

CITRUS HEIGHTS WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
June 12, 2012

The Regular Meeting of the Board of Directors was called to order at 6:33 p.m. by President Dains and roll was called. Present were:

Allen B. Dains, President
Joseph M. Dion, Director
David B. Kane, Assistant General Manager
John J. Townsel, Operations Manager
Paul A. Dietrich, Project Manager

General Manager Robert Churchill was absent due to attendance at the American Water Works Association Annual Conference in Dallas, Texas.

VISITORS

Bori Touray, Parsons Brinkerhoff

Director Dains led the Pledge of Allegiance.

PUBLIC COMMENT

None

CONSENT CALENDAR

President Dains asked for the Consent Calendar. It was moved by Director Dion, seconded by Director Dains and carried 2-0 to accept the Consent Calendar consisting of:

- 1) Minutes of the Regular Meeting of May 15, 2012.
- 2) Assessor/Collector's Report for May 2012.
- 3) Assessor/Collector's Cancellation Letter for May 2012.
- 4) Treasurer's Report for May 2012.
- 5) Bills to be Paid for May 2012.
- 6) Approve CAL-Card Purchases for May 2012.
- 7) Summary of 2012 Directors, Officers and Employees Training, Seminars and Conference Expenses.
- 8) Deny the claim from Timothy Thurman for property damage in the amount of \$74.99, and forward it to the District's insurance carrier, ACWA-JPIA, for further consideration and action.

Director Charles T. Rose arrived at 6:36 p.m.

OLD BUSINESS

None

NEW BUSINESS

Training/Continued Education/Meetings

The Board was informed of various upcoming training, continued education opportunities and meetings.

Human Resources Policy Amendments

AGM Kane presented a report on proposed amendments to District Human Resources Policies related to annual leave and management leave. District Human Resource Policy No. 4301, Annual Leave, and Policy No. 4302, Management Leave, contain virtually identical language regarding payment for accrued annual and management leave balances upon separation of employment. As currently written, these policies specify that leave balances will be paid through the last full calendar month of employment. However, in practice, the District pays for annual and management leave accrued up through the final day of employment since this is consistent with California law that considers these types of leave as a form of compensation.

The changes proposed to the District's Annual Leave and Management Leave policies are minor wording changes to the section regarding Separation from Employment to specify that these leaves will be paid through the last full day of employment, prorated based on a 30-calendar-day month. Directors were provided with copies of the two policies proposed to be amended with amendments shown. Directors and staff discussed the policies and the proposed amendments.

It was moved by Director Rose, seconded by Director Dion and carried 3-0 to approve amendments to the District's Human Resources Policy No. 4301, Annual Leave, and Policy No. 4302, Management Leave, as presented.

PROJECT MANAGER'S REPORT

PM Dietrich presented a report on the following activities during the month of May 2012 by the Project Management and Engineering Department:

- Projects under construction or pending construction by private contractors and developers;
- Project development/design underway by District staff including the Livoti Tract 8-Inch Water Mains, the Baird/Northlea/Kalamazoo 8-Inch and 6-Inch Water Mains, the Antelope Road 8-Inch and 24-Inch Water Mains and the Old Auburn Road 18-Inch Water Main;
- District Capital Improvement Projects currently under construction by contractors; and

- Design coordination underway with the City of Citrus Heights on the City's Auburn Boulevard Joint Trench Utility Undergrounding Project, the Sunrise Boulevard Complete Streets Improvement Project and the Auburn Boulevard Resurfacing Project.

OPERATIONS MANAGER'S REPORT

OM Townsel reported as follows:

1. A total of 190 work orders were performed during the past month by Field Operations crews, Administration Field crews and District contractors. The results of recent bacteriological testing, a total of 72 samples, have met all California Department of Public Health requirements.
2. District-wide water consumption for the calendar year 2012 through the end of May 2012 was 4,139.91 acre-feet, a decrease of 12.1 percent compared with the average annual water consumption during the previous five years, 2007-2011.

