

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
October 17, 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:

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
Alberto Preciado, Senior Accountant
Madeline Henry, Management Services Specialist

VISITORS:

David Wheaton

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 Regular Meeting – September 19, 2018
Revenue Analysis Report for September 2018
Assessor/Collector's Roll Adjustment for September 2018
Treasurer's Report for September 2018

- Treasurer’s Report of Fund Balances for September 2018
- Operations Budget Analysis for September 2018
- Capital Projects Summary September 2018
- Warrants for September 2018
- CAL–Card Distributions for September 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 Water Meter Replacement Reserve Policy (A)
 - Consider approval of Policy No. 6250: Water Meter Replacement Reserve.
- Discussion and Possible Action to Approve Water Meter Reading Policy (A)
 - Consider amendments to Policy No. 7180: Water Meter Reading.

SEPTEMBER 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66143	Integrity Administrators Inc	Health Insurance	\$5,000.00
66144	Harry T/JoAnne E Wristen	Customer Refund	\$15.24
66145	Joyce E Goforth	Customer Refund	\$24.48
66146	Griffin Trust	Customer Refund	\$73.21
66147	Janell A Gomes Trust	Customer Refund	\$7.21
66148	Christopher Wright	Customer Refund	\$225.47
66149	Freddie H/Julia Peterson	Customer Refund	\$6.75
66150	Brian/Lisa Diemer	Customer Refund	\$43.06
66151	M & N Investment Props Inc	Customer Refund	\$6.04
66152	Vertus Properties Inc	Customer Refund	\$138.61
66153	A&A Stepping Stone Manufacturing	Supplies-Field	\$17.24
66154	ABA DABA Rentals & Sales	Supplies-Field	\$126.88

SEPTEMBER 2018 WARRANTS			
<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66155	AFLAC	Employee Paid Insurance	\$395.99
66156	Alexander's Contract Services	Contract Services- Meter Read	\$3,875.15
66157	Aqua Sierra Controls	Wells Maintenance	\$1,097.50
66158	AREA Restroom Solutions	Equipment Rental-Field	\$118.76
66159	Associated Sound	Contract Services-Other	\$1,909.68
66160	California-Nevada Section AWWA	Dues & Subscriptions	\$80.00
66161	Bart/Riebes Auto Parts	Repair-Trucks	\$744.21
66162	Best Best & Krieger	Legal & Audit	\$6,470.71
66163	California Landscape Associates Inc	Janitorial	\$200.00
66164	City of Citrus Heights	Permit Fees	\$260.50
66165	Robin Cope	Health Insurance	\$422.30
66166	Corix Water Products, Inc	Material	\$1,407.45
66167	2014-1 IH Borrower	Customer Refund	\$126.80
66168	County of Sacramento	Permit Fees	\$261.00
66169	Cybex	Equipment Rental-Office	\$158.16
66170	Dawson Oil Company	Gas & Oil	\$1,195.92
66171	Grainger	Small Tools	\$147.62
66172	Integrity Administrators Inc	Health Insurance	\$433.16
66173	J4 Systems	Contract Services-Other	\$2,695.00
66174	KBA Docusys Inc	Equipment Rental-Office	\$342.63
66175	Kei Window Cleaning #12	Janitorial	\$96.00
66176	Kirby's Pump and Mechanical, Inc	Wells Maintenance	\$3,300.00
66177	Mason Smith Success Strategies	Contract Services-Financial	\$6,750.00
66178	Matthew Maxwell	Contract Services-Miscellaneous	\$1,300.00
66179	Maze & Associates	Legal & Audit	\$4,729.00
66180	Moonlight BPO	Contract Services-Bill Print	\$5,039.69
66181	Courtney Obergfell	Customer Refund	\$6.84
66182	Office Depot	Office Expense	\$99.12
66183	Pace Supply Corp	Material	\$277.83
66184	Protection One Alarm Monitoring	Equipment Rental-Office	\$196.95
66185	Reed & Graham Inc	Supplies-Field	\$1,521.45
66186	Republic Services #922	Utilities	\$220.85
66187	Regional Government Services	Contract Services-Other	\$520.00
66188	RW Trucking	Contract Services-Miscellaneous	\$590.96

