

**BOARD MEETING AGENDA  
SPECIAL MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
FEBRUARY 17, 2021 beginning at 6:00 PM**



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

**PHONE CALL IN: (253) 215-8782  
PHONE MEETING ID: 978 2460 3471**

**COMPUTER AUDIO/LIVE MEETING PRESENTATIONS:** <https://zoom.us/j/97824603471>

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-29-20, 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 at the District headquarters or remotely through the phone number and link above. In compliance with the Sacramento County Health Order issued May 26, 2020, which states “Persons should wear face coverings when in public places,” members of the public shall wear a face covering unless they are exempt per the order.

**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**

**PUBLIC COMMENT**

**CLOSED SESSION:**

CL-1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of Litigation pursuant to Government Code, section 54956.9(d)(4):  
(one case)

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

March 17, 2021	6:30 PM	Regular Meeting
April 21, 2021	6:30 PM	Regular Meeting
May 19, 2021	6:30 PM	Regular Meeting
June 16, 2021	6:30 PM	Regular Meeting
August 18, 2021	6:30 PM	Regular Meeting
September 15, 2021	6:30 PM	Regular Meeting
October 20, 2021	6:30 PM	Regular Meeting
November 17, 2021	6:30 PM	Regular Meeting
December 15, 2021	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 54954.2.



Dated: February 11, 2021

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Madeline Henry, Administrative Services Manager/  
Chief Board Clerk

**BOARD MEETING AGENDA  
REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
CITRUS HEIGHTS WATER DISTRICT (CHWD)  
FEBRUARY 17, 2021 beginning at 6:30 PM**



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

**PHONE CALL IN: (253) 215-8782  
PHONE MEETING ID: 978 2460 3471**

**COMPUTER AUDIO/LIVE MEETING PRESENTATIONS:** <https://zoom.us/j/97824603471>

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-29-20, 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 at the District headquarters or remotely through the phone number and link above. In compliance with the Sacramento County Health Order issued May 26, 2020, which states “Persons should wear face coverings when in public places,” members of the public shall wear a face covering unless they are exempt per the order.

**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 – January 19, 2021 (A)

CC-1b. Minutes of the Regular Meeting – January 20, 2021 (A)

CC-1c. Minutes of the Special Meeting – January 20, 2021 (A)

Recommendation: Approve the minutes of the January 19, 2021 Special Meeting and the January 20, 2021 Regular and Special Meetings.

- CC-2. Revenue Analysis Report for January 2021 (I)
- CC-3. Assessor/Collector's Roll Adjustment for January 2021 (I)
- CC-4. Treasurer's Report for January 2021 (I)
- CC-5. Treasurer's Report of Fund Balances for January 2021 (I)
- CC-6. Operating Budget Analysis for January 2021 (I)
- CC-7. Capital Projects Summary January 2021 (I)
- CC-8. Warrants for January 2021 (I)
- CC-9. Purchase Card Distributions for January 2021 (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. 2021 Water Supply – Purchased and Produced (I)
- CC-15. Water Supply Reliability (I)
- CC-16. Water Efficiency and Safety Program Update (I)

**PRESENTATIONS:**

None.

**PUBLIC HEARINGS:**

None.

**STUDY SESSION:**

- S-1. Communications and Customer Engagement Program Update (I/D)

**BUSINESS:**

None.

**MANAGEMENT SERVICES REPORTS (I):**

- MS-1. Customer Advisory Committee Update (I/D)
- MS-2. Staffing Resources Planning Update (I/D)

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

None.

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

- D-1. Regional Water Authority (Wheaton).
- D-2. Sacramento Groundwater Authority (Sheehan).
- D-3. San Juan Water District (All).
- D-4. Association of California Water Agencies (Wheaton).
- 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/Henry).
- D-10. Other Reports.

**CLOSED SESSION:**

None.

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

March 17, 2021	6:30 PM	Regular Meeting
April 21, 2021	6:30 PM	Regular Meeting
May 19, 2021	6:30 PM	Regular Meeting
June 16, 2021	6:30 PM	Regular Meeting
August 18, 2021	6:30 PM	Regular Meeting
September 15, 2021	6:30 PM	Regular Meeting
October 20, 2021	6:30 PM	Regular Meeting
November 17, 2021	6:30 PM	Regular Meeting
December 15, 2021	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: February 11, 2021

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
January 19, 2021

The Special Meeting of the Board of Directors was called to order at 6:02 p.m. by President Wheaton and roll was called. Present were:

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

**Staff:**

Terri Highsmith, Special Counsel  
Brittney Moore, Management Analyst/ Deputy Board Clerk  
Hilary Straus, General Manager

Charley Howard, RGS

**PLEDGE OF ALLEGIANCE:**

President Wheaton led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

President Wheaton adjourned the meeting to closed session at 6:04 p.m.

**CLOSED SESSION:**

CL-1. CONFERENCE WITH LABOR NEGOTIATORS (Pursuant to Government Section 54957.6):

Unrepresented Management Employee: General Manager

Negotiating Parties: For CHWD: Charley Howard, Terri Highsmith; for General Manager: Hilary Straus

**ACTION:**

Terri Highsmith reported that the Board provided direction to the labor negotiating team.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 7:12 p.m.

APPROVED:

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MADELINE A. HENRY  
Deputy Secretary  
Citrus Heights Water District

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DAVID C. WHEATON, President  
Board of Directors  
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
January 20, 2021

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

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

Staff:

Madeline Henry, Administrative Services Manager/ Chief Board Clerk  
Brittney Moore, Management Analyst  
Joshua Nelson, Assistant General Counsel  
Missy Pieri, Director of Engineering/ District Engineer  
David Rucker, Principal Information Technology Analyst  
Rebecca Scott, Senior Management Analyst  
Hilary Straus, General Manager  
Susan Talwar, Director of Finance and Administrative Services

Andrew Jared, Special Counsel  
Charley Howard, Regional Government Services

**PLEDGE OF ALLEGIANCE:**

President Wheaton led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**BUSINESS:**

B-1. Discussion and Possible Action to Approve an Agreement with KB Homes to Allow Vertical Construction at Portions of the Mitchell Village Project

**ACTION:**

Vice President Sheehan moved and Director Riehle seconded a motion to authorize the General Manager to execute an agreement with KB Homes to allow vertical construction at portions of the Mitchell Village Project (lots 13-26 and lots 76-91) subject to the terms and conditions included in the agreement, including KB Homes providing Citrus Heights Water a Performance Bond and Indemnification to ensure that the water system designed for the residential



development is built to Plan, and to protect the interests of Citrus Heights Water District and its customers.

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

Assistant General Counsel, Joshua Nelson requested the Board to reconsider prior action on item B-1.

Director Riehle moved and Vice President Sheehan seconded a motion to authorize the General Manager to execute an agreement with KB Homes to allow vertical constructions of the Mitchell Village Project (lots 13-26, 76-80 and 83-91) subject to the terms and conditions included in the agreement, including KB Homes providing Citrus Heights Water a Performance Bond and Indemnification to ensure that the water system designed for the residential development is built to Plan, and to protect the interests of Citrus Heights Water District and its customers.

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 8:54 p.m.

**APPROVED:**

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MADELINE A. HENRY  
Deputy Secretary  
Citrus Heights Water District

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DAVID C. WHEATON, President  
Board of Directors  
Citrus Heights Water District

CITRUS HEIGHTS WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
January 20, 2021

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

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

Staff:

Madeline Henry, Administrative Services Manager/ Chief Board Clerk  
Brittney Moore, Management Analyst  
Josh Nelson, Assistant General Counsel  
Missy Pieri, Director of Engineering/ District Engineer  
David Rucker, Principal Information Technology Analyst  
Rebecca Scott, Senior Management Analyst  
Hilary Straus, General Manager  
Susan Talwar, Director of Finance and Administrative Services

Andrew Jared, Special Counsel  
Charley Howard, Regional Government Services

**PLEDGE OF ALLEGIANCE:**

President Wheaton led the Pledge of Allegiance.

**PUBLIC COMMENT:**

None.

**CONSENT CALENDAR:**

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

- CC-1a. Minutes of the Special Meeting – December 16, 2020 (A)
- CC-1b. Minutes of the Regular Meeting – December 16, 2020 (A)
- CC-1c. Minutes of the Special Meeting – January 4, 2021 (A)
  - Recommendation: Approve the minutes of the December 16, 2020 Regular and Special Meetings and the minutes of the January 04, 2021 Special Meeting.
- CC-2. Revenue Analysis Report for December 2020 (I)
- CC-3. Assessor/Collector's Roll Adjustment for December 2020 (I)

- CC-4. Treasurer's Report for December 2020 (I)
- CC-5. Treasurer's Report of Fund Balances for December 2020 (I)
- CC-6. Operating Budget Analysis for December 2020 (I)
- CC-7. Capital Projects Summary December 2020 (I)
- CC-8. Warrants for December 2020 (I)
- CC-9. Purchase Card Distributions for December 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. Strategic Plan Update and Preview (I)
- CC-18. Discussion and Possible Action to Amend Policy 4309: New Parent Leave (A)

Recommendation:

Approve updates to Human Resources Policy 4309.

**ACTION:**

Director Riehle moved and Vice President Sheehan seconded a motion to approve the consent calendar.

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

**PRESENTATIONS:**

None.

**PUBLIC HEARINGS:**

None.

**STUDY SESSIONS:**

None.

**BUSINESS:**

B-1. Discussion and Possible Action to Consider Request from Wyatt Ranch Project Developer to Defer Portions of the 2021 Project Charges & Fees for the Wyatt Ranch Project

**ACTION:**

Director Riehle moved and Vice President Sheehan seconded a motion to approve deferment of portions of the 2021 project charges and fees for the Wyatt Ranch Project, and authorized the General Manager to execute the deferral agreement.

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

B-2. Discussion and Possible Action to Update Policy 7500 Capacity Charges

**ACTION:**

Director Riehle moved and Vice President Sheehan seconded a motion to delete 7500.07 from Policy No. 7500, Capacity Charges.

