



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CALIFORNIA 95683
916-354-3700
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AGENDA

*“Your Independent Local Government Agency Providing
Water, Wastewater, Drainage, Security, and Solid Waste Services”*

REGULAR BOARD MEETING

February 17, 2021

Call to Order Closed Session 4:00 p.m./Open Session 5:00 p.m.

This meeting will be held remotely in accordance with Governor Newsom Executive Order N-29-20.
See instructions on page two.

BOARD MEMBERS

Tim Maybee	President
Randy Jenco	Vice President
Linda Butler	Director
John Merchant	Director
Martin Pohll	Director

STAFF

Tom Hennig	General Manager
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Tina Talamantes	Interim Security Chief
Paul Siebensohn	Director of Field Operations
Cindy Chao	Controller

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

February 17, 2021

REGULAR BOARD MEETING

Call to Order Closed Session 4:00 p.m./Open Session 5:00 p.m.

This meeting will be held via ZOOM video conference only pursuant to Governor Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/87603988298>, entering Meeting ID no. 876 0398 8298, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 876 0398 8298. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing *67 from their phone. **PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.**

AGENDA

ESTIMATED RUNNING TIME 5:00

1. CALL TO ORDER - Determination of Quorum –President Maybee **(Roll Call)**

2. CONSIDER ADOPTION OF AGENDA **(Motion)**

The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. No action or discussion will be undertaken on any item not appearing on the agenda, except that (1) directors or staff may briefly respond to statements made or questions posed during public comments on non-agenda items, (2) directors or staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities, (3) a director may request staff to report back to the Board at a subsequent meeting concerning any matter or request staff to place a matter on a future Board meeting agenda, and (4) the Board may add an item to the agenda by a two-thirds vote determining that there is a need to take immediate action and that the need for action came to the District's attention after posting the agenda.

*The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. **TIMED ITEMS** as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.*

3. CLOSED SESSION

- A. Under Government Code section 54957: Public Employee Performance Evaluation of the General Manager.
- B. Conference with legal counsel for existing litigation (Government Code section 54956.9(d)(1)) - Bradberry v. District.

4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

5. CONSENT CALENDAR **(Motion) (Roll Call Vote)** (5 min.) All items in this agenda item will be approved as one motion if they are not excluded from the motion adopting the consent calendar.

- A. Approval of Board Meeting and Committee Meeting Minutes

1. *January 20, 2021 Regular Board Meeting Minutes*
2. *February 2, 2021 Improvements Committee Meeting Minutes*
3. *February 3, 2021 Finance Committee Meeting Minutes*
4. *February 4, 2021 Communications and Technology Committee Meeting Minutes*
5. *February 4, 2021 Security Committee Meeting Minutes*
6. *February 9, 2021 Special Board Meeting – Goals Workshop*

B. Approval of Bills Paid Listing

6. STAFF REPORTS (Receive and File)

- A.** General Manager’s Report
- B.** Administration/Financial Report
- C.** Security Report
- D.** Utilities Report

7. REVIEW DISTRICT MEETING DATES/TIMES FOR MARCH 2021

- A.** Personnel – March 2, 2021 at 7:30 a.m.
- B.** Improvements – March 2, 2021 at 8:00 a.m.
- C.** Finance – March 2, 2021 at 10:00 a.m.
- D.** Communications – March 4, 2021 at 8:30 a.m.
- E.** Security – March 4, 2021 at 10:00 a.m.
- F.** Regular Board Meeting – March 17, 2021- Open Session at 5:00 p.m.

8. CORRESPONDENCE

9. COMMENTS FROM THE PUBLIC

Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendaized. Members of the public wishing to address a specific agendaized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.

If you wish to address the Board at this time or at the time of an agendaized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.

10. RECEIVE LEGISLATIVE UPDATES FROM CALIFORNIA SPECIAL DISTRICT ASSOCIATION (Receive and File)

11. CONSIDER ADOPTION OF POLICY P2021-02 BODY WORN CAMERA POLICY
(Discussion/Action) (Motion) **(Roll Call Vote)**

12. CONSIDER APPROVAL OF CONTRACT WITH TRUE NORTH, INC. FOR SECURITY OPINION POLL SERVICES (*Discussion/Action*) (*Motion*) (**Roll Call Vote**)

13. CONSIDER APPROVAL TO SUPPORT ADDITION TO THE RANCHO MURIETA ASSOCIATION PARKS COMMITTEE (*Discussion/Action*) (*Motion*) (**Roll Call Vote**)

14. DIRECTOR COMMENTS/SUGGESTIONS

In accordance with Government Code 54954.2(a), directors and staff may make brief announcements or brief reports of their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

15. ADJOURNMENT (*Motion*)

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is January 15, 2021. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

January 20, 2021

Call to Order Open Session 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Maybee called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. via ZOOM conference per Governor Newsom's Executive Order N-29-20. Directors present were Tim Maybee, Randy Jenco, Linda Butler, John Merchant, and Martin Pohll. Also present was Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Tina Talamantes, Interim Security Chief, Cindy Chao, Controller; Michelle Ammond, Interim Controller; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

Motion/Maybee to adopt the agenda. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

3. CONSENT CALENDAR

Motion/Maybee to adopt the consent calendar. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

4. STAFF REPORTS

Under Agenda Item 7A, Tom Hennig, General Manager, gave a summary of activities during the previous month, including an update on the current COVID-19 situation noting that as of January 18, 2021, the total cost has been \$47,416.53. This represents \$30,201.74 spent on extra equipment, including monitors and Surface Books to allow employees to work remotely and \$17,214.79 in employee time spent on extra projects relating to COVID-19 or time lost due to the virus, which includes 43 employee sick days. Staff has also completed an update to the IIPP concerning OSHA's new COVID-19 requirements.

He continued with an update on the RFP that the District released concerning Laguna Joaquin. Stating that he received an email from the General Manager at RMA hoping to discuss draining the basin and cleaning it out. This will be discussed at the February Improvements Committee meeting.

Mr. Hennig updated the Board on other District activities, noting that we are hoping to have the surveillance cameras installed by Murieta Village by the end of January. He met with the Sacramento County Public Information Officer who agreed to let RMCSO piggyback on their Nextdoor account. The responses to the Security Opinion Survey RFQ have been ranked, and references are being called. RFPs have been released for Engineering Services and On-Call Electrical Services, and Staff is preparing an RFP for a Reserve Study.

He had planned to review the Conditions of Approval for the Riverview Development with the Board at this meeting, realized that it was a complex task, and this update will be provided to the Improvements Committee instead. Director Merchant mentioned that there would need to be a meeting of the Parks Committee because there are topics in the Document that concern the Parks Committee.

He continued with an employee update, stating that Tonya Perez, Accounting Supervisor, had accepted an offer elsewhere. She will be missed, as she has been a valuable part of the team for over five years.

Under Agenda Item 7B, Cindy Chao, Controller, updated the Board on the status of the District's finances.

Under Agenda Item 7C, Interim Security Chief Tina Talamantes updated the Board on the Security Report, noting that we have hired one Gate Officer, and have replaced both the gate arms at the South Entry Gate and the Lago Drive Entry Gate. The VIPs truck is almost ready to be used by Security Staff, and we have upgraded the Body Cameras which have been distributed to Patrol Staff. We are in the process of updating the Body Worn Camera Policy.

She continued with an update on the fire safety issues for Quick Access for the South areas. A meeting has been set with the Sheriff's Department to discuss CSD beginning to issue citations in the Commercial area. She also noted that on December 25, 2020 a vehicle was abandoned at Lake Calero. While Staff waited for the tow truck CHP had called, the owner of the vehicle showed up with his own tow truck. The vehicle owner was issued a citation because it was an abandoned vehicle. The conversation turned to what would have happened if materials had been discharged into the water supply, and the lack of authority that CSD has to issue violations and penalties for such incidents. Staff will research the possibility of adding fines to District Code to have some way to issue fines for violations. Operations staff confirmed that no contaminants were leaked into the water supply. Richard Shanahan, District Counsel, informed the Board that there is authorization in Government Code for the District to adopt a schedule of administrative citation/fines. To do so the District must adopt a set of procedures where a cited person has an opportunity to contest the violation. There are Ordinances that would need to be adopted. This conversation will continue as Staff researches possible solutions.

Under Agenda Item 5D, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update noting that water plant #1 is offline to allow staff to perform winter maintenance. Resident water use was up slightly in the month of December, compared to the base year of 2013. He discussed the water Source of Supply, and dates that the District can pump water from the Cosumnes River to our Reservoirs. He is hopeful for some rainy weather, but he is prepared to present the Drought Contingency plan and make recommendations as to potentially implementing any stages at the next Improvements Committee meeting. He discussed a sink hole that Utility staff repaired on Christmas Eve near Laguna Joaquin, which necessitated lowering of the Basin level to allow Staff to replace a 40 year old pipe that had failed.

He continued with an update on the Development Projects, noting that there is a lot going on with Riverview. The plans are going back and forth with Sacramento County, the District and Coastland Engineering. The Board discussed the impact that the project could have on drainage and parks. Noting that the Conditions of Approval needed to be reviewed because there were items that required Staff approval. Staff and the Board will review this document and the Mitigation Monitoring Reporting Plan (MMRP). Director Jenco requested that this matter remain on the Board agenda so that it is visible and CSD can make sure that the conditions are met.

Below are the Development Updates (developments not listed have had no updates since the last Board Meeting):

The Retreats East and North

This project reports it is continuing to be re-designed by the developer for potential buyers. Nothing has been provided to the District for review.

Rancho Murieta North – Development Project

The project reports that they completed their traffic mitigation study in December and a greenhouse gas study is intended to be complete by the end of January and then they will submit their Notice of Preparation. A notice of preparation (NOP) is a brief notice sent by the lead agency to notify the responsible agencies that the lead agency plans to prepare an Environmental Impact Review, commonly referred to as EIR.

MG – Legacy Villas & Suites (Lot 7)

The Improvement plans are completed and signed. No start date yet.

MG – Taco Bell (Lot 9)

The developer reports this project has been approved by CPAC and design review updates have been submitted to Sacramento County. The lot owner intends to sell the lot to another party. At that point when the project proceeds we will direct the new owner to submit a project application packet and deposit for review of this project. The project is seeking final county zoning approval at a 2/17/21 meeting.

Riverview

A 3rd review submittal of the Phase 1A Improvement Plans, Sewer Study, Storm Drain Study and drainage modeling files has been submitted for Coastland's review, along with their response to comments letter on January 7.

Riverview has three plan sets that are currently being processed (Grading, Phase 1A, Phase 1B). Sacramento County is concurrently reviewing drainage plans as well, with responses from Sacramento County provided back to the project on December 29. The Grading plan submittal had its most recent submittal received on November 22 and was subsequently reviewed by Coastland with comments returned to the Developer December 21. The Phase 1A package was resubmitted on January 7, 2021. This package is currently being reviewed by Coastland. The Phase 1B package last submittal was November 11, reviewed with comments returned to the Developer on December 21. Note that this project also has storm, sewer and water reports under review. CSD/Coastland had a follow-up conference call with the developer's team to discuss Storm and Sanitary sewer modeling requirements on December 9, 2020. Subsequent to that date, we have had additional follow-up from the Developer's team indicating they are working on the revisions and we expect resubmittal in the near future although nothing has been received to date.

The Development page on the District's website has been updated and can be found at: <https://www.ranchomurieta.com/development-projects>.

5. REVIEW DISTRICT MEETING DATES/TIMES FOR FEBRUARY 2021

The Finance Committee Meeting has been moved to Wednesday, February 4, 2021 at 8:30 a.m.

6. CORRESPONDENCE

None.

7. COMMENTS FROM THE PUBLIC

None.

8. REVIEW CONDITIONS OF APPROVAL FOR RIVERVIEW HOUSING DEVELOPMENT PROJECT

This item was removed from the Agenda. Director Maybee made a suggestion that this be an agenda item so that the Board may have discussions monthly.