SEPTEMBER 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66189	Sac-Val Janitorial Supply	Supplies-Field	\$82.21
66190	Les Schwab Tires	Repair-Trucks	\$293.28
66191	Sonitrol	Equipment Rental-Office	\$175.10
66192	A. Teichert & Son, Inc.	Road Base	\$1,522.59
66193	Titan Workforce LLC	Contract Services-Temporary Labor	\$5,038.93
66194	TriFresh Technologies, Inc.	Wells Maintenance	\$4,062.55
66195	United Textile	Supplies-Field	\$163.05
66196	Warren Consulting Engineers Inc	Contract Services-Engineering	\$6,375.00
66197	CirclePoint	Contract Services- Conservation	\$13,645.59
66198	J4 Systems	Contract Services-Other	\$38,790.57
66199	Kirby's Pump and Mechanical, Inc	Wells Maintenance	\$113,964.75
66200	SMUD	Utilities	\$43,827.22
66201	Czeslawa Garbien	Customer Refund	\$214.68
66202	Cleghorn Family Living Trust	Customer Refund	\$101.85
66203	Earls Trust	Customer Refund	\$21.20
66204	Dale S/Lorraine S Swenson	Customer Refund	\$13.59
66205	Brennan Family Trust	Customer Refund	\$18.65
66206	Sheryl L Wozniewicz	Customer Refund	\$19.22
66207	Lavon A Burks Trust	Customer Refund	\$19.86
66208	O'NEIL REVOCABLE TRUST 1992	Customer Refund	\$214.39
66209	Newpoint Realty	Customer Refund	\$203.79
66210	Steve/Sarah M Zhivora	Customer Refund	\$110.18
66211	JD Pasquetti	Customer Refund	\$1,445.68
66212	Danny Floodman	Customer Refund	\$15.52
66213	Rene/ Peter Breshears	Customer Refund	\$211.07
66214	Christopher Trust	Customer Refund	\$24.43
66215	Rita L Biddle	Customer Refund	\$53.83
66216	Keith/Debra Bean	Customer Refund	\$35.57
66217	Baojin Weng	Customer Refund	\$208.23
66218	ABA DABA Rentals & Sales	Supplies-Field	\$284.46
66219	Afman Supply	Small Tools	\$896.82
66220	Alexander's Contract Services	Contract Services- Meter Read	\$2,635.51
66221	AnswerNet	Telephone-Answering Service	\$287.35
66222	BSK Associates	Water Analysis	\$1,748.00