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

B-3. Discussion and Possible Action to Approve Employee Assistance Program to Employee Benefits Program

**ACTION:**

Vice President Sheehan moved and Director Riehle seconded a motion to authorize the General Manager to execute agreement needed to implement the Employee Benefits Program with ACWA JPIA.

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

B-4. First Amendment to Employment Agreement for General Manager

**ACTION:**

Director Riehle moved and Vice President Sheehan seconded a motion to approve the amendment to agreement in sections 3, 4(a), 5(b) and 5(a) except for the 3-vote requirement for a no cause termination.

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

**MANAGEMENT SERVICES REPORTS (I):**

MS-1. Electronic Document and Records Management System (EDRMS) System 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.

**ADJOURNMENT:**

There being no other business to come before the Board, the meeting was adjourned at 8:54 p.m.

**APPROVED:**

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MADELINE A. HENRY  
Deputy Secretary  
Citrus Heights Water District

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DAVID C. WHEATON, President  
Board of Directors  
Citrus Heights Water District

**CITRUS HEIGHTS WATER DISTRICT  
 JANUARY 2021  
 REVENUE ANALYSIS**

**Outstanding Receivables**

<b>Aged Trial Balance</b>					
Total	Current	31-90	91-150	>150	Unapplied Current
732,315	514,148	189,213	52,444	81,801	105,290

<b>General Ledger Balance</b>	<b>Total</b>
Outstanding A/R	819,832.14
Outstanding Liens	-
Outstanding Grants	946
A/R Other	(25,348)
Less Unapplied Payments	(107,078)
<b>Total</b>	<b>\$ 688,352</b>

**CITRUS HEIGHTS WATER DISTRICT  
ASSESSOR/COLLECTOR'S ROLL ADJUSTMENTS FOR  
January 31, 2021**

CC-03

*There were no adjustments made for January 2021.*

Reason For Cancellation	Charge Type	Amount
		\$ -

**TREASURER'S REPORT TO THE BOARD OF DIRECTORS  
JANUARY 2021**


<hr/>			
<b>Bank of the West</b>			
<b>Beginning Balance</b>			\$11,563,019
<b>RECEIPTS:</b>		1,494,069	
<b>DISBURSEMENTS:</b>			
Checks Issued / ACH Payments	583,836		
Payroll	403,647		
Returned Checks	<u>2,548</u>		
		<u>990,031</u>	<u>504,038</u>
<b>Bank of the West</b>			
<b>Balance per Bank 01/31/2021</b>			12,067,057
Outstanding Checks			(71,979)
Deposit in Transit			<u>129,145</u>
<b>Balance Per Books 01/31/2021</b>			<u>\$12,124,222</u>
<hr/>			

<b>RECONCILEMENT:</b>			
Bank of the West			\$12,124,222
Local Agency Investment Fund			6,499,049
COP Reserve Account			0
Money Mkt Activity Account			<u>543,962</u>
<b>TOTAL BALANCE</b>			<u><u>\$19,167,233</u></u>
<hr/>			

<b>CASH &amp; INVESTMENT SUMMARY:</b>			
Bank of the West (General Account)			12,124,222
Local Agency Investment Fund			6,499,049
COP 2010 Reserve Account			0
Money Mkt Activity Account			<u>543,962</u>
<b>Total</b>			<u><u>\$19,167,233</u></u>
<hr/>			


INSTITUTION	MATURITY DATE	INT RATE	DEPOSIT AMOUNT	DATE OF LAST TRANSACTION
Local Agency Investment Fund	Daily	0.63%	10,259.60	1/15/2021

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**  
Treasurer


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**HILARY M. STRAUS**  
Secretary

Signed: 02/11/2020



**TREASURER'S REPORT OF FUND BALANCES**  
**January 31, 2021**

Fund Name	Beginning Balance 01/01/2021	Year to Date Transfers In / Collections	Year to Date Transfers Out	Current Month Transfers In / Collections	Current Month Transfers Out	Ending Balance 01/31/2021	2020 Target Balance per Policy
<b>Operating Fund</b>	\$ 5,562,075	\$ -	\$ -	\$ 1,495,937	\$ (991,899)	\$ 6,066,113	\$ 2,334,017
<b>Operating Reserve</b>	\$ 3,592,065	\$ -	\$ -	\$ -	\$ -	\$ 3,592,065	N/A
<b>Rate Stabilization Fund</b>	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000
<b>Capital Improvement Reserve</b>	\$ 2,796,860	\$ -	\$ -	\$ -	\$ -	\$ 2,796,860	\$ 2,681,248
<b>Restricted for Debt Service</b>	\$ 536,963	\$ -	\$ -	\$ -	\$ -	\$ 536,963	N/A
<b>Water Supply Reserve</b>	\$ 1,623,173	\$ -	\$ -	\$ -	\$ -	\$ 1,623,173	N/A
<b>Water Efficiency Reserve</b>	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
<b>Water Meter Replacement Reserve</b>	\$ 1,525,000	\$ -	\$ -	\$ -	\$ -	\$ 1,525,000	N/A
<b>Fleet Equipment Reserve</b>	\$ 334,253	\$ -	\$ -	\$ -	\$ -	\$ 334,253	\$ 318,559
<b>Employment-Related Benefits Reserve</b>	\$ 405,319	\$ -	\$ -	\$ -	\$ -	\$ 405,319	\$ 1,079,527
	<u>\$ 17,575,708</u>	<u>-</u>	<u>\$ -</u>	<u>\$ 1,495,937</u>	<u>\$ (991,899)</u>	<u>\$ 18,079,746</u>	<u>\$ 7,613,351</u>

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

**TREASURER'S REPORT OF FUND BALANCES**  
**January 31, 2021**

**Fund Transfers Summary:**

The Operating Fund Transferred:	\$ 1,495,937	from funds collected in January 2021 per Treasurer's Report
	<u>\$ (991,899)</u>	disbursements made in January 2021 per Treasurer's Report
	\$ 504,038	

Citrus Heights Water District  
Budget Performance Report  
As of 1/31/2021

	January Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
<b>Revenues</b>						
Metered Service Charges	\$651,479.56	\$651,479.56	(\$798,841.00)	\$1,450,320.56	-181.55%	(\$9,586,090.00)
Metered Water Deliveries	199,359.43	199,359.43	(213,938.00)	413,297.43	-193.19%	(5,234,960.00)
Non-Metered Service Charges	3,097.34	3,097.34	(11,667.00)	14,764.34	-126.55%	(140,000.00)
Penalties	639.00	639.00	(6,130.00)	6,769.00	-110.42%	(150,000.00)
Interest	3,108.36	3,108.36	(3,795.00)	6,903.36	-181.91%	(45,535.00)
Backflow Fees	2,676.00	2,676.00	(9,667.00)	12,343.00	-127.68%	(116,000.00)
Water Service Install & S&R	12,926.27	12,926.27	(2,275.00)	15,201.27	-668.19%	(27,300.00)
Miscellaneous *	639.44	639.44	(12,250.00)	12,889.44	-105.22%	(147,000.00)
Income - Wheeling Water	9,189.78	9,189.78	(225.00)	9,414.78	-4184.35%	(2,700.00)
<b>Total Revenue</b>	<b>883,115.18</b>	<b>883,115.18</b>	<b>(1,058,788.00)</b>	<b>1,941,903.18</b>	<b>-183.41%</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	1,953.17	1,953.17	265,488.70	(263,535.53)	-99.26%	3,185,864.40
Ground Water	47,473.86	47,473.86	79,333.73	(31,859.87)	-40.16%	952,004.76
	49,427.03	49,427.03	344,822.43	(295,395.40)	-85.67%	4,137,869.16
<b>Labor &amp; Benefits</b>						
Labor Regular	156,182.44	156,182.44	279,962.11	(123,779.67)	-44.21%	3,359,545.32
Labor Taxes	17,298.83	17,298.83	22,268.38	(4,969.55)	-22.32%	267,220.56
Labor Workers Comp			7,625.00	(7,625.00)	-100.00%	91,500.00
Labor External	4,584.01	4,584.01	10,506.67	(5,922.66)	-56.37%	126,080.04
Benefits Med/Den/Vis	74,483.67	74,483.67	42,866.81	31,616.86	73.76%	514,401.72
Benefits LTD/Life/EAP	7,026.98	7,026.98	4,409.51	2,617.47	59.36%	52,914.12
Benefits CalPers	(11,836.62)	(11,836.62)	27,551.60	(39,388.22)	-142.96%	330,619.20
Benefits Other	10,559.17	10,559.17	10,760.87	(201.70)	-1.87%	129,130.44
Benefit Retiree Expenses	3,410.50	3,410.50	4,736.87	(1,326.37)	-28.00%	56,842.44
Benefit Unemployment			771.73	(771.73)	-100.00%	9,260.76
Benefit GASB 68	193,525.00	193,525.00	34,087.50	159,437.50	467.73%	409,050.00
Capitalized Labor & Benefit Contra	(19,389.62)	(19,389.62)	(41,666.67)	22,277.05	-53.46%	(500,000.04)
	435,844.36	435,844.36	403,880.38	31,963.98	7.91%	4,846,564.56
<b>General &amp; Administrative</b>						
Fees & Charges	14,381.06	14,381.06	17,418.75	(3,037.69)	-17.44%	209,025.00
Regulatory Compliance/Permits	53,224.72	53,224.72	9,997.92	43,226.80	432.36%	119,975.04
District Events & Recognition	2,618.45	2,618.45	8,060.26	(5,441.81)	-67.51%	96,723.12
Maintenance/Licensing	105,260.99	105,260.99	12,066.75	93,194.24	772.32%	144,801.00
Equipment Maintenance	2,952.56	2,952.56	9,447.91	(6,495.35)	-68.75%	113,374.92
Professional Development	2,045.00	2,045.00	11,182.42	(9,137.42)	-81.71%	134,189.04
Department Admin			2,225.01	(2,225.01)	-100.00%	26,700.12
Dues & Subscriptions	106,905.24	106,905.24	17,326.92	89,578.32	516.99%	207,923.04
Fuel & Oil	2,869.66	2,869.66	5,270.00	(2,400.34)	-45.55%	63,240.00