9. CONSIDER APPROVAL OF THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 3, AFL-CIO AND RANCHO MURIETA COMMUNITY SERVICES DISTRICT Tom Hennig reviewed the changes that were made in the MOU, noting that Staff will receive a 3.5% Cost of Living Allowance for the next three years. Director Jenco added that he thinks this is a fair deal, and that both sides were happy. **Motion/Jenco** to approve the Memorandum of Understanding between the International Union of Operating Engineers, Local 3 and Rancho Murieta Community Services District. **Second/Pohll. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

10. ADOPTION OF POLICY P2021-01 CUSTODIAN OF RECORDS POLICY

Tom Hennig gave a brief overview of the item, stating that when the District hires a new employee we have the candidates fingerprints run through the Department of Justice, to perform a criminal background check. In order to receive the information, we must have a policy that states how we will store and destroy the records. Policy P2021-01 satisfies these requirements. **Motion/ Maybee** to adopt Policy P2021-01, Custodian of Records Policy **Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

11. CONSIDER APPROVAL OF LETTER FROM RANCHO MURIETA COMMUNITY SERVICES DISTRICT IN SUPPORT OF SCOTT ROAD BYPASS

Mr. Hennig requested that the Board authorize him to write a letter supporting the realignment of Scott Road to Prairie City Road. Director Merchant spoke on behalf of the bypass, stating that what is proposed is inconvenient, and a petition has been circulating with nearly 1,200 signatures. The letter will be addressed to the Sacramento Area Council of Governments. **Motion/Maybee** to approve Rancho Murieta Community Services District letter in support of the Scott Road bypass. **Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.**

12. CONSIDER APPROVAL OF RANCHO MURIETA COUNTRY CLUB LOAN AGREEMENT FOR RECLAIMED WATER PUMP REPAIR

Mr. Hennig began this topic by noting a potential conflict of interest because three of the Board Members are also members of the Country Club. In order to rectify the situation, the names of the three members (Maybee, Jenco and Pohll) were placed in a cup, and District Secretary, Amelia Wilder pulled the name of one out of the cup. She pulled out Director Jenco, so the other two were muted and not allowed to speak on the topic. Mr. Hennig continued with a description of the situation. The Country Club approached him with a request to borrow up to \$115,816 to repair/upgrade the North Pump Station. This is the pump station that pumps the water from Bass Lake to the Golf Course for irrigation. The pump is failing and in need of repairs. Without this pump, the District would have nowhere to disperse the reclaimed water that the RMCC stores in Bass Lake. A discussion continued with many different options being presented, including the possibility of some arrangement that would benefit the District by placing the North Course Pump Station in District control. The urgency of the situation became apparent when Mr. Hennig stated that the need is immediate, and it could take up to a month or more for the new pump to be manufactured. Director Merchant reminded the Board of the Cease and Desist order received by the District in 2006, when the District mistakenly allowed 200,000 gallons of chlorinated water from Bass Lake, to overflow and it went into the river. The fines and legal fees cost over a half a million dollars. "We're betting \$100,000 to not have to pay a half a million." Director

Merchant stated. He would like to have a follow up conversation with the Country Club to see if there is some infrastructure that the District can take over. **Motion/Merchant to approve the loan as written, and include that Mr. Hennig and Mr. Siebensohn explore the option of taking over the additional infrastructure that pertains to recycled water. Second/Jenco. Ayes: Jenco, Butler, Merchant. Noes: None. Absent: None. Abstain: None.**

13. DIRECTOR COMMENTS/SUGGESTIONS

Mr. Hennig reiterated all of the work Ms. Perez has done for the District, and wished her well in the future.

Director Pohll thanked Ms. Chao for explaining the Budget.

Director Merchant asked when we would have the Board Goals meeting. Mr. Hennig replied that we are trying to schedule a meeting for that.

Director Butler mentioned the importance of CSD working with RMA.

President Maybee thanked Staff and noted that the Public Records Requests received have impacted Staff. He appreciated the leadership and asked who would fill Ms. Perez's place. He continued with a desire to formalize the process for replacing Staff. He reiterated the desire to work with RMA.

14. ADJOURNMENT

Motion/Maybee to adjourn at 7:34 p.m. Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohll.

Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

MEMORANDUM

Date: February 2, 2021
To: Board of Directors
From: Improvements Committee Staff
Subject: February 2, 2021 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Director Jenco and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Tina Talamantes, Interim Security Chief, Michele Ammond, Interim Controller, and Amelia Wilder, District Secretary.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Paul Siebensohn, Director of Field Operations, gave a brief overview of the project updates. He began by discussing the work Utility Staff completed in January 2021 on the Fire Hydrant Replacements (CIP 20-06-1), noting that four hydrants have been replaced and six remain. There was discussion about the vegetation that some homeowners have let grow over hydrants, and Director Jenco asked that this topic be added to the Communication and Technology Committee Meeting Agenda with the hopes of heightening Community awareness of the importance of keeping hydrants visible and accessible.

He continued with the Development Update which included:

Development Project updates as of 1/26/21 is updated on the District website here:

<https://www.ranchomurietacsd.com/development-projects>

Murieta Gardens (MG)

This project started out being submitted and approved as one project. Since the original approval, the developer has split the project multiple times into multiple projects. The active ones are listed below. I'll be working with administrative staff to tally up the EDUs for the MG project to ensure they are within the approved assignments.

MG – Legacy Villas & Suites (lot 7)

The project plans have been approved and the project is awaiting a start date. This project site has been assigned 7.8 EDUs per review with Coastland and the developer.

The Murieta Gardens I & II – Infrastructure

This project had already been accepted, however additional work proceeded prior to recent rains on this project to install a private sewer line to serve Lots 9, 10, and 11 that was apparently still remaining as part of this project. This work was done very quickly under a revision 8 of the plan set, with installation review provided by District staff.

MG - Murieta Marketplace

This project has been accepted by the District to accommodate the developer to allow the grocery store to proceed with opening, however the drainage basin which is a part of this project remains active as a stormwater best management practice for the development site keeping it active.

MG – Lot 9 (Taco Bell)

No new update. Last update: The developer reports this project has been approved by CPAC and design review updates have been submitted to Sacramento County. The lot owner intends to sell the lot to another party. At that point when the project proceeds, we will direct the new owner to submit a project application packet and deposit for review of this project.

MG -Lot 10 (PDF Office)

No update. Last update: Coastland provided submittal plan check comments back to the project and the project plan review is done. Sign off on the plans are pending coordination of project with Coastland Engineering.

MG – Lot 11 (Circle K Convenience/Carwash/Subway)

The project reports that they have received Fire Department approval and the project's Architect is providing Coastland Engineering more information for the grease interceptor. Once questions with the interceptor are resolved the project plans may be signed off for the District by Coastland.

Other Development Projects:

Riverview

Update: The project is active with a goal of grading the entire site and developing their phase 1A site in the summer of 2021 as shown in the exhibit drawing below.

The project has provided a second submittal of the Riverview's mass grading plan on January 25, 2021 for Coastland's review. The project had also provided another review of Riverview's Phase 1A plans, water study, and storm drain study for review on December 4, 2020 which is still under review. They received the project's Phase 1B plans and grading plans and provided comment back on December 11, 2020. We also held a meeting with the project engineers to discuss storm water and sanitary sewer modeling requirements. District staff provided CCTV footage and manhole depth measurements of the existing sewer manhole and line that the Riverview project will be impacting for their modeling purposes.

The Conditions of Approval for this project and Mitigated Monitoring and Reporting Plan (MMRP) are being evaluated as well. We have been in contact with the Sacramento County Planning department to discuss who will be ensuring the requirements for this project are being fulfilled and have a preliminary meeting with them on February 4, 2021.

Murieta Business Park

This project is nearly complete at the end of Cantova Way.

Planned Projects:

The Retreats East and North

This project reports it is being re-designed by the developer. Nothing has been provided to the District for review yet. No update has been given as to when this project may proceed, however a representative from K Hovnanian Homes (KHOV) has told us they will be purchasing lots in the project for development of them.

John Sullivan confirmed that the lots are in escrow.

Rancho Murieta North – Development Project

No new information has been submitted to the District, however the project reports that they intend to complete their traffic mitigation study by the end of this month and a greenhouse gas study in January and then submit their Notice of Preparation in January. A notice of preparation (NOP) is a brief notice sent by the lead agency to notify the responsible agencies that the lead agency plans to prepare an Environmental Impact Review, commonly referred to as EIR.

John Sullivan updated this item, stating that the Green House Gas Study will be done the end of February.

The Murieta Hills Estates (formerly -The Residences of Murieta Hills East)

No information has been provided to the District since Tom Hennig has answered a series of questions for Bob Keil and requested that for any further District work to occur, he would need to submit a developer deposit and application to the District.

This project is listed as in the pre-application stage as on Hold with Sacramento County Planning. Their last letter back to the project was on 1/16/21, requesting more detailed information on the lots and a Cultural Resources Study and Tree Exhibit and Arborist Report, and noting it is subject to CEQA.

Director Jenco expressed his concerns about potential drainage issues on the properties. Mr. Siebensohn commented that we will see what is submitted to the District.

Resident Les Clark mentioned that there has been talk on Social Media about the loan to the Country Club to replace the North Pump Station and comments stating that CSD does not need to dispose of recycled water on the Golf Course; that it could all go to the Van Vleck sprayfield. Mr. Siebensohn clarified, letting the Committee know that Van Vleck would not have the capacity to take all of the water that is being distributed to the Golf Course. Mr. Sullivan added that the State Water Resources Control Board requires the Country Club to take the recycled water.

4. REVIEW DISTRICT'S – WATER SHORTAGE CONTINGENCY PLAN

Mr. Siebensohn gave a brief update on the District's Water Shortage Contingency Plan, noting that if it keeps raining, we won't have to implement it unless there are some emergency conditions that would impair supply or delivery capacity.

Resident Jim Crowder asked when the District can implement a tiered water billing system. Mr. Siebensohn stated that this had been discussed years ago and some people with big estates said it was unfair and it was not instituted.

5. DISCUSS LAGUNA JOAQUIN RELATED ACTIVITY

Mr. Hennig reviewed briefly with the Committee the RFP for Environmental Engineering Services for Laguna Joaquin. He stated that the basin is working properly as a drainage basin, and we are waiting for RMA to come back to us with a plan of what they would like to do.

6. DISCUSS RIVERVIEW COAS AND MMRP

Mr. Hennig updated the Committee on the documents that he has begun to review. He has set up a meeting with the County to get a clear understanding of the Conditions of Approval, and the Districts assets. This led to a discussion. Mr. Crowder asked if RMA would be involved with the meeting. Mr. Hennig stated that this will be an initial meeting and the focus will be on the areas of District concern but is aware that RMA has been meeting with the Developer regularly. Most of the conditions are RMA related. The District is responsible for Water, Sewer and Drainage. We have a concern with a sewer hookup, and it is being looked at. Mr. Sullivan added his list of topics that he believes the District should discuss with the County:

Director Pohll brought up the topic of the parks. Director Jenco discussed the connection between their pedestrian trail to a design approved by parks. (Item 18A) He believes that RMA is taking a close look at this and

wondered when the link was required. Mr. Hennig added that the Developer wants to have the whole site graded and he knows that RMA is active in this discussion. He will ask for an update from Kevin Hubred, General Manager at RMA, that he can include in his GM Report for the February 17, 2021 Board Meeting. Mr. Sullivan discussed his meeting with County Parks, and the items he believes CSAD needs to be aware of.

7. DISCUSS RESERVOIR INFORMATION AND EDUCATION AD HOC COMMITTEE

Mr. Siebensohn gave a brief history of the Reservoir Information and Education Ad Hoc Committee, which met recently. Their focus is to remove the designation of lakes from the communities Reservoirs, protect the communities water supply, and make sure there are no invasive species that enter the Reservoirs.

8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mr. Hennig began by thanking Mr. Siebensohn and his Staff for all the work they did preparing for the recent storms. Mr. Siebensohn added that RMA did a great job as well.

Director Pohll asked what the due date was for the RFP for Engineering. Mr. Siebensohn let him know that the Engineering and Construction Inspection Services RFP is due on February 19, so is the one for On-Call Electrical Services.

Director Jenco let Mr. Hennig know how much his work is appreciated.

9. ADJOURNMENT

Director Jenco adjourned the meeting at 9:04 a.m.

