness Hengl Petree	Customer Refund	\$86.63
65688	Alston Construction	Customer Refund	\$1,780.83
65689	Suzanna N/Bart M Ravin	Customer Refund	\$333.22
65690	ABA DABA Rentals & Sales	Supplies-Field	\$36.44
65691	Alexander's Contract Services	Contract Services-Meter Read	\$1,770.94
65692	Area West Engineers Inc	Contract Services-Engineering	\$1,109.75
65693	Robin Cope	Health Insurance	\$422.30
65694	Sacramento County Utilities	Utilities	\$186.75
65695	Dawson Oil Company	Gas & Oil	\$1,139.74
65696	Domenichelli and Associates, Inc	Contract Services-Engineering	\$4,578.10
65697	Employee Relations Inc	Contract Services-Other	\$198.85
65698	J4 Systems	Contract Services-Other	\$782.50
65699	KBA Docusys Inc	Equipment Rental-Office	\$342.63
65700	Luhdorff & Scalmanini	Contract Services-Wells	\$6,040.00
65701	Moonlight BPO	Contract Services-Bill Print	\$3,248.35
65702	Planning Partners Inc	Contract Services-Wells	\$692.50
65703	RW Trucking	Contract Services-Miscellaneous	\$1,220.00
65704	Wallace Kuhl & Associates Inc	Contract Services-Miscellaneous	\$1,199.25
65705	Zane Dezign	Contract Services-Water Conservation	\$842.61
65706	Irving/Claudia Z Gum	Customer Refund	\$75.28
65707	Haig/Bonnie B Koobatian	Customer Refund	\$104.70
65708	Aaron/Monica Petersen	Customer Refund	\$19.95
65709	Alexander's Contract Services	Contract Services-Meter Read	\$2,734.87
65710	AnswerNet	Telephone-Answering Service	\$323.41
65711	AntiGravity Aerial Productions	Contract Services-Other	\$175.00
65712	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
65713	Avalon Custodial Care	Janitorial	\$695.00
65714	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
65715	Brake Masters #220	Repair-Trucks	\$115.20

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65716	BSK Associates	Water Analysis	\$1,986.00
65717	Certex Usa Inc	Supplies-Field	\$340.94
65718	Consolidated	Telephon-Local/Long Distance	\$1,732.46
65719	County of Sacramento Municipal Services	Field Miscellaneous	\$25.00
65720	Express Office Products Inc	Office Expense	\$118.36
65721	Future Ford	Repair-Trucks	\$4,614.28
65722	Global Machinery West	Fixed Assets	\$1,519.13
65723	Grainger	Small Tools	\$1,163.09
65724	Indoor Environmental Services	Maintenance Agreement-Equipment	\$322.00
65725	J4 Systems	Contract Services-Other	\$276.25
65726	Kaiser Foundation Health Plan, Inc	Health Insurance	\$21,135.35
65727	KBA DOCUSYS	Equipment Rental-Office	\$23.20
65728	Lowe's	Supplies-Field	\$185.38
65729	Moonlight BPO	Contract Services-Bill Print	\$1,134.71
65730	Pace Supply Corp	Material	\$1,510.97
65731	Pacific Gas & Electric	Utilities	\$9.02
65732	Rapid Information Destruction Services	Equipment Rental-Office	\$40.00
65733	Rotary Club of Citrus Heights	Continued Education	\$840.00
65734	Sophos Solutions	Contract Services-Other	\$1,120.00
65735	SureWest Directories	Telephone-Local/Long Distance	\$49.00
65736	Void	Void	\$0.00
65737	Voyager Fleet Systems Inc	Gas & Oil	\$2,094.27
65738	Warren Consulting Engineers Inc	Contract Services-Engineering	\$5,250.00
65739	World Environment & Energy Inc	Contract Services-Miscellaneous	\$405.65
65740	Floyd M/Deloris R Norris	Customer Refund	\$332.41
65741	Estate of James F Wheeler	Customer Refund	\$225.00
65742	Marie E Sherrard	Customer Refund	\$61.41
65743	Galati Trust	Customer Refund	\$31.96
65744	Michele R Meder	Customer Refund	\$83.61
65745	Robert E Jr/Melanie Leever	Customer Refund	\$32.86
65746	Allgeier Family Trust	Customer Refund	\$96.83
65747	Rodney J/Joann Nunes	Customer Refund	\$33.06
65748	Andre R Herrebout	Customer Refund	\$10.23