Citrus Heights Water District  
Budget Performance Report  
As of 1/31/2021

	January Actual	Year-to-Date Actual	Year-to-Date Budget	YTD Variance		Annual Budget
				Amount	Percent	
General Supplies	5,896.77	5,896.77	5,766.66	130.11	2.26%	69,199.92
Insurance - Auto/Prop/Liab	69,918.06	69,918.06	8,500.00	61,418.06	722.57%	102,000.00
Leasing/Equipment Rental	1,265.19	1,265.19	3,325.00	(2,059.81)	-61.95%	39,900.00
Other Agency Cost Reimbursement	74.81	74.81		74.81	0.00%	
Parts & Materials	2,976.95	2,976.95	4,583.33	(1,606.38)	-35.05%	54,999.96
Postage/Shipping/Freight	4,821.37	4,821.37	14,375.00	(9,553.63)	-66.46%	172,500.00
Rebates & Incentives	750.00	750.00	2,833.33	(2,083.33)	-73.53%	33,999.96
Telecom/Network	3,438.33	3,438.33	5,678.33	(2,240.00)	-39.45%	68,139.96
Tools & Equipment	1,475.97	1,475.97	7,466.67	(5,990.70)	-80.23%	89,600.04
Utilities	545.01	545.01		545.01	0.00%	
Write-Off Bad Debt Exp			416.67	(416.67)	-100.00%	5,000.04
Capitalized G&A Contra	(40,363.05)	(40,363.05)		(40,363.05)	0.00%	
Capitalized Equipment Contra	(10,787.05)	(10,787.05)		(10,787.05)	0.00%	
	<u>330,270.04</u>	<u>330,270.04</u>	<u>145,940.93</u>	<u>184,329.11</u>	<u>126.30%</u>	<u>1,751,291.16</u>
Professional & Contract Services						
Support Services	22,458.32	22,458.32	147,788.76	(125,330.44)	-84.80%	1,773,465.12
Legal Services	36,125.56	36,125.56	34,374.99	1,750.57	5.09%	412,499.88
Printing Services			2,975.01	(2,975.01)	-100.00%	35,700.12
	<u>58,583.88</u>	<u>58,583.88</u>	<u>185,138.76</u>	<u>(126,554.88)</u>	<u>-68.36%</u>	<u>2,221,665.12</u>
Reserves & Debt Services						
Interest Expense	(32,953.13)	(32,953.13)	6,227.79	(39,180.92)	-629.13%	74,733.37
Net Increase(Decrease) in Value of Investments	14,738.10	14,738.10		14,738.10	0.00%	
	<u>(18,215.03)</u>	<u>(18,215.03)</u>	<u>6,227.79</u>	<u>(24,442.82)</u>	<u>-392.48%</u>	<u>74,733.37</u>
Total Operating Expenses	<u>855,910.28</u>	<u>855,910.28</u>	<u>1,086,010.29</u>	<u>(230,100.01)</u>	<u>-21.19%</u>	<u>13,032,123.37</u>
Net Income / (Expense)	<u>27,204.90</u>	<u>27,204.90</u>	<u>(2,144,798.29)</u>	<u>2,172,003.19</u>	<u>-101.27%</u>	<u>(28,481,708.37)</u>

Citrus Heights Water District  
 Capital Projects Summary  
 Fiscal Period End as of 1/2021

CC-7

Project Number	Project Name	BUDGET			AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2020	Remaining Budget	Month to Date	Year to Date	Project to Date	
C16-134	Auburn Blvd-Rusch Park Placer	\$167,000	\$1,438	\$165,562	\$0	\$0	\$1,438	\$165,562
C19-108	6230 Sylvan East Wall	\$245,000	\$7,653	\$237,347	\$88	\$88	\$7,741	\$237,259
C20-040B	CH Electric Greenwy Bike Trail	\$0	\$411	(\$411)	\$0	\$0	\$411	(\$411)
C20-108	Corp Yard PreArchitecture Stdy	\$100,000	\$1,676	\$98,324	\$0	\$0	\$1,676	\$98,324
C20-109	Corp Yard Plans Specs Estimate	\$400,000	\$0	\$400,000	\$0	\$0	\$0	\$400,000
<b>Construction in Progress</b>		<b>\$912,000</b>	<b>\$11,177</b>	<b>\$900,823</b>	<b>\$88</b>	<b>\$88</b>	<b>\$11,265</b>	<b>\$900,735</b>
C20-010	Water Main Replacements	\$70,000	\$3,455	\$66,545	\$0	\$0	\$3,455	\$66,545
C20-011	Water Valve Replacements	\$70,000	\$40,727	\$29,273	\$1,998	\$1,998	\$42,726	\$27,274
C20-012	Water Service Connections	\$850,000	\$733,734	\$116,266	\$6,571	\$6,571	\$740,305	\$109,695
C20-013	Water Meter Replacements	\$70,000	\$23,262	\$46,738	\$0	\$0	\$23,262	\$46,738
C20-014	Fire Hydrants	\$160,000	\$69,837	\$90,163	\$0	\$0	\$69,837	\$90,163
C21-010	Water Main Replacements	\$72,100	\$0	\$72,100	\$0	\$0	\$0	\$72,100
C21-011	Water Valve Replacements	\$103,000	\$0	\$103,000	\$0	\$0	\$0	\$103,000
C21-012	Water Service Connections	\$875,500	\$0	\$875,500	\$3,347	\$3,347	\$3,347	\$872,153
C21-013	Water Meter Replacements	\$500,000	\$0	\$500,000	\$55,191	\$55,191	\$55,191	\$444,809
C21-014	Fire Hydrants	\$164,800	\$0	\$164,800	\$0	\$0	\$0	\$164,800
<b>Annual Infrastructure</b>		<b>\$2,935,400</b>	<b>\$871,014</b>	<b>\$2,064,386</b>	<b>\$67,108</b>	<b>\$67,108</b>	<b>\$938,122</b>	<b>\$1,997,278</b>
C15-104B	Document Management System	\$244,639	\$5,361	\$239,278	\$0	\$0	\$5,361	\$239,278
C19-003	Fleet/Field Operations Equip	\$295,000	\$268,668	\$26,332	\$0	\$0	\$268,668	\$26,332
C20-003	Fleet/Field Operations Equip	\$380,000	\$484,920	(\$104,920)	\$0	\$0	\$484,920	(\$104,920)
C20-004	Technology Hardware/Software	\$0	\$98,618	(\$98,618)	\$0	\$0	\$98,618	(\$98,618)
C21-003	Fleet/Field Operations Equip	\$260,000	\$0	\$260,000	\$0	\$0	\$0	\$260,000
C21-004	Technology Hardware/Software	\$56,650	\$0	\$56,650	\$0	\$0	\$0	\$56,650
<b>Fleet and Equipment</b>		<b>\$1,236,289</b>	<b>\$857,566</b>	<b>\$378,723</b>	<b>\$0</b>	<b>\$0</b>	<b>\$857,566</b>	<b>\$378,723</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	\$24,979	\$91	\$24,888	\$0	\$0	\$91	\$24,888
C17-102	Michigan Dr - Sunrise to West	\$397,897	\$277,327	\$120,570	\$0	\$0	\$277,327	\$120,570
C18-103	Cologne Way 6in Main Replace	\$267,069	\$261,711	\$5,358	\$0	\$0	\$261,711	\$5,358
C19-101	Robie Way 8" Main Replacement	\$341,382	\$256,784	\$84,598	\$719	\$719	\$257,503	\$83,879
C19-104	Admiral MainRepl 8"	\$291,439	\$228,552	\$62,887	\$0	\$0	\$228,552	\$62,887
C19-105	Whyte MainRepl 8" Langley	\$742,655	\$680,994	\$61,662	\$848	\$848	\$681,841	\$60,814
C19-106	Wells Ave Main 8"	\$219,003	\$30,302	\$188,701	\$139	\$139	\$30,441	\$188,562
C19-107	Rowan MainRep 8/6" Grady	\$119,095	\$91,997	\$27,098	\$0	\$0	\$91,997	\$27,098

Citrus Heights Water District  
 Capital Projects Summary  
 Fiscal Period End as of 1/2021