MEMORANDUM

Date: February 4, 2021
To: Board of Directors
From: Finance Committee Staff
Subject: February 3, 2021 Special Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 8:32 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Directors Merchant and Pohll. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Michelle Ammond, Interim Controller; Tina Talamantes, Interim Security Chief; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. FY 2021-22 BUDGET SCHEDULE

Tom Hennig, General Manager, reviewed the Budget schedule, noting that Staff is working on the Budget. The Board will have a special meeting on February 9, 2021 to review the Board Goals for 2021 and may review the Budget at the February 17, 2021 Board meeting.

4. REVIEW/DISCUSS RESERVE STUDY RFP

Mr. Hennig explained that Staff has reached out to Reserve Associates, the company who created the last Reserve Study in 2015, to update the Reserve Study, and review all of our assets. He would like to see a 5– 30-year plan to replace our reserves. We will not do an RFP, we will use the previous company.

Director Merchant noted that he would like to focus on an accurate asset inventory. He mentioned that everything was based on 100% projection. He wants to look at what % is adequate and what is physically responsible.

Director Pohll stated that he thinks the amount the company will set is much larger than what we will be able to fund, so he would like to look at 100%. The logical way to build reserves is gradually.

Director Merchant mentioned that a lot of the infrastructure in reserves is in the sewer reserves, so it's hard to see what needs to be replaced because the infrastructure is under the ground.

Director Pohll asked how we would find all of the new assets since there has been building since 2015.

Mr. Hennig commented that each year we update our newly acquired assets in our system.

Paul Siebensohn mentioned that if a truck is surplus that it should be taken out of the asset system, and new equipment should be added. When new development comes online, we ask for the costs to build the system be provided to us so we can provide it to the controller to update our asset and depreciation system.

The conversation turned to the work that needs to be done under the ground at Murieta Village. Mr. Siebensohn commented that the larger infrastructure, like sewer systems, is evaluated on a whole, so costs are spread through the entire District. Some items are added as a lump sum, like the Wastewater Treatment Facility. He would like to see assets counted on an individual basis, because every part of a facility won't wear out at the same time.

Mr. Hennig mentioned that he would like to have a five-year rolling reserve contribution schedule.

Director Merchant asked if there would be a meeting to clarify District desires with the company chosen to perform the study. He would like to see the work we are expecting listed in the contract.

Mr. Hennig said we will have a meeting, with the hopes of having the report complete by the end of March. Director Merchant asked when the project in Murieta Village would start, and Mr. Siebensohn said that it assumed to possibly be done in six phases and we are waiting to hire an Engineering firm to outline the project.

Mr. Hennig wants to make sure that Laguna Joaquin, and the necessary ongoing maintenance costs are included in the study.

Resident Les Clark suggested that we budget a master plan study of the Village infrastructure replacement.

Director Merchant added that it is critical that we see what we need to replace so we can plan for it.

Mr. Hennig said that he would add a timeline for the study to his GM Report at the February Board meeting.

5. UPDATE SECURITY SERVICE OPINION SURVEY RFQ

Mr. Hennig commented that we have decided on a company, True North, to perform the survey. The next step is to set up the working groups to determine the questions. We will bring the contract to the February 17, 2021 Board meeting.

Director Merchant asked how this item (if it goes to referendum, an election and passes) would effect the budget? Will the tax be changed? Mr. Hennig did not know. If the pollsters determine this is likely to pass, then we would go through with a special election.

Resident Crystal Matter asked how the proposals were scored and who was involved in the scoring? Mr. Hennig responded that they were scored by RMA member Tom Reimers; Commercial Representative, John Sullivan; RMCS D Interim Security Chief, Tina Talamantes; and Tom Hennig. The scoring sheet will be available in the Board meeting packet February 17, 2021. It was scored on the items listed on the RFP, pricing, reference checks and the services provided to other agencies.

6. UPDATE ON COUNTRY CLUB NORTH COURSE WATER PUMP LOAN

Mr. Hennig updated the Committee on the status of the loan that RMCS D will give to Rancho Murieta Country Club for the replacement of the North Course Water Pump so as to ensure the proper distribution of the recycled water that is delivered to the Golf Course every year.

Crystal Matter mentioned that there may be other financing available to the Country Club through a Paycheck Protection Program Grant”.

Director Merchant responded that if they get one, we will talk about it. He reminded the audience of the conversation on this topic at the January 20, 2021 Board meeting when he recalled the fine to the District in 2006 as a result of water from Bass Lake being inadvertently discharged into the Cosumnes River, and the Districts strong desire to avoid another such fine.

7. DISCUSS MID-YEAR BUDGET REVIEW OPTIONS

General Manager Hennig reminded the Committee that last year there was a meeting to review the budget. Due to the extra work created from Public Records Requests, and the recent vacancy of the Accounting Supervisor, Staff time is limited. He asked how important this meeting and report was to the Committee and asked if we could forgo this meeting at this time.

Directors Pohll and Merchant both agreed that the monthly report in the Board packet was adequate, and the meeting need not be scheduled.

8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mr. Hennig began the comments by informing the Committee that we are recruiting for the position of Accounting Supervisor.

9. ADJOURNMENT

The meeting was adjourned at 9:37 a.m.

MEMORANDUM

Date: February 9, 2021
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: February 4, 2021 Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 8:30 a.m via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Directors Merchant and Butler. Present from District staff were Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Tina Talamantes, Interim Security Chief; Cindy Chao, Controller; Michelle Ammond, Interim Controller, and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCSO.com.

4. REVIEW RMCSO/SACRAMENTO COUNTY NEXTDOOR ACCOUNT PROCESS

Tom Hennig, General Manager, reported that the District has coordinated with Sacramento County Public Information Officers and successfully sent an alert through their system to residents in Rancho Murieta concerning the recent weather alert. We had 440 people take the opportunity to look at the message. We are working on a plan to post messages of importance. NextDoor has lowered their price from \$10,000 to \$5,000. We are working on establishing our procedure.

5. KEEPING TRACK OF CURRENT ISSUES REPORT

Tom Hennig updated the Committee on the status of the document that Staff is preparing to keep track of current issues in the District. This will be an internal document shared with Directors.

6. DISCUSS RESERVOIR INFORMATION AND EDUCATION AD HOC COMMITTEE

Director Butler discussed the recent meeting that the Ad Hoc Committee held, stating they have outlined a document to educate the Community about the use of the Reservoirs, the history of the Reservoirs and water code requirements.

Director Merchant would like to publish a list of rules and put some teeth into violations.

Paul Siebensohn, Director of Field Operations added that the Committee also discussed protecting the Reservoirs from invasive species and limiting outside boats from entering the water.

7. QUARTERLY UPDATE TO OUTREACH AND TECHNOLOGY PROJECTS

Tom Hennig discussed the updated spreadsheet and asked how far the Committee would like to keep historical projects on the list. It was agreed that items should fall off after 12 months.

Director Butler brought up communication with residents when work is being done on water meters.

8. DIRECTOR AND STAFF COMMENTS

Mr. Hennig began with an update on the work that utility staff is doing replacing fire hydrants, stating that crews are having to eliminate some vegetation around some of the hydrants. When vegetation is observed, the resident is notified to clean it up. Mr. Siebensohn added that residents are generally given two weeks to remove the obstructive vegetation. Director Merchant asked that an article be placed in the Pipeline about this subject. Director Butler added that this is what she is looking for as far as communication with the Community whenever any work is done. Mr. Siebensohn stated that the fire hydrants must be accessible in case of fire.

Director Butler announced that she had volunteered to be on the Advisory Committee for LAFCo.

Director Merchant gave an update on the Scott Road Bypass, stating that over 1,325 signatures have been collected on the petition that is being circulated supporting the bypass.

9. Adjournment

The meeting was adjourned at 9:07 a.m.

DRAFT

MEMORANDUM

Date: February 11, 2021
To: Board of Directors
From: Security Committee Staff
Subject: February 4, 2021 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present was Director Maybee. Present from District staff were, Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Tina Talamantes, Interim Security Chief; Cindy Chao, Controller; Michelle Ammond, Interim Controller; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Tina Talamantes, Interim Security Chief, began with the Operations Updates, noting that we will continue to use PDF until new Officers can be hired, and we continue to recruit for Patrol and Gate Officers.

She continues to work with RMA Leadership, and Patrol has been conducting 1 stop sign enforcement mission and 3 speeding enforcement missions weekly. She and General Manager Tom Hennig have met with RMA's General Manager to review what we will be working on.

The installation of the cameras outside the Village and Commercial area is progressing.

Resident Crystal Matter asked if we have had any time without Security Patrol since December, and Ms. Talamantes answered that there was a period when a Patrol Officer was involved in an accident on his way to work, resulting in a trip to the hospital, which left a gap in coverage on January 21. She put herself on call and notified Sacramento County Sherriff that we did not have any coverage.

She continued by stating that we are reinstating a program for issuing County citations for violations in the Commercial area and she is rescheduling a meeting with the Sherriff's Department to review this.

Resident Richard Gehrs asked if there would be any cameras in the Village. Mr. Hennig replied "no".

She also reviewed the Incidents of Note, discussing the cabinets that were stolen from the construction in Murieta Gardens. There were 13 calls for service due to the storm on January 26 – 27. Officer Labrado was able to research and locate a family member to assist an elderly woman who was displaced by a house fire on January 31.

The spreadsheet provided by RMA with the year's violations was presented. There was a Cases by Type Report added to the packet.

The full Incident Log for January was provided.

4. DISCUSS BODY WORN CAMERA POLICY P2021-02

Ms. Talamantes briefly discussed the needed updates to the Body Worn Camera Policy. We have purchased new Body Worn Cameras. The cameras are always on, and when the officers press the record button the recording goes back 30 seconds to capture the previous events. We will retain the recordings for one year, then if the data is not needed we will erase the video. ***This item will be on the February 17, 2021 Board meeting agenda.***

5. UPDATE ON SECURITY OPINION POLL

Mr. Hennig updated the Committee on the progress on the Security Opinion Poll, stating that True North, Inc. had been chosen to conduct the survey, and the proposed contract would be on the February 17, 2021 Board meeting Agenda for approval.

6. DIRECTOR & STAFF COMMENTS

President Maybee discussed staffing levels when we have high risk weather events. He stated that we are working with RMA to get back into the Compliance Committee meeting they hold and asked how much time it would take to be involved with that, and if any additional resources were needed the Board would facilitate getting it.

Ms. Talamantes noted that the night of the big storm she authorized a second Patrol Officer to come in to help respond to the storm.

President Maybee continued by thanking Tom Hennig for his leadership.

Crystal Matter and resident Jim Crowder both thanked Tina.

6. ADJOURNMENT

The meeting adjourned at 10:40 a.m.

DRAFT

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
BOARD GOAL WORKSHOP
February 9, 2021 – 3:00 p.m.



1. CALL TO ORDER/ROLL CALL

President Maybee called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 3:02 p.m. via ZOOM conference per Governor Newsom's Executive Order N-29-20. Directors present were Tim Maybee, Randy Jenco, Linda Butler, John Merchant, and Martin Pohll. Also present was Tom Hennig, General Manager; Paul Siebensohn, Director of Field Operations; Cindy Chao, Controller; Tina Talamantes, Interim Security Chief; Michelle Ammond, Interim Controller; and Amelia Wilder, District Secretary.

2. ADOPT AGENDA

Motion/Maybee to adopt the agenda. Second/Jenco. Ayes: Maybee, Jenco, Butler, Merchant Pohll. Noes: None. Absent: None. Abstain: None.

3. COMMENTS FROM THE PUBLIC

None.

4. GOAL PLANNING

Review Goal Setting/Strategic Planning Approach

Tom Hennig, General Manager, gave a brief overview of what a goal is, what objectives are, and the Mission Statement. He reviewed FY 2020-21 Goals, and progress toward reaching those Goals which were.