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<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
66223	Consolidated	Telephone- Local/Long Distance	\$1,857.83
66224	County of Sacramento	Permit Fees	\$87.00
66225	Express Office Products Inc	Office Expense	\$37.62
66226	Ferguson Enterprises Inc #1423	Material	\$158.78
66227	KBA Docusys Inc	Equipment Rental-Office	\$23.20
66228	One Stop Truck Shop	Repair-Trucks	\$4,215.12
66229	Pace Supply Corp	Material	\$1,320.99
66230	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,103.60
66231	Donald R/Allison B Taylor III	Customer Refund	\$39.87
66232	Gilbert/Tricia M Martinez	Customer Refund	\$56.53
66233	Lund Construction	Customer Refund	\$1,775.00
66234	Walter S Dias	Customer Refund	\$227.38
66235	Charlotte Bill	Customer Refund	\$21.87
66236	Ajdin Pjanic	Customer Refund	\$119.30
66237	Jennifer M/Bryon R Doyle	Customer Refund	\$73.75
66238	Brian/Lisa Diemer	Customer Refund	\$373.34
66239	All American Publishing	Water Conservation-Other	\$409.00
66240	Cavanaugh & Associates P.A.	Contract Services- Conservation	\$2,500.00
66241	Corix Water Products, Inc	Material	\$3,404.37
66242	Express Office Products Inc	Office Expense	\$50.35
66243	Ferguson Enterprises Inc #1423	Material	\$591.94
66244	Indoor Environmental Services	Maintenance Agreement- Equipment	\$322.00
66245	J4 Systems	Contract Services-Other	\$3,004.40
66246	Lowe's	Supplies-Field	\$638.97
66247	Moonlight BPO	Contract Services-Bill Print	\$2,855.96
66248	Pacific Gas & Electric	Utilities	\$10.29
66249	Sierra Safety	Small Tools	\$84.06
66250	Spot on Signs & Graphics	Contract Services-Office Maintenance	\$411.34
66251	Staples Advantage	Office Expense	\$88.05
66252	SureWest Directories	Telephone- Local/Long Distance	\$49.00
66253	A. Teichert & Son, Inc.	Road Base	\$542.38
66254	Titan Workforce LLC	Contract Services-Temporary Labor	\$7,440.61
66255	WaterWise Consulting, Inc	Contract Services- Conservation	\$1,940.00

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66256	C J/Wanda M Langdon Trust	Customer Refund	\$23.99
66257	Alejandro/Teresa Ocegueda	Customer Refund	\$736.58
66258	Christine/Alex McCamy	Customer Refund	\$51.12
66259	Rebeka Smith	Customer Refund	\$227.79
66260	Alexander's Contract Services	Contract Services- Meter Read	\$2,429.89
66261	Associated Sound	Contract Services-Other	\$1,067.47
66262	Avalon Custodial Care	Janitorial	\$695.00
66263	Axcient Holdings LLC	Maintenance Agreement-Software	\$444.30
66264	Bart/Riebes Auto Parts	Repair-Trucks	\$96.96
66265	BSK Associates	Water Analysis	\$1,560.00
66266	CHCMB	Water Conservation-Other	\$40.00
66267	Citrus Heights Saw & Mower	Repair-Equip/Hard	\$127.09
66268	Dawson Oil Company	Gas & Oil	\$1,179.65
66269	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
66270	Global Machinery West	Fixed Assets	\$330.91
66271	Innovyze	Maintenance Agreement-Software	\$3,200.00
66272	J4 Systems	Contract Services-Other	\$5,702.50
66273	Matthew Maxwell	Contract Services-Miscellaneous	\$520.00
66274	Moonlight BPO	Contract Services-Bill Print	\$4,624.07
66275	Pace Supply Corp	Material	\$628.29
66276	Regional Government Services	Contract Services-Other	\$7,478.42
66277	SHI International Corp	Maintenance Agreement-Software	\$1,918.78
66278	TriFresh Technologies, Inc.	Wells Maintenance	\$2,027.23
66279	Verizon Wireless	Telephone-Wireless	\$1,257.16
66280	Voyager Fleet Systems Inc	Gas & Oil	\$2,506.11
66281	Wells Fargo Bank	Office Expense	\$2,500.00
66282	World Environment & Energy Inc	Contract Services-Miscellaneous	\$204.84
66283	Martin G/Laura L Rea	Toilet Rebate Program	\$150.00
66284	Tony or Silvana Schafer	Toilet Rebate Program	\$75.00
66285	Edward M/Debra A Smith	Toilet Rebate Program	\$75.00
66286	Samuel K /Ashley R Wambugu	Toilet Rebate Program	\$75.00
66287	Michelle Whitworth	Toilet Rebate Program	\$225.00
TOTAL			\$367,527.19