CC-7

Project Number	Project Name	BUDGET			AMOUNTS PAID			Remaining Budget
		Project Forecast Budget	Expenditures to 12/2020	Remaining Budget	Month to Date	Year to Date	Project to Date	
C20-101	Fair Oaks Blvd	\$475,137	\$10,210	\$464,927	\$0	\$0	\$10,210	\$464,927
C20-102	Langley Ave & Chance Dr	\$504,057	\$46,739	\$457,318	\$411	\$411	\$47,150	\$456,907
C20-103	Marsala Ct	\$53,683	\$22,081	\$31,602	\$0	\$0	\$22,081	\$31,602
C20-104	Skycrest School	\$104,022	\$5,536	\$98,486	\$308	\$308	\$5,844	\$98,178
C20-105	Walnut Drive	\$105,247	\$3,732	\$101,515	\$205	\$205	\$3,938	\$101,309
C20-106	Wisconsin Drive	\$301,990	\$42,391	\$259,599	\$232	\$232	\$42,623	\$259,367
C21-101	Antelope & Rusch Park	\$187,741	\$0	\$187,741	\$0	\$0	\$0	\$187,741
C21-102	Old Auburn Road	\$91,459	\$0	\$91,459	\$0	\$0	\$0	\$91,459
C21-103	Pratt Ave	\$39,043	\$0	\$39,043	\$0	\$0	\$0	\$39,043
C21-104	Mesa Verde HS	\$118,779	\$0	\$118,779	\$462	\$462	\$462	\$118,317
C21-105	Madison Ave & Dewey Dr	\$28,138	\$0	\$28,138	\$0	\$0	\$0	\$28,138
<b>Water Mains</b>		<b>\$4,440,592</b>	<b>\$1,958,447</b>	<b>\$2,482,145</b>	<b>\$3,324</b>	<b>\$3,324</b>	<b>\$1,961,771</b>	<b>\$2,478,821</b>
C19-040C	Mariposa Ave SR2S Phase IV	\$0	\$508	(\$508)	\$158	\$158	\$667	(\$667)
C20-005	Facilities Improvements	\$280,000	\$238,767	\$41,233	\$0	\$0	\$238,767	\$41,233
C20-005A	Admin Bldg Remodel	\$0	\$41	(\$41)	\$0	\$0	\$41	(\$41)
C20-040	Other City Partnerships	\$90,000	\$5,000	\$85,000	\$0	\$0	\$5,000	\$85,000
C20-041	Other Misc Infrastructure	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$50,000
C20-042	Other Property Acquisition	\$0	\$172,539	(\$172,539)	\$0	\$0	\$172,539	(\$172,539)
C21-005	Facilities Improvements	\$60,000	\$0	\$60,000	\$0	\$0	\$0	\$60,000
C21-040	Other City Partnerships	\$112,551	\$0	\$112,551	\$0	\$0	\$0	\$112,551
C21-041	Other Misc Infrastructure	\$112,551	\$0	\$112,551	\$0	\$0	\$0	\$112,551
<b>Miscellaneous Projects</b>		<b>\$705,102</b>	<b>\$416,856</b>	<b>\$288,246</b>	<b>\$158</b>	<b>\$158</b>	<b>\$417,014</b>	<b>\$288,088</b>
C17-104	Groundwater Well Property Acq	\$640,000	\$370,943	\$269,057	\$1,475	\$1,475	\$372,418	\$267,582
C17-104A	Well #7 Patton	\$250,000	\$45,712	\$204,288	\$292	\$292	\$46,003	\$203,997
C17-104B	Well #8 Highland	\$0	\$37,483	(\$37,483)	\$165	\$165	\$37,648	(\$37,648)
C20-020	Groundwater Well Improvements	\$150,000	\$36,581	\$113,419	\$0	\$0	\$36,581	\$113,419
C20-107	Well Design & Construction	\$1,105,500	\$0	\$1,105,500	\$0	\$0	\$0	\$1,105,500
C21-020	Groundwater Well Improvements	\$154,500	\$0	\$154,500	\$0	\$0	\$0	\$154,500
<b>Wells</b>		<b>\$2,300,000</b>	<b>\$490,719</b>	<b>\$1,809,281</b>	<b>\$1,932</b>	<b>\$1,932</b>	<b>\$492,651</b>	<b>\$1,807,349</b>
<b>Grand Totals:</b>		<b>\$12,529,383</b>	<b>\$4,605,780</b>	<b>\$7,923,603</b>	<b>\$72,610</b>	<b>\$72,610</b>	<b>\$4,678,390</b>	<b>\$7,850,993</b>

## JANUARY 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
70817	Best Best & Krieger	Legal & Audit	\$10,447.00
70818	Cogsdale	Contract Services-Other	\$66,000.95
70819	Robin Cope	Health Insurance	\$457.00
70820	Government Finance Officers Association	Dues & Subscriptions	\$150.00
70821	Republic Services #922	Utilities	\$271.58
70822	Sagent	Social Media,Print,Centennial,Website Redesign,Water Efficiency	\$35,238.75
70823	John T Scott	Customer Refund	\$94.18
70824	Elsie M Holmes	Customer Refund	\$7.10
70825	McGee Family Trust	Customer Refund	\$111.11
70826	Kenneth C/Angelique C Mitchell	Customer Refund	\$21.35
70827	Todd M Oravetz	Customer Refund	\$160.16
70828	Harned Family Trust/Fran Collens	Customer Refund	\$73.94
70829	Roderic E Sullivan	Customer Refund	\$18.82
70830	Nathan H/Mary C Teater	Customer Refund	\$139.33
70831	Steven Krebs	Customer Refund	\$100.85
70832	Michael J/Cherry L Huot	Customer Refund	\$135.47
70833	Aaron E/Michelle D Whitten	Customer Refund	\$25.87
70834	Denise R Hochscheid	Customer Refund	\$45.49
70835	Roberta H Bagley	Customer Refund	\$11.03
70836	Anthony/Melissa J Dias	Customer Refund	\$17.36
70837	Sharleen I Jones	Customer Refund	\$341.49
70838	Dennis G/Paula M Hendrickson	Customer Refund	\$51.26
70839	Gerald Pierson	Customer Refund	\$29.51
70840	Monte J/Mary M Leighton	Customer Refund	\$36.72
70841	DNA ENT LLC	Customer Refund	\$95.19
70842	Deborah Hayes-Templeton Lilly	Customer Refund	\$63.20
70843	ABA DABA Rentals & Sales	Supplies-Field	\$110.03
70844	AnswerNet	Telephone-Answering Service	\$392.35
70845	AREA Restroom Solutions	Equip Rental-Field	\$142.41
70846	Void	Void	\$0.00
70847	Bart/Riebes Auto Parts	Repair-Trucks	\$85.45
70848	Bender Rosenthal Incorporated	Contract Services-Other	\$274.45
70849	California Landscape Associates Inc	Janitorial	\$230.00
70850	California Society of Municipal Finance Officers	Dues & Subscriptions	\$660.00
70851	California Water Efficiency Partnership	Dues & Subscriptions	\$3,773.52
70852	Citrus Heights Chamber of Commerce	Continued Education	\$10,000.00
70853	Colantuono, Highsmith & Whatley, PC	Legal & Audit	\$14,753.50
70854	Consolidated	Telephone-Local/Long Distance	\$1,849.03
70855	Corelogic Information Solutions Inc	Dues & Subscriptions	\$212.18
70856	Cybex	Equipment Rental-Office	\$172.71
70857	ESRI	Maintenance Agreement-Equipment	\$11,200.00
70858	Flowline Contractors, Inc	Contract Services-Engineering	\$47,060.05
70859	FP Mailing Solutions	Equipment Rental-Office	\$164.86

## JANUARY 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
70860	Future Ford	Repair-Trucks	\$2,888.38
70861	Ferguson Enterprises Inc #1423	Material	\$5,074.67
70862	Harris Industrial Gases	Supplies-Field	\$557.11
70863	Howell Consulting Inc	Contract Services-Other	\$1,250.00
70864	Integrity Administrators Inc	Health Insurance	\$5,000.00
70865	Liebert Cassidy Whitmore	Legal & Audit	\$2,242.00
70866	Maze & Associates	Legal & Audit	\$1,550.00
70867	Nextdoor, Inc	Dues & Subscriptions	\$3,551.00
70868	River City Staffing Group	Contract Services-Conservation	\$635.25
70869	Regional Water Authority	Dues & Subscriptions	\$810.26
70870	SMUD	Utilities	\$17,456.11
70871	Sonitrol	Equipment Rental-Office	\$189.00
70872	S.I.C.H.	Office Miscellaneous	\$90.00
70873	John Spinella	Small Tools	\$285.00
70874	SureWest Directories	Telephone-Local/Long Distance	\$49.00
70875	SWRCB	Dues & Subscriptions	\$189.00
70876	Tee Janitorial & Maintenance	Contract Services-Other	\$2,989.00
70877	TIAA Commercial Finance Inc	Equipment Rental-Office	\$571.09
70878	Warren Consulting Engineers Inc	Contract Services-Engineering	\$5,350.00
70879	Wex Bank	Gas & Oil	\$2,330.21
70880	Integrity Administrators Inc	Health Insurance	\$255.99
70881	Eugene McCoy	Customer Refund	\$12.84
70882	Monika M Waligora	Customer Refund	\$7.64
70883	Schroeder Family Trust	Customer Refund	\$21.54
70884	Marnette Cedarholm	Customer Refund	\$23.83
70885	Brad C Andersen	Customer Refund	\$78.61
70886	Delightful 1031, LLC	Customer Refund	\$72.39
70887	Harold H/Darlene G Jemmings	Customer Refund	\$97.35
70888	Jay/Meggan Harris	Customer Refund	\$160.45
70889	Noah Dasher	Customer Refund	\$233.93
70890	Kevin R Fisher	Customer Refund	\$64.82
70891	Big Ebo Enterprises LLC	Customer Refund	\$179.90
70892	John T Hall	Customer Refund	\$24.81
70893	Larry W/Linda J Bush	Customer Refund	\$70.12
70894	Belinda Clinton	Customer Refund	\$244.14
70895	Scott Williams	Customer Refund	\$11.81
70896	Rainey Jacobson	Customer Refund	\$9.51
70897	Todd M/Kori L Conley	Customer Refund	\$17.39
70898	Bryan G Hamilton	Customer Refund	\$29.46
70899	Julie Ison	Customer Refund	\$89.64
70900	ACWA	Continued Education	\$20,845.00
70901	Airgas USA, LLC	Supplies-Field	\$84.91
70902	Alexander's Contract Services	Contract Services-Meter Reading	\$6,665.91



