

**BOARD MEETING AGENDA  
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
MARCH 18, 2020 beginning at 6:00 PM**



**DISTRICT ADMINISTRATIVE OFFICE  
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA**

**PHONE CALL IN: (253) 215-8782  
PHONE MEETING ID: 955 579 391**

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting. Pursuant to Executive Order N-25-20, the meeting will be held at the listed physical location and electronically through the above phone number. Directors and members of the public may attend the meeting in person or remotely through the phone number.

**CALL TO ORDER:**

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

**ROLL CALL OF DIRECTORS:**

**CLOSED SESSION:**

**CL-1. CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: Kessner v. City of Santa Clara, et al., Santa Clara County Superior Court, Case No. 20CV364054

**CL-2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case

**BUSINESS:**

**B-1. COVID-19 RESPONSE PLAN (I/D)**

Recommendation:

Staff will provide an update on the COVID-19 Response Plan.

**FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:**

April 15, 2020	6:30 PM	Regular Meeting
May 20, 2020	6:30 PM	Regular Meeting
June 17, 2020	6:30 PM	Regular Meeting
July 15, 2020	6:30 PM	Regular Meeting—Cancelled
August 19, 2020	6:30 PM	Regular Meeting
August 26, 2020	6:30 PM	Special Meeting
September 15, 2020	6:30 PM	Regular Meeting
October 21, 2020	6:30 PM	Regular Meeting
November 18, 2020	6:30 PM	Regular Meeting
December 16, 2020	6:30 PM	Regular Meeting

**ADJOURNMENT:**

**CERTIFICATION:**

I do hereby declare and certify that this agenda for this Special Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 24 hours prior to the special meeting in accordance with Government Code Section 54956.

*Madeline Henry*

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Madeline Henry, Administrative Services Manager/  
Chief Board Clerk

Dated: March 17, 2020

**BOARD MEETING AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
MARCH 18, 2020 beginning at 6:30 PM**



**DISTRICT ADMINISTRATIVE OFFICE  
6230 SYLVAN ROAD, CITRUS HEIGHTS, CA  
PHONE CALL IN: (253) 215-8782  
PHONE MEETING ID: 955 579 391**

**TO VIEW MEETING PRESENTATIONS PLEASE VISIT: <https://zoom.us/j/955579391>**

In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the General Manager at (916) 725-6873. Requests must be made as early as possible, and at least one full business day before the start of the meeting. Pursuant to Executive Order N-25-20, the meeting will be held at the listed physical location and electronically through the above phone number. Directors and members of the public may attend the meeting in person or remotely through the phone number.

**CALL TO ORDER:**

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

**ROLL CALL OF DIRECTORS:**

**PLEDGE OF ALLEGIANCE:**

**VISITORS:**

**PUBLIC COMMENT:**

The Public shall have the opportunity to directly address the Board on any item of interest to the public before or during the Board's consideration of that item pursuant to Government Code Section 54954.3. Public comment on items of interest within the jurisdiction of the Board is welcome. The Presiding Officer will limit comments to three (3) minutes per speaker.

(A) Action Item

(D) Discussion Item

(I) Information Item

**CONSENT CALENDAR: (I/A)**

All items under the Consent Calendar are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless a member of the Board, Audience, or Staff request a specific item be removed for separate discussion/action before the motion to approve the Consent Calendar.

CC-1a. Minutes of the Special Meeting – February 19, 2020 (A)

CC-1b. Minutes of the Regular Meeting – February 19, 2020 (A)

CC-1c. Minutes of the Special Meeting – March 2, 2020 (A)

Recommendation: Approve the minutes of the February 19, 2020 Regular and Special Meetings and the March 2, 2020 special meeting.

CC-2. Revenue Analysis Report for February 2020 (I)

CC-3. Assessor/Collector's Roll Adjustment for February 2020 (I)

CC-4. Treasurer's Report for February 2020 (I)

CC-5. Treasurer's Report of Fund Balances for February 2020 (I)

- CC-6. Operating Budget Analysis for February 2020 (I)
- CC-7. Capital Projects Summary February 2020 (I)
- CC-8. Warrants for February 2020 (A)  
Recommendation: Approve disbursements issued for payment dated February 14, 2020 through March 11, 2020 per Policy 6460.20.
- CC-9. Purchase Card Distributions for February 2020 (I)
- CC-10. Employee Recognitions (I)
- CC-11. Long-Range Agenda (I)
- CC-12. Engineering Department Report (I)
- CC-13. Operations Department Report (I)
- CC-14. 2020 Water Supply – Purchased and Produced (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)
- CC-17. Discussion and Possible Action to Approve a Letter of Opposition for State of California Assembly Bill 2093 (Gloria) (A)  
Recommendation:  
 Approve a letter of opposition for State of California Assembly Bill 2093.

**PRESENTATIONS:**

None.

**STUDY SESSIONS:**

None.

**PUBLIC HEARING:**

- PH-1. Hold Public Hearing #2 to Receive Public Comments on Transition to “By-Division” Electoral System under the California Voting Rights Act (A)

Recommendation:  
 Conduct the Public Hearing.

**BUSINESS:**

- B-1. Discussion and Possible Action to Appoint Two Members to the Steering Committee for the Sacramento Region Water Utility Collaboration/Integration Study (A)

Recommendation:  
 Staff recommends that the Board appoint one Director and one staff member as CHWD’s representatives to the Management Committee.

**MANAGEMENT SERVICES REPORTS (I):**

- MS-1. Water Meter Replacement Program Update

**CONSULTANTS’ AND LEGAL COUNSEL’S REPORTS (I):**

None.

**DIRECTOR’S AND REPRESENTATIVE’S REPORTS (I):**

- D-1. Regional Water Authority (Riehle).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).

- D-4. Association of California Water Agencies (Riehle).
- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Henry).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Talwar/Henry).
- D-8. RWA Legislative and Regulatory Affairs Update (Talwar/Henry).
- D-9. Customer Advisory Committee (Riehle/Gordon/Pieri).
- D-10. Other Reports.

**CLOSED SESSION:**

None.

**FUTURE CHWD BOARD OF DIRECTORS MEETING DATES:**

April 15, 2020	6:30 PM	Regular Meeting
May 20, 2020	6:30 PM	Regular Meeting
June 17, 2020	6:30 PM	Regular Meeting
July 15, 2020	6:30 PM	Regular Meeting—Cancelled
August 19, 2020	6:30 PM	Regular Meeting
August 26, 2020	6:30 PM	Special Meeting
September 15, 2020	6:30 PM	Regular Meeting
October 21, 2020	6:30 PM	Regular Meeting
November 18, 2020	6:30 PM	Regular Meeting
December 16, 2020	6:30 PM	Regular Meeting

**ADJOURNMENT:**

**CERTIFICATION:**

I do hereby declare and certify that this agenda for this Regular Meeting of the Board of Directors of the Citrus Heights Water District was posted in a location accessible to the public at the District Administrative Office Building, 6230 Sylvan Road, Citrus Heights, CA 95610 at least 72 hours prior to the special meeting in accordance with Government Code Section 54954.2.

\_\_\_\_\_  
 Madeline Henry, Administrative Services Manager/  
 Chief Board Clerk

Dated: March 12, 2020

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
February 19, 2020

The Special Meeting of the Board of Directors was called to order at 6:00 p.m. by President Riehle and roll was called. Present were:

Caryl F. Sheehan, President  
Raymond A. Riehle, Vice President  
David Wheaton, Director

Staff:

Steve Anderson, General Counsel  
David Gordon, Director of Operations  
Madeline Henry, Administrative Services Manager/Chief Board Clerk  
Brian Hensley, Water Resources Supervisor  
Josh Nelson, Assistant General Counsel  
Hilary Straus, General Manager  
Susan Talwar, Director of Finance and Administrative Services  
Roderick Wood, Retired Annuitant  
Habib Isaac, IB Consulting

**CLOSED SESSION:**

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

No reportable action.

CL-2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Potential Water/Water Rights Sale  
Agency negotiators: Steve Anderson, David Gordon, Madeline Henry, Brian  
Hensley, Josh Nelson, Melissa Pieri, Hilary Straus, Susan Talwar, Habib Isaac  
Negotiating parties: San Juan Water District  
Under negotiation: Both Price and Terms of Payment

No reportable action.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 6:54 pm.

**APPROVED:**

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MADELINE A. HENRY  
Deputy Secretary  
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
February 19, 2020

The Regular Meeting of the Board of Directors was called to order at 6:59 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President  
David C. Wheaton, Vice President  
Caryl F. Sheehan, Director

Staff:

Steve Anderson, General Counsel  
Robert Churchill, Retired Annuitant  
Paul Dietrich, Project Manager  
David Gordon, Director of Operations  
Madeline Henry, Administrative Services Manager/Chief Board Clerk  
Josh Nelson, Assistant General Counsel  
Hilary Straus, General Manager  
Susan Talwar, Director of Finance and Administrative Services  
Roderick Wood, Retired Annuitant

**PLEDGE OF ALLEGIANCE:**

Board President Riehle led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

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

- CC-1. Minutes of the Regular Meeting – January 15, 2020 (A)  
Recommendation: Approve the minutes of the January 15, 2020 Regular Meeting.
- CC-2. Revenue Analysis Report for January 2020 (I)
- CC-3. Assessor/Collector's Roll Adjustment for January 2020 (I)
- CC-4. Treasurer's Report for January 2020 (I)
- CC-5. Treasurer's Report of Fund Balances for January 2020 (I)
- CC-6. Operating Budget Analysis for January 2020 (I)
- CC-7. Capital Projects Summary January 2020 (I)
- CC-8. Warrants for January 2020 (A)  
Recommendation: Approve disbursements issued for payment dated January 11, 2020 through February 13, 2020 per Policy 6460.20.



- CC-9. Purchase Card Distributions for January 10, 2020 (I)
- CC-10. Summary of 2020 Employees and Directors Training Courses, Seminars and Conference (I)
- CC-11. Employee Recognitions (I)
- CC-12. Long-Range Agenda (I)
- CC-13. Engineering Department Report (I)
- CC-14. Operations Department Report (I)
- CC-15. 2020 Water Supply – Purchased and Produced (I)
- CC-16. Water Supply Reliability (I)
- CC-17. Water Efficiency and Safety Program Update (I)
- CC-18. Discussion and Possible Action to Approve Agreement with Rawles Engineering Inc. for Michigan Drive and Cologne Lane Water Main Project (A)

Recommendation:

Accept the bid of Rawles Engineering, Inc. in the amount of 387,667.75 and establish a contingency fund in the amount of \$38,766.00 (10%), for a total amount of \$426,433.75. Authorize the General Manager to execute an agreement with Rawles Engineering, Inc.

- CC-19. Discussion and Possible Action to Approve the Purchase of Two Heavy Duty Vacuum Excavators (A)

Recommendation:

Authorize staff to proceed with the purchase of two heavy duty vacuum excavators from RDO Vermeer in the amount of \$\$283,872.70.