SEPTEMBER 2018 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	1168-2018-18 INVOICE CLOUD	Contract Services-Other	\$4,475.80
ACH	201808300PCHEX	Contract Services-Other	\$416.65
ACH	AUGUST 2018 BOW	Bank Fee	\$1,833.40
ACH	AUGUST 2018 CHASE BANK	Bank Fee	\$2,460.46
ACH	AUGUST 2018 FD	Bank Fee	\$119.98
ACH	AUGUST 2018 PH	Bank Fee	\$117.98
ACH	AUGUST 2018 WB	Bank Fee	\$87.98
ACH	OCTOBER 2018 KAISER	Health Insurance	\$23,030.73
ACH	OCTOBER 2018 WHA	Health Insurance	\$13,885.21
ACH	PERS 9/26/18 PAYDAY	PERS	\$10,000.00
ACH	PERS 9/6/18 PAYDAY	PERS	\$19,325.44
ACH	SEPT 2018 WELLS FARGO	COP Debt Service	\$536,450.27
ACH	VALIC 9/20/18 PAYDAY	Deferred Compensation	\$2,904.50
ACH	VALIC9/6/18 PAYDAY	Deferred Compensation	\$2,904.50
ACH	VOYA 9/6/18 PAYDAY	Deferred Compensation	\$25.00
ACH	VOYA 9/20/18 PAYDAY	Deferred Compensation	\$25.00
TOTAL			\$618,062.90
GRAND TOTAL			\$985,590.09

October Payments Approved at October Board Meeting

66335	CIRCLEPOINT	Contract Services-Conservation	\$10,591.22
66336	FERGUSON ENTERPRISES Inc #1423	Material	\$10,630.96
66337	INNOVYZE	Maintenance Agreement-Software	\$30,600.00
66338	KIRBY'S PUMP & MECHANICAL, Inc	Wells Maintenance	\$38,833.74
66339	SMUD	Utilities	\$45,078.85
66334	ACWA/JPIA	Workers Comp Insurance	\$74,443.00
ACH	US BANK I.M.P.A.C. GOVERNMENT SERVICES	See October Agenda Item CC-9	\$14,747.07
ACH	LUND CONSTRUCTION	Contract Services-Engineering	\$25,537.96
TOTAL			\$250,462.80

Employee Recognitions— Sixteen employees received recognition for attendance during August 2018, and seventeen were recognized for outstanding customer service and quality of work during the month of September 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 September 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, 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 scheduled for 12/11/18.
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.

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 Highland Ave & Rosa Vista Ln 8" Water Mains	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.
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, 09/19/18 (Notice of Completion)	Yes	2017 design, 2018 construction.	Contract signed and work began on 05/21/18. 100% Complete. Project Complete.
CAPITAL IMPROVEMENT PROJECT Wind Way and Longwood Way 8" Water Mains	Engineering	Project Manager and Assistant Engineer	On-going	Yes, TBD	Yes	2017 design, 2018 construction.	Plans complete. Received approval signature from City of Citrus Heights. Work to be completed by District Operation staff.
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 began on 09/03/18. Plans at 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 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 completed. Preparing 90% plans. Staff to verify easements.
CAPITAL IMPROVEMENT PROJECT Old Auburn Road - Daffodil to Wooddale 8" Water Main	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.
CAPITAL IMPROVEMENT PROJECT Cologne Way 6" Water Main	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.
CAPITAL IMPROVEMENT PROJECT Quiet Oak Lane 8" Water Main	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.
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 Capital Improvement Program. Staff to 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. District to respond.

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 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.
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. Project approved by City of Citrus Heights City Council on 08/23/18. 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. 90% Complete.
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.	Plans signed on 09/19/18. Awaiting construction.
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. District Operations staff began construction on 09/25/18.
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.

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 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. 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. Preconstruction meeting on 04/30/18. Final Acceptance Letter sent on 09/10/18. 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.
PRIVATE DEVELOPMENT 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.
PRIVATE DEVELOPMENT 8501 Auburn Blvd	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.