## JANUARY 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
70903	B&M Builders	Contract Services-Engineering	\$45,024.51
70904	Best Best & Krieger	Legal & Audit	\$10,569.82
70905	BSK Associates	Water Analysis	\$1,036.00
70906	California Surveying & Drafting Supply	Small Tools	\$10.00
70907	Void	Void	\$0.00
70908	Lowe's	Supplies-Field	\$644.26
70909	Moonlight BPO LLC	Contract Services-Bill Print	\$4,271.71
70910	Pacific Gas & Electric	Utilities	\$239.02
70911	Proud AV Inc	Contract Services-Other	\$21,305.60
70912	RDO Equipment	Repair-Trucks	\$729.24
70913	River City Staffing Group	Contract Services-Conservation	\$577.50
70914	SitelogIQ	Maintenance Agreement-Equipment	\$247.25
70915	Walker's Office Supplies	Office Expense	\$417.56
70916	Wolf Consulting	Contract Services-Other	\$250.00
70917	Zanjero	Contract Services-Conservation	\$2,370.00
70918	GEI Consultants	Contract Services-Wells	\$214.50
70919	Stewart/Gail A Brown	Customer Refund	\$14.59
70920	Yvonne M Pimentel	Customer Refund	\$185.71
70921	Jay Carlon	Customer Refund	\$12.08
70922	Nataliya Yefanova	Customer Refund	\$257.16
70923	MV Investments & More, LLC	Customer Refund	\$98.73
70924	Lorie Martinez	Customer Refund	\$22.18
70925	AIA Services, LLC/NDS	Water Conservation-Material/Supplies	\$255.94
70926	AREA Restroom Solutions	Equipment Rental-Field	\$142.41
70927	John H Depiazza	Customer Refund	\$115.62
70928	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
70929	Debby Figoni	Water Conservation-Other	\$2,127.84
70930	Harris & Associates	Contract Services-Engineering	\$1,380.00
70931	Harris Industrial Gases	Supplies-Field	\$50.37
70932	J Comm Inc	Contract Services-Other	\$5,000.00
70933	KASL Consulting Engineers	Contract Services-Engineering	\$2,551.50
70934	Luhdorff & Scalmanini	Contract Services-Wells	\$2,355.00
70935	Placer County Department of Public Works	Permit Fees	\$128.50
70936	Placer County Clerk	Election Expense	\$250.00
70937	Public Sector Excellence	Continued Education	\$340.00
70938	Red Wing Shoe Store	Small Tools	\$531.96
70939	River City Staffing Group	Contract Services-Conservation	\$2,021.26
70940	Rocklin Hydraulics	Repair-Trucks	\$170.87
70941	State Water Resources Control Board	Dues & Subscriptions	\$60.00
70942	A. Teichert & Son, Inc.	Road Base	\$2,510.79
70943	Verizon Wireless	Telephone-Wireless	\$1,589.30
<b>Total</b>			<b>\$397,778.10</b>

## JANUARY 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	1168-2020-12 INVOICE CLOUD	Bank Fee	\$5,256.55
ACH	12/1-12/31/20 MID AMERICA	Employee Paid Insurance	\$960.00
ACH	ADP 570631617	Contract Services-Financial	\$290.90
ACH	ADP 571109094	Contract Services-Financial	\$28.25
ACH	ADP 57150586	Contract Services-Financial	\$555.70
ACH	ADP 571943078	Contract Services-Financial	\$93.75
ACH	BOW DEC 2020	Bank Fee	\$994.51
ACH	CA CHOICE FEBRUARY 2021	Health Insurance	\$41,793.60
ACH	PRINCIPAL FEBRUARY 2021	Health Insurance	\$8,480.68
ACH	FP MAILING JAN 2021 POSTAGE RELOAD	Equipment Rental-Office	\$1,500.00
ACH	IC-MARC 1/6/21 PAYDAY	Deferred Compensation	\$7,521.37
ACH	IC-MARC 1/6/21 PAYDAY	Deferred Compensation	\$100.00
ACH	JP MORGAN DECEMBER 2020	Continued Education	\$9,764.92
ACH	JP MORGAN DECEMBER 2020	Continued Education	\$944.27
ACH	VALIC 1/6/21 PAYDAY	Deferred Compensation	\$3,521.25
ACH	CHASE BANK DECEMBER 2020	Bank Fee	\$3,359.59
<b>Total</b>			<u>\$85,165.34</u>
<b>Grand Total</b>			<u><u>\$482,943.44</u></u>
70606	Blue Jay Trucking Inc	Contract Services-Other	\$1,805.25
70607	Burketts	Office Expense	\$140.44
70608	Fast Action Pest Control	Contract Services-Miscellaneous	\$115.00
70609	Flowline Contractors, Inc	Contract Services-Engineering	\$16,796.00
70610	Gaynor Telesystems Incorporated	Contract Services-Other	\$540.00
70611	Hunt & Sons Inc	Gas & Oil	\$779.71
70612	J Comm Inc	Contract Services-Other	\$5,000.00
70613	MidAmerica Administrative & Retirement Solutio	Employee Paid Insurance	\$120.00
70614	One Stop Truck Shop	Repair-Trucks	\$230.00
70615	Prime Auto Repair	Repair-Trucks	\$672.18
70616	Red Wing Shoe Store	Small Tools	\$275.00
70617	Regional Government Services	Contract Services-Other	\$5,889.12
70618	River City Staffing Group	Contract Services-Miscellaneous	\$1,097.25
70619	Sagent	Social Media, CVRA Outreach	\$7,960.00
70620	Les Schwab Tires	Repair-Trucks	\$2,634.29
70621	Tripepi Smith	Contract Services-Other	\$4,865.00
70622	Willdan Financial Services	Contract Services-Financial	\$3,500.00
70623	Wizix Technology Group Inc	Equipment Rental-Office	\$164.63
70624	Zanjero	Contract Services-Conservation	\$1,870.00
<b>Total</b>			<u>\$1,503,284.19</u>
ACH	ADP	Bank Fee	\$285.35

## JANUARY 2021 WARRANTS

<u>CHECK</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
ACH	1168-2020-10 INVOICE CLOUD	Bank Fee	\$5,097.80
ACH	ADP	Bank Fee	\$114.25
ACH	ADP	Bank Fee	\$396.35
ACH	CHASE OCT 2020	Bank Fee	\$3,515.06
ACH	DEC 2020 PRINCIPAL	Health Insurance	\$8,123.78
ACH	DECEMBER 2020 CALIFORNIA CHOICE	Health Insurance	\$41,639.41
ACH	ICMA 11/12/20 PAYDAY	Deferred Compensation	\$7,618.91
ACH	ICMA R 11/12/20 PAYDAY	Deferred Compensation	\$100.00
ACH	JP MORGAN OCT 2020	See November Agenda Item CC-9	\$5,463.04
ACH	PERS 10/1/20 PAYDAY	PERS	\$21,495.26
ACH	PERS 10/15/20 PAYDAY	PERS	\$20,769.30
ACH	VALIC 11/12/20 PAYDAY	Deferred Compensation	\$2,021.25
ACH	OCTOBER 2020 MID AMERICA	Employee Paid Insurance	\$1,108.27
ACH	BOW OCT 2020	Water Conservation-Other	\$985.25
<b>Total</b>			<hr/> <hr/> \$118,733.28
<b>Grand Total</b>			<hr/> <hr/> <hr/> \$1,622,017.47

**JP Morgan Purchase Card Distributions  
Jan-21**

<b>Name</b>	<b>General Supplies</b>	<b>Parts and Materials</b>	<b>Tools &amp; Equipment</b>	<b>Support Services</b>	<b>Professional Development</b>	<b>District Events &amp; Recognition</b>	<b>Maintenance/Licensing</b>	<b>Postage/Shipping/Freight</b>	<b>Dues &amp; Subscription</b>	<b>Total Bill</b>
Shockley	\$ 1,716.00	\$ 34.07	\$ 71.61	\$ 700.00		\$ 505.98			\$ 36.87	\$ 3,064.53
Spiers	\$ 85.36					\$ 428.88				\$ 514.24
Straus					\$ 88.37					\$ 88.37
Talwar						\$ 24.00	\$ 275.00	\$ 3.99		\$ 302.99
Henry							\$ 145.02			\$ 145.02
Moore						\$ 15.72		\$ 37.24		\$ 52.96
<b>Total Bill</b>	<b>\$ 1,801.36</b>	<b>\$ 34.07</b>	<b>\$ 71.61</b>	<b>\$ 700.00</b>	<b>\$ 88.37</b>	<b>\$ 974.58</b>	<b>\$ 420.02</b>	<b>\$ 41.23</b>	<b>\$ 36.87</b>	<b>\$ 4,168.11</b>

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 17, 2021 MEETING

SUBJECT : EMPLOYEE RECOGNITION  
 STATUS : Information Item  
 REPORT DATE : January 29, 2021  
 PREPARED BY : Brittney Moore, Management Analyst

The following District employees were recognized for perfect attendance during December 2020, and outstanding customer service and quality of work during the month of January 2021.

### Administrative Services

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Madeline Henry	Yes	Participated in planning the employee recognition event.	
Dana Mellado	Yes		
Brittney Moore		Participated in planning the employee recognition event.  Provided internal customer service to staff during open enrollment process.	Worked to identify and solve an issue with payroll.  Clerked Special Board Meeting during staff outage.
Alberto Preciado	Yes		Worked to identify and solve an issue with payroll.
David Rucker	Yes		Created managed bookmarks for recurring virtual meetings.
Kayleigh Shepard	Yes		Identified and helped correct a variance in the cash deposit that the bank hadn't caught.
Beth Shockley	Yes	Participated in planning the employee recognition event.	

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Desiree Smith		Helped customer on 7643 Prince. Customer had difficulty navigating the phone tree and was very frustrated. Desiree helped the customer, answered all the questions, and gave the customer some tips for getting to a live representative immediately.	

**Engineering Department**

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Tamar Dawson	Yes		
Paul Dietrich	Yes		
Timothy Katkanov	Yes	Assisted Water Efficiency and prepared graphs for analyzing water meter reading invoices.	
Neil Tamagni	Yes		

**Operations Department**

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
Christopher Bell	Yes		
James Buford	Yes		
Tim Cutler	Yes		
Kelly Drake	Yes		Coordinated and taught a virtual forklift training.

<u>Name</u>	<u>Attendance</u>	<u>Customer Service</u>	<u>Work Quality</u>
James Ferro	Yes		
Jarrett Flink	Yes		
Brian Hensley	Yes		Assisted SJWD with operational tests during two Hinkle Reservoir outage simulations.
Rick Jimenez	Yes		1/15/21 Fri. Responded to a call from Stand-by employee, for an emergency water main break repair on Palmdell way.  Assisted Water Efficiency by helping replace a few dozen intermediate water meters.
Ricky Kelley	Yes		1/15/21 Fri. Responded to a call from Stand-by employee, for an emergency water main break repair on Palmdell way.  Assisted Water Efficiency by helping replace a few dozen intermediate water meters.
Mike Mariedth			Assisted Water Efficiency by helping replace a few dozen intermediate water meters.
Rex Meurer	Yes		Initiated a CHWD Water Efficiency poster contest for local students.
Chris Nichols	Yes		Assisted SJWD with operational tests during two Hinkle Reservoir outage simulations.