- CC-20. Discussion and Possible Action to Approve Board of Directors Travel Per Policy 2060 (A)

Recommendation:

Approve updates to Board of Directors and Officers Policy 2060 Educational and Training Functions.

- CC-21. Review and Possible Action to Approve Investment of District Funds Policy (A)

Recommendation:

Review District Policy 6300, Investment of District Funds, and re-adopt as required by Section 6300.90 of the District's investment policy.

- CC-22. Discussion and Possible Action to Approve Agreement with Hunt & Sons, Inc. for the Provision of Diesel Fuel (A)

Recommendation:

Approve the Fuel Procurement Sub-Agreement with Hunt & Sons, Inc. for the provision of diesel fuel and authorize the General Manager to execute the agreement.

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded a motion to approve the Consent Calendar.

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

Chief Board Clerk Henry requested that the Board consider item B-1 before P-1.

**BUSINESS:**

- B-1. Discussion and Possible Action to Approve Task Order Agreement with IB Consulting, LLC. for Financial Services (A)

**ACTION:**

Director Sheehan moved and Vice President Wheaton seconded a motion to approve the task order agreement with IB Consulting, LLC., and authorize the General Manager to execute the agreement.

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

**PRESENTATIONS:**

- P-1. Sacramento Groundwater Authority Update (I)

James Peifer, Regional Water Authority/Sacramento Groundwater Authority (RWA/SGA) Executive Director and Robert Swartz, RWA/SGA Manager of Technical Services provided an update on SGA.

**STUDY SESSIONS:**

None.

**BUSINESS:**

- B-2. Discussion and Possible Action to Amend the Easement Policy (A)

**ACTION:**

Vice President Wheaton moved and Director Sheehan seconded a motion to amend District Operations Policy 5550, Easements, to include direction on subordinations.

The motion carried 3-0 with all Directors voting yes

- B-3. Discussion and Possible Action to Approve a Memorandum of Understanding for the Sacramento Region Water Utility Collaboration/Integration Study (A)

**ACTION:**

The Board requested that staff bring this item back for further discussion at a March 2, 2020 Special Meeting.

**MANAGEMENT SERVICES REPORTS (I):**

None.

**CONSULTANTS' AND LEGAL COUNSEL'S REPORTS (I):**

None.

**DIRECTOR'S AND REPRESENTATIVE'S REPORTS (I):**

- D-1. Regional Water Authority (Riehle).  
D-2. Sacramento Groundwater Authority (Sheehan).  
D-3. San Juan Water District (All).  
D-4. Association of California Water Agencies (Riehle).

- D-5. ACWA Joint Powers Insurance Authority (Wheaton/Henry).
- D-6. City of Citrus Heights (Pieri).
- D-7. Chamber of Commerce Update (Talwar/Henry).
- D-8. RWA Legislative and Regulatory Affairs Update (Talwar/Henry).
- D-9. Customer Advisory Committee (Riehle/Gordon/Pieri).
- D-10. Other Reports.

**CLOSED SESSION:**

None.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 9:26 pm.

**APPROVED:**

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MADELINE A. HENRY  
Deputy Secretary  
Citrus Heights Water District

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

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
March 2, 2020

The Special Meeting of the Board of Directors was called to order at 6:06 p.m. by President Riehle and roll was called. Present were:

Raymond A. Riehle, President  
David Wheaton, Vice President  
Caryl F. Sheehan, Director

Absent:

None.

Staff:

Steve Anderson, General Counsel  
Robert Churchill, Retired Annuitant  
David Gordon, Director of Operations  
Brittney Moore, Management Analyst  
Josh Nelson, Assistant General Counsel  
Hilary Straus, General Manager  
Susan Talwar, Director of Finance and Administrative Services  
Roderick Wood, Retired Annuitant

**PLEDGE OF ALLEGIANCE:**

Board President Riehle led the Pledge of Allegiance.

President Riehle adjourned the meeting to close session at 6:07 pm.

**CLOSED SESSION:**

CL-1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section  
54956.9: 1 case

No reportable action.

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

No reportable action.

President Riehle reopened the open session at 7:28pm.

General Manager Straus requested that the Board consider item B-2 before B-1.

**BUSINESS:**

- B-2. Public Hearing #1 to Receive Public Comments on Transition to “By-Division” Electoral System under the California Voting Rights Act (A)

ACTION: President Riehle conducted public hearing.

President Riehle declared the public hearing open at 7:37pm.

President Riehle closed the public hearing at 7:37 pm.

- B-1. Discussion and Possible Action to Approve a Memorandum of Understanding for the Sacramento Region Water Utility Collaboration/Integration Study (A)

ACTION: Vice President Wheaton moved and Director Sheehan seconded a motion to:

Approve the Memorandum of Understanding for Citrus Heights Water District to participate in the Sacramento Region Water Utility Collaboration/Integration Study.

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

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 8:02 pm.

APPROVED:

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MADELINE A. HENRY  
Deputy Secretary  
Citrus Heights Water District

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

**CITRUS HEIGHTS WATER DISTRICT  
FEBRUARY 2020  
REVENUE ANALYSIS**

CC-02

**Outstanding Receivables**

Aged Trial Balance					
Total	Current	31-90	91-150	>150	Unapplied Current
1,007,480	977,040	76,724	3,997	44,602	94,883

General Ledger Balance	Total
Outstanding A/R	991,571.07
Outstanding Liens	-
Outstanding Grants	1,453
Unclaimed Funds	97,847
Less Unapplied Payments	(95,403)
<b>Total</b>	<b>\$ 995,468</b>

**CITRUS HEIGHTS WATER DISTRICT  
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR  
February 29, 2020**

CC-03

Assessor/Collector Roll Adjustment February-20		
	Dollar	Count
<b>DEFAULT</b>		
One-Time Courtesy	\$ 477.41	27
New Owner	\$ 8.73	2
<b>DEFAULT Total</b>	<b>\$ 486.14</b>	<b>29</b>
<b>Grand Total</b>	<b>\$ 486.14</b>	<b>29</b>

Reason For Cancellation	Charge Type	Amount
New Owner	DEFAULT	4.55
New Owner	DEFAULT	4.18
One-Time Courtesy	DEFAULT	3.05
One-Time Courtesy	DEFAULT	4.92
One-Time Courtesy	DEFAULT	5.08
One-Time Courtesy	DEFAULT	4.28
One-Time Courtesy	DEFAULT	4.28
One-Time Courtesy	DEFAULT	4.73
One-Time Courtesy	DEFAULT	5.08
One-Time Courtesy	DEFAULT	4.23
One-Time Courtesy	DEFAULT	4.62
One-Time Courtesy	DEFAULT	9.31
One-Time Courtesy	DEFAULT	8.13
One-Time Courtesy	DEFAULT	4.44
One-Time Courtesy	DEFAULT	4.36
One-Time Courtesy	DEFAULT	4.92
One-Time Courtesy	DEFAULT	24.12
One-Time Courtesy	DEFAULT	37.77
One-Time Courtesy	DEFAULT	34.46
One-Time Courtesy	DEFAULT	31.35
One-Time Courtesy	DEFAULT	48.48
One-Time Courtesy	DEFAULT	29.23
One-Time Courtesy	DEFAULT	22.61
One-Time Courtesy	DEFAULT	46.56
One-Time Courtesy	DEFAULT	24.48
One-Time Courtesy	DEFAULT	9.43
One-Time Courtesy	DEFAULT	51.48
One-Time Courtesy	DEFAULT	19.73
One-Time Courtesy	DEFAULT	26.28
		<u>\$ 486.14</u>

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS  
FEBRUARY 2020**


<b>Bank of the West</b>			
<b>Beginning Balance</b>			\$8,063,852
<b>RECEIPTS:</b>		937,615	
<b>DISBURSEMENTS:</b>			
Checks Issued / ACH Payments	1,090,581		
Payroll	352,016		
Returned Checks	864		
		<u>1,443,461</u>	<u>(505,845)</u>
<b>Bank of the West</b>			
<b>Balance per Bank 02/29/2020</b>			7,558,007
Outstanding Checks			(65,847)
Deposit in Transit			<u>76,355</u>
<b>Balance Per Books 02/29/2020</b>			\$7,568,514

<b>RECONCILEMENT:</b>	
Bank of the West	\$7,568,514
Local Agency Investment Fund	6,419,193
COP Reserve Account	543,736
Money Mkt Activity Account	<u>543,718</u>
<b>TOTAL BALANCE</b>	<u><u>\$15,075,161</u></u>

<b>CASH &amp; INVESTMENT SUMMARY:</b>	
Bank of the West (General Account)	7,568,514
Local Agency Investment Fund	6,419,193
COP 2010 Reserve Account	543,736
Money Mkt Activity Account	<u>543,718</u>
<b>Total</b>	<u><u>\$15,075,161</u></u>

INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	2.29%	36,665.84	1/15/2020

I certify that this report accurately reflects all pooled investments and is in compliance with applicable State of California Government Codes and is in conformity with Investment of District Funds Policy 6300. As Treasurer of the Citrus Heights Water District, I hereby certify that sufficient investment liquidity and anticipated revenue are available to meet the next six months' estimated expenditures.

  
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**SUSAN K. TALWAR**  
 Deputy Treasurer

  
 \_\_\_\_\_  
**HILARY M. STRAUS**  
 Secretary

Signed: 03/11/2020



**TREASURER'S REPORT OF FUND BALANCES**  
**February 29, 2020**

Fund Name	Beginning Balance 01/01/2020	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 02/29/2020	2020 Target Balance per Policy
Operating Fund	\$ 744,972	\$ 1,571,739	\$ (1,112,685)	\$ 938,009	\$ (1,443,855)	\$ 698,182	\$ 2,334,017
Operating Reserve	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
Rate Stabilization Fund	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
Capital Improvement Reserve	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
Restricted for Debt Service	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
Water Supply Reserve	\$ 1,623,173	\$ -	\$ -	\$ -	\$ -	\$ 1,623,173	N/A
Water Efficiency Reserve	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Water Meter Replacement Reserve	\$ 1,525,000	\$ -	\$ -	\$ -	\$ -	\$ 1,525,000	N/A
Fleet Equipment Reserve	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
Employment-Related Benefits Reserve	\$ 405,319	\$ -	\$ -	\$ -	\$ -	\$ 405,319	\$ 1,079,527
	<u>\$ 12,758,605</u>	<u>1,571,739</u>	<u>\$ (1,112,685)</u>	<u>\$ 938,009</u>	<u>\$ (1,443,855)</u>	<u>\$ 12,711,815</u>	<u>\$ 7,613,351</u>

  
 \_\_\_\_\_  
 SUSAN K. TALWAR, Treasurer

**TREASURER'S REPORT OF FUND BALANCES**  
**February 29, 2020**

**Fund Transfers Summary:**

The Operating Fund Transferred:	\$ 938,009	from funds collected in February 2020 per Treasurer's Report
	<u>\$ (1,443,855)</u>	disbursements made in February 2020 per Treasurer's Report
	\$ (505,845)	