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65749	Robert F Howe	Customer Refund	\$7.72
65750	Greg Espinosa	Customer Refund	\$93.26
65751	Lon F Garland	Customer Refund	\$25.39
65752	Todd J/Lisa Lavering	Customer Refund	\$72.01
65753	Rebecca A Gardner	Customer Refund	\$61.14
65754	Yuriy V/Olga Pikalov	Customer Refund	\$7.14
65755	Marcela Duran	Customer Refund	\$75.31
65756	Barbara J/Todd M Lawson	Customer Refund	\$7.61
65757	Jordan Ruiz	Customer Refund	\$6.80
65758	Ben M Barker	Customer Refund	\$12.42
65759	Sorrel H Hebert	Customer Refund	\$80.20
65760	Michael B Walker	Customer Refund	\$68.34
65761	Joseph C Pickett	Customer Refund	\$112.85
65762	Daniel J McCoy	Customer Refund	\$9.35
65763	Aldo Elizarraras	Customer Refund	\$118.83
65764	Nicole Mcqueen	Customer Refund	\$206.40
65765	Shane/Sara Lewis	Customer Refund	\$15.69
65766	Brian/Kristin Shedd	Customer Refund	\$16.98
65767	Kathy Stanley	Customer Refund	\$22.66
65768	Jace/Erin Yates	Customer Refund	\$104.64
65769	Kavanah, a CA Nonprofit Public Benefit	Customer Refund	\$28.54
65770	Alexander's Contract Services	Contract Services-Meter Read	\$4,400.24
65771	Bart/Riebes Auto Parts	Repair-Trucks	\$772.91
65772	Michael Bohannan	Toilet Rebate Program	\$75.00
65773	Edward A Borges	Toilet Rebate Program	\$75.00
65774	Bryce Consulting, Inc	Legal & Audit	\$1,040.00
65775	BSK Associates	Water Analysis	\$577.00
65776	Burketts	Office Expense	\$1,400.75
65777	California Water Efficiency Partnership	Water Conservation-Other	\$3,446.17
65778	Corelogic Information Solutions Inc	Dues & Subscriptions	\$249.13
65779	PG&E/Leshanor Thomas	Customer Refund	\$1,654.59
65780	Dawson Oil Company	Gas & Oil	\$933.10
65781	Tamar Dawson	Continued Education	\$280.60

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
65782	Kelly R Drake	Printing	\$251.04
65783	Ethan Wade Graphics	Water Conservation-Other	\$536.06
65784	Ernest L Leporini	Contract Services-Engineering	\$75.00
65785	Charlene McCollor	Toilet Rebate Program	\$75.00
65786	Moonlight BPO	Contract Services-Bill Print	\$2,181.24
65787	Petty Cash	Petty Cash	\$374.37
65788	Missy Pieri	Continued Education	\$157.63
65789	Planning Partners Inc	Contract Services-Wells	\$6,257.50
65790	Rescue Training Institute Inc	Contract Services-Other	\$107.98
65791	Regional Government Services	Contract Services-Other	\$2,585.00
65792	Shirley A Saunders	Toilet Rebate Program	\$75.00
65793	Claude D Setters	Toilet Rebate Program	\$150.00
65794	Donald H Slates	Toilet Rebate Program	\$75.00
65795	Stumpf Mary Ann	Toilet Rebate Program	\$75.00
65796	Borey Swing	Continued Education	\$494.38
65797	State Water Resources Control Board	Dues & Subscriptions	\$65.00
65798	A. Teichert & Son, Inc.	Road Base	\$2,483.16
65799	The Lincoln National Life Insurance Company	Disability & Life Insurance	\$7,115.80
65800	Titan Workforce LLC	Contract Services-Temporary Labor	\$157.50
65801	TriFresh Technologies, Inc.	Wells Maintenance	\$2,033.56
65802	Verizon Wireless	Telephone-Wireless	\$1,245.81
65803	Best Best & Krieger	Legal & Audit	\$5,249.18
65804	CalPers Educational Forum 2018	Continued Education	\$349.00
65805	Matthew Maxwell	Contract Services-Miscellaneous	\$1,300.00
65806	State Water Resources Control Board	Dues & Subscriptions	\$80.00
65807	CalPers Educational Forum 2018	Continued Education	\$349.00
	Total		\$419,964.77
ACH	5/17/18 VALIC PAYDAY	Deferred Compensation	\$2,804.50
ACH	5/31/18 VALIC PAYDAY	Deferred Compensation	\$2,804.50
ACH	5/31/18 VOYA PAYDAY	Deferred Compensation	\$25.00
ACH	6/14/18 VALIC PAYDAY	Deferred Compensation	\$2,904.50
ACH	6/14/18 VOYA PAYDAY	Deferred Compensation	\$25.00