1. Comprehensive Infrastructure Management Reserves Study – *The District has entered into an agreement with Association Reserves (the same company who performed the Reserve Study in 2015) to perform a current Reserve Study.*
2. Effectively Manage District Finances
 - a. Assess the Long-Term Financial Position of the District – *This goes hand in hand with the Reserve Study.*
 - b. Enhance Rate Setting Analysis & Procedures – *Security and Drainage are increased 2% a year, and the rates are set according to how much it costs to run the District. This included how much we were charging for Security, which has morphed into the Security Opinion Poll, which will inform us how much people are willing to pay for Security Services.*
 - c. Enhance Financial Reporting & Review – *Cindy Chao, Controller, has worked to update the current Financial Accounting System.*
3. Security Services - *Last year's budget totaled above \$2,000,000, which required use of general tax money. We scaled Security down to what is funded in Measure J. We will be conducting the Security Opinion Poll to let the Community tell us what they want.*
4. Water Services
 - a. Permit Extension – *This was filed on time, and we are waiting for the State to review it.*
 - b. 20/20 Water Conservation Plan Update – *Paul Siebensohn, Director of Field Operations, stated that we track this in the Field Operations report monthly. We are doing fairly well, and it is very weather dependent.*
 - c. Water Capacity Options – *Mr. Hennig continued with a discussion about filling the Reservoirs and our capacity to afford to run the 500 HP pumps to fill the Reservoirs quickly.*
5. Enhanced Community Education and Outreach - *There has been work done on Laguna Joaquin, upgrades to the Pipeline, Webpage, and we have partnered with Sacramento County to post on their NextDoor account.*

Identify New Goals

Mr. Hennig stated that he had met with the Board Members individually to discuss their goals, and compiled a list of the Major Goals which were:

1. Budgeting for Reserves based on Reserve Study Outcome
2. Security Service levels and Community objectives
3. Financial Systems Upgrade
4. Laguna Joaquin requirements
5. CIA Ditch, Forebay, Granlees Dam

These items were discussed at length, and so were the goals below:

Finance

- Reserve rates over multiple years – 5-year...30-year / Board's targeted % contribution for each reserve fund
- Finance System replacement with optimized integrations
- District Financial Reporting

Development

- Review Integrated Water Master Plan – Impact from 2013 Climate study
- Resolving Developer finance issues
- Impact from the Accessory Dwelling law change

Security

- Opinion Poll
- Live Within the Means
- Finish the Discussion on Increased Demand at the Retail Site

Improvements / Infrastructure WTP & WWTP

- Reserves
- Review Village infrastructure / Engineering Study
- Develop priority lists
- Prepare for Development – Sewer
- Prepare for Development – Water
- Fining authority for protection of District resources – Water Code revision?

Personnel

- Review Administration Structure – Organization study
- Review impact of potential Security structure adjustments
- Focus on opinion poll

Communications & Technology

- Utility Web Site Upgrade
- Computer infrastructure and Cyber Security
- Billing Software & customer service tracking upgrade

After a lengthy discussion, the Board agreed that while everything listed above was important, and worthy of Staff's time and attention to resolve, the top 5 goals for the 2021-22 Fiscal year are:

1. Budgeting for Reserves based on Reserve Study Outcome
2. Security Service levels and Community objectives
3. Financial Systems Upgrade
4. Laguna Joaquin requirements
5. CIA Ditch, Forebay, Granlees Dam
6. Development Oversight

Director Merchant noted that the Drainage fee might be able to be handled in a way other than a tax. ***This discussion will be added to the March 2021 Finance Committee Meeting Agenda.***

Developer John Sullivan commented during the Developer finance issues portion of the discussion that Coastland Engineering, had been paid by his Company for a review of their sewer, water and drainage, and no reviews have been received.

5. DIRECTOR COMMENTS AND SUGGESTIONS

Director Butler commented that she is excited about the progress that has been made.

Director Maybee commented that when the Ad Hoc Committee was put in place to get the new General Manager they asked for him to access the needs and meet objectives of the District and he has done just that. He thanked Mr. Hennig.

6. ADJOURNMENT

Motion/Maybee to adjourn at 6:00 p.m. Second/Butler. Ayes: Maybee, Jenco, Butler, Merchant, Pohll. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

MEMORANDUM

Date: February 10, 2021
To: Board of Directors
From: Cindy Chao, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for January 2021. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items for January:

Vendor	Purpose	Amount	Funding
Golden State Risk Management Authority	Q3 Insurance Payment	\$ 83,105.71	Operating Expense
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 54,484.37	Operating Expense
California Public Employees' Retirement System	Payroll - PERS Medical	\$ 45,541.65	Operating Expense
Aqua-Metric Sales Company	Water Meters/Boxes	\$ 19,160.11	Operating Expense
S. M. U. D.	Utilities	\$ 18,410.58	Operating Expense
California Public Employees' Retirement System	Payroll-PERS Retirement	\$ 11,329.27	Operating Expense
California Public Employees' Retirement System	Payroll-PERS Retirement	\$ 11,114.13	Operating Expense
Accountemps	Contract Staffing - Admin	\$ 10,689.60	Operating Expense
California Public Employees' Retirement System	Payroll-PERS Retirement	\$ 10,018.92	Operating Expense
A Leap Ahead IT	IT Services & COVID-19 items	\$ 9,415.46	Operating Expense

PREPARED BY: *Cindy Chao, Controller*

REVIEWED BY:  District Treasurer

**Rancho Murieta Community Services District
Bills Paid Listing for January 2021**

Check	Date	Vendor	Amount	Purpose
Check	1/1/2021	ABS Direct	1,100.00	Postage
Check	1/1/2021	Chrysler Capital	156.80	Patrol Vehicle Lease Payment
Check	1/1/2021	Guardian Life Insurance	4,612.50	Payroll - Dental/Life
Check	1/1/2021	Vision Service Plan (CA)	435.58	Payroll - Vision
EFT	1/5/2021	California Public Employees' Retirement System	45,541.65	Payroll - PERS Medical
EFT	1/5/2021	California Public Employees' Retirement System	10,018.92	Payroll-PERS Retirement
EFT	1/5/2021	Nationwide Retirement Solution	2,190.00	Payroll - Def Comp
Check	1/8/2021	A Leap Ahead IT	4,860.13	IT Services
Check	1/8/2021	ABS Direct	1,445.07	December 2020 Statement Run
Check	1/8/2021	Accountemps	2,380.00	Contract Staffing - Admin
Check	1/8/2021	American Family Life Assurance Co.	626.44	Payroll - AFLAC
Check	1/8/2021	Applications By Design, Inc.	1,085.00	Security Host Server
Check	1/8/2021	Aramark Uniform & Career Apparel, LLC	256.14	Uniform
Check	1/8/2021	AT&T	5,233.55	Telephone
Check	1/8/2021	California Waste Recovery Systems	54,484.37	Solid Waste Monthly Contract
Check	1/8/2021	County of Sacramento	601.00	Hazard Material Fee 6-B Lift Station
Check	1/8/2021	Golden State Risk Management Authority	83,105.71	Q3 Insurance Payment
Check	1/8/2021	Legal Shield	11.95	Payroll - Legal
EFT	1/8/2021	Nationwide Retirement Solution	2,190.00	Payroll - Def Comp
Check	1/8/2021	Operating Engineers Local Union No. 3	319.88	Payroll - Union Dues
Check	1/8/2021	Rancho Murieta Ace Hardware	264.79	Supplies
Check	1/8/2021	Romo Landscaping	385.00	Landscaping
Check	1/8/2021	WECybr, LLC	1,500.00	Virtual CSO
Check	1/22/2021	A&D Automatic Gate and Access	7,146.41	Automatic Gate Barrier S.Gate
Check	1/22/2021	Accountemps	10,689.60	Contract Staffing - Admin
Check	1/22/2021	Accounting & Association Software Group	41.25	Accounting Software Consulting
Check	1/22/2021	American Family Life Assurance Co.	626.44	Payroll - Def AFLAC
Check	1/22/2021	Applications By Design, Inc.	2,625.00	Barcode Decals
Check	1/22/2021	Aqua-Metric Sales Company	19,160.11	Water Meters/Boxes
Check	1/22/2021	Aramark Uniform & Career Apparel, LLC	122.55	Uniform
Check	1/22/2021	AT&T	2,441.30	Cell Phone Bill
Check	1/22/2021	Bartkiewicz, Kronick & Shanahan	3,874.00	Legal
Check	1/22/2021	California Laboratory Services	1,331.00	Lab Testing
Check	1/22/2021	Chemtrade Chemicals US LLC	3,834.91	Chemicals
Check	1/22/2021	CIT	556.04	Copier Lease
Check	1/22/2021	Coastland Civil Engineering	5,535.00	Engineering
Check	1/22/2021	Fastsigns	690.47	Patrol Vehicle 523 Sign
Check	1/22/2021	Ferguson Enterprises	1,137.28	Repair and Maintenance
Check	1/22/2021	Gill Consulting Group	1,445.00	Consulting
Check	1/22/2021	Greenfield Communications	448.99	Internet
Check	1/22/2021	J B Bostick Company	7,800.00	Water Leak Repair
Check	1/22/2021	Ledger Dispatch	43.00	Recruitment
Check	1/22/2021	Legal Shield	11.95	Payroll - Legal
Check	1/22/2021	Les Schwab Tires	355.13	Tractor Tire Install
Check	1/22/2021	Operating Engineers Local Union No. 3	319.88	Payroll - Union Dues
Check	1/22/2021	Pace Supply Corp	747.62	Repair and Maintenance Supplies
Check	1/22/2021	PDF Tactical	7,759.56	Contract Staffing - Gate 2,270.73 Patrol 5,488.83
Check	1/22/2021	Pitney Bowes	506.70	Postage Machine Lease


**Rancho Murieta Community Services District
Bills Paid Listing for January 2021**

Check	Date	Vendor	Amount	Purpose
Check	1/22/2021	Public Agency Retirement Services	505.13	OPEB Trust Admin Fee
Check	1/22/2021	Rancho Murieta Association	598.86	SMUD @ N. Gate 11/10-12/10/20
Check	1/22/2021	Rancho Murieta Association	150.00	Landscaping
Check	1/22/2021	Sprint	189.95	Telephone - Air Cards
Check	1/22/2021	State of California	96.00	Pre Employment Screening
Check	1/22/2021	State Water Resources Control Board	90.00	Certifications
Check	1/22/2021	Sweet Septic, Inc.	2,250.00	Emergency Response Sweage Backup
Check	1/22/2021	USA Blue Book	1,229.60	Repairs & Maintenance Supplies
Check	1/22/2021	W.W. Grainger Inc.	409.59	Repairs & Maintenance Supplies
Check	1/22/2021	Walker's Office Supplies, Inc	559.48	Office Supplies
Check	1/22/2021	WECybr,LLC	1,400.00	SharePoint Project Development
EFT	1/26/2021	California Public Employees' Retirement System	11,329.27	Payroll-PERS Retirement
EFT	1/26/2021	California Public Employees' Retirement System	11,114.13	Payroll-PERS Retirement
EFT	1/26/2021	California Public Employees' Retirement System	120.06	Payroll - PERS Retirement
EFT	1/26/2021	Nationwide Retirement Solution	2,490.00	Payroll - Def Comp
Check	1/31/2021	A Leap Ahead IT	9,415.46	IT Services & COVID-19 items
Check	1/31/2021	Abbott, Clifford	200.00	Rebate
Check	1/31/2021	ABS Direct	1,591.66	Tax Worksheet Inserts
Check	1/31/2021	Accountemps	3,530.59	Contract Staffing - Admin
Check	1/31/2021	Accounting & Association Software Group	1,278.75	Accounting Software Consulting
Check	1/31/2021	Action Cleaning Systems Inc	1,445.00	Janitorial Service
Check	1/31/2021	Aramark Uniform & Career Apparel, LLC	244.34	Uniform
Check	1/31/2021	Backflow Distributors Inc	628.44	Repair and Maintenance
Check	1/31/2021	Batteries Plus Bulbs	47.17	Batteries for Flow Meter
Check	1/31/2021	Brower Mechanical, Inc	1,747.88	Admin Building Heater Repair
Check	1/31/2021	Caltronics Business Systems	165.83	Copier - Admin & Warehouse
Check	1/31/2021	Clark Pest Control	723.66	Pest Control
Check	1/31/2021	County of Sacramento	126.00	Pre Employment Screening
Check	1/31/2021	Digital Deployment	300.00	Website
Check	1/31/2021	Domino Solar LTD	5,959.50	Solar WWTP December 2020
Check	1/31/2021	ECS House Industries, Inc.	763.81	Repair and Maintenance Supplies
Check	1/31/2021	EDCO Enterprises	2,600.00	Clean Sewer Lines
Check	1/31/2021	Galls/Quartermaster	281.37	Uniform
Check	1/31/2021	GM Crane Services, Inc	475.00	Overhead Crane Inspection
Check	1/31/2021	Hastie's Capitol Sand and Gravel Co.	1,175.56	Repair and Maintenance Supplies
Check	1/31/2021	Holt of California	847.48	T/S Action Alarm-N. Gate
Check	1/31/2021	North State Electrical Contractors, Inc.	5,698.00	Security Camera on Murieta Dr.
Check	1/31/2021	NTU Technologies, Inc.	2,844.80	Chemicals
Check	1/31/2021	PDF Tactical	5,583.04	Contract Staffing - Gate 1,680 Patrol 3,903.04
Check	1/31/2021	Ramos Environmental Services	1,456.96	Removal of Hazard Waste
Check	1/31/2021	Rancho Murieta Ace Hardware	280.54	Supplies
Check	1/31/2021	Romo Landscaping	385.00	Landscaping
Check	1/31/2021	S. M. U. D.	18,410.58	Utilities
Check	1/31/2021	Streamline	300.00	Website