Citrus Heights Water District  
Budget Performance Report  
As of 2/29/2020

CC-06

	February Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
<b>Revenues</b>						
Metered Service Charges	\$831,964.22	\$1,537,507.01	\$1,597,682.00	(\$60,174.99)	-3.77%	\$9,586,090.00
Metered Water Deliveries	266,409.39	542,217.54	529,790.00	12,427.54	2.35%	5,234,960.00
Non-Metered Service Charges	11,021.38	18,532.89	23,334.00	(4,801.11)	-20.58%	140,000.00
Penalties	4,939.05	11,221.71	15,181.00	(3,959.29)	-26.08%	150,000.00
Interest	3,191.24	6,403.08	7,590.00	(1,186.92)	-15.64%	45,535.00
Backflow Fees	5,558.59	10,243.28	19,334.00	(9,090.72)	-47.02%	116,000.00
Water Service Install & S&R		6,149.88	4,550.00	1,599.88	35.16%	27,300.00
Miscellaneous *	10,339.73	24,065.04	24,500.00	(434.96)	-1.78%	147,000.00
Cost Reimbursements	1,003.98	1,003.98		1,003.98	0.00%	
Income - Wheeling Water			450.00	(450.00)	-100.00%	2,700.00
<b>Total Revenue</b>	<b>1,134,427.58</b>	<b>2,157,344.41</b>	<b>2,222,411.00</b>	<b>(65,066.59)</b>	<b>-2.93%</b>	<b>15,449,585.00</b>
*includes Assessments, New Account, Back Charges & other Miscellaneous Revenue Sources						
<b>Operating Expenses</b>						
<b>Cost of Water</b>						
Purchased Water		421,592.00	521,258.34	(99,666.34)	-19.12%	3,127,550.04
Ground Water	45,443.07	66,040.38	137,953.74	(71,913.36)	-52.13%	827,722.44
	<b>45,443.07</b>	<b>487,632.38</b>	<b>659,212.08</b>	<b>(171,579.70)</b>	<b>-26.03%</b>	<b>3,955,272.48</b>
<b>Labor &amp; Benefits</b>						
Labor Regular	231,922.49	318,308.53	560,924.22	(242,615.69)	-43.25%	3,365,545.32
Labor Taxes	18,135.88	23,948.90	44,536.76	(20,587.86)	-46.23%	267,220.56
Labor Workers Comp	17,373.82	17,373.82	15,250.00	2,123.82	13.93%	91,500.00
Labor External	900.00	2,504.22	29,463.34	(26,959.12)	-91.50%	176,780.04
Benefits Med/Den/Vis	32,482.86	112,609.09	96,622.30	15,986.79	16.55%	579,733.80
Benefits LTD/Life/EAP	1,989.32	4,688.68	24,457.08	(19,768.40)	-80.83%	146,742.48
Benefits CalPers	25,227.67	17,669.33	55,103.20	(37,433.87)	-67.93%	330,619.20
Benefits Other	4,296.19	8,500.23	5,166.66	3,333.57	64.52%	30,999.96
Benefit Retiree Expenses	3,693.13	6,991.86	9,109.36	(2,117.50)	-23.25%	54,656.16
Benefit Unemployment			1,403.18	(1,403.18)	-100.00%	8,419.08
Benefit GASB 68		180,545.50	63,427.66	117,117.84	184.65%	380,565.96
Capitalized Labor & Benefit Contra	(40,023.20)	(68,362.37)	(83,333.34)	14,970.97	-17.97%	(500,000.04)
	<b>295,998.16</b>	<b>624,777.79</b>	<b>822,130.42</b>	<b>(197,352.63)</b>	<b>-24.01%</b>	<b>4,932,782.52</b>
<b>General &amp; Administrative</b>						
Fees & Charges	12,270.32	(9,397.56)	35,617.50	(45,015.06)	-126.38%	213,705.00
Regulatory Compliance/Permits	7,062.50	60,370.55	14,885.84	45,484.71	305.56%	89,315.04
District Events & Recognition	2,479.04	5,193.54	22,012.18	(16,818.64)	-76.41%	132,073.08
Maintenance/Licensing	8,656.45	96,212.26	22,835.00	73,377.26	321.34%	137,010.00

Citrus Heights Water District  
Budget Performance Report  
As of 2/29/2020

CC-06

	February	Year-to-Date	Year-to-Date	YTD Variance		Annual
	Actual	Actual	Budget	Amount	Percent	Budget
Equipment Maintenance	5,617.52	14,955.78	16,520.82	(1,565.04)	-9.47%	99,124.92
Professional Development	15,118.05	22,996.64	26,122.16	(3,125.52)	-11.97%	156,732.96
Department Admin			4,283.34	(4,283.34)	-100.00%	25,700.04
Dues & Subscriptions	3,380.28	108,170.12	32,637.68	75,532.44	231.43%	195,826.08
Fuel & Oil	4,390.98	5,941.65	10,731.66	(4,790.01)	-44.63%	64,389.96
General Supplies	3,114.46	3,685.63	11,333.32	(7,647.69)	-67.48%	67,999.92
Insurance - Auto/Prop/Liab	549.00	64,535.87	17,000.00	47,535.87	279.62%	102,000.00
Leasing/Equipment Rental	1,429.32	4,822.32	6,650.00	(1,827.68)	-27.48%	39,900.00
Parts & Materials	41,845.86	72,746.09	9,166.66	63,579.43	693.59%	54,999.96
Postage/Shipping/Freight	10,116.24	21,080.34	28,600.00	(7,519.66)	-26.29%	171,600.00
Rebates & Incentives	375.00	1,425.00	6,150.00	(4,725.00)	-76.83%	36,900.00
Telecom/Network	2,932.45	5,353.48	7,190.00	(1,836.52)	-25.54%	43,140.00
Tools & Equipment	1,811.49	2,115.82	14,516.68	(12,400.86)	-85.42%	87,100.08
Utilities	706.99	855.43		855.43	0.00%	
Write-Off Bad Debt Exp			833.34	(833.34)	-100.00%	5,000.04
Capitalized G&A Contra	(13,393.96)	(22,978.19)		(22,978.19)	0.00%	
Capitalized Equipment Contra	(31,013.76)	(54,788.16)		(54,788.16)	0.00%	
	<u>77,448.23</u>	<u>403,296.61</u>	<u>287,086.18</u>	<u>116,210.43</u>	<u>40.48%</u>	<u>1,722,517.08</u>
Professional & Contract Services						
Support Services	(58,113.29)	(67,783.64)	306,194.14	(373,977.78)	-122.14%	1,837,164.84
Legal Services	450.50	225.50	50,416.68	(50,191.18)	-99.55%	302,500.08
Printing Services		46.33	8,116.68	(8,070.35)	-99.43%	48,700.08
	<u>(57,662.79)</u>	<u>(67,511.81)</u>	<u>364,727.50</u>	<u>(432,239.31)</u>	<u>-118.51%</u>	<u>2,188,365.00</u>
Reserves & Debt Services						
Interest Expense		1,466.70	16,343.77	(14,877.07)	-91.03%	98,062.57
Net Increase(Decrease) in Value of Investments		11,298.97		11,298.97	0.00%	
		<u>12,765.67</u>	<u>16,343.77</u>	<u>(3,578.10)</u>	<u>-21.89%</u>	<u>98,062.57</u>
<b>Total Operating Expenses</b>	<u>361,226.67</u>	<u>1,460,960.64</u>	<u>2,149,499.95</u>	<u>(688,539.31)</u>	<u>-32.03%</u>	<u>12,896,999.65</u>
<b>Net Income / (Expense)</b>	<u>773,200.91</u>	<u>696,383.77</u>	<u>72,911.05</u>	<u>623,472.72</u>	<u>855.11%</u>	<u>2,552,585.35</u>

Citrus Heights Water District  
 Capital Projects Summary  
 Fiscal Period End as of 2/2020

CC-7

Project Number	Project Name	BUDGET			AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2019	Remaining Budget	Month to Date	Year to Date	Project to Date	
C16-134	Auburn Blvd-Rusch Park Placer	\$10,000	\$609	\$9,391	\$0	\$0	\$609	\$9,391
C19-108	6230 Sylvan East Wall	\$50,000	\$2,432	\$47,568	\$237	\$237	\$2,669	\$47,331
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$0		\$0	\$0	\$0	\$0
C20-109	Corp Yard Plans Specs Estimate	\$25,000	\$0		\$0	\$0	\$0	\$0
<b>Construction in Progress</b>		<b>\$185,000</b>	<b>\$3,042</b>	<b>\$56,958</b>	<b>\$237</b>	<b>\$237</b>	<b>\$3,278</b>	<b>\$56,722</b>
C20-010	Water Main Replacements	\$70,000	\$0	\$70,000	\$0	\$0	\$0	\$70,000
C20-011	Water Valve Replacements	\$100,000	\$0	\$100,000	\$4,479	\$4,522	\$4,522	\$95,478
C20-012	Water Service Connections	\$850,000	\$0	\$850,000	\$73,750	\$125,660	\$125,660	\$724,340
C20-013	Water Meter Replacements	\$100,000	\$0	\$100,000	\$1,100	\$1,100	\$1,100	\$98,900
C20-014	Fire Hydrants	\$160,000	\$0	\$160,000	\$0	\$0	\$0	\$160,000
<b>Annual Infrastructure</b>		<b>\$1,280,000</b>	<b>\$0</b>	<b>\$1,280,000</b>	<b>\$79,329</b>	<b>\$131,282</b>	<b>\$131,282</b>	<b>\$1,148,718</b>
C15-104B	Document Management System	\$250,000	\$5,361	\$244,639	\$0	\$0	\$5,361	\$244,639
C18-003	Fleet/Field Operations Equip	\$71,325	\$81,086	(\$9,760)	\$0	\$0	\$81,086	(\$9,760)
C19-003	Fleet/Field Operations Equip	\$295,000	\$61,079	\$233,921	\$0	\$0	\$61,079	\$233,921
C20-003	Fleet/Field Operations Equip	\$380,000	\$0		\$0	\$0	\$0	\$0
C20-004	Technology Hardware/Software	\$55,000	\$0		\$0	\$0	\$0	\$0
<b>Fleet and Equipment</b>		<b>\$1,051,325</b>	<b>\$147,525</b>	<b>\$468,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$147,525</b>	<b>\$468,800</b>
C15-109	Blossom Hill Way 6" & 10" Inte	\$27,777	\$0	\$27,777	\$0	\$0	\$0	\$27,777
C15-110	Crestmont Ave 6" Intertie	\$24,288	\$91	\$24,197	\$0	\$0	\$91	\$24,197
C17-102	Michigan Dr - Sunrise to West	\$397,897	\$54,093	\$343,804	\$1,548	\$2,727	\$56,820	\$341,077
C18-103	Cologne Way 6in Main Replace	\$267,069	\$60,776	\$206,293	\$233	\$612	\$61,388	\$205,681
C19-101	Robie Way 8" Main Replacement	\$341,382	\$8,338	\$333,044	\$3,595	\$3,595	\$11,933	\$329,449
C19-104	Admiral MainRepl 8"	\$291,439	\$0	\$291,439	\$0	\$0	\$0	\$291,439
C19-105	Whyte MainRepl 8" Langley	\$742,655	\$27,982	\$714,673	\$2,797	\$4,755	\$32,737	\$709,918
C19-106	Wells Ave Main 8"	\$22,460	\$8,341	\$14,120	\$0	\$0	\$8,341	\$14,120
C19-107	Rowan MainRep 8/6" Grady	\$119,095	\$4,511	\$114,584	\$70	\$70	\$4,581	\$114,514