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 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.
PRIVATE DEVELOPMENT 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 to send quote to owner. Awaiting revised plans and payment from customer.
PRIVATE DEVELOPMENT 103 Lazy Oak	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Payment received from customer. Operations installed water service on 09/24/18. Project complete.
PRIVATE DEVELOPMENT 208 Langley Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Coordinating water system requirements with property owner.
PRIVATE DEVELOPMENT 7613 Scribner Ave	Engineering	Engineering Manager and Assistant Engineer	On-going	No	No	Single Family Home.	Operations installed water service on 09/12/18. Project complete.

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.

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 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.	<p>City contractor paved Sunrise Blvd on 09/27/18. Contractor 90% complete with water related work.</p> <p>CHWD 90% complete with water facility relocations.</p> <p>Need to coordinate valve raising with contractor.</p>
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.	<p>Received signed Utility Agreement. Start of construction in 2019.</p> <p>Received plans for review on 05/17/18. Pre-bid meeting on 06/05/18. District awaiting final plans.</p>
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.	<p>Sent water facility maps and as-builts to Engineer on 11/20/17.</p> <p>Awaiting plans from CalTrans for District review.</p>

Items of Interest	Department	Project Team	Date	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
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 10/24/18.
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 is now working on a draft RFP for consultant services. A follow-up meeting occurred on 10/10/18.

Operations Department Report

Operations Manager Gordon reported as follows:

A total of 118 work orders were performed during the month of September 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 September 2018 (1,330.19 acre-feet) was 11.9 percent below that of September 2013 (1,509.82 acre-feet).

Surface Water Supply Reliability

As of October 1, 2018, storage in Folsom Lake (Lake) was at 466,900 acre-feet, 48 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 38,300 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 September 2018 include:

- 18 Ultra-Low-Flush Toilet (ULFT) rebates were processed for the month of September. This compares to 13 rebates issued for the month of September 2017. The 5 year average (2013-2017) of June ULFT rebates is 20. A total of \$9,000.00 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. This compares to 3 HECW rebates issued for the second quarter of 2017. To better align with SMUD's schedule for reporting monthly numbers, staff will report HECW rebates on a quarterly basis.
- 32 water waste calls were received during the month of August. There were no reports of water waste received through CHWD's Drought Resources web page. A total of 212 service calls were received year to date.
- The final WaterSmart class for the year was held on Thursday, September 27 from 6:00 pm – 8:30pm. The class was titled "Pruning and Maintaining Your WaterSmart Landscape". The class was held at the Citrus Heights Community Center. It was a huge success, with over 60 attendees. Staff is currently planning next year's WaterSmart class content and schedule.
- 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. WaterWise has completed reaching out to CHWD's single-family customers. Staff has shifted the focus of the outreach campaign to multi-family customers. Due to this effort, a total of 7 multi-family Irrigation Efficiency Reviews were generated and completed for the month of September. 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. A total of 85 Irrigation Efficiency Reviews have been completed since the outreach campaign began in December 2017. This compares to 46 Irrigation Efficiency Reviews completed for the same time in December 2016 thru September 2017.
- On Thursday, August 30, staff along with Cavanaugh & Associates completed the validation process for the 2017 AWWA Water Audit. The required documents were submitted to the Department of Water Resources (DWR) for review and approval. On September 21, 2018 DWR sent a letter approving the District's 2017 Validated Water Loss Audit. California Water Code (CWC) Section 10608.34 directs DWR to review all submitted validated water loss audit reports. DWR's review finds that the report addresses the CWC requirements. This fulfills the District's 2017 requirements regarding SB 555.
- On Thursday, September 13, staff completed the eighth presentation in the annual group participation safety program. The presentation topic was "Stress Management". The presenters included Brady Chambers, Jarrett Flink, David Gordon and Paul Dietrich.