**Rancho Murieta Community Services District
Bills Paid Listing for January 2021**

Check	Date	Vendor	Amount	Purpose
Check	1/31/2021	Thompson, Eric	100.00	Rebate
Check	1/31/2021	U.S. Bank Corp. Payment System	7,390.54	APWA Construction Inspection Manual
Check	1/31/2021	USA Blue Book	910.27	Repair and Maintenance Supplies
Check	1/31/2021	W.W. Grainger Inc.	4,157.89	Repairs & Maintenance Supplies
Check	1/31/2021	Walker's Office Supplies, Inc	492.82	Office Supplies
Check	1/31/2021	Waterworks Aquatic Management	1,500.00	Laguna Midge Fly Treatment
		Total	417,643.68	
		CFD 2014-1 Bank of America Checking		
Check	1/22/2021	NBS	2,585.10	CFD 2014-1 Annual Report
Check	1/22/2021	Corelogic Solutions, LLC	212.18	CFD 2014-1 Adm Cost Dec 2020
		Total	2,797.28	
		El Dorado Payroll		
		Bi Weekly Payroll in January 2021	126,726.48	Payroll
		Total	126,726.48	

PREPARED BY: Cindy Chao

REVIEWED BY:  District Treasurer

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
INVESTMENT REPORT**

<i>CASH BALANCE AS OF JANUARY 31, 2021</i>	
<i>INSTITUTION</i>	<i>BALANCE</i>

CSD FUNDS

<i>EL DORADO SAVINGS BANK</i>	
SAVINGS	\$ 567,205
CHECKING	\$ 807,827
PAYROLL	\$ 136,968
<i>BANNER BANK</i>	
EFT	\$ 330,285
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>	
UNRESTRICTED	\$ 161,804
RESTRICTED RESERVES	\$ 8,136,841
<i>CALIFORNIA ASSET MGMT (CAMP)</i>	
OPERATION ACCOUNT	\$ 640,168
<i>US BANK</i>	
PARS GASB75 TRUST	\$ 2,492,851 *
	<hr/>
	\$ 13,273,949

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

<i>BANK OF AMERICA</i>	
CHECKING	\$ 130,061
<i>WILMINGTON TRUST</i>	
BOND SPECIAL TAX FUND	\$ 311,885
BOND REDEMPTION ACCOUNT	\$ -
BOND ACQ & CONSTRUCTION	\$ 17,307
BOND RESERVE FUND	\$ 391,803
BOND SURPLUS	\$ 16,799
BOND ADMIN EXPENSE	\$ 22,003
BOND COI	\$ -
	<hr/>
	\$ 889,858
	<hr/>
	\$ 14,163,807

**Investments comply with the CSD adopted investment policy.*

* BALANCE IS FOR DECEMBER 31, 2020

PREPARED BY: *Cindy Chao, Controller*

REVIEWED BY:  District Treasurer

6A General Manager's Report - Pending

MEMORANDUM

Date: February 10, 2021
To: Board of Directors
From: Cindy Chao, Controller
Subject: Administration / Financial Update

For your review is the summary of the January 2021 monthly Board Financial Report. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

Lock-Offs – During the month of January 2021 there was zero (0) lock-off.

Pay Agreements – We have two (2) pay agreements set up.

Connection Fees – There was zero (0) connection in January 2021.

Aging Report – As of February 11, 2021, the District has 69 delinquent metered accounts with a current outstanding balance of \$49,314. The District has 1 delinquent non-developed account with a current outstanding balance of \$12,405 that last made a payment in November 2019.

- Four (4) properties last made a payment before June 2019 (total past due \$9,022)
- Two (2) properties last made a payment in February 2020. (total past due \$3,963)
- Four (4) properties last made a payment in March 2020. (total past due \$6,996)
- Two (2) properties last made a payment in April 2020. (total past due \$1,928)
- Two (2) properties last made a payment in June 2020. (total past due \$2,938)
- Two (2) properties last made a payment in July 2020. (total past due \$2,290)
- Five (5) properties last made a payment in August 2020. (total past due \$3,807)
- Ten (10) properties last made a payment in September 2020. (total past due \$7,171)
- Five (5) properties last made a payment in October 2020. (total past due \$2,249)
- Ten (10) properties last made a payment in November 2020. (total past due \$2,690)
- Seven (7) properties last made a payment in December 2020. (total past due \$1,951)
- Thirteen (13) properties last made a payment in January 2021. (total past due \$2,856)
- Three (3) properties last made a payment in February 2021. (total past due \$1,453)

Since the January 2021 bills were sent out sixteen (16) properties have brought their delinquent bills current.

E-Bills/Paper Statements: There were 509 e-bills and approximately 2413 paper statements in January 2021.

Summary of Reserve Accounts as of January 31, 2021 – The ending balance of the District’s reserve accounts is \$6,784,177 as of January 31, 2021, and it is an increase of \$54,875 compared with last month. Staff continues to validate all reserve contributions and expects there will be additional adjustments as we continue to identify past practices for allocation of monthly interest and sales revenue.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance 7/1/2020</i>	<i>Increases</i>	<i>Decreases</i>	<i>Period End Balance 1/31/2021</i>
Water Capital Replacement (200-2505)	1,790,096	170,931	52,991	1,908,035
Sewer Capital Replacement (250-2505)	3,109,804	260,328	237,387	3,132,745
Drainage Capital Replacement (260-2505)	12,409	147	82	12,474
Security Capital Replacement (500-2505)	84,523	810	27,989	57,344
Admin Capital Replacement (xxx-2505-99)	87,210	0	0	87,210
Sewer Capital Improvement Connection (250-2500)	4,308	39	22	4,326
Capital Improvement (xxx-2510)	745,286	55,735	2,995	798,027
Water Supply Augmentation (200-2511)	1,436,292	105,811	6,318	1,535,785
WTP Construction Fund Reserve (200-2513)	-782,858	112,475	119,675	-790,058
Security Impact Fee Reserves (500-2513)	37,827	6,235	5,772	38,289
Total Reserves	6,524,898	712,511	453,231	6,784,177

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance 7/1/2020</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance 1/31/2021</i>
WTP Construction Loan from Sewer	714,876	2,615	82,214	632,662
WTP Construction Loan from WSA	238,298	872	27,405	210,893
Security N. Gate Loan from Drainage Fund	0	0	0	0
Total Inter-fund Borrowing	953,174	3,487	109,618	843,555

Budget to Actual Comparison Details (year-to-date through January 31, 2021)

Revenues

Water Charges, year-to-date, are **above** budget \$39,618 or 1.83%

Sewer Charges, year-to-date, are **below** budget \$6,377 or (0.47%)

Drainage Charges, year-to-date, are **below** budget \$1,489 or (0.82%)

Solid Waste Charges, year-to-date, are **above** budget \$7,952 or 1.08%

Security Charges, year-to-date, are **below** budget \$43,291 or (3.40%)

Expenses

The District's overall expenditures for FY 2020-21 are \$532,986 below budget through January 2021.

Reserve Fund Purchases authorized by the General Manager

- Admin Capital Replacement Reserve - \$9,177 for cabinet removal and paint at Admin building copy room and General Manager's office renovations.

6B Budget to Actual Report - Pending

MEMORANDUM

Date: February 12, 2020
To: Board of Directors
From: Tina Talamantes, Interim Security Chief
Subject: Security Update Report for the Month of January

OPERATIONS UPDATES

The Department is currently working on the following projects:

- Additional PDF Staff to support Security Gate & Patrol until vacancies are filled
- Continuing Recruitment for Gate and Patrol Officers: interviewing applicants; placing recruitment ads
- Still outfitting the Ford Ranger for use in Patrol – at shop for installation
- Completing an upgrade to the District's Patrol Body Camera program/Patrol Eyes – setting up tech side/server; new cameras now deployed
- Reinstating program for issuing County citations for parking, handicap and fire zone violations: Meeting to be rescheduled with SSD for updates on county citations and fees schedule
- Policy Approval: Body Worn Cameras (BWC)

Rancho Murieta Association activity:

We continue to work with the RMA Leadership on a regular basis. Our focus is to improve our level of service while attempting to live within the budget as much as possible. We have stressed with our Gate and Patrol Officers the need to follow their training and to stay safe. If there are incidents where there is a safety concern, they notify Security Dispatch to call the Sacramento Sheriff's Department. The following list is the current focus of our meetings.

- General calls for service
- General non-architectural enforcement
- Stop Sign enforcement – 1 enforcement mission conducted per week; other citations issued during regular patrol
- Speed enforcement – 3 enforcement missions conducted per week during the daytime hours only; other citations issued during regular patrol

Murieta Village activity:

- Village entry cameras: Currently in installation process by Watchdog Security to run electrical and cameras to the poles. Mr. Siebensohn is overseeing the project.
- Regular patrol activity

Rancho Murieta Commercial Owners Association activity:

- Installing two surveillance cameras on Murieta Drive: Currently in installation process by Watchdog Security to run electrical and cameras to the poles. Mr. Siebensohn is overseeing the project.
- Set up a meeting with the associations South of the Highway: meeting TBA in February

INCIDENTS OF NOTE

January 1-31, 2020

January 12, 2021: The Water Department encountered a pump failure at the North Lift Station. Security Patrol provided an escort for the Water Department to minimize any chance of sewage spill onto the roadways.

January 13, 2021: Patrol responded to the report of a wild animal snap trap placed along one of the walking trails. The anonymous RP provided a picture of the trap and the surrounding area. Patrol searched several trails before locating the area and discovered that the trap had already been removed.

January 21, 2021: Legacy Lane - Patrol responded to the report of a suspicious vehicle pulling a trailer. An anonymous RP stated the truck and trailer went towards the airport. Patrol headed towards the airport checking for the vehicle when the RP called back and stated that the truck and trailer returned to the new houses on Legacy Lane. As Patrol started in that direction, the RP stated that the truck and trailer backed up to a garage, and subjects were seen loading items into the trailer. When Patrol arrived, there was a white Chevy truck with a red camper and trailer backed up to the garage of a home under construction. An older male adult was loading the brand-new cabinets into the trailer. There was also a newer black Chevy 4D 4WD with after-market black wheels parked at the curb. The driver was hiding in the truck, fled at a high rate of speed with the lights off when Patrol attempted to make contact. The subject loading cabinets in the trailer stated that somebody was helping him, and that person ran through the house. The other subjects were not located. Sacramento County Sheriff's Department responded for the investigation.

January 26-27, 2021: Patrol responded to 13 calls related to the storm in a 24-hour period:

- Cantova Way/Murieta Way: Tree uprooted and fell on the OE3 building, and also brought down a power line. Fire responded. SMUD responded for the electrical repair.
- Several other calls such as tree limbs blocking the roadways and a downed stop sign were reported.