ACH	6/28/18 VOYA PAYDAY	Deferred Compensation	\$25.00
ACH	6/28/18 BALIC PAYDAY	Deferred Compensation	\$2,904.50
ACH	INVOICE CLOUD	Bank Fees	\$4,806.20
ACH	JULY 2018 HEALTH	Health Insurance	\$13,885.21
ACH	MAY 2018	Bank Fees	\$6,700.76
ACH	MAY 2018 BOW	Bank Fees	\$1,778.57
ACH	MAY 2018 PH	Bank Fees	\$117.98
ACH	MAY 20187 WB	Bank Fees	\$87.98
ACH	PAYCHEX 6/11/18	Contract Services-Other	\$606.45
ACH	PERS 6/14/18 PAYDAY	PERS	\$17,771.28
ACH	PERS 6/28/18 PAYDAY	PERS	\$17,771.56
ACH	VANCO MAY 2018	Contract Services-Other	\$0.14
ACH	5/17/18 VOYA PAYDAY	Deferred Compensation	\$25.00
ACH	JUNE 2018 GASB	PERS	\$30,046.58
ACH	MAY 2018 FD	Bank Fees	\$119.98
Total			<u>\$105,210.69</u>
Grand Total			<u><u>\$525,175.46</u></u>

June Payments Approved At June Board Meeting

65828	Best Best & Krieger	Legal & Audit	\$15,665.00
65829	Central Valley Engineering & Asphalt, Inc.	Contract Services-Paving	\$26,708.38
65830	CirclePoint	Contract Services-Water Conservation	\$14,935.73
65831	Ferguson Enterprises Inc #1423	Material	\$12,214.54
65832	Miles Treaster & Associates	Office Expense	\$25,195.58
65833	Regional Water Authority	Dues & Subscriptions	\$25,614.00
65834	Sacramento Groundwater Authority	Dues & Subscriptions	\$33,977.00
65835	SMUD	Utilities	\$8,226.71
65836	Regional Water Authority	Dues & Subscriptions	\$43,579.00
ACH	Lund Construction	Contract Services-Engineering	\$55,717.50
ACH	US Bank I.M.P.A.C. Government Services	See July Agenda Item CC-9	\$11,716.98
ACH	Lund Construction	Contract Services-Engineering	\$210,043.10
			<u><u>\$483,593.52</u></u>

Employee Recognitions— Eighteen employees received recognition for attendance during May 2018, and eleven were recognized for outstanding customer service and quality of work during the month of June 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 for future scheduled Board Meetings.