- 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%
July	241	253	+.05%
August	229	231	+.01%
September	217	200	+.08%

- Since 2013, RWA has been providing the District with a summary 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 the American River Basin Integrated Regional Water Management Plan

Staff requested that the Board consider approving the addition of a Water Meter Replacement Reserve Policy No. 6250 to the District Fiscal Management Policies. The District’s Fiscal Management Policies contain individual policies relating to the District’s Funds and Reserves that are used to organize and allocate all District monies for various purposes. These policies define the purpose for which the specified Fund or Reserve is to be used, and set forth certain responsibilities and restrictions on the transfer or expenditure of monies.

The Water Meter Replacement Reserve was established in 2017 as a way to set monies aside for use in evaluating, designing, and constructing, acquiring, replacing, or rehabilitating capital facilities pertaining to meters to benefit District customers. As the Reserve was created by the Board, a policy governing its use is required.

This proposed Water Meter Replacement Reserve policy has been developed to accompany the recently created Water Meter Replacement Reserve.

The proposed policy would allow for monies to be transferred into or out of the reserve at the direction of the District Treasurer, with monthly reports to the Board on said actions. The amount of funding to be retained in the Reserve is expressed as a “target” rather than as a specific dollar amount. The Board of Directors, and the Treasurer under the Board’s direction, retains the authority to determine appropriate levels of funding for this Reserve under circumstances that will undoubtedly change over time.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES MANUAL

POLICY TYPE : FISCAL MANAGEMENT
POLICY TITLE : WATER METER REPLACEMENT RESERVE
POLICY NUMBER : 6250
DATE ADOPTED :
DATE AMENDED :
AMENDMENTS :

6250.00 WATER METER REPLACEMENT RESERVE

The District shall establish and maintain a Water Meter Replacement Reserve to provide funds for use in evaluating, designing, and constructing, acquiring, replacing or rehabilitating capital facilities pertaining to meters to benefit District customers.

Monies may be transferred to or from the Water Meter Replacement Reserve at the direction of the District Treasurer in accordance with this Policy and the Policies setting forth the purpose, guidelines and restrictions for other District Funds and Reserves. Monies may also be transferred to or from the Water Meter Replacement Reserve upon the specific direction of the Board of Directors.

The target amount of funds to be maintained in the Water Meter Replacement Reserve shall be monies as a build up to meet the District's future estimated capital outlays for planning, evaluating, designing, constructing, installing and/or implementing new water meter technology and equipment as a build up to future as determined by the capital improvement plan adopted by the Board of Directors.

The District Treasurer shall report in writing each month to the Board of Directors on the dollar balance at the end of the preceding calendar month and any amounts transferred to or from the Water Meter Replacement Reserve during the month.

Discussion and Possible Action to Approve Amendments to Policy 7180: Water Meter Reading

Staff requested that the Board consider amendments to Policy 7180: Water Meter Reading. The Citrus Heights Water District's (District's) Water Meter Reading Policy, No. 7180, was first adopted in December 2006. The current policy states, when a water meter reading is not available, the Assessor/Collector or his or her designee may use an estimated water meter reading for billing purposes. The policy does not contain a formula concerning how to estimate a meter read in circumstances where the water meter is not accessible. As more customers add fences and gates to secure their properties, they in turn often block access to the District's water meter. While completing the process of gaining access to the water meter by way of visits to a property to leave door hangers, sending letters to request access and phone calls, a standard method to estimate water usage for billing purposes is required.

After review of Policy No. 7180, staff and General Counsel concluded that policy changes are needed. Several comparable agencies were surveyed to compare meter reading policies. This process resulted in several proposed revisions.

Recommended revisions are as follows:

1. Replace "Assessor/Collector or his or her designee", with "General Manager or his or her designee", throughout the policy;
2. Add language in Section 7180.03 regarding District's right to access the meter, and
3. Add language for a formula for estimates in Section 7180.04.