<b><u>Name</u></b>	<b><u>Attendance</u></b>	<b><u>Customer Service</u></b>	<b><u>Work Quality</u></b>
Jace Nunes	Yes		1/15/21 Fri. Responded to a call from Stand-by employee, for an emergency water main break repair on Palmdell way.
Jason Tupper	Yes		



**CITRUS HEIGHTS WATER DISTRICT  
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS  
FEBRUARY 17, 2021 MEETING**

SUBJECT : LONG RANGE AGENDA  
 STATUS : Consent/Information Item  
 REPORT DATE : February 10, 2021  
 PREPARED BY : Madeline A. 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>March 17, 2021</b>					
March 17, 2021		Investment of District Funds	Talwar/Preciado	CC	A
March 17, 2021		Overview of Easement Project	Pieri	S	I/D
March 17, 2021		Groundwater Study Presentation	Scott/Hensley	B	I/D
March 17, 2021		Agreement for Audit Services	Talwar/Preciado	B	A
<b>April 21, 2021</b>					
April 21, 2021		2021 Strategic Plan Update	Henry	CC	I/D
April 21, 2021		Groundwater Study Presentation	Scott/Hensley	B	A
April 21, 2021		Capital Improvement Program (CIP) Update	Pieri	P	I/D
April 21, 2021		Aquifer Storage and Recovery (ASR) Study Update	Scott/Hensley	S	I/D
<b>May 19, 2021</b>					
May 19, 2021		Poster Contest Presentation	Meurer/Scott	P	I/D
May 19, 2021		Review of the Draft Urban Water Management Plan (UWMP)	Scott/Meurer	SS	I/D
May 19, 2021		Comprehensive Annual Financial Report (CAFR)	Preciado/Talwar	B	A
May 19, 2021		Award of Contract for Langley Avenue and Chance Way Water Main Project	Pieri	B	A
<b>June 16, 2021</b>					
June 16, 2021		Agreement with Response Structural Engineers	Pieri	CC	A
June 16, 2021		Water Meter Replacement Study	Scott	B	A
June 16, 2021		Award of Contract for Fair Oaks Boulevard Water Main Replacement Project	Pieri	B	A
June 16, 2021		Adoption of the Urban Water Management Plan (UWMP)	Scott/Meurer	B	A
June 16, 2021		Finance Corporation, Confirm & Appoint Officers of the Finance Corp., Status of Finance Corp.	Preciado/Talwar	B	A
<b>July- Cancelled- Summer Recess</b>					
<b>August 18, 2021</b>					
August 18, 2021		RWA/SGA Update	Straus/Scott	P	I/D
<b>September 15, 2021</b>					
September 15, 2021					
<b>October 20, 2021</b>					
October 20, 2021		Misc. Charges and Fees- Proposed	Talwar	B	A
October 20, 2021		2022 Budget- Proposed	Talwar	B	A
<b>November 17, 2021</b>					
November 17, 2021		On-Call Concrete Agreement	Scott	B	A
November 17, 2021		2022 Budget Adoption	Talwar	B	A
<b>December 15, 2021</b>					
December 15, 2021		District Officers	Henry	B	A
December 15, 2021		Selection of President and Vice President	Henry	B	A

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 17, 2021 MEETING

SUBJECT : ENGINEERING DEPARTMENT REPORT  
 STATUS : Information Item  
 REPORT DATE : February 08, 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 Quarter of 2021 (Final Completion Update)	Yes	Masterplan for replacement of water mains.	<p>Top Alternative Implementation Plan developed and discussed at CAC Workshop #8 on 09/10/19.</p> <p>Draft report submitted to CHWD on 01/06/20.</p> <p>Board Presentation expected in early 2021.</p>

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 Corporation Yard / Facilities Master Plan Buildout</b>	Engineering	Director of Engineering and Project Manager	Yes, 07/17/19 (Award of Contract)	Yes	Masterplan for office space requirements through 2045.	Staff to present findings to Board.
<b>CAPITAL IMPROVEMENT PROJECT 6230 Sylvan Rd Perimeter Wall</b>	Engineering	Director of Engineering and Assistant Engineer	Yes, TBD	No	Wall along the east side of District property.  2020 design.	CHWD received recorded easement document on 11/04/20.  Kick-off meeting occurred on 01/11/21.  Site survey to be performed on 02/09/21.

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>Whyte Ave &amp; Langley Ave Water Main</b></p>	<p>Engineering</p>	<p>Project Manager and Senior Construction Inspector</p>	<p>Yes, 06/17/20 (Award of Contract)</p>	<p>Yes</p>	<p>2020 design, 2020 construction.</p>	<p>Received recorded easements on 01/20/21 except for one.</p> <p>Remaining one easement sent to Placer County recorders on 01/20/21.</p> <p>100% Complete. Closing out project.</p> <p>CHWD submitted Notice of Completion to Recorder's office on 02/04/21.</p>

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 Robie Way - Water Main</b></p>	<p>Engineering</p>	<p>Project Manager and Senior Construction Inspector</p>	<p>Yes, 08/19/20 (Award of Contract)</p>	<p>Yes</p>	<p>2020 design, 2020 construction.</p>	<p>District submitted 8 easements to Recorder's office on 02/04/21. 1 easement remaining to be signed.</p> <p>100% Complete. Closing out project.</p> <p>CHWD submitted Notice of Completion to Recorder's office on 02/04/21.</p>
<p><b>CAPITAL IMPROVEMENT PROJECT - Admiral Ave - Water Main</b></p>	<p>Engineering</p>	<p>Project Manager and Senior Construction Inspector</p>	<p>Yes, 08/19/20 (Award of Contract)</p>	<p>Yes</p>	<p>2020 design, 2020 construction.</p>	<p>District submitted 1 easement to Recorder's office on 02/04/21.</p> <p>100% Complete. Closing out project.</p> <p>CHWD submitted Notice of Completion to Recorder's office on 02/04/21.</p>

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 - Wells Ave - Water Main</b></p>	<p>Engineering</p>	<p>Project Manager and Senior Construction Inspector</p>	<p>Yes, 12/16/20 (Award of Contract)</p>	<p>Yes</p>	<p>2020 design, 2021 construction.</p>	<p>Easement acquisition complete.</p> <p>Award of Contract approved at the 12/16/20 Board Meeting.</p> <p>Contractor anticipates start of construction in March.</p>
<p><b>CAPITAL IMPROVEMENT PROJECT - Wisconsin Dr - Water Main</b></p>	<p>Engineering</p>	<p>Project Manager and Senior Construction Inspector</p>	<p>Yes, 12/16/20 (Award of Contract)</p>	<p>Yes</p>	<p>2020 design, 2021 construction.</p>	<p>Easement acquisition complete.</p> <p>Award of Contract approved at the 12/16/20 Board Meeting.</p> <p>Contractor anticipates start of construction in March.</p>

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 - Skycrest School Water Main</b>	Engineering	Project Manager and Assistant Engineer	No	Yes	2020 design, 2021 construction.	District submitted 95% plans and easement to SJUSD on 01/25/21.  Anticipate construction to be completed by Operations in summer 2021.
<b>CAPITAL IMPROVEMENT PROJECT - Walnut Drive Water Service Project</b>	Engineering	Project Manager and Assistant Engineer	No	Yes	2020 design, 2021 construction.	Right-of-Way agent obtaining 5 easements.  District preparing final plans.  Anticipate construction to be completed by Operations in Spring 2021.

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 - Chance &amp; Langley Water Main</b></p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>Yes</p>	<p>Yes</p>	<p>2020 design, 2021 construction.</p>	<p>Right-of-Way agent obtaining 4 easements.</p> <p>Roads are private.</p> <p>District submitted final plans to Division of Drinking Water for review.</p> <p>Preparing Notice of Exemption.</p> <p>Anticipate out to bid in March 2021.</p>
<p><b>CAPITAL IMPROVEMENT PROJECT - Fair Oaks Blvd Water Main</b></p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>Yes</p>	<p>Yes</p>	<p>2020 design, 2021 construction.</p>	<p>District preparing 90% plans.</p> <p>Potholing occurred on 02/04/21.</p>
<p><b>CAPITAL IMPROVEMENT PROJECT - Mesa Verde High School Water Main</b></p>	<p>Engineering</p>	<p>Project Manager and Assistant Engineer</p>	<p>Yes</p>	<p>Yes</p>	<p>2021, 2022 construction</p>	<p>District preparing Task Order for Engineering Services.</p> <p>Survey to be completed in March 2021.</p>



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 Mitchell Village - 7925 Arcadia Dr</b></p>	<p>Engineering</p>	<p>Director of Engineering and Senior Construction Inspector</p>	<p>Yes, 03/30/20, 04/15/20 (Deferment of Fees) 01/20/21 (Agreement)</p>	<p>No</p>	<p>200-300 unit development by Watt Communities.</p>	<p>Recorded 2 easements at 8017 Greenback Lane received on 12/08/20.</p> <p>Waiting on 6434 Sunrise Boulevard easement until water main installed.</p> <p>Received recorded SMUD access easement on 01/08/21.</p> <p>Project re-started on 7/14/20. Water portion 85% Complete.</p> <p>Agreement with KB Home executed on 02/08/21.</p>

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 Mitchell Village Land Exchange - 7925 Arcadia Dr</b></p>	<p>Engineering</p>	<p>Director of Engineering and Senior Construction Inspector</p>	<p>Yes, 11/20/19 (Approval of Agreement)</p>	<p>No</p>	<p>Land Exchange of District's Well Site for development property.</p>	<p>Boundary line adjustment recorded on 08/31/20.</p> <p>Received recorded easement granted to SMUD on 01/11/21.</p> <p>Project 98% Complete. Punch list items to be completed.</p>
<p><b>PRIVATE DEVELOPMENT Lawrence Ave Wyatt Ranch</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>Yes, 01/20/21 (Deferment of Fees)</p>	<p>No</p>	<p>23 lot subdivision.</p>	<p>District signed plans on 12/04/19.</p> <p>Board approved deferment of capacity fees, etc. on 01/20/21.</p> <p>Deferment Agreement sent to developer.</p>