Citrus Heights Water District  
 Capital Projects Summary  
 Fiscal Period End as of 2/2020

CC-7

Project Number	Project Name	BUDGET			AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2019	Remaining Budget	Month to Date	Year to Date	Project to Date	
C20-101	Fair Oaks Blvd	\$56,439	\$0		\$0	\$0	\$0	\$0
C20-102	Langley Ave & Chance Dr	\$67,019	\$0		\$0	\$0	\$0	\$0
C20-103	Marsala Ct	\$7,482	\$0		\$0	\$0	\$0	\$0
C20-104	Skycrest School	\$13,765	\$0		\$0	\$0	\$0	\$0
C20-105	Walnut Drive	\$17,133	\$0		\$0	\$0	\$0	\$0
C20-106	Wisconsin Drive	\$33,238	\$0		\$0	\$0	\$0	\$0
<b>Water Mains</b>		<b>\$2,429,138</b>	<b>\$164,131</b>	<b>\$2,069,931</b>	<b>\$8,243</b>	<b>\$11,760</b>	<b>\$175,891</b>	<b>\$2,058,171</b>
C19-040C	Mariposa Ave SR2S Phase IV	\$0	\$508	(\$508)	\$0	\$0	\$508	(\$508)
C20-005	Facilities Improvements	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$100,000
C20-040	Other City Partnerships	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$150,000
C20-041	Other Misc Infrastructure	\$110,000	\$0	\$110,000	\$0	\$0	\$0	\$110,000
<b>Miscellaneous Projects</b>		<b>\$360,000</b>	<b>\$0</b>	<b>\$360,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$360,000</b>
C17-104	Groundwater Well Property Acq	\$640,000	\$346,052	\$293,948	\$17,915	\$17,915	\$363,967	\$276,033
C17-104A	Well #7 Patton	\$250,000	\$30,189	\$219,811	\$0	\$0	\$30,189	\$219,811
C17-104B	Well #8 Highland	\$0	\$11,731	(\$11,731)	\$888	\$3,886	\$15,617	(\$15,617)
C20-020	Groundwater Well Improvements	\$150,000	\$0	\$150,000	\$0	\$0	\$0	\$150,000
C20-107	Well Design & Construction	\$563,500	\$0	\$563,500	\$0	\$0	\$0	\$563,500
<b>Wells</b>		<b>\$1,603,500</b>	<b>\$387,972</b>	<b>\$1,215,528</b>	<b>\$18,803</b>	<b>\$21,801</b>	<b>\$409,773</b>	<b>\$1,193,727</b>
<b>Grand Totals:</b>		<b>\$6,908,963</b>	<b>\$702,670</b>	<b>\$5,451,217</b>	<b>\$106,611</b>	<b>\$165,080</b>	<b>\$867,750</b>	<b>\$5,286,138</b>

## FEBRUARY 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69050	Robert J/Roxanne C Reader	Customer Refund	\$15.42
69051	Michael J/Susan R Rico	Customer Refund	\$121.24
69052	Bernardo Ramirez Revocable Trust	Customer Refund	\$122.17
69053	Dennis A Thomas	Customer Refund	\$423.62
69054	Lucas M/Christine L Zanni	Customer Refund	\$120.89
69055	Christopher L Jordan	Customer Refund	\$237.02
69056	Lily Enu	Customer Refund	\$71.26
69057	Orley/ Alicia Peterson	Customer Refund	\$235.79
69058	George/Kathleen Apodaca	Customer Refund	\$11.07
69059	Jessica/Aaron B Bryan	Customer Refund	\$103.79
69060	Eric D/Melissa M Eaton	Customer Refund	\$32.29
69061	Kevin L/Anna M Bowers	Customer Refund	\$22.00
69062	Silver Oak Fund I, LLC	Customer Refund	\$90.44
69063	William/Pao Nissen	Customer Refund	\$54.14
69064	Selective Ventures LLC	Customer Refund	\$75.17
69065	William J Arrington	Customer Refund	\$28.93
69066	Jason A Jeffers	Customer Refund	\$108.50
69067	Samuel H Van Vuren	Customer Refund	\$83.25
69068	Sarra Tullio	Customer Refund	\$167.77
69069	Curt Longway	Customer Refund	\$116.92
69070	ACWA	Continued Education	\$3,550.00
69071	AIA Services, LLC/NDS	Conservation- Material/Supplies	\$25.32
69072	Albom & Associates	Contract Services-Financial	\$259.76
69073	Aqua Sierra Controls	Wells Maintenance	\$716.60
69074	AREA Restroom Solutions	Equipment Rental-Field	\$142.41
69075	Bart/Riebes Auto Parts	Repair-Trucks	\$88.78
69076	Batteries Plus Bulbs	Small Tools	\$61.75
69077	Best Best & Krieger	Legal & Audit	\$1,790.50
69078	Blue Jay Trucking LLC	Contract Services-Other	\$2,784.00
69079	BSK Associates	Water Analysis	\$602.00
69080	California Surveying & Drafting Supply	Small Tools	\$5.00
69081	Caltronics Business System	Small Office Equipment	\$599.30
69082	Citrus Heights Community Center	Equipment Rental-Office	\$3,137.50
69083	Robin Cope	Health Insurance	\$452.00
69084	Cybex	Equipment Rental-Office	\$166.07
69085	Dawson Oil Company	Gas & Oil	\$799.95
69086	Employee Relations Inc	Contract Services-Other	\$87.00
69087	First Apostolic Church of Citrus Heights	Fixed Assets	\$887.50
69088	GEI Consultants	Contract Services-Wells	\$2,111.00
69089	David Gordon	Continued Education	\$175.00
69090	Grainger	Small Tools	\$95.86
69091	Holdcom	Telephone-Local/Long Distance	\$305.10
69092	Integrity Administrators Inc	Health Insurance	\$268.18
69093	Interwest Consulting Group	Contract Services-Engineering	\$570.00
69094	KBA Document Solutions, LLC	Equipment Rental-Office	\$342.63

## FEBRUARY 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69095	Kei Window Cleaning #12	Janitorial	\$98.00
69096	Mason Smith Success Strategies	Contract Services-Financial	\$6,750.00
69097	McC Campbell Analytical, Inc	Wells Maintenance	\$1,292.00
69098	Occu-Med	Office Miscellaneous	\$116.00
69099	Pace Supply Corp	Material	\$12.69
69100	Republic Services #922	Utilities	\$280.31
69101	Regional Government Services	Contract Services-Other	\$4,285.00
69102	Sacramento Local Agency Formation Commission	Dues & Subscriptions	\$5,000.00
69103	Sagent	Contract Services-Other	\$7,932.52
69104	SAWWA	Dues & Subscriptions	\$1,200.00
69105	Les Schwab Tires	Repair-Trucks	\$3,342.08
69106	Robin Shockley	Continued Education	\$104.24
69107	Sonitrol	Equipment Rental-Office	\$181.91
69108	A. Teichert & Son, Inc.	Road Base	\$2,255.84
69109	Titan Workforce LLC	Contract Services-Temporary Labor	\$1,120.00
69110	Verizon Wireless	Telephone-Wireless	\$1,041.61
69111	Visiplex, Inc	Material	\$213.00
69112	Walker's Office Supplies	Office Expense	\$42.54
69113	Axiom Technologies LLC	Contract Services-Other	\$1,908.00
69114	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$1,569.60
69115	Ferguson Enterprises Inc #1423	Material	\$20,662.15
69116	Harris & Associates	Contract Services- Engineering	\$66,277.68
69117	KASL Consulting Engineers	Contract Services- Engineering	\$12,392.90
69118	Lund Construction	Contract Services- Engineering	\$20,741.92
69119	Sagent	Contract Services-Other	\$29,843.25
69120	San Juan Water District	Purchased Water	\$608,988.88
69121	SMUD	Utilities	\$11,825.26
69122	SWRCB	Dues & Subscriptions	\$51,233.95
69123	Cera E Shaw Trust	Customer Refund	\$218.50
69124	Janis D Shoemaker	Customer Refund	\$121.59
69125	Susan I Barrow	Customer Refund	\$52.79
69126	Terry W/Bea Ann M Aver	Customer Refund	\$129.84
69127	Samuel Reed	Customer Refund	\$9.05
69128	Dean W Bell	Customer Refund	\$107.70
69129	Slusser Family Living Trust	Customer Refund	\$66.79
69130	J Heintz Trust	Customer Refund	\$20.40
69131	LSF Properties of Sacramento LLC	Customer Refund	\$24.03
69132	Martin General Engineering Inc	Customer Refund	\$1,617.69
69133	Dale/A Louise Moscrop	Customer Refund	\$354.77
69134	J D Showalter Living Trust	Customer Refund	\$51.38
69135	George B/Kimberly A Hess	Customer Refund	\$12.43
69136	Constance G Birhkimer	Customer Refund	\$152.31
69137	George R Marsh	Customer Refund	\$133.31
69138	Soudabeh Najarzadeh	Customer Refund	\$250.43
69139	Tiffany Thomas	Customer Refund	\$13.11
69140	Doug R Vicory	Customer Refund	\$155.87