Engineering Department Report

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

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PROJECT 2030 Water Main Replacement Project	Engineering	Engineering Manager and Project Manager	On-going	Yes, 09/19/18 (30% Completion Update)	Yes	2017-2018 Masterplan for replacement of mains installed in 1960-1985.	Asset Inventory and water demand projections in progress. CAC Workshop #1 occurred on 05/29/18. CAC Workshop #2 scheduled for 08/28/18.
CAPITAL IMPROVEMENT PROJECT Corporation Yard Safety Improvements Project	Engineering	Engineering Manager, Project Manager and Senior Construction Inspector	On-going	Yes, 06/20/18 (Notice of Completion)	Yes	2017 design and construction of Vacuum Spoils Disposal, Wash Station, Materials Storage, and Safety and Efficiency Upgrades.	Letter of Acceptance sent to Contractor on 04/05/18. 100% Complete. Notice of Completion approved at 06/20/18 Board Meeting. This item is complete.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Corporation Yard / Facilities Master Plan Buildout	Engineering	Engineering Manager and Project Manager	On-going	Yes, TBD	Yes	2017-18 Masterplan for office space requirements through 2040.	Staff continues to review Space Needs Assessment completed by consultant. Additional meetings scheduled with the goal of presenting to the Board in Q4 2018.
CAPITAL IMPROVEMENT PROJECT Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 06/20/18 (Notice of Completion)	Yes	2017 design and construction.	Award of Contract occurred at the 01/17/18 Board Meeting. Notice of Completion approved at 06/20/18 Board Meeting. Easements being prepared by District. Anticipate bringing to the Board at the August/September Board Meeting.
CAPITAL IMPROVEMENT PROJECT Graham Cir and Circuit Dr 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	On-going	Yes, 04/18/18 (Award of Contract)	Yes	2017 design, 2018 construction.	Award of Contract at the 04/18/18 Board Meeting. Contract signed and work began on 05/21/18. 75% Complete.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistance Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Potholing completed. Preparing final plans. Send plans to Division of Drinking Water and City of Citrus Heights.
CAPITAL IMPROVEMENT PROJECT Pleasant View Drive 8" Water Main	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/01/18. Potholing to be scheduled for July 2018.
CAPITAL IMPROVEMENT PROJECT Michigan Drive 8" & 6" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans sent to Engineer on 05/02/18. Potholing to be scheduled for July 2018. Verify easements.
CAPITAL IMPROVEMENT PROJECT 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 CIP. Begin communication with SJUSD during 2018.
PRIVATE DEVELOPMENT 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.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Commercial Building Remodel - 5414-50 Sunrise Blvd	Engineering	Senior Construction Inspector and Engineering Manager	On-going	Yes, 05/16/18 (Approval of Resolution for Easement)	No	Private development.	Project complete. Perform project closeout.
PRIVATE DEVELOPMENT Dignity Health Building - 7115 Greenback Ln	Engineering	Engineering Manager and Senior Construction Inspector	On-going	Yes, TBD	No	Medical office building by developer.	Project complete. Perform project closeout. Coordinate easement with engineer and City of Citrus Heights.
PRIVATE DEVELOPMENT 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. Construction in progress. 75% Complete.
PRIVATE DEVELOPMENT 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. Engineer preparing Improvement Plans for proposed land exchange.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 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. Creek crossing revisions finalized. Received revised plans on 07/02/18.
PRIVATE DEVELOPMENT 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.
PRIVATE DEVELOPMENT 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.	Engineer submitted revised plans on 03/22/18. Comments sent to engineer on 04/04/18. Resubmittal received on 05/02/18. Comments sent to engineer on 06/04/18.
PRIVATE DEVELOPMENT 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. Awaiting final plans.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT Sunrise Blvd_5437-5439 - Sunrise Village Retail Center - parcel split	Engineering	Engineering Manager and Assistant Engineer	On-going	TBD	No	Parcel being split into 3 for individual sales that previously occurred.	Sent comments to City 09/13/17. Awaiting to determine if developer/ owner chooses to split the parcel.
PRIVATE DEVELOPMENT 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.
PRIVATE DEVELOPMENT 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. Signed plans on 02/26/18. Preconstruction meeting on 04/30/18. Awaiting easements for entire Stock Ranch area.
PRIVATE DEVELOPMENT 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. 90% Complete. Awaiting easements for entire Stock Ranch area.
PRIVATE DEVELOPMENT 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.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
PRIVATE DEVELOPMENT 6199 Sunrise Blvd US Bank Parcel Split	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 12/27/17. Awaiting to determine if developer/ owner chooses to split the parcel.
PRIVATE DEVELOPMENT 8501 Auburn Blvd Big Lots	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Commercial Development.	Sent Will Serve letter on 05/23/18. Received plans for review on 05/22/18. Review easements for project.
PRIVATE DEVELOPMENT 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. Review easements for project.
COMCAST	Engineering	Assistant Engineer and GIS Specialist	On-going	No	No	Various communications boring projects throughout the service area.	Received 13 utility requests as of 05/01/18. District has provided water utility maps for all projects. Received "B" plans on 5 projects as of 05/01/18 and provided comments. Awaiting resubmittal from Comcast Engineer.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT 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 Summer 2018. "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 to send engineer data.
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 in progress by City contractor.
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	Attended preconstruction meeting on 03/14/18. Construction in progress by City contractor. CHWD 50% complete with water facility relocations. Need to coordinate valve raising with contractor.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
CITY OF CITRUS HEIGHTS PROJECT Mariposa Ave - Safe Routes to School Phase III	Engineering	Engineering Manager and Assistant Engineer	On-going	Yes, TBD	Yes	Frontage improvements along west side of Mariposa Ave from Northridge to Eastgate.	Received signed Utility Agreement. Start of construction in Summer 2018. 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.
Annexations	Engineering	Engineering Manager, Project Manager and Assistant Engineer	2018	Yes, TBD	Yes	Annex properties into the District to clarify and revise District boundaries.	Staff conducted an initial scoping meeting in April. Staff is now working on a draft RFP for consultant services. A follow-up meeting is scheduled for 08/08/18.