January 31, 2021: 7000 blk Murieta Parkway at 0842 hours – House fire. Patrol responded to assist the Fire Department with traffic control.

Patrol Coverage:

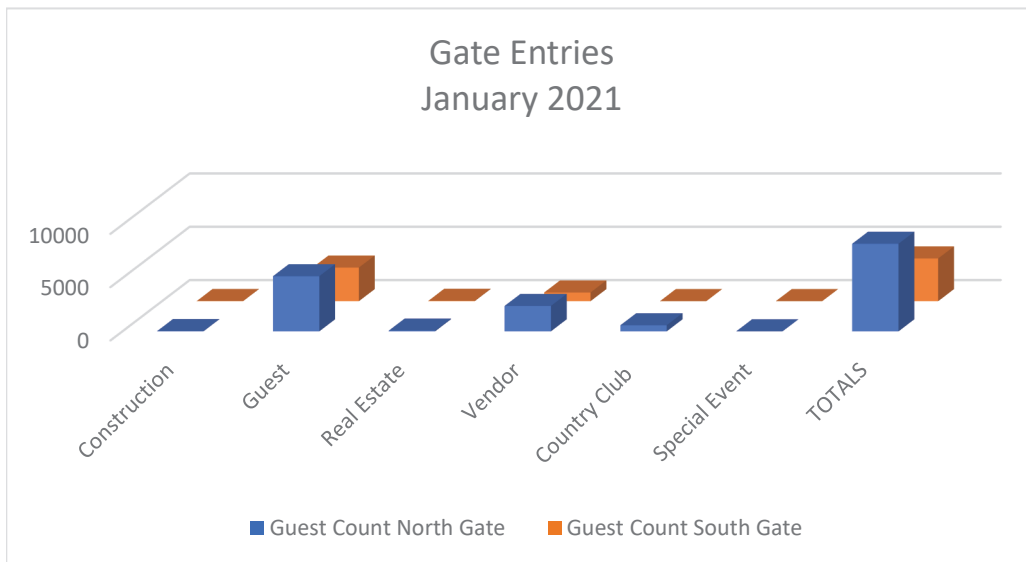
On January 21, 2021 there was no patrol coverage from 9:30 pm to 7:00 am, due to a patrol officer involved in an accident on his way to work. PDF Security was not available. Interim Security Chief was on-call at that point.

On January 26, 2021, Over Time was authorized to assist the graveyard shift for the storm and related patrol calls that were occurring.

Gate Entries by Type

January 1 - 31, 2021

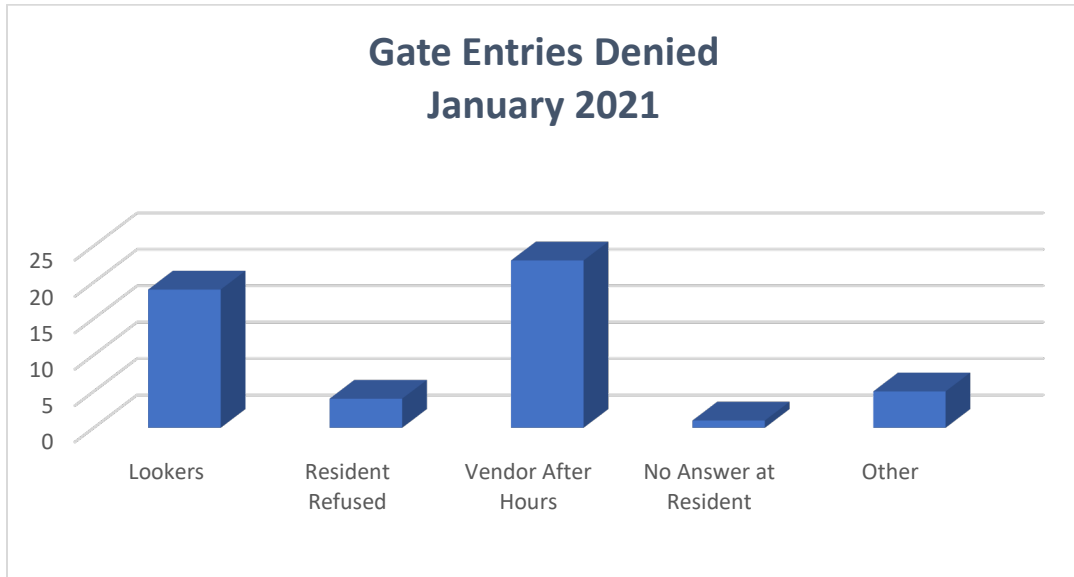
Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	26	13	39
Guest	5,169	3,147	8,316
Real Estate	66	29	95
Vendor	2,380	812	3,192
Country Club	570	0	570
Special Event	0	0	0
TOTALS	8,211	4,001	12,212



Gate Entries Denied

January 1-31, 2021

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	TOTAL
All Gates	19	4	23	1	5	52





Rancho Murieta CSD Security

15160 Jackson Rd
Rancho Murieta, CA 95662

Cases - Breakdown by Type

911 HANG UP	1
ABANDONED DISABLED VEH	4
ALARM	14
ANIMAL COMPLAINT	11
ASSAULT	1
ASSIST OTHER AGENCY	3
CITATION	14
DEATH	1
DISTURBANCE	5
ESCORT	1
EXTRA PATROL	5
FIRE	4
FOLLOW UP	4
GUN SHOTS	3
JUVENILE DELIQUENCY	1
LOST/FOUND PROPERTY	3
MEDICAL AID	3
MISCELLANEOUS	7
OPEN DOOR	5
PARKING	8
PATROL DETAIL	1
PETTY THEFT	1
REFUSED ENTRY	52
RESIDENT COMPLAINT	16
RMA RULE VIOLATION	13

SAFETY ADVISAL	1
SPEEDING COMPLAINT	2
STOLEN/LOST PROPERTY	1
STOP SIGN VIOLATION	2
SUSPICIOUS ACTIVITY	12
SUSPICIOUS PERSON	13
SUSPICIOUS VEHICLE	16
TRAFFIC ENFORCEMENT	1
TRASH-PICK UP	2
TRESPASSING	3
VANDALISM	7
VEHICLE ACCIDENT	5
WATER LEAK	6
WEATHER RELATED	11
WELFARE CHECK	4
Total	267

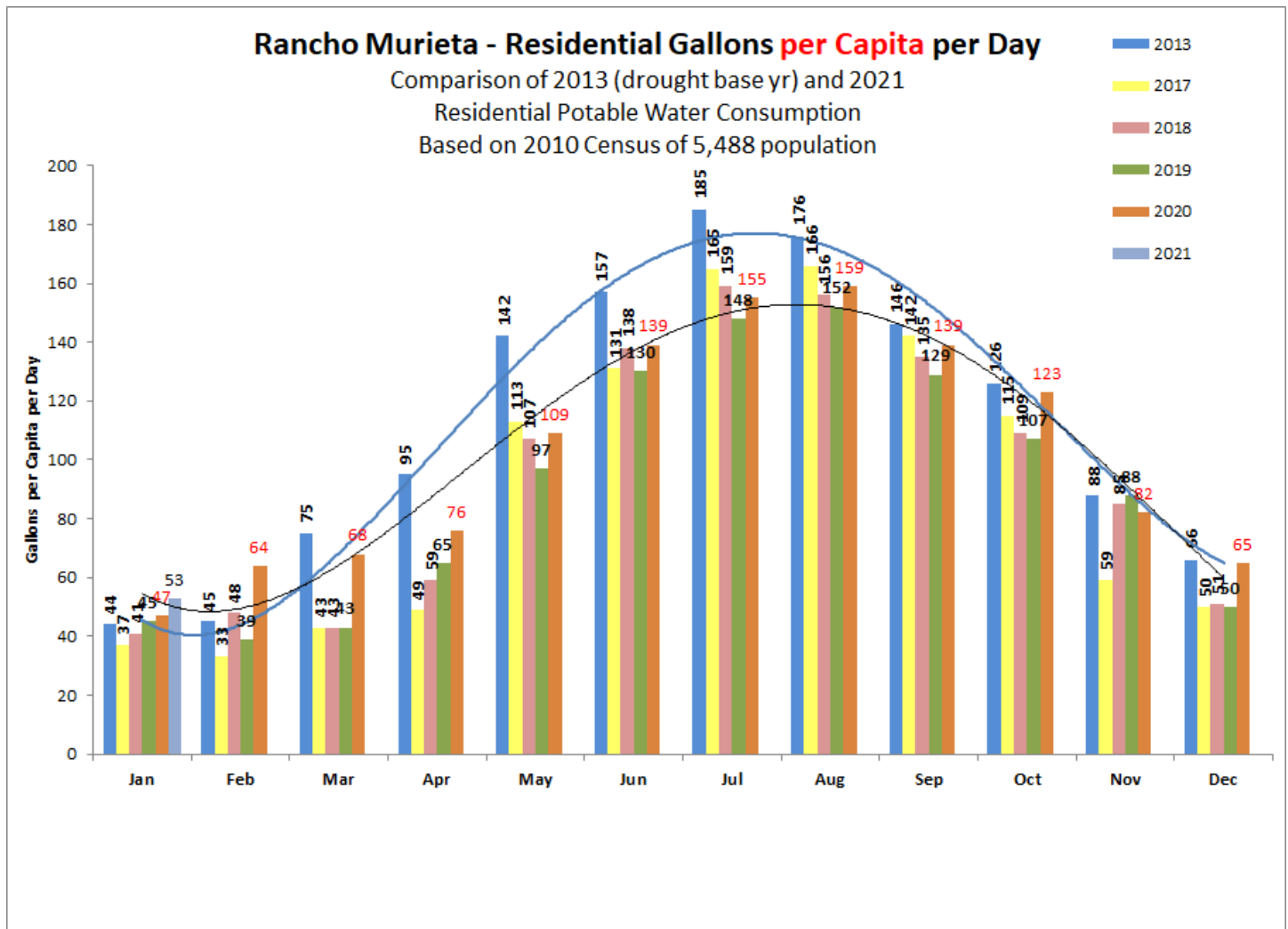


MEMORANDUM

Date: February 10, 2021
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Utilities Monthly Update

WATER TREATMENT

Plant #2 is in sole operation to meet daily demands producing a current average of 0.82 million gallons per day (MGD). Plant #1 continues to be off for winter maintenance, with the membrane fiber repairs nearly completed in all membrane trains. The water plants produced 24.11 million gallons (MG), or 74.01 acre-feet (AF) of potable water in January. The production value per connection was 285 gallons per connection per day for January. The water used was 18,308,976 gallons, 56.2 AF. This equates to 53 gallons of water used per capita per day vs 44 in 2013, a 20 percent increase in use in the base comparison year of 2013 as shown in the updated graph below. The graph below is corrected from previous year's data that incorrectly showed usage data per connection and not per capita.



Below is the water use data provided from Administration, with last month's data outlined in red.