## FEBRUARY 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69141	Abundant Wealth & R/E LLC	Customer Refund	\$48.18
69142	3CMA	Dues & Subscriptions	\$400.00
69143	A&A Stepping Stone Manufacturing	Supplies-Field	\$243.59
69144	ABA DABA Rentals & Sales	Supplies-Field	\$28.66
69145	AFLAC	Employee Paid Ins	\$290.48
69146	Alexander's Contract Services	Contract Services-Meter Read	\$4,490.63
69147	AnswerNet	Telephone-Answering Service	\$277.35
69148	Avalon Custodial Care	Janitorial	\$695.00
69149	California-Nevada Section AWWA	Dues & Subscriptions	\$2,745.00
69150	Axiom Technologies LLC	Contract Services-Other	\$5,428.00
69151	Bart/Riebes Auto Parts	Repair-Trucks	\$4.62
69152	Brake Masters #220	Repair-Trucks	\$82.92
69153	BSK Associates	Water Analysis	\$214.00
69154	CAPIO	Dues & Subscriptions	\$275.00
69155	California Landscape Associates Inc	Janitorial	\$200.00
69156	CirclePoint	Contract Services- Water Conservation	\$2,766.25
69157	College Oak Towing	Repair-Trucks	\$156.25
69158	Corelogic Information Solutions Inc	Dues & Subscriptions	\$206.00
69159	County of Sacramento Municipal Services	Field Miscellaneous	\$50.40
69160	Sacramento County Utilities	Utilities	\$190.10
69161	Dawson Oil Company	Gas & Oil	\$584.31
69162	Harris & Associates	Contract Services- Engineering	\$5,445.00
69163	IAP2 USA	Dues & Subscriptions	\$390.00
69164	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$896.92
69165	Lowe's	Supplies-Field	\$622.71
69166	MidAmeria Administrative & Retirement Solutions	Employee Paid Insurance	\$5,145.06
69167	MMANC	Dues & Subscriptions	\$75.00
69168	Void	Void	\$0.00
69169	Nor Cal Perlite Inc	Supplies-Field	\$1,984.00
69170	Red Wing Shoe Store	Small Tools	\$751.09
69171	RW Trucking	Contract Services-Material	\$809.84
69172	Void	Void	\$0.00
69173	Sierra Safety	Small Tools	\$647.79
69174	State Water Resources Control Board	Dues & Subscriptions	\$50.00
69175	Voyager Fleet Systems Inc	Gas & Oil	\$3,129.05
69176	Walker's Office Supplies	Office Expense	\$48.66
69177	WaterWise Consulting, Inc	Contract Services- Water Conservation	\$525.00
69178	Wolf Consulting	Contract Services-Other	\$2,125.00
69179	Sagent	Contract Services-Other	\$6,263.13
69180	Zola Diane Hoover	Customer Refund	\$120.03
69181	Virgil M Sterrett	Customer Refund	\$29.35
69182	Ronald R Miller	Customer Refund	\$75.27
69183	Ronkovich Trust	Customer Refund	\$106.18
69184	Mehrdad Nazeri	Customer Refund	\$32.70
69185	Arthur R/Roxanne K Barnello	Customer Refund	\$73.76
69186	Abraham/Anita Tadjeran	Customer Refund	\$66.23

## FEBRUARY 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69187	Randall D Redfern	Customer Refund	\$48.19
69188	P & P Building Wrecking Inc	Customer Refund	\$1,867.21
69189	Nicholas Whitcomb	Customer Refund	\$96.32
69190	Jason/Laura Hammoud	Customer Refund	\$7.43
69191	Margaret Gutierrez-Domingo	Customer Refund	\$231.01
69192	Shu Zhao	Customer Refund	\$88.18
69193	Blackstone Investments LLC	Customer Refund	\$140.83
69194	Carl Dexter	Customer Refund	\$188.85
69195	American Water Works Association	Continued Education	\$1,750.00
69196	Bart/Riebes Auto Parts	Repair-Trucks	\$188.54
69197	CDW Government Inc	Fixed Assets	\$4,953.24
69198	Citrus Heights Chamber of Commerce	Continued Education	\$1,500.00
69199	J&J Locksmiths	Contract Services-Office Repair/Maintenance	\$218.00
69200	San Gabriel Temp Staffing LLC dba LaborMax	Contract Services-Temporary Labor	\$896.92
69201	Moonlight BPO	Contract Services Bill Print/Mail	\$6,524.35
69202	MSDSonline, Inc.	Small Tools	\$2,162.00
69203	Pace Supply Corp	Material	\$101.52
69204	Pacific Gas & Electric	Utilities	\$219.60
69205	SMAQMD	Permit Fees	\$2,476.00
69206	Sagent	Contract Services-Other	\$5,847.00
69207	Shred It-Usa	Equipment Rental-Office	\$40.00
69208	SitelogIQ	Maintenance Agreement-Equipment	\$610.00
69209	Vortex	Contract Services-Office Repair/Maintenance	\$531.20
69210	Walker's Office Supplies	Office Expense	\$30.74
69211	Gregory M/Norma J Antonucci	Customer Refund	\$10.12
69212	Younes Idrissi	Customer Refund	\$39.51
69213	Roger K Cartright	Customer Refund	\$12.02
69214	Joan R Parker	Customer Refund	\$24.05
69215	Suzanne L Carter	Customer Refund	\$45.55
69216	Jenifer L/ Aaron K Bird	Customer Refund	\$104.87
69217	Wendi Zampino	Customer Refund	\$32.13
69218	Geoff M Kauppinen	Customer Refund	\$89.06
69219	Michael E Sullivan	Customer Refund	\$10.90
69220	ACWA	Continued Education	\$1,450.00
69221	BSK Associates	Water Analysis	\$972.00
69222	Brady Chambers	Continued Education	\$488.97
69223	Colantuono, Highsmith & Whatley, PC	Legal & Audit	\$450.50
69224	Consolidated	Telephone-Local/Long Distance	\$1,836.84
69225	Dawson Oil Company	Gas & Oil	\$677.62
69226	F/K/A KBA Docusys, Inc	Equipment Rental-Office	\$5,232.97
69227	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
69228	Future Ford	Repair-Trucks	\$467.55
69229	KBA Document Solutions Inc	Equipment Rental-Office	\$348.20
69230	Moonlight BPO	Contract Services-Bill Print/Mail	\$2,645.64
69231	Pace Supply Corp	Material	\$5,998.01
69232	Alberto Preciado	Continued Education	\$370.40

FEBRUARY 2020 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
69233	Sagent	Contract Services-Other	\$4,498.75
69234	Les Schwab Tires	Repair-Trucks	\$1,083.37
69235	SureWest Directories	Telephone-Local/Long Distance	\$49.00
69236	Walker's Office Supplies	Office Expense	\$75.08
69237	Wizix Technology Group Inc	Equipment Rental-Office	\$81.66
69238	Roberts Elizabeth	Toilet Rebate Program	\$75.00
<b>Total</b>			<u>\$993,258.62</u>
ACH	1/22/20 PR TAXES	Contract Services-Financial	\$67,709.01
ACH	1/31/20 PAYDAY	Contract Services-Financial	\$39.00
ACH	1168-2020-1 INVOICE CLOUD	Bank Fee	\$5,544.60
ACH	2/24/2020 PAYDAY	PERS	\$29,493.68
ACH	ADP 1/9/20 PDAY	Void	\$0.00
ACH	ADP 2/5/20 PAYDAY	Contract Services-Financial	\$382.95
ACH	ADP 2/19/20 PAYDAY	Contract Services-Financial	\$268.70
ACH	ADP202286991	Void	\$0.00
ACH	BOW JANUARY 2020	Bank Fee	\$1,673.18
ACH	FEBRUARY 2020 CAL CHOICE	Health Insurance	\$37,557.79
ACH	ICMA 2/6/20 PAYDAY	Deferred Compensation	\$6,911.09
ACH	JANUARY 2020 CHASE	Bank Fee	\$2,755.79
ACH	JP MORGAN JANUARY 2020	See February Agenda Item CC-9	\$9,505.44
ACH	PAYCHEX 2/10/2020	Contract Services-Other	\$666.00
ACH	PERS 1/9/20 PAYDAY	PERS	\$20,072.93
ACH	ICMA ROTH 2/6/20 PAYDAY	Deferred Compensation	\$100.00
ACH	MARCH 2020 PRINCIPAL HEALTH	Health Insurance	\$9,592.47
ACH	VALIC 2/6/20 PAYDAY	Deferred Compensation	\$4,480.02
Total			<u>\$196,752.65</u>
<b>Grand Total</b>			<u><u>\$1,190,011.27</u></u>

March Checks Approved at March Board Meeting

69276	ACWA/JPIA	Workers Comp Insurance	\$17,373.82
69277	GEI Consultants	Contract Services-Wells	\$17,915.18
69278	Iconix Waterworks	Material	\$22,896.76
69279	KASL Consulting Engineers	Contract Services- Engineering	\$10,833.30
69280	Maze & Associates	Legal & Audit	\$11,348.00
69281	Raftelis	Contract Services- Financial	\$13,260.00
69282	Rawles Engineering Inc	Contract Services- Engineering	\$32,657.99
69283	SMUD	Utilities	\$15,607.15
69284	Vortex Industries	Contract Services-Office Repair/Maintenance	\$21,024.80
69285	Williams + Paddon	Contract Services-Other	\$10,185.01
ACH	Ferguson Waterworks	Material	\$10,704.95
ACH	JP Morgan February 2019	See March Agenda Item CC-9	\$20,917.45
<b>Total</b>			<u>\$204,724.41</u>

Purchase-Card Distributions  
February 29, 2020

Name	Professional Development	Tools & Equipment	District Events & Recognition	Postage/Shipping /Freight	General Supplies	Equipment Maintenance	Maintenance/ Licensing	Support Services	Parts and Materials	Total Bill
Cutler		\$ 42.60							\$ 462.86	\$ 505.46
Henry	\$ 748.60	\$ 271.40			\$ 213.79					\$ 1,233.79
Moore	\$ 225.00		\$ 243.19							\$ 468.19
Pieri			\$ 72.41							\$ 72.41
Shockley	\$ 12,961.09	\$ 488.41	\$ 553.55	\$ 93.00	\$ 692.81	\$ 476.94	\$ 81.96			\$ 15,347.76
Spiers						\$ 2,550.98				\$ 2,550.98
Straus	\$ 179.25		\$ 81.90					\$ 30.00		\$ 291.15
Talwar	\$ 85.06		\$ 52.65				\$ 310.00			\$ 447.71
<b>Total Bill</b>	<b>\$ 14,199.00</b>	<b>\$ 802.41</b>	<b>\$ 1,003.70</b>	<b>\$ 93.00</b>	<b>\$ 906.60</b>	<b>\$ 3,027.92</b>	<b>\$ 391.96</b>	<b>\$ 30.00</b>	<b>\$ 462.86</b>	<b>\$ 20,917.45</b>

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 18, 2020 MEETING

SUBJECT : EMPLOYEE RECOGNITION  
 STATUS : Information Item  
 REPORT DATE : March 9, 2020  
 PREPARED BY : Brittney Moore, Management Analyst

The following District employees were recognized for perfect attendance during January 2020, and outstanding customer service and quality of work during the month of February 2020.

### Administrative Services & Water Efficiency Department

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Brady Chambers	Yes	Participated in focus group with District communications and engagement program.	
Kelly Drake	Yes		
Madeline Henry	Yes		Coordinated legislative and agency meetings.
Dana Mellado		Participated in focus group with District communications and engagement program.	Assisted with gathering information for the Meter Replacement Study.
Brittney Moore		Covered the front counter while staff participated in focus group.	
Alberto Preciado	Yes	Participated in focus group with District communications and engagement program.	Assisted with writing two staff reports during staff outage.
Beth Shockley		Presented at the February safety meeting.	
Desiree Smith		Participated in focus group with District communications and engagement program.	Proofread new forms and notices relating to SB998.