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
Easements	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 is scheduled for 08/08/18.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 72 work orders were performed during the month of June 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 June 2018 (1,387.02 acre-feet) was 27.4 percent below that of May 2013 (1,603.43 acre-feet).

Surface Water Supply Reliability

As of July 1, 2018, storage in Folsom Lake (Lake) was at 8400,600 acre-feet, 86 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 114,000 acre-feet in the past month.

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

Water Efficiency Program Update

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

- 12 Ultra-Low-Flush Toilet (ULFT) rebates were processed for the month of June. The 5 year average (2013-2017) of June ULFT rebates is 17. A total of \$5,550.00 in rebates were issued year to date.

- A total of 7 High Efficiency Clothes Washer (HECW) rebates have been issued during the second quarter of 2018. To better align with SMUD's schedule for reporting monthly numbers, staff will report HECW rebates on a quarterly basis.
- 21 water waste calls were received during the month of June. 2 reports of water waste were received through CHWD's Drought Resources web page.
- A WaterSmart class was held on Thursday, June 28 from 6:00 pm – 8:30 pm. The class was titled "Keeping Your Eco-Friendly Landscape Looking Great With Less Water, Less Work and Fewer Chemicals". This was the third class in a series of 5 classes to be held by the District this year. An additional class was held on Saturday, July 14th from 9:00 am – 12:00pm. The class was titled "Picking the Best WaterSmart Plants for Your Landscape & How to Maintain Them". The classes were held at the Citrus Heights Community Center located at 6300 Fountain Square Dr.
- Staff 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. WaterWise has completed reaching out to CHWD's single-family customers. Due to this effort, a total of 3 additional Irrigation Efficiency Reviews were generated and completed for the month of June. This compares to 11 Irrigation Reviews completed during the same month in 2017. A total of 83 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 26 Irrigation Efficiency Reviews completed for the same time in December 2016 thru June 2017. Staff has shifted the focus of the outreach campaign to Multi-Family customers. 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 presentation will be provided to the Board for a complete recap of the findings during the fourth quarter of 2018.
- Staff is conducting a meter testing program for all meters 3 inch and larger. The testing is part of the Water Loss program requirement contained in SB555. The meters are being tested for accuracy during high, medium and low flow conditions.
- On Thursday, June 14, staff completed the fifth presentation in the annual group participation safety program. The presentation topic was "Sleep Deprivation". The presenters included Alberto Precadio, Rick Jimenez and Chris Nichols.
- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date:

MONTH	R-GPCD 2017	R-GPCD 2018	% CHANGE
January	75	77	+3%
February	72	85	+18%
March	80	79	-.01%
April	87	100	+13%
May	166	156	-.06%
June	209	213	-.02%

- Since 2013, RWA has been providing the District with a recap of the region’s individual Agency R-GPCD for the current month/year, including a year to date comparison for 2013. RWA has reformatted the monthly update and will no longer be providing the regional water savings comparison.

Discussion and Possible Action to Approve a Contract Amendment for an Agreement with Planning Partners (A)

Staff requested that the Board consider a contract amendment with Warren Consulting Engineers for additional work preparing the Rosa Vista Lane easement documents as part of the Highland Avenue and Rosa Vista Lane Water Main Replacement Project.

On July 27, 2016, a professional services agreement was executed with Warren Consulting Engineers in the amount of \$20,000 to provide engineering services for the Highland Avenue and Rosa Vista Lane Water Main Replacement Project. A portion of the scope of work included preparing two water easements, including legal descriptions and exhibits, located on the private Rosa Vista Lane.

On April 24, 2017, a contract amendment in the amount of \$3,125 was executed to include five (5) additional water easement legal descriptions and exhibits for the proposed water main and services located on Rosa Vista Lane. Draft easements were created and were to be notarized and recorded after construction was complete to ensure the location of the water main and services did not change from the location shown on the plans.

On January 31, 2018, a contract was executed with Lund Construction, Inc. for installing and connecting approximately 1,322 linear feet of 8-inch water main, 24 linear feet of 6-inch water main, six (6) 8-inch gate valves, one (1) 6-inch gate valve, one (1) steamer fire hydrant, six (6) 1-inch metered water services, and 16 1-inch water services with curb stops along Highland Avenue and Rosa Vista Lane in the City of Citrus Heights. Lund Construction, Inc. completed the water main replacement project on June 1, 2018.