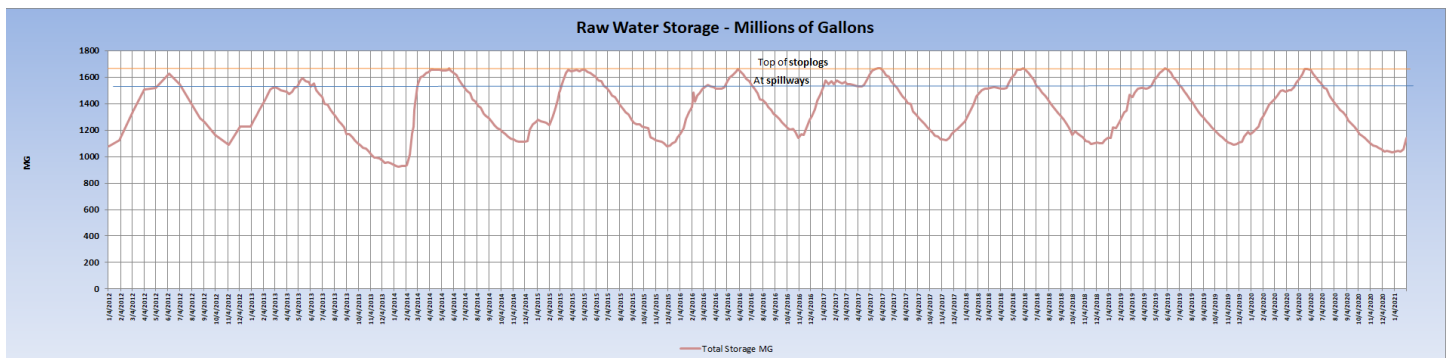
		Last FY												Last FY Same Period	
12 month rolling % increase		2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
		Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	
Residences		2,615	2,612	2,607	2,669	2,660	2,662	2,659	2,657	2,647	2,643	2,632	2,620	2,602	
	Weighted Average														
Cubic Feet Gallons Per Day	1,890	711	970	1,650	2,016	2,518	2,802	2,565	2,502	1,668	1,054	1,042	901	688	
	473	177	242	411	503	628	699	648	624	386	263	260	225	172	
Same Period Last FY	472														

		Last FY												Last FY Same Period
YTD Totals		2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020	2020
		Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan
Commercial	1,026,356	40,624	38,314	81,890	98,366	128,118	147,140	159,116	123,662	61,508	31,889	55,829	59,900	40,676
Parks	402,419	1,239	6,662	21,818	38,398	55,279	80,900	75,722	72,521	28,660	1,821	11,799	7,600	501
Raw Water	624,748	0	1,648	12,349	17,699	24,602	68,651	231,249	272,250	133,548	2,102	49,701	10,949	0
CSD	35,326	1,336	854	1,917	2,683	3,008	3,686	4,095	5,218	6,537	2,274	1,492	2,226	1,721
Totals	2,288,849	43,199	47,478	117,974	157,146	211,007	300,377	470,182	473,651	230,253	38,086	118,821	80,675	42,898

*Residential connections dropped from Oct.-Nov. due to accidental double counting of potable supply with recycled water meters.

WATER SOURCE OF SUPPLY

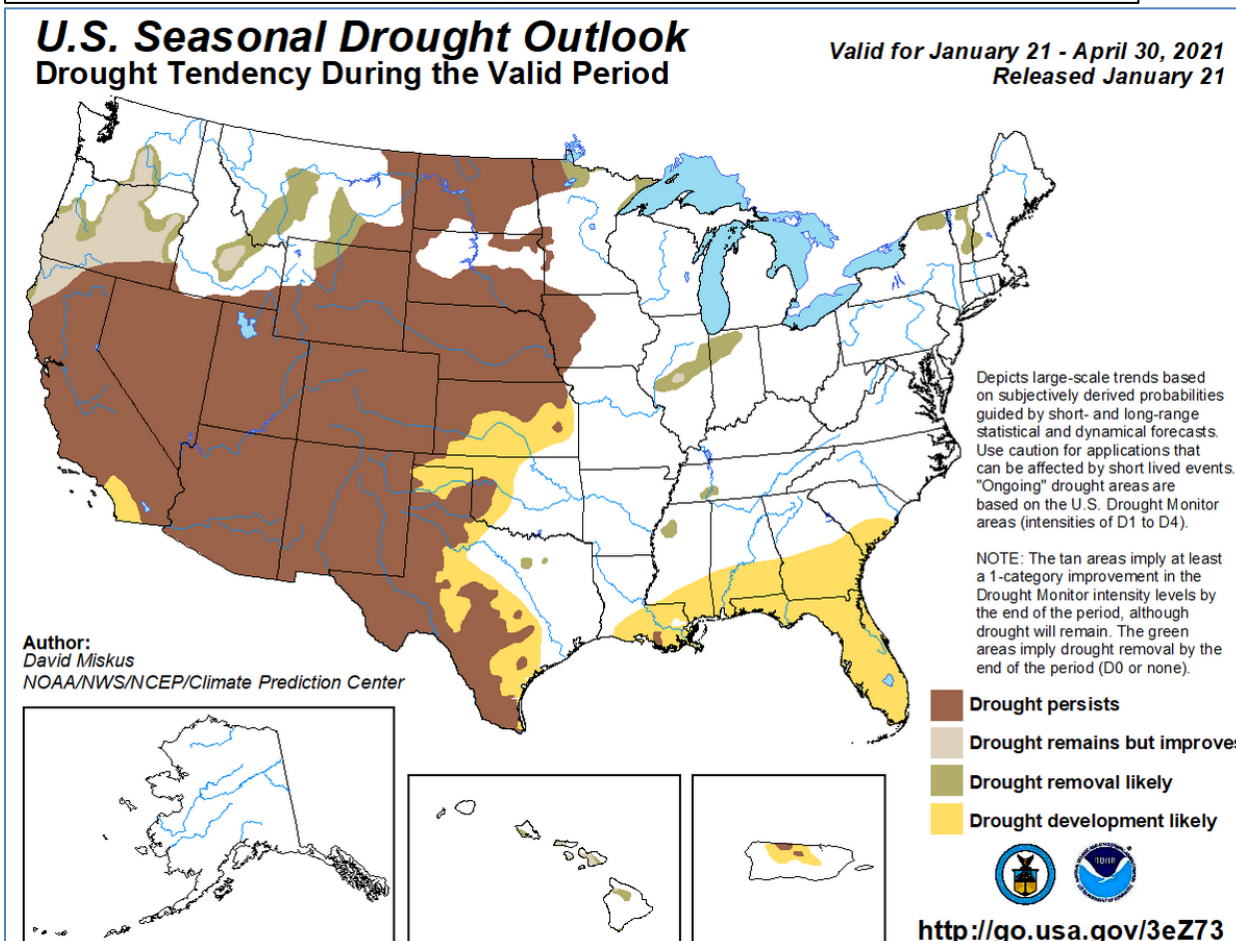
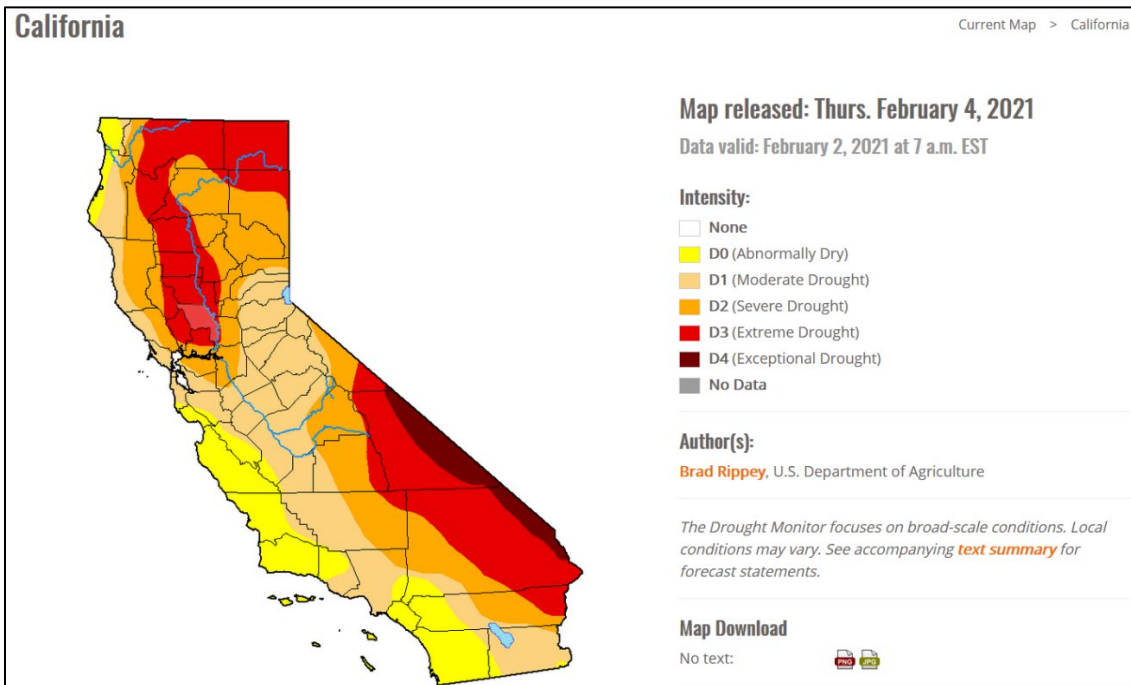
On February 3, 2021, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,141.75 million gallons (3,504 acre-feet [AF]), low for this time of year. Total usable volume accounting for dead storage in the reservoirs is 977.8 MG (3,001 AF). In January 4.69 inches of rain was received, and evaporation measured at 1.66 inches. A graph of the raw water storage volumes is shown below, showing our storage levels are lower than they have been in several years but not as low yet as they got in 2013's drought year. We have managed to pump 104.5 MG (320.7 AF) to storage so far this season. We are also investigating the potential impacts to our power charges by operating a test run of all three of our 500 hp pumps with SMUD but filed a demand charge waiver request prior to this test, as we may need to run one or more of them to be able to fill our reservoirs.



The Department of Water Resources – Division of Safety of Dams (DSOD) was out here on February 1st to inspect all of the District's dams and their appurtenances. As part of a required three (3) year cycled for DSOD witness the operation of valves for all of the dams, all of the dams valves needed to be cycled fully opened and closed. Due to the exceptionally large sizes of the valves all except the Wastewater Plant valves were cycled for the inspector, who will be back in a few weeks to follow up on those.

WATER SUPPLY & FORECAST:

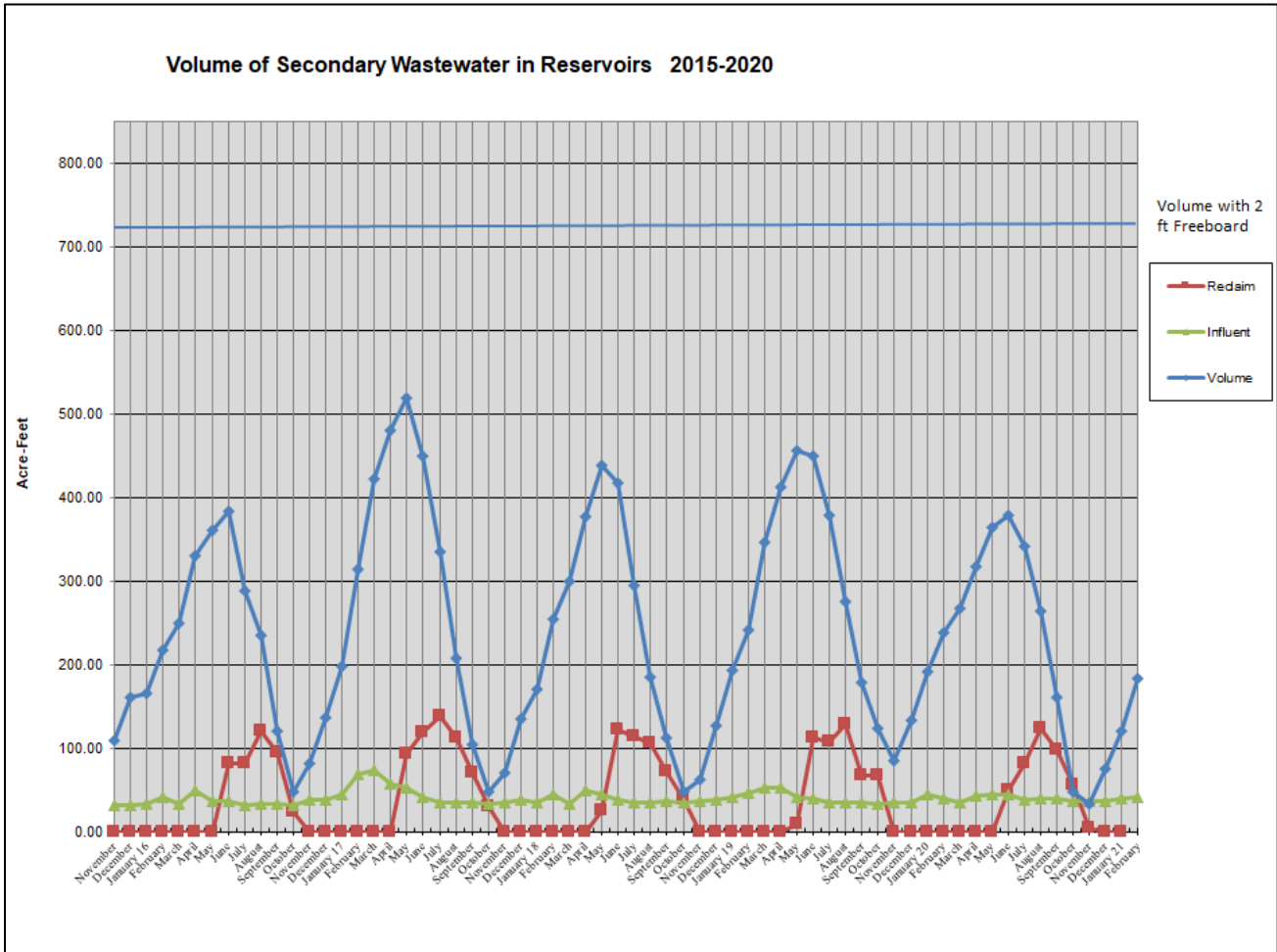
Below are images of the current drought condition and outlook. We continue keeping an eye out on the forecasts with potential lingering drought concerns. If needed, I will suggest a stage of our Drought Contingency plan to the Board to be adopted. Here is the weblink to our Water Shortage Contingency Plan: <https://www.ranchomurieta.com/water-conservation>



WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

For January the influent wastewater flow averaged 433,129 gallons a day, for a total of 13.427 MG, (41.2 AF). This is approximately 161 GPD per sewer connection. On January 13, 2020, secondary wastewater storage measured 59.75 MG (183.4 AF), of which 54.9 MG (168.5 AF) is usable for reclamation due to dead storage. The reclamation facility remains off for the season.