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>12057 Fair Oaks Blvd</b>  <b>Fair Oaks Senior Apartments</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Seniors apartment complex with 42 one bedroom and 68 two bedroom units.</p>	<p>District sent Will Serve Letter on 12/04/18.</p> <p>Received first submittal from developer's engineer on 10/29/20.</p> <p>District provided additional comments on first submittal on 12/28/20.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>7581 Sycamore Dr - Parcel Split 1 - 3</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 3 for 3 home subdivision.</p>	<p>Plans signed on 09/19/18.</p> <p>Awaiting construction.</p>

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>8043 Holly Dr</b>  <b>Parcel Split 1 - 3</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 3 for 3 home subdivision.</p>	<p>District provided comments to the developer's engineer on 01/02/19.</p> <p>Developer's engineer submitted second submittal on 09/02/20.</p> <p>District provided comments on second submittal on 09/30/20.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>208 Langley Ave</b>  <b>Parcel Split 1 - 2</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Parcel being split into 2 lots. New single family home construction on one lot.</p>	<p>District sent correspondence to property owner on 04/20/20.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>5425 Sunrise Blvd</b>  <b>Sunrise Village</b>  <b>Phase 1</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Redevelopment of Sunrise Village.</p>	<p>Plans signed on 10/21/20.</p> <p>Plan revision submitted on 01/12/21 and District responded on 01/20/21.</p> <p>Awaiting start of construction.</p>

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, 8505 Auburn Blvd</b>  <b>Overall Site</b></p>	<p>Engineering</p>	<p>Senior Construction Inspector and Assistant Engineer</p>	<p>Yes, Quitclaim (06/17/20)</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Final plans signed on 10/17/19.</p> <p>100% complete on water service to Studio Movie Grill. Contractor to complete improvements to two other parcels. Project stopped.</p> <p>Recorded easement received and sent to owner on 10/13/20.</p> <p>Quitclaim Resolution approved by the Board and recorded 07/27/20.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>7969 Madison Ave</b>  <b>Orchard Apts Storage Units</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Demo tennis courts to make storage unit with fire sprinkler system.</p>	<p>Payment received for Fees on 04/01/20.</p> <p>District signed plans on 11/23/20.</p>

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>7435 Stock Ranch Rd</b>  <b>USPI Surgical Center</b></p>	<p>Engineering</p>	<p>Senior Construction Inspector and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Proposed multi-use outpatient surgical center.</p>	<p>District signed plans on 08/18/20.</p> <p>Preconstruction Meeting occurred on 12/09/20.</p> <p>Awaiting water facilities construction.</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 first submittal on 12/03/20.</p> <p>Received second submittal on 01/13/21.</p> <p>District provided comments on 02/01/21.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>8220 Sunrise Blvd</b>  <b>Carefield Citrus Heights</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Proposed memory care facility.</p>	<p>Received schematic plans on 05/08/19.</p> <p>Will-Serve letter sent on 05/20/19.</p>

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>                      Livoti Development</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Six Parcel Subdivision.</p>	<p>Received second submittal on 05/20/19.                       District provided comments to the engineer on 06/26/19.</p>
<p><b>PRIVATE DEVELOPMENT</b>                      7056 Sunrise Blvd Starbucks</p>	<p>Engineering</p>	<p>Senior Construction Inspector and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Plans signed on 05/13/20.                       Construction 95% complete.                       District provided punchlist on 02/01/21.</p>
<p><b>PRIVATE DEVELOPMENT</b>                      7951 Antelope Rd American River Collegiate Academy</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>District provided comments on preliminary plans on 07/09/20.                       Project Referral received 10/07/20.                      Will Serve Letter sent 10/13/20.</p>

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>                      6128 San Juan Ave                      Green Acres</p>	<p>Engineering</p>	<p>Senior Construction Inspector</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Approved final plans on 01/06/21.</p> <p>Construction of water facilities began on 02/08/21. 5% complete.</p>
<p><b>PRIVATE DEVELOPMENT</b>                      7800 Greenback Ln                      Raising Cane's</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Will Serve Letter sent 08/27/20.</p> <p>District received first submittal on 12/14/20 and provided comments to developer's engineer on 01/12/21.</p> <p>District received second submittal on 01/19/21.</p>
<p><b>PRIVATE DEVELOPMENT</b>                      8030 Greenback Ln                      Popeye's Louisiana Chicken</p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Commercial Development.</p>	<p>Project Referral received on 12/10/20.</p> <p>Will Serve Letter sent 12/21/20.</p>



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>7301 Greenback Ln</b>  <b>Safeway Fire Improvements</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Interior Tenant Improvements and Fire Improvements.</p>	<p>District reviewed and signed final plans on 10/14/20.</p> <p>Awaiting payment of final fees and start of construction.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>8556 Pheasant Ridge Ln</b>  <b>Fire Improvements</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Extension of water main, addition of fire hydrant, and fire sprinklers.</p>	<p>District received first submittal on 11/23/20.</p> <p>District provided comments on first submittal on 12/21/20.</p> <p>District received second submittal on 01/14/21 and provided comments on 01/28/21.</p>

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>6031 Sunrise Vista Dr</b>  <b>Apartments &amp; Annexation</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>Yes (Resolution adopted for Annexation - 12/16/20)</p>	<p>No</p>	<p>Annexation and proposed apartments</p>	<p>Annexation fees paid.</p> <p>Adoption of Resolution approving annexation occurred at the 12/16/20 Board Meeting.</p> <p>Awaiting plans from developer's engineer for review.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>Huntington Square</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>New fire service and domestic water service for additional apartments</p>	<p>District received second submittal 01/18/21.</p> <p>District provided comments on 01/28/21.</p>
<p><b>PRIVATE DEVELOPMENT</b>  <b>9048 Caballero Water Service</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>Single Family Home - New Water Service</p>	<p>District received preliminary title report on 01/27/21 to verify public utility easement.</p> <p>District coordinating placement of water service.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p><b>CITY OF CITRUS HEIGHTS PROJECT</b>  <b>Bonita &amp; Old Auburn Rd Storm Drain Improvements</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>Yes</p>	<p>Bonita Way &amp; Old Auburn Rd Storm Drain Project.</p>	<p>Plans signed on 05/06/20.</p> <p>Water relocation to be performed by Operations prior to storm drain improvements.</p> <p>Gas lines relocation by PG&amp;E completed in September.</p> <p>Anticipate bid and start of construction in early 2021.</p>
<p><b>CITY OF CITRUS HEIGHTS PROJECT</b>  <b>Chula Vista Dr Storm Drain Improvements</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>Yes</p>	<p>Chula Vista Dr Storm Drain Project.</p>	<p>Project is on hold at the City as of 09/24/20.</p>

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<p><b>CITY OF CITRUS HEIGHTS PROJECT</b>  <b>Mariposa Ave - Safe Routes to School Phase IV</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>Yes</p>	<p>Frontage improvements along east side of Mariposa Ave from Madison Ave to Skycrest School.</p>	<p>District prepared Cost Liability letter to the City of Citrus Heights on 06/27/19.</p> <p>Received signed plans from City's engineer on 01/29/21.</p> <p>Anticipated start of construction is May 2021.</p>
<p><b>CITY OF CITRUS HEIGHTS PROJECT</b>  <b>Auburn Blvd - Phase 2 Road Improvements</b></p>	<p>Engineering</p>	<p>Director of Engineering and Assistant Engineer</p>	<p>No</p>	<p>No</p>	<p>City of Citrus Heights Frontage Improvements and Utility relocation on Auburn Blvd from Rusch Park to north.</p>	<p>Utility information sent to City's engineer on 06/30/20.</p> <p>Potholing started on 10/20/20.</p> <p>District received plans for review on 02/05/21.</p>

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 PROJECT Electric Greenway Bike Trail</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	City of Citrus Heights Bike Trail.	District received Cost Liability letter from the City on 10/09/20.  District awaiting further information from City's consultant regarding Cost Liability Letter.
<b>CITY OF CITRUS HEIGHTS PROJECT Twin Oaks &amp; Sunrise Blvd Drainage Project</b>	Engineering	Director of Engineering and Assistant Engineer	No	No	Storm Drain Improvements at northwest corner of Twin Oaks & Sunrise	District provided water facilities map.  Waiting on plans from City's Engineer.
<b>District-wide Easement Project</b>	Engineering	Director of Engineering, Project Manager and Assistant Engineer	Yes, Anticipate presentation to Board to review Request for Proposal on 03/17	Yes	Research and review District facility locations and easements for potential additions/revisions.	Staff working on Easement Request for Proposal.  Anticipate presentation to Board to review Request for Proposal at the March Board Meeting.

Items of Interest	Department	Project Team	To Board? If so, Date	Strategic Planning Item	Item Description	Update from Last Report/ Current Status
<b>Review CEQA process for Capital Improvement Projects (CIPs)</b>	Legal	Assistant General Counsel Joshua Nelson and Director of Engineering	TBD	Yes	Review existing CEQA process for CIPs. Update and revise as necessary.	Staff will conduct an initial scoping meeting in Q1 2021.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 17, 2021 MEETING

SUBJECT : OPERATIONS DEPARTMENT REPORT  
 STATUS : Information Item  
 REPORT DATE : February 2, 2021  
 PREPARED BY : Tim Cutler, Water Distribution Supervisor  
 Rebecca Scott, Principal Operations Specialist

Facilities Maintenance			CIP Projects		
	Completed WO's			Completed WO's	
	Jan.	Year to Date		Jan.	Year to Date
Backflow Maintenance	0	0	C20-010 Water Mainline	0	0
Blow Off Maintenance	39	39	C20-011 Water Valves	0	0
Hydrant Maintenance	145	145	C20-012 Water Services	5	5
Leak Investigation	1	1	C20-013 Water Meters	64	64
Mainline Repair/Maintenance	1	1	C20-014 Fire Hydrants	0	0
Meter Box Maintenance	4	4	C20-103 Pot Hole Main	0	0
Meter Register Replacement	13	13	<b>TOTAL</b>	<b>69</b>	<b>69</b>
Meter Repair/Test/Maintenance	5	5	<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	0			
Valve, Mainline Maintenance	227	227			
Valve Box Maintenance	0	0			
<b>TOTAL</b>	<b>435</b>	<b>435</b>			