The first recommended revision to Policy No. 7180 updates current policy language to conform to District standards with regards to the assigning of and/or delegating of authority in Sections 7180.01, 7180.03 & 7180.04.

The second recommended revision clarifies the District's right to access, read, and repair the meter to include obtaining an abatement warrant or to terminate service for refusal to permit access to read the meter in Section 7180.03.

The third recommended revision would add a standard formula to use when estimating water use when access to the water meter is denied in Section 7180.04.

The proposed policy amendments are needed to ensure that all incidents where access is denied to District water meters are handled in a timely, professional and uniform manner. The policy amendments will also reduce District liability.

CITRUS HEIGHTS WATER DISTRICT
POLICIES AND PROCEDURES

POLICY TYPE : ACCOUNTS RECEIVABLE
POLICY TITLE : WATER METER READING
POLICY NUMBER : 7180
DATE ADOPTED :
DATE AMENDED :
AMENDMENTS :

7180.00 WATER METER READING

7180.01 Water Meter Reading Frequency and Routes

Water meters shall typically be read for purposes of billing every two months (bi-monthly) or as otherwise determined by the General Manager or his or her designee. Meter reading routes and schedules shall be established at the sole discretion of the District.

7180.02 Water Meter Reading Schedules and Cycles

Water meter reading schedules and cycles shall be established at the sole discretion of the District. The District will not consider moving of customer accounts among meter reading schedules and cycles other than those established by the District. The District reserves the right to read water meters at any time or with any frequency.

7180.03 Water Meter Accessibility

Customers are responsible for making the District's water meter accessible to the District for reading, and shall maintain accessibility to the meter at all times.

In circumstances where the water meter is not accessible, the District shall deliver a notice to the customer requesting that access be made available; for example, by removal of obstructions (vehicles, vegetation, landscape materials, etc.) or by unlocking gates or securing pets.

Fines for non-compliance with water meter accessibility may be levied at the discretion of the General Manager or his or her designee, as set forth in the Water Rates and Miscellaneous Charges and Fees for the District. Moreover, the District may access the meter, subject to any legal requirements such as obtaining an abatement warrant, to read or repair the meter. Lastly, the District may terminate water service for refusal to permit access to read the meter.

7180.04 Estimating Water Meter Readings

The District shall attempt to use actual water meter readings for billing purposes whenever possible and practical. When an actual water meter reading is not available, the General Manager

or his or her designee may use an estimated water meter reading for billing purposes.

Estimated meter readings may be used in circumstances such as broken or missing water meter register; inaccessibility of water meter to obtain a reading, or when otherwise deemed necessary and prudent by the General Manager or his or her designee.

When an estimated meter reading is deemed necessary, the following schedule shall be applied:

First occurrence: Three year average of water usage for same billing cycle.
Subsequent occurrences: Double the water usage from previous bill.

When an actual meter read is obtained, the difference of the actual read and the estimated read will be credited/billed as applies.

7180.05 Water Meter Re-Reads

Re-reading of water meters is defined as any water meter reading that occurs outside of the routine water meter reading schedule or cycle for that meter.

The District reserves the right to read or re-read a customer's meter at any time or to replace an existing touch read meter register with a radio read meter register.

Customer requests for a water meter re-read shall be honored in accordance with the following procedure:

1st Request for a re-read of a District water meter: The District shall re-read the water meter at no charge as soon as practical. If the reading is found to be in error, the District will correct the account information and adjust the account accordingly. If the reading is not found to be in error, the customer will be given the opportunity to complete a water efficiency review provided by the District.

2nd Request for a re-read in any period of 36 consecutive calendar months beginning with the date of the first re-read: A re-read charge shall be applied to the customer's next billing statement as set forth in the District's rates and charges adopted by the Board of Directors, unless the reading in question is found to be in error. If the reading is found to be in error, the District will correct the account information and adjust the account accordingly. If the reading was not in error, the reread charge shall be applied. The customer may request a credit to their account in the amount of the charge if they complete a water efficiency review provided by the District at no charge within 60 days of the customer's 2nd request for a re-read within the 36 month period as outlined above. The 60 day time limit may be extended at the discretion of the District.