PM Dietrich, OM Townsel and Mr. Touray left the meeting at 6:47 p.m.

DIRECTOR'S AND REPRESENTATIVES REPORTS:

Director Dion reported on a meeting of the Regional Water Authority (RWA) that he attended recently along with Director Rose and GM Churchill.

Director Rose reported on an upcoming meeting of the Sacramento Groundwater Authority (SGA).

Director Dion reported on a meeting of the San Juan Water District Executive Committee that he attended recently along with Director Rose and AGM Kane.

Director Dion discussed recent matters of interest regarding the Association of California Water Agencies - Joint Powers Insurance Authority (ACWA-JPIA).

ASSISTANT GENERAL MANAGER'S REPORT

AGM Kane reported as follows:

1. Directors were provided with a summary of Water Efficiency Program activities during the month of May 2012, including the number of ultra-low-flush toilet rebates and high-efficiency clothes washer rebates issued.
2. The next edition of the District's WaterLine newsletter is in the final stages of design. Directors were provided with a "design comp" version of the newsletter. The Summer 2012 WaterLine is on schedule to be delivered to customers in early July 2012. Directors discussed the feature article about the importance of District infrastructure upgrades, and discussed the possibility of conducting some kind of

survey to gauge the level of customer awareness regarding infrastructure challenges and costs. Directors requested staff to research how the District might be able to survey some of its customers without significant time or cost involved, possibly by using the District website or surveying customers that visit the District office.

3. Recruitments for four employee positions (Senior Engineering Technician; Engineering Technician, Water Quality Technician and Water Distribution Operator) continued at a rapid pace during the month of May. Over 150 applications were received for the four positions during the three-week application period. Panel interviews were conducted for all four positions during the week of May 21-24, and testing for the top candidates was conducted at the District offices on Friday, June 1. Job offers have been made to candidates for all of the positions and have been accepted pending completion of pre-employment conditions set forth in the job offers. New employees will likely be starting employment with the District by late June or early July.
4. The Association of California Water Agencies Health Benefits Authority (ACWA HBA) has announced that it has achieved the required 75 percent member concurrence to approve the dissolution of the ACWA HBA. The transfer of benefits under the program from ACWA HBA to ACWA Joint Powers Insurance Authority will be effective as of July 1, 2012. CHWD currently provides dental, vision and life insurance coverage for District employees through the ACWA HBA. At its April 10, 2012 meeting, the CHWD Board approved a resolution ratifying the dissolution of the ACWA HBA and consenting to join the ACWA-JPIA Health Benefits Program.
5. AGM Kane reported on a Water Forum Plenary meeting that he attended recently. Most of the Water Forum activity to date continues to be in the sub-groups that are discussing and negotiating specific issues related to the Flow Management Standard (the FMS Steering Committee) and the City of Sacramento's Fairbairn intake (the Fairbairn Issues Group). The intention is for these sub-groups to bring back recommendations or information for discussion by all Water Forum Cross-Caucus participants to facilitate decisions about taking the FMS the State Board.

GENERAL MANAGER'S REPORT

AGM Kane report on the behalf of GM Churchill as follows:

1. Twenty District employees received recognition for superior attendance, outstanding customer service and quality of work during the month of May 2012. Directors were provided with a list of the employees and items for which each received recognition.
2. A list of the General Manager's significant assignments and activities was provided.

CORRESPONDENCE

None

FUTURE MEETINGS

A list of upcoming Board meetings and other meetings related to the business of the District that may involve the participation of Directors or District staff was presented and reviewed.

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 7:22 p.m.

APPROVED:

Original signed by: Robert A. Churchill
ROBERT A. CHURCHILL
Secretary
Citrus Heights Water District

Original signed by: Allen B. Dains
ALLEN B. DAINS, President
Board of Directors
Citrus Heights Water District