**CITRUS HEIGHTS WATER DISTRICT  
DISTRICT STAFF REPORT TO BOARD OF DIRECTORS  
FEBRUARY 17, 2021 MEETING**

SUBJECT : 2021 WATER SUPPLY - PURCHASED & PRODUCED  
 STATUS : Information Item  
 REPORT DATE : February 3, 2021  
 PREPARED BY : Brian M. Hensley, Water Resources Supervisor

**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	2016	2017	2018	2019	2020	2021				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	539.60	506.81	531.38	520.86	519.03	491.47	84.07	575.54	575.54	-26.98	-4.5%
Feb	606.36	484.53	443.99	525.73	447.48	589.8						
Mar	819.55	517.56	546.60	540.78	516.87	654.31						
Apr	1,029.73	677.81	575.52	646.09	682.90	767.24						
May	1,603.43	979.49	1,138.72	1,072.27	977.41	1,168.99						
Jun	1,816.73	1,343.76	1,412.94	1,387.03	1,328.07	1,475.82						
Jul	2,059.21	1,544.57	1,650.76	1,737.13	1,582.40	1,682.83						
Aug	1,924.28	1,579.80	1,570.80	1,583.78	1,603.36	1,660.59						
Sep	1,509.82	1,257.91	1,441.76	1,330.19	1,297.12	1,381.14						
Oct	1,297.42	840.80	1,128.97	1,061.88	1,083.17	1,185.00						
Nov	911.55	561.82	631.55	807.7	839.06	779.34						
Dec	700.94	518.62	574.43	558.97	548.17	620.34						
<b>Total</b>	<b>14,881.54</b>	10,846.27	11,622.85	11,782.93	11,426.87	12,484.43	491.47	84.07	575.54	575.54		
% of Total							85.39%	14.61%				



# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 17, 2021 MEETING

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SUBJECT : WATER SUPPLY RELIABILITY  
STATUS : Information Item  
REPORT DATE : February 2, 2021  
PREPARED BY : 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 February 1, 2021, storage in Folsom Lake (Lake) was at 290,077 acre-feet, 30 percent of the total capacity of 977,000 acre-feet. This represents an increase in storage of 1,228 acre-feet in the past month.

The District's total water use during the month of January 2021 (575.54 acre-feet) was 4.5 percent below that of January 2013 (602.52 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 available for emergency use.

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# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 17, 2021 MEETING

SUBJECT : WATER EFFICIENCY & SAFETY PROGRAM UPDATE  
 STATUS : Information Item  
 REPORT DATE : February 3, 2021  
 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 January 2021 include:

- Four High Efficiency Toilet (HET) rebates were processed for the month of January. This compares to 14 HET rebates processed for the month of January 2020. The five year monthly average (2016-2020) of January HET rebates is 16.
- A total of six High Efficiency Clothes Washer (HECW) rebates were issued during the fourth quarter of 2020. This compares to five HECW rebates issued for the fourth quarter of 2019. A total of 27 HECW rebates have been issued for 2020. As of 12/31/2020, SMUD is no longer processing HECW rebates for the District. The District is now processing the rebates in-house.
- 10 service calls were completed for the month of January. There was one report of water waste received in January through CHWD's Water Efficiency web page. Staff continues reaching out to customers via telephone for water waste violations and leak notifications.
- On Thursday, January 28, 20 staff from all three departments participated in the classroom portion of Forklift Operator training. Staff members are required to complete the skills/driving portion of the training on an individual basis, in order to fulfill their training requirements. The Forklift Operator training is required every 3 years.
- CHWD's WaterSmart classes will continue to be given online as "virtual" classes for 2021. The 2021 WaterSmart class schedule is as follows:
  - March 18: Smart Controller Basics
  - April 8: Garden-Friendly Pest Management, Weed Control & Soil Management
  - May 13: The Perfect Plants: What, Where and When
  - June 17: Tree Care 101
  - September 16: Sylvan Ranch Community Garden (1 Year Later)

All classes will be held at noon on Thursdays. Attendees will participate in a live Q & A session during each presentation. All virtual classes are being archived on CHWD's website and on YouTube, where they can be viewed any time.

- CHWD has three garden plots at the Sylvan Ranch Community Garden featuring water efficient landscaping. The plots are being used as an education area for activities, such as workshops, demonstrations and presentations. CHWD is working with a customer based volunteer "Garden

Corps.” The Garden Corps members worked with a certified landscaping specialist to plant the first flowers and plants in CHWD’s plots, including the installation of irrigation. The event was video recorded to share with CHWD’s customers via YouTube and on CHWD’s new website. Volunteers are now maintaining the plots by removing weeds and checking the irrigation system and controller timers. A WaterSmart class is planned to be held at the SRCG on September 16, 2021 at noon. The class will cover how to maintain your maturing garden and lessons learned at SRCG, one year later.

- The following table summarizes the Residential Gallons Per Capita Per Day (R-GPCD) values for CHWD to date for 2021:

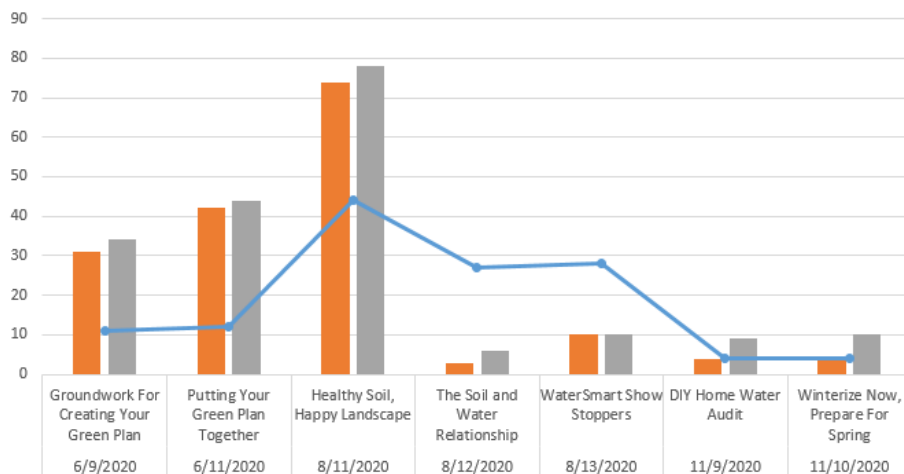
<b>Month</b>	<b>R-GPCD 2020</b>	<b>R-GPCD 2021</b>	<b>% CHANGE</b>
January	76	84	+10.5%
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

- The following table summarizes the service requests and work orders of Water Efficiency staff for January 2021:

<b>SERVICE REQUESTS</b>	<b>Jan. 2021</b>	<b>Jan. 2020</b>
CONSERVATION REQUEST	8	2
WATER EFFICIENCY REVIEWS	4	1
HIGH EFFICIENCY TOILET REBATES	4	14
CHECK FOR LEAK	0	0
UNABLE TO OBTAIN METER READ	44	29
TRIM SHRUBS	19	31
METER BURIED	24	35
METER MAINTENANCE	15	33
LOCKED GATE	0	6
RE-READ METER	2	9
READ METER	0	0
METER BOX MAINTENANCE	3	0
MOVE-IN/MOVE-OUT	19	21
CAR OVER METER	17	17
INSTALL METER	13	0
<b>TOTAL</b>	<b>172</b>	<b>198</b>

<b>WORK ORDERS</b>	<b>Jan. 2021</b>	<b>Jan. 2020</b>
CHANGE TOUCH-READ TO RADIO READ	1	0
CONVERT TO RADIO-READ METER	3	5
METER BOX MAINTENANCE	2	1
METER REPAIR	0	0
METER REPLACEMENT	1	0
METER TESTING	0	0
REGISTER REPLACEMENT	7	24
RADIO-READ REGISTER REPLACEMENT	3	0
INSTALL METER	13	3
<b>TOTAL</b>	<b>30</b>	<b>33</b>

### WaterSmart Class Viewership



█ = Viewership, Nov. 2020  
█ = Viewership, Dec. 2020  
 Line = live attendees

# CITRUS HEIGHTS WATER DISTRICT

## STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 17, 2021 MEETING

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SUBJECT : COMMUNICATIONS AND CUSTOMER ENGAGEMENT PROGRAM REVIEW  
STATUS : Information Item  
REPORT DATE : February 10, 2021  
PREPARED BY : Susan Talwar, Director of Finance and Administrative Services  
Hilary Straus, General Manager

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Regional Government Services (RGS) will provide an analysis of the District's Communications and Customer Engagement Program, including past, present and emerging issues. The discussion will include a review of the Program's workload and resource requirements.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 17, 2021 REGULAR MEETING

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SUBJECT : Customer Advisory Committee (CAC) Update  
STATUS : Presentation Item  
REPORT DATE : February 1, 2021  
PREPARED BY : Madeline A. Henry, Administrative Services Manager/Chief Board Clerk

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Staff will provide an update of the District's (CHWD's) CAC activities, including plans to meet with the CAC during the first half of 2021 to review final, refined recommendations concerning the Project 2030-Water Main Replacement Study and to receive a project briefing and provide input on CHWD's Consortium-based Water Meter Asset Management Study.

Regarding Project 2030—Water Main Replacement Study, the CAC will consider updating its policy recommendation(s) to the CHWD Board concerning that Study's refined findings and recommendations presented to the CAC.

Regarding the Meter Asset Management Study, the CAC will be meeting during first half of 2021 to receive an update and solicit CAC input on the Study's findings and recommendations to date. The Study is about 70% complete, and the CAC will be briefed on efforts to establish a long-term management strategy for the newly-formed Water Meter Asset Management Consortium.

# CITRUS HEIGHTS WATER DISTRICT

## DISTRICT STAFF REPORT TO BOARD OF DIRECTORS FEBRUARY 17, 2021 REGULAR MEETING

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SUBJECT : CHWD Staffing Projections Update  
STATUS : Presentation Item  
REPORT DATE : February 9, 2021  
PREPARED BY : Rebecca Scott, Principal Operations Specialist

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This item is a follow-up from the February 8, 2021 Board Meeting concerning the Staffing Projections Analysis and to discuss next steps.