During construction, the alignment for a portion of the water main on Rosa Vista Lane was revised and moved slightly to provide adequate clearance from existing utilities. Due to the relocation of the water main, the easements for two properties need to be revised. The revision requires Warren Consulting Engineers to re-survey the water main alignment for these two properties and revise the easement. The cost to complete the survey and prepare the revisions is \$1,600.00.

Funding Plan:

In considering a contract amendment for the additional engineering work, one funding source for the proposed change order is the construction contingency fund in the amount of \$36,589.80. Only \$192.40 of the construction contingency was used, which leaves \$36,397.40 remaining. The remaining amount of construction contingency after the contract amendment of \$1,600.00 will be \$34,797.40.

Staff recommended the Board amend the contract with Warren Consulting Engineers in the amount of \$1,600.00 for additional work preparing the Rosa Vista Lane easement documents.

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

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

PRESENTATIONS:

Update on Groundwater Sustainability Plan

Sacramento Groundwater Authority (SGA) Manager of Technical Services, Rob Swartz and Citrus Heights Water District (CHWD) Operations Manager, David Gordon, provided an update on the Sustainable Groundwater Management Act (SGMA) and its requirement to develop a Groundwater Sustainability Plan (GSP). SGMA was signed into law in 2014 with the purpose of:

1. Establishing a framework for sustainable, local groundwater management;
2. Preventing groundwater-dependent regions from the over-draft of groundwater supplies; and
3. Bringing groundwater basins into balanced levels of pumping and recharge.

CHWD is located within the Sacramento Valley's North American Sub-basin (NASb). NASb is represented by five Groundwater Sustainability Agencies (GSA), which include:

1. Western Placer County;
2. South Sutter Water District;
3. Reclamation District 1001;
4. Sutter County; and
5. Sacramento Groundwater Authority.

SGA staff have been meeting with all of the GSA's within the NASb to plan, develop and submit one GSP for the NASb. CHWD has been attending these meetings. Mr. Swartz will provide an update on the status of the GSP development, and a roadmap for future action.

The Regular Meeting of the Board of Directors was adjourned at 7:46pm.

The Regular Meeting of the Board of Directors reconvened at 7:51pm.

STUDY SESSIONS:

None.

BUSINESS:

None.

CONSULTANTS' AND LEGAL COUNSEL'S REPORTS:

None.

DIRECTORS' AND REPRESENTATIVES' REPORTS:

Regional Water Authority (Dains)

Director Dains reported that the last meeting focused on Other Post-Employment Benefits (OPEB) requirements and that they are 91% funded.

Sacramento Groundwater Authority (Sheehan)

No report.

San Juan Water District (All)

No report.

Association of California Water Agencies (ACWA) (Dains)

General Manager Straus informed the Board that ACWA's Fall Conference will be on November 27-30 in San Diego.

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

No report.

City of Citrus Heights (Pieri)

Engineering Manager Pieri stated that CHWD is working closely with the city's contractor on the Sunrise Phase 2a Project, the District has completed most of the work that was slated and are continuing to monitor closely.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

No report.

RWA Lobbying Program Update (Gordon/Meurer)

General Manager Straus informed the Board that RWA has not selected a candidate for the position of Legislative Affairs Manager, which was previously held by Adam Robin.

Customer Advisory Committee (Riehle/Pieri)

No report.

Other Reports

Management Services Specialist Henry informed the Board that the Claim for Directors Compensation form had been updated to a fillable PDF.

MANAGEMENT SERVICES REPORT:

Meter Replacement Program Update

Staff updated the Board on CHWD's progress in working with several surrounding water districts to develop a multi-agency Water Meter Replacement and Operations Program. The updates included status reports on the Memorandum of Understanding (MOU) approvals by the various governing boards of the newly-forming Meter Replacement Consortium and the development and schedule for release of the Request for Proposal (RFP) of the Advanced Planning Study.

CORRESPONDENCE:

None.

CLOSED SESSION:

- CL-1. Pursuant to Section 54956.9:
CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case
- CL-2. Pursuant to Section 54956.8:
CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: Parcel Numbers 211-0192-087-0000
Agency negotiators: David Gordon, Madeline Henry, Josh Nelson, Melissa Pieri, Hilary Straus, Susan Sohal, Steve Anderson
Negotiating parties: First Apostolic Church Incorporated of Citrus Heights
Under negotiation: Both Price and Terms of Payment

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 8:58 pm.

APPROVED:


MADELINE HENRY
Acting Deputy Secretary
Citrus Heights Water District


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