**Engineering Department**

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson		Presented at the February safety meeting.	Prepared 150 annexation customer letters for the District-wide Annexation Project.
Paul Dietrich	Yes	Attended the February Board Meeting.	
Timothy Katkanov	Yes	Participated in focus group with District communications and engagement program.	Prepared 150 annexation customer letters for the District-wide Annexation Project.

**Operations Department**

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Ferro			On Friday, February 28 <sup>th</sup> assisted Standby with an emergency repair of a water service on Castilian Ct.
Brian Hensley		Participated in focus group with District communications and engagement program.  Attended the February Board Meeting.	
Rick Jimenez	Yes		
Ricky Kelley			On Friday, February 28 <sup>th</sup> assisted Standby with an emergency repair of a water service on Castilian Ct.
Mike Mariedth	Yes	Participated in focus group with District communications and engagement program.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Chris Nichols	Yes		
Rebecca Scott		Participated in focus group with District communications and engagement program.	
Nick Spiers		Participated in focus group with District communications and engagement program.	
John Spinella		Customer on Ella Ct. complimented John with his assistance on a water leak. Customer stated that he was super nice and efficient.	

**CITRUS HEIGHTS WATER DISTRICT  
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS  
MARCH 18, 2020 MEETING**

SUBJECT : LONG RANGE AGENDA  
 STATUS : Consent/Information Item  
 REPORT DATE : March 10, 2020  
 PREPARED BY : Madeline Henry, Administrative Services Manager

**OBJECTIVE:**

Listed below is the current Long Range Agenda.

Legend	
S	Study Session
CC	Consent Calendar
P	Presentation
B	Business
PH	Public Hearing
CL	Closed Session

**CITRUS HEIGHTS WATER DISTRICT LONG RANGE AGENDA**

MEETING DATE	MEETING TYPE	ITEM DESCRIPTION	ASSIGNED	AGENDA TYPE	AGENDA ITEM
<b>April 15, 2020</b>					
April 15, 2020		Agreement with Mason Smith Success Strategies	Henry	CC	A
April 15, 2020		Agreement with Godbe Research	Henry	B	A
April 15, 2020		Groundwater Presentation	Talwar/Hensley	S	I/D
April 15, 2020		Annexation Project--Resolution to Annex Properties; Authorization to submit to LAFCo	Pieri	CC	A
April 15, 2020		Well Site Real Property--Highland Ave	Gordon	B	A
<b>May 20, 2020</b>					
May 18, 2020		Poster Contest Presentation	Meurer/Scott	P	A
May 18, 2020		CAFR Review	Talwar/Preciado	B	A
May 18, 2020		Resolution Calling for Election	Henry	B	A
May 18, 2020		Strategic Plan Update	Henry	CC	A
<b>May 28, 2020</b>					
May 28, 2020	Special Meeting	2021 Strategic Plan			
<b>June 17, 2020</b>					
June 17, 2020		Budget Document Review	Talwar/Preciado	P	A
June 17, 2020		Finance Corporation, Confirm & Appoint Officers of the Finance Corp., Status of Finance Corp.	Talwar	B	A
<b>July 15, 2020- Cancelled</b>					
<b>August 19, 2020</b>					
August 19, 2020		2021 Strategic Plan	Henry	B	A
August 19, 2020		CIP Update	Pieri	P	A



# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 18, 2020 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT  
 STATUS : Information Item  
 REPORT DATE : March 3, 2020  
 PREPARED BY : Missy Pieri, Director of Engineering/District Engineer

Significant assignments and activities for the Engineering Department are summarized below. I will be available at the meeting to answer questions and/or provide additional details.

Items of Interest	Department	Project Team	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	Director of Engineering and Project Manager	Yes, First or Second Quarter of 2020 (Final Completion Update)	Yes	Masterplan for replacement of water mains.	Top Alternative Implementation Plan developed and discussed at CAC Workshop #8 on 09/10/19.  Technical Memos being compiled into one document by consultant. Expect to be completed in second Quarter of 2020.  Board Presentation expected in first or second Quarter of 2020.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT</b> Corporation Yard / Facilities Master Plan Buildout	Engineering	Director of Engineering and Project Manager	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Staffing Plan Report drafted on 02/03/20.  Team provided comments on 02/11/20.  Meeting occurred on 03/04/20.
<b>CAPITAL IMPROVEMENT PROJECT</b> Highland Ave & Rosa Vista Ln 8" Water Mains	Engineering	Senior Construction Inspector and Project Manager	Yes, 06/20/18 (Notice of Completion)	Yes	2017 design, 2018 construction.	Easements being prepared by District.  6825/28 Rosa Vista Lane easement recorded on 08/15/19. 6822 Rosa Vista Lane easement recorded on 11/05/19. 6821 & 6832 Rosa Vista Lane recorded on 12/27/19. Awaiting easements from one other property owner.
<b>CAPITAL IMPROVEMENT PROJECT</b> Michigan Dr 8" & 6" Water Mains	Engineering	Project Manager and Assistant Engineer	Yes, 02/19/20 (Award of Contract)	Yes	2019 design, 2020 construction.	Easements secured for 8 of 8 properties.  Contractor provided submittals for District review.  Preconstruction meeting occurred on 03/03/20.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT Old Auburn Rd - Daffodil to Wooddale 8" Water Main</b>	Engineering	Project Manager and Assistant Engineer	Yes, 08/21/19 (Award of Contract)	Yes	2018 design, 2019 construction.	100% Complete.  Project Close-out in progress.  Notice of Completion recorded on 02/19/20.
<b>CAPITAL IMPROVEMENT PROJECT Cologne Way 6" Water Main</b>	Engineering	Project Manager and Assistant Engineer	Yes, 02/19/20 (Award of Contract)	Yes	2019 design, 2020 construction.	Easements secured for 8 of 8 properties.  Contractor provided submittals for District review.  Preconstruction meeting occurred on 03/03/20.
<b>CAPITAL IMPROVEMENT PROJECT Patton Avenue - Watson Way to North Water Main</b>	Engineering	Project Manager and Assistant Engineer	Yes, 08/21/19 (Award of Contract)	Yes	2019 design, 2019 construction.	100% Complete.  Project Close-out in progress.  Notice of Completion recorded on 02/19/20.
<b>CAPITAL IMPROVEMENT PROJECT Watson Way - Sherlock Way to Well Site Water Main</b>	Engineering	Project Manager and Assistant Engineer	Yes, 08/21/19 (Award of Contract)	Yes	2019 design, 2019 construction.	100% Complete.  Project Close-out in progress.  Notice of Completion recorded on 02/19/20.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CAPITAL IMPROVEMENT PROJECT</b> 6230 Sylvan Rd East Side Wall	Engineering	Project Manager and Assistant Engineer	Yes, TBD	No	Wall along the east side of District property.	Task Order executed with Engineer.  District following up with SJUSD regarding property.  Grant of Easement and exhibits being prepared by District.
<b>CAPITAL IMPROVEMENT PROJECT</b> Whyte Ave & Langley Ave Water Main	Engineering	Project Manager and Assistant Engineer	Yes, TBD	Yes	2020 design, 2020 construction.	Surveying completed for project.  Potholing completed on 02/27/20.  District preparing 30% plans. In process of preparing Task Order with Right-of-Way agent for easement acquisition.
<b>CAPITAL IMPROVEMENT PROJECT</b> Robie Way - Water Main	Engineering	Project Manager and Assistant Engineer	Yes, TBD	Yes	2020 design, 2020 construction.	Surveying completed for project.  Potholing completed on 03/04/20.  District preparing 30% plans.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p><b>CAPITAL IMPROVEMENT PROJECT</b>  <b>Rowan Way - Water Main</b></p>	Engineering	Project Manager and Assistant Engineer	Yes, TBD	Yes	2020 design, 2020 construction.	<p>Surveying completed for project.</p> <p>District preparing 60% plans. Pothole plan being prepared.</p> <p>Anticipate this project to be completed by District Operations staff.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>Mitchell Farms - 7925 Arcadia Dr</b></p>	Engineering	Director of Engineering and Assistant Engineer	No	No	200-300 unit development by Watt Communities.	<p>3 easements received on 02/05/20.</p> <p>Plans signed by District on 02/05/20.</p> <p>Preconstruction meeting occurred on 03/02/20.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>Mitchell Farms Land Exchange - 7925 Arcadia Dr</b></p>	Engineering	Director of Engineering and Assistant Engineer	Yes, 11/20/19 (Approval of Agreement)	No	Land Exchange of District's Well Site for development property.	<p>Board approved the agreement at the November Board meeting.</p> <p>Developer signed Agreement on 02/13/20.</p> <p>District preparing final Agreement package for distribution.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>Lawrence Ave</b> <b>Wyatt Ranch</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	23 lot subdivision.	District signed plans on 12/04/19.  Reimbursement Agreement to be signed by developer.
<b>PRIVATE DEVELOPMENT</b> <b>12057 Fair Oaks Blvd</b> <b>Fair Oaks Senior Apartments</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Seniors apartment complex with 42 one bedroom and 68 two bedroom units.	Received Project Referral and proposed site plan on 11/13/18.  District sent Will Serve Letter on 12/04/18.  Awaiting first submittal from developer's engineer.
<b>PRIVATE DEVELOPMENT</b> <b>7581 Sycamore Dr - Parcel Split 1 - 3</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	Plans signed on 09/19/18.  Awaiting construction.
<b>PRIVATE DEVELOPMENT</b> <b>8043 Holly Dr</b> <b>Parcel Split 1 - 3</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 3 for 3 home subdivision.	Received initial plans on 10/01/18.  District provided comments to the developer's engineer on 01/02/19.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> 8116 Holly Dr Parcel Split 1 - 2	Engineering	Director of Engineering and Assistant Engineer	No	No	Parcel being split into 2 with 2 existing homes and meters.	Received Project Referral 11/16/18.  Conditions of Approval letter sent 11/28/18.
<b>PRIVATE DEVELOPMENT</b> 5425 Sunrise Blvd Sunrise Village	Engineering	Director of Engineering and Assistant Engineer	No	No	Redevelopment of Sunrise Village.	Received Project Review request from City of Citrus Heights on 07/03/19.  District provided will serve letter to the City on 07/31/19.
<b>PRIVATE DEVELOPMENT</b> 8501 Auburn Blvd Parcel Split	Engineering	Director of Engineering and Assistant Engineer	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	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p><b>PRIVATE DEVELOPMENT</b>  <b>8501 Auburn Blvd</b>  <b>Studio Movie Grill</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Final plans signed on 10/17/19.</p> <p>Preconstruction meeting on 10/30/19. 100% complete on water service to Studio Movie Grill. Contractor to complete fire department connection and water service for two other locations.</p> <p>Provided comments to easement and quitclaim exhibit for project on 01/27/20.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>7424 Sunrise Blvd</b>  <b>Sunrise Pointe</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Proposed multi-unit housing complex for low-income and homeless.</p>	<p>Received project referral and initial plans on 10/11/18.</p> <p>Will-Serve letter sent 11/21/18.</p> <p>Awaiting first plan submittal from developer's engineer.</p>



Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>PRIVATE DEVELOPMENT</b> <b>8220 Sunrise Blvd</b> <b>Carefield Citrus Heights</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Proposed memory care facility.	Received schematic plans on 05/08/19.  Will-Serve letter sent 05/20/19.
<b>PRIVATE DEVELOPMENT</b> <b>Livoti Development</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Six Parcel Subdivision.	Received second submittal on 05/20/19.  District provided comments to the engineer on 06/26/19.
<b>PRIVATE DEVELOPMENT</b> <b>7800 Greenback Ln</b> <b>Hobby Lobby</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	District signed plans on 02/05/02.  Awaiting submittals from Contractor.
<b>PRIVATE DEVELOPMENT</b> <b>5511 Sunrise Blvd</b> <b>Boston's Pizza</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Commercial Development.	Easement received and recorded on 11/06/19.  Contractor replaced water meter box. Awaiting lid replacement and signature on private water service letter.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>CITY OF CITRUS HEIGHTS DRAINAGE PROJECT</b> Wonder St	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	Yes	Wonder St Drainage Project.	Anticipate bid and start of construction in 2020.
<b>CITY OF CITRUS HEIGHTS PROJECT</b> Bonita & Old Auburn Rd Storm Drain Improvements	Engineering	Director of Engineering and Assistant Engineer	No	No	Bonita Way & Old Auburn Rd Storm Drain Project.	District prepared comments on the conflict map and Cost Liability to the City of Citrus Heights on 10/31/19.  Received plans on 12/27/19. Provided plan notes to City's Engineer on 01/16/20.  District to follow-up with any additional comments to City's Engineer.
<b>CITY OF CITRUS HEIGHTS PROJECT</b> Mariposa Ave - Safe Routes to School Phase IV	Engineering	Director of Engineering and Assistant Engineer	No	Yes	Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.	Attended kick-off meeting with the City on 01/14/19.  District provided comments to City's engineer on 05/02/19.  District prepared Cost Liability letter to the City of Citrus Heights on 06/27/19.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>COUNTY OF SACRAMENTO Overlay Oak Avenue from Hazel Ave to Granite Ave</b>	Engineering	Director of Engineering and Senior Construction Inspector	No	No	Road improvements along Oak Ave from Hazel Ave to Granite Ave.	District prepared agreement with County contractor.  Project 100% Complete.
<b>District-wide Annexation Project</b>	Engineering	Director of Engineering , Project Manager and Assistant Engineer	Yes, 07/17/19 (Award of Contract) 10/16/19 (Customer Letters)	Yes	Annex properties into the District to clarify and revise District boundaries.	Preparing initial project information letters to customers. District's engineer to send out letters by end of March.  Engineer completed all exhibits for parcels. Exhibits to be sent to LAFCo for preliminary review. Draft Plan for Service sent to LAFCo for review.  Project 30% Complete.
<b>District-wide Easement Project</b>	Engineering	Director of Engineering, Project Manager and Assistant Engineer	Yes, TBD	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff will begin this project once the annexation project is near completion.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 18, 2020 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT  
 STATUS : Information Item  
 REPORT DATE : March 3, 2020  
 PREPARED BY : David M. Gordon, Director of Operations  
 Tim Cutler, Water Distribution Supervisor  
 Rebecca Scott, Senior Management Analyst

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Feb.	Year to Date		Feb.	Year to Date
Backflow Maintenance	0	0	C19-010 Water Mainline	0	0
Blow Off Maintenance	0	0	C19-011 Water Valves	1	2
Hydrant Maintenance	62	103	C19-012 Water Services	39	70
Leak Investigation	0	0	C19-013 Water Meters	3	3
Mainline Repair/Maintenance	0	0	C19-014 Fire Hydrants	0	0
Meter Box Maintenance	6	7	C19-103 Pot Hole Main	0	0
Meter Register Replacement	21	50	<b>TOTAL</b>	<b>43</b>	<b>75</b>
Meter Repair/Test/Maintenance	0	2	<b>Water Quality</b>		
Pot Hole Work	0	0	<i>Water Analysis Report: Bacteriological testing has met all California Department of Public Health requirements. 72 samples were collected with no positive results.</i>		
Water Service Repair/Locate	0	1			
Valve, Mainline Maintenance	113	184			
Valve Box Maintenance	0	0			
<b>TOTAL</b>	<b>202</b>	<b>347</b>			

**CITRUS HEIGHTS WATER DISTRICT  
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS  
MARCH 18, 2020 MEETING**

SUBJECT : 2020 WATER SUPPLY - PURCHASED & PRODUCED  
 STATUS : Information Item  
 REPORT DATE : March 4, 2020  
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor  
 David M. Gordon, Director of Operations

**OBJECTIVE:**

Monthly water supply report, including a comparison to the corresponding month in the prior 5 years. The 2013 data is included for reference as it is the baseline consumption year for water conservation mandates.

Month	2013	2015	2016	2017	2018	2019	2020				Year-to-Date Comparison to 2013	
	Total Water Monthly acre feet						Surface Water Purchased	Ground Water Produced	Total Water Monthly	Total Water Annual	acre feet	%
							acre feet					
Jan	602.52	570.05	539.60	506.81	531.38	520.86	425.22	93.81	519.03	519.03	-83.49	-13.9%
Feb	606.36	511.52	484.53	443.99	525.73	447.48	488.25	101.55	589.80	1,108.83	-100.05	-8.3%
Mar	819.55	725.95	517.56	546.60	540.78	516.87						
Apr	1,029.73	761.02	677.81	575.52	646.09	682.90						
May	1,603.43	869.08	979.49	1,138.72	1,072.27	977.41						
Jun	1,816.73	1,065.10	1,343.76	1,412.94	1,387.03	1,328.07						
Jul	2,059.21	1,184.95	1,544.57	1,650.76	1,737.13	1,582.40						
Aug	1,924.28	1,188.18	1,579.80	1,570.80	1,583.78	1,603.36						
Sep	1,509.82	1,069.78	1,257.91	1,441.76	1,330.19	1,297.12						
Oct	1,297.42	918.67	840.80	1,128.97	1,061.88	1,083.17						
Nov	911.55	589.6	561.82	631.55	807.7	839.06						
Dec	700.94	519.57	518.62	574.43	558.97	548.17						
<b>Total</b>	<b>14,881.54</b>	9,973.47	10,846.27	11,622.85	11,782.93	11,426.87	913.47	195.36	1,108.83	1,108.83		
% of Total							82.38%	17.62%				

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 18, 2020 MEETING

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SUBJECT : WATER SUPPLY RELIABILITY  
STATUS : Information Item  
REPORT DATE : March 9, 2020  
PREPARED BY : David M. Gordon, Director of Operations  
                  Brian Hensley, Water Resources Supervisor

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**OBJECTIVE:**

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

**BACKGROUND AND ANALYSIS:**

As of March 1, 2020, storage in Folsom Lake (Lake) was at 447,300 acre-feet, 46 percent of the total capacity of 977,000 acre-feet. This represents a decrease in storage of 39,500 acre-feet in the past month.

The District's total water use during the month of February 2020 (589.80 519.03 acre-feet) was 2.7 percent below that of February 2013 (606.36 acre-feet).

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.

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 18, 2020 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE  
 STATUS : Information Item  
 REPORT DATE : March 4, 2020  
 PREPARED BY : Rex W. Meurer, Water Efficiency Supervisor

Water Efficiency, Safety and Meter Program updates are summarized below.

### **ACTIVITIES AND PROGRESS REPORT**

Water Efficiency, Safety and Meter Program activities during the month of February 2020 include:

- Five High Efficiency Toilet (HET) rebates were processed. This compares to six HET rebates processed for the month of February 2019. The five year monthly average (2015-2019) of February HET rebates is 12.
- A total of nine High Efficiency Clothes Washer (HECW) rebates were issued during the third quarter of 2019. This compares to three HECW rebates issued for the third quarter of 2018. A total of 21 HECW rebates were issued in 2019.
- 31 service calls were completed. There were no reports of water waste received through CHWD's Water Efficiency web page.
- Three of four WaterSmart classes have been scheduled for 2020. The class dates will be Saturday, April 18, Saturday, June 6 and Saturday, September 19. All classes are being held at the Citrus Heights Community Center. Staff is currently developing class topics.
- CHWD has secured three garden plots at the Sylvan Ranch Community Garden (SRCG). The plots will feature water efficient landscaping. The project will be completed in two phases. Phase I will include a gardening area at the corner of Sylvan Rd. and Stock Ranch Rd. Phase II will be an education area for activities, such as workshops and presentations. The landscape design consultant has submitted draft plans for Phase I of the project. The draft plans are being reviewed by staff and the SRCG Board for final revisions and comments. The final design will be presented to the CHWD Board in the first or second quarter of 2020.
- Staff attended the 2020 Safety Symposium at Safety Center USA in Rancho Cordova. The Symposium covered new and updated CAL/OSHA regulations. Topics included Injury and Illness Prevention Program (IIPP), Hazard Recognition at the workplace and the CAL/OSHA Consultation Program.
- The second in a series of 11 group safety presentations for 2020 was presented on Thursday, February 13. The topic was "Back Safety". The presenters were Beth Shockley, Management Analyst and Tamar Dawson, Assistant Engineer. The March 12 presenters will include Neil Tamagni, Senior

Construction Inspector, Chris Nichols, Water Resources Specialist and James Buford, Distribution Lead Worker. The topic will be “Communicable Infectious Diseases”.

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

<b>Month</b>	<b>R-GPCD 2019</b>	<b>R-GPCD 2020</b>	<b>% CHANGE</b>
January	76	76	0%
February	72	92	+21.7



# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 18, 2020 MEETING

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SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPROVE A LETTER OF  
OPPOSITION FOR STATE OF CALIFORNIA ASSEMBLY BILL 2093 (GLORIA)  
STATUS : Action Item  
REPORT DATE : March 18, 2020  
PREPARED BY : Madeline Henry, Administrative Services Manager/Chief Board Clerk  
Susan Talwar, Director of Finance and Administrative Services

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### **OBJECTIVE:**

Consider approving a letter of opposition for State of California Assembly Bill 2093 (Gloria).

### **BACKGROUND AND ANALYSIS:**

State of California (State) Assembly Bill (AB) 2093, authored by State Assembly Member Todd Gloria of San Diego, proposes to require all public agencies, including special districts, to retain all emails related to the public's business for two years. The practical effect of this is that every public agency will need to keep all emails, sent and received, including out-of-office and spam emails for two years. The bill states that this is to be done in furtherance of the California Public Records Act (CPRA) to ensure that the State will not need to reimburse public agencies for any additional costs associated with this new mandate. AB 2093 is identical to a bill from last year, AB 1184 (Gloria, 2019), which was opposed by CSDA and vetoed by Governor Newsom.