3rd and subsequent re-read requests in any period of 36 consecutive calendar months beginning with the date of the first re-read: A re-read charge shall be applied to the customer's next billing statement as set forth in the District's rates and charges adopted by the Board of Directors, unless the reading in question is found to be in error.

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

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

PRESENTATIONS:

None.

STUDY SESSIONS:

None.

BUSINESS:

2018 Strategic Plan Update

Management Services Specialist Henry requested that the Board receive an update to the 2018 Strategic Plan. Beginning with the 2017 budget process, CHWD initiated an annual Strategic Planning process. The goal of Strategic Planning is to bring the Board of Directors and key District staff together to identify and prioritize the District's key policy, program and project issues, and to identify steps to take over the coming year given limited funding and staffing resources, to help take CHWD to the next level. Given that Strategic Planning items are above and beyond daily operations, the need to prioritize issues is critical to the success of the Strategic Plan.

The 2018 Strategic Plan was approved by the Board of Directors on July 11, 2017. Staff provided a PowerPoint presentation to review the work completed through the end of the third quarter of 2018.

ACTION: Director Dains moved and Director Sheehan seconded a motion to receive and file an update of the 2018 Strategic Plan.

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)
No report.

San Juan Water District (All)

Administrative Services Manager Sohal stated that the District participated in the San Juan Water District Open House on Saturday, October 6.

Association of California Water Agencies (ACWA) (Dains)

General Manager Straus reminded the Board that the ACWA Fall Conference will take place from November 27 to November 30 in San Diego. He will attend along with Administrative Services Manager Sohal, Directors Sheehan, and incoming Director David Wheaton.

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

No report.

City of Citrus Heights (Pieri)

No report.

Chamber of Commerce Government Issues Committee (Gordon/Meurer)

Management Services Supervisor Castruita stated that at their most recent meeting, the Chamber Government Issues Committee discussed ballot and bond measures in the November election. Board member Riehle noted that a water bond is on the November ballot, and recommended that the District should take an official stance on such issues in the future. Board member Dains suggested that staff ask the General Counsel whether the District can take a stand on such bond measures.

RWA Lobbying Program Update (Gordon/Meurer)

General Manager Straus stated that RWA has selected a candidate for the vacant Legislative and Regulatory Affairs Manager position, and expect to announce their selection soon.

Customer Advisory Committee (Riehle/Pieri)

Engineering Manager Pieri reported that the Customer Advisory Committee Chair, Vice Chair, and future Board Member David Wheaton took a tour of District facilities on Tuesday, October 9, 2018. In addition, she reminded the Board the next CAC meeting will take place on December 11, 2018.

Other Reports

Management Services Supervisor Castruita stated the SGA 20th anniversary luncheon will take place on Thursday, October 18, from 11:30 am to 1:30 pm at the North Ridge Country Club in Fair Oaks. He also stated the Howl O' Ween and Harvest Festival will take place on the morning of Saturday, October 20. Finally, he informed the Board that the Prop 218 Notice would go out in the mail on Friday, October 19.

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 held a mandatory proposers meeting on September 25, 2018. Proposals are due October 25, 2018.

Board Member Dains inquired about the feeling of the consultants at the mandatory proposers meeting. Operations Manager Gordon stated that they seemed enthusiastic for a project that had not really been done before that they could use to further promote their services in the future. General Manager Straus stated that given that the consortium only received three questions following the mandatory proposers meeting, he believes the project team did a good job to resolve issues and clearly explain the vision for the project.

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 7:13 pm.

APPROVED:



CHRISTOPHER CASTRUITA
Deputy Secretary
Citrus Heights Water District



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