The impact of AB 2093 would require the District to purchase additional servers to store the massive amounts of data contained in the emails. Additionally, it is likely to create a need to hire additional staff to respond to CPRA requests in order to review and filter through all the additional emails agencies are maintaining. This would also likely result in lengthened response times to CPRA requests. AB 2093 makes no changes to what agencies are required to disclose or what is exempt from disclosure under the CPRA.

The California Special District Association (CSDA) has opposed the legislation and encourages member agencies to adopt similar positions of opposition.

Should the Board approve the letter of opposition, staff will distribute it to Assembly Member Gloria's office as well as local State representatives.

### **RECOMMENDATION:**

Approve a letter of opposition by CSDA for State of California AB 2093.

### **ATTACHMENT:**

1. Proposed Letter of Opposition for AB 2093

### **ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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

phone  
916/725-6873

fax  
916/725-0345

website  
[www.chwd.org](http://www.chwd.org)

*Board of Directors*

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*General Manager/  
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*Director of Finance  
and Administrative  
Services/Treasurer*  
**Susan K. Talwar**

*Accounting Manager/  
Assessor/Collector*  
**Alberto Preciado**

March 19, 2020

The Honorable Todd Gloria  
California State Assembly  
State Capitol  
Sacramento, CA 95814

**RE: Assembly Bill 2093 (Gloria) – Oppose [As Introduced]**

Dear Assembly Member Gloria:

The Citrus Heights Water District is respectfully opposed to your Assembly Bill 2093, which will require all public agencies to maintain all transmitted emails related to agency business for at least two years.

To be clear, this is not a transparency bill, it is a data storage bill. The public will have no greater access to public records under AB 2093, nor will they have less. This bill creates no new disclosures or exemptions of records. This bill only mandates that public agencies retain all emails related to agency business for two years and avoids the constitutionally-required mandate subvention process declaring that the provisions of the bill are in furtherance of the California Public Records Act (CPRA).

While this measure is intended to improve public access to government records, in practice it will merely increase the burdens for both public agencies and CPRA requesters. The vast majority of emails consist of auto-replies, spam, and insignificant routine communications of minimal public interest. As the bulk of these emails increases, the burden to search through them and locate responsive records in the event of a CPRA request rises accordingly. Under the CPRA, the requester may be required to bear the cost of this data extraction - and indiscriminately mandating that emails be retained will thus make CPRA requests more expensive, perversely impeding public access. Moreover, for those costs that cannot be passed on to the requester, the public agency has no source for reimbursement, and must divert funds from other public programs. Compelling public agencies to retain masses of routine emails - which neither the sender nor recipient otherwise thought important enough to save - imposes significant burdens on all concerned for minimal public benefit. This point is corroborated by the Department of Finance's analysis of AB 1184 (Gloria, 2019), a bill that is completely identical to AB 2093 that was vetoed by Governor Newsom. In their analysis of AB 1184, the Department of Finance wrote that "[t]he retention of non-pertinent e-mails and the need to search through those e-mails, particularly for less specific CPRA requests, increases the amount of time needed to complete CPRA requests. This makes compliance with the CPRA more difficult in these instances and *produces worse outcomes for persons and entities submitting those requests* [emphases added]."

To further underscore this point, the Governor's veto message of AB 1184 read "[t]his bill does not strike the appropriate balance between the benefits of greater

transparency through the public's access to public records, and the burdens of a dramatic increase in records-retention requirements, including associated personnel and data-management costs to taxpayer.”

AB 2093 will add millions of dollars in costs annually to the state and local agencies, including school districts. Public agencies will be forced to pay for additional data storage space as well as hire additional staff to sort through the millions of emails that are exempt from disclosure under the CPRA but mandated to be retained under AB 2093 in order to respond to public records act requests. Without the ability to be reimbursed for this costly unfunded mandate, public agencies will be forced to either raise fees and taxes or cut services to the communities they serve.

It is for these reasons that the Citrus Heights Water District must respectfully oppose AB 2093 (Gloria). Should you have any questions about our position, please feel free to contact us.

Sincerely,

Hilary M. Straus  
General Manager  
Citrus Heights Water District

CC:

The Honorable Jim Nielsen  
The Honorable Ken Cooley  
The Honorable Kevin Kiley  
Raquel Mason, Legislative Assistant, Office of Assembly Member Todd Gloria  
Dillon Gibbons, Senior Legislative Representative, California Special Districts  
Association

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 18, 2020 MEETING

SUBJECT : PUBLIC HEARING #2 TO RECEIVE PUBLIC COMMENTS ON TRANSITION TO “BY-DIVISION” ELECTORAL SYSTEM UNDER THE CALIFORNIA VOTING RIGHTS ACT

STATUS : Action Item

REPORT DATE : March 10, 2020

PREPARED BY : Josh Nelson, Assistant General Counsel  
Madeline Henry, Administrative Services Manager/Chief Board Clerk

### **OBJECTIVE:**

Conduct Public Hearing #2 to receive public comments on transition to “By-Division” electoral system under the California Voting Rights Act.

### **BACKGROUND AND ANALYSIS:**

The Citrus Heights Water District currently elects its Board of Directors through an “of-division” electoral system in which each Board member must reside within a division but each Board member is elected by the voters of the entire electorate to provide Districtwide representation.

The California Voting Rights Act (“CVRA”) became law in 2003. It provides a way for plaintiffs to allege racially polarized voting and to seek a change from a jurisdiction’s at large election system to a different system, typically a by-district election system. It also allows for the recovery of a plaintiff’s attorneys’ fees. A violation of the CVRA may be established if it is shown that racially polarized voting has combined with an at-large voting system to impair the ability of a protected class of voters to elect candidates of its choice or to influence the outcome of an election. “Racially polarized voting” under the CVRA means voting in which there is a difference between the choice of candidates or other electoral choices that are preferred by voters in a protected class and in the choice of candidates and electoral choices preferred by voters in the rest of the electorate.

In 2016, the California Legislature adopted AB 350 amending Elections Code section 10010 to cap the attorneys’ fees a prospective plaintiff may recover to \$30,000, if a public agency adopts a resolution of intention to change to a by-district/by-division system of elections within 45 days following the receipt of a letter from that prospective plaintiff alleging a CVRA violation and completes the transition process (see below).

While CHWD has not yet received such a demand letter from a prospective plaintiff, the Board of Directors desired to take proactive means to avoid the high costs and legal risks associated with a potential CVRA lawsuit. Therefore, on December 19, 2019, the Board took the first step by adopting Resolution No. 24-2019, a resolution declaring the intention to transition from at-large to by-division elections pursuant to Elections Code section 10010.

Now that the Board has adopted a Resolution of Intention, AB 350 (Elections Code section 10010) sets forth a specific process for the adoption of a resolution to transition to by-division elections. The process includes a series of public hearings at which the public is invited to provide input regarding the composition of the districts.

The maps for Board divisions will be drawn by a professional demographer with extensive experience in the CVRA and drafting Board divisions. Before drawing a draft map or maps, the Board must hold at least two public hearings over a period of no more than thirty days, at which the public is invited to provide input regarding the composition of the divisions. The first of these hearings was held on March 2, 2020. After the draft maps are drawn, CHWD must publish at least one draft map. CHWD must also publish the potential sequence of elections, if Directors will be elected at different times to provide for staggered terms of office. Then, CHWD will hold at least two additional public hearings over a period of no more than 45 days, at which the public is invited to provide input regarding the content of the draft maps and the proposed sequence of elections.

Public comments on the transition and the proposed CHWD maps are very important and all residents within the district are encouraged to participate in these hearings.

### Criteria for Establishing Districts

The drawing of Board divisions is regulated by both state and federal law, including the CVRA and the Federal Voting Rights Act. For example, under federal law, Board divisions may not be drawn with race as the predominate factor. (*Shaw v. Reno* (1993) 509 U.S. 630.) Further, under Elections Code section 22000, divisions must be drawn as nearly equal in population as may be according to the latest federal decennial census. In establishing the boundaries, the Board of Directors may give consideration to the following factors:

- (1) Topography;
- (2) Geography;
- (3) Cohesiveness, Contiguity, Integrity, and Compactness of Territory; and
- (4) Community of Interest of the Divisions.

The professional demographer retained by the District to draw Board divisions will ensure the divisions are compliant with these standards.

Based on the public input received at the public hearing, the Board may wish to identify additional criteria to guide the establishment of election divisions. For example, among other criteria, the Board may wish to respect the previous choices of CHWD voters by avoiding the creation of head-to-head contests between Board members previously elected by the voters of the District (insofar as this does not conflict with Federal or State Law).

### Public Outreach

At the March 2, 2020 public hearing, the Board directed staff to conduct public outreach regarding the public hearings and the transition process.

In preparation for the March 18 meeting staff is creating a webpage explaining the process and listing hearing dates, post the hearing information on the District's Facebook and Nextdoor pages, and include a summary in the Spring newsletter, which is scheduled to be published in April.

**RECOMMENDATION:**

1. Conduct the public hearing.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 18, 2020 MEETING

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SUBJECT : DISCUSSION AND POSSIBLE ACTION TO APPOINT TWO MEMBERS TO AN AD-HOC COMMITTEE FOR THE SACRAMENTO REGION WATER UTILITY COLLABORATION/INTEGRATION STUDY

STATUS : Action Item

REPORT DATE : March 11, 2020

PREPARED BY : Rod Wood, Retired Annuitant  
Robert A. Churchill, Retired Annuitant  
Rebecca Scott, Senior Management Analyst

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The Board of Directors approved the Memorandum of Understanding (MOU) for the Citrus Heights Water District's (CHWD's) participation in the Sacramento Region Water Utility Collaboration/Integration Study (Study) at its March 2, 2020 special meeting. As the other participating agencies have also approved the MOU, the project has begun to move forward. The Study includes the formation of two committees comprised of representatives from the participating agencies:

1. A Management Committee comprised of senior-level staff and/or their designees will oversee the workflow of the Study and review/provide input on the consultant's work; and
2. An Ad-Hoc Committee, composed of at least one Board member from each of the agencies, will receive updates and presentations throughout the Study.

Staff requests that the Board appoint one Director and one staff member as CHWD's representatives to the Ad-Hoc Committee. Based upon workload and assignments, staff recommends that Rod Wood be the staff appointee.

**RECOMMENDATION:**

Staff recommends that the Board appoint one Director and one staff member as CHWD's representatives to an Ad-Hoc Committee for the Sacramento Region Water Utility Collaboration/Integration Study.

**ACTION:**

Moved by Director \_\_\_\_\_, Seconded by Director \_\_\_\_\_, Carried \_\_\_\_\_

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS MARCH 18, 2020 MEETING

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SUBJECT : WATER METER REPLACEMENT STUDY UPDATE  
STATUS : Information Item  
REPORT DATE : March 11, 2020  
PREPARED BY : Rebecca Scott, Senior Management Analyst  
David Gordon, Operations Manager

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Staff will provide an update on the Water Meter Replacement Study, including a recap of recent Consortium meetings.