Below is a graph of the recent secondary wastewater storage volumes as of January 13, 2020.



SEWER COLLECTION

No District issues were encountered in the sewer collection system this past January. Staff was called out for one issue with a homeowner. Staff used the CCTV to show where their issue was and explained it was their responsibility to rectify.

DRAINAGE

With forecasted heavy rains and winds around January 26-28, we drafted a message that was provided to the community on our webpage, Facebook, and NextDoor to let the community know to keep the gutters and drains clear. Utility staff checked all our drainages before the storm and did some minor clearing work below 7 Park Guadalupe. No issues within District's drainage system occurred and we did not receive any major issue calls from residents. After the storm several fallen trees and branches were removed from the drainage system and CIA ditch. Staff also cleaned out the Chesbro protection ditch twice due to what appeared to be residents or landscapers blowing leaves and debris into the cement ditch there. Utility staff also checked stormwater Best

Management Practice for storm sewer pollution prevention control and notified businesses of issues needing compliance.

WATER METERING AND UTILITY STAFF WORK

In January one (1) $\frac{3}{4}$ -inch meters and four (4) MXU radio-read units were replaced as part of water metering maintenance. Also completed were four (4) Underground Service Alert markings and twenty-nine (29) utility star service orders for the administration department.

Utilities staff repaired four (4) water service line leaks in January. They also had four (4) homeowner calls for various water related complaints this last month.

PROJECTS

Development

The Retreats East and North

This project reports it is continuing to be re-designed by the developer for potential buyers which we heard are KHOV. Nothing has been provided to the District for review.

Rancho Murieta North – Development Project

The project reports that they are targeting the completion of their traffic mitigation study by the end of February and a greenhouse gas study is intended to be complete by the end of March, and then they will submit their Notice of Preparation. A notice of preparation (NOP) is a brief notice sent by the lead agency to notify the responsible agencies that the lead agency plans to prepare an Environmental Impact Review, commonly referred to as EIR.

MG - Murieta Marketplace

No update. The project is still utilizing the drainage detention basin as a stormwater control basin for its remaining commercial development lots and therefore this project is not closed out.

MG – Legacy Villas & Suites (lot 7)

No update. The Improvement plans are completed and signed. No start date yet.

MG -Lot 10 (PDF Office)

Plans have been submitted to Coastland Engineering for signatures.

MG – Lot 9 (Taco Bell)

No update. The developer reports this project has been approved by CPAC and design review updates have been submitted to Sacramento County. The lot owner intends to sell the lot to another party. At that point when the project proceeds, we will direct the new owner to submit a project application packet and deposit for review of this project. The project is seeking final county zoning approval at a 2/17/21 meeting.

MG – Lot 11 (Circle K Gas Station/carwash)

Plans comments have been finalized and have been provided back to Coastland Engineering for final signature.

Murieta Business Park

No update. The project continues to complete their buildings.

The Residences of Murieta Hills East

No information has been provided to the District since Tom Hennig has answered a series of questions for Bob Keil and requested that for any further District work to occur he would need to submit a developer deposit and application to the District.

This project is listed as in the pre-application stage as on Hold with Sacramento County Planning. Their last letter back to the project was on 1/16/21, requesting more detailed information on the lots and a Cultural Resources Study and Tree Exhibit and Arborist Report, and noting it is subject to CEQA.

The screenshot shows the Sacramento County Planning Projects Viewer interface. On the left, a list of projects is displayed, with the 'Murieta Hills Estates' project highlighted in blue. The project details are as follows:

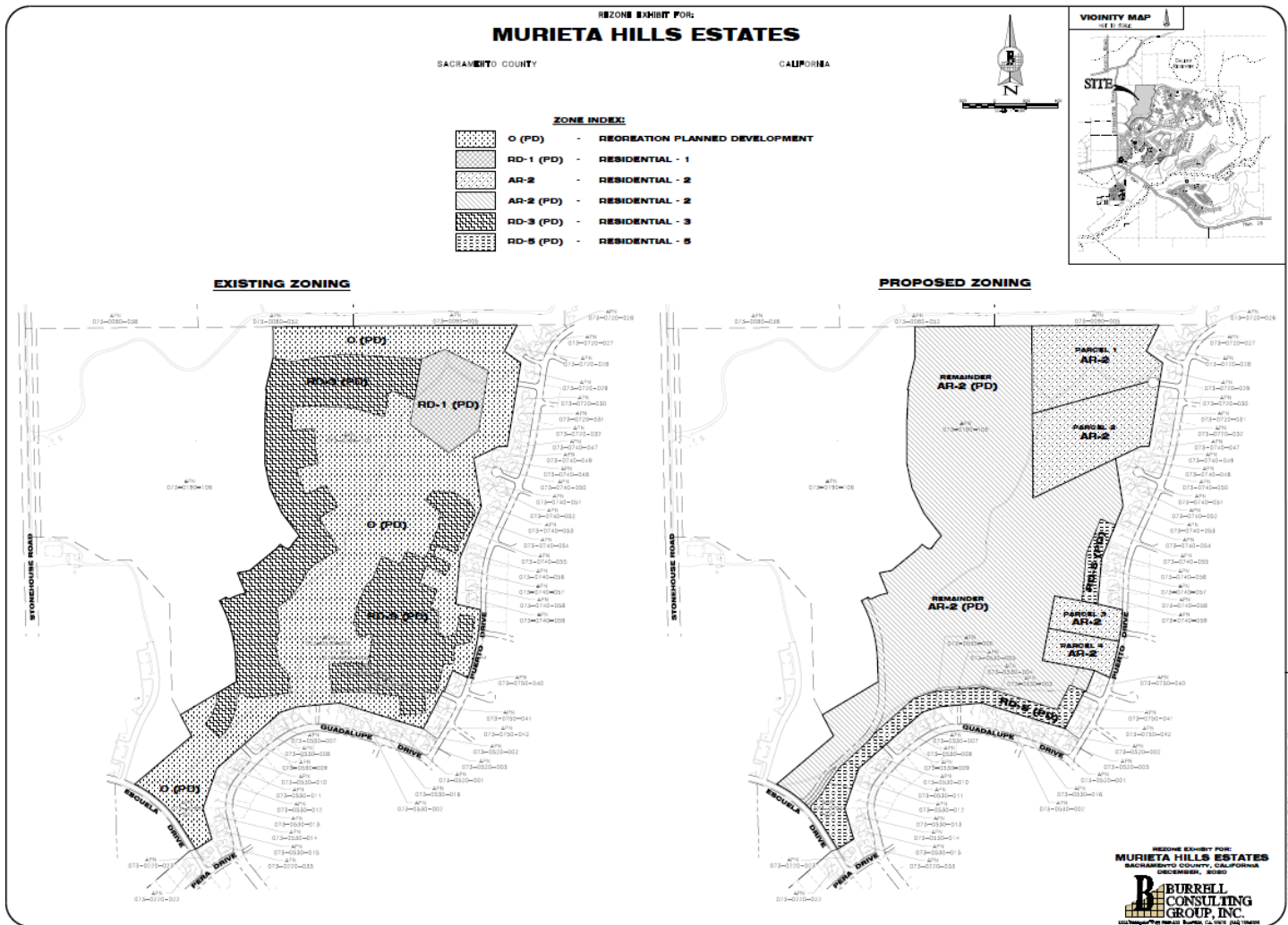
- 14829 Oakville Lane Short Term Rental Permit**
Control #: PLNP2020-00284
Status: Closed
Description: A Short Term Rental permit to utilize a residential property located 14829 Oakville Lane for short-term rentals.
Lead Planner:

The map on the right shows the location of the project in the Murieta Hills area, marked with a green 'Approved' icon. A large white arrow points to this icon. The legend on the right side of the map indicates that green markers represent 'Approved' projects.

Project description:

This was originally a planned development for 99 residential lots but is being revised by the owner. From the Sacramento County Planning departments website, it shows that a revised map has been submitted for this parcel.

The most recent revised map is shown below.



Riverview

Coastland provided comments back for the Rough Grading plan re-submittal from January 25. Comments are related to clarifying drainage calculations and future easements, plan comments, and request for SWPPP & WDID information when it becomes available. The Phase 1A package that was resubmitted on January 7, 2021 is under review by Coastland. No information for sewer flow calculations related to the downstream manhole that will receive sewage flows from the project has been received yet.

Tom Hennig and I had a conference call with the Sacramento County Planning Department staff on February 4th to discuss projects in Rancho Murieta. We also briefly discussed how the conditions of approval (COAs) and mitigated monitoring and reporting plan (MMRP) for a project are reviewed and tracked. They noted there are several County departments involved which includes theirs at Planning, Office of Planning and Environmental Review (PER), County Engineering- Site Improvement and Permit Section (SIPS), County Engineering- Survey Section, and Sacramento County Regional Parks. Our District has a small part of the COAs to respond to, which are ensuring water, sewer, and drainage services. We are working to figure out how to coordinate with these various County departments and local stakeholders to ensure that all the conditions are met. Ideally we would have our contracted Engineering Services facilitate ensuring all of the conditions of the project are met.

Rancho Murieta Community Services District

March 2021

Board/Committee Meeting Schedule

March 2, 2021

Personnel 7:30 a.m.

Improvements 8:00 a.m.

March 3, 2021

Special Finance Meeting 10:00 a.m.

March 4, 2021

Communications/Technology 8:30 a.m.

Security 10:00 a.m.

March 17, 2021

Regular Board Meeting - Open Session @ 5:00 p.m.



10 CSDA Presentation - Pending

MEMORANDUM

Date: February 12, 2021
To: Board of Directors
From: Tina Talamantes, Interim Security Chief
Subject: Consider Adoption of District Policy P2019-04, Body Worn Camera Policy Revision

RECOMMENDED ACTION

Adopt District Policy P2019-04, Body Worn Camera Policy Revisions.

BACKGROUND

Body-worn cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation and enforcement activity.

To provide the Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) and Security Department with the necessary procedures, policies, and responsibilities for the use of the body-worn camera systems as well as the management, storage, and retrieval of audio/video material recorded by body-worn cameras. Recorded data serves a dual purpose to the District by protecting both Patrol Officers and citizens.

SUMMARY

Revisions have been made to the current policy. This policy was approved by the Security Committee meeting on February 4, 2021. Final approval by the Board of Directors is requested.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P20 19 20-042
Title:	Body-Worn Cameras	

PURPOSE

Body-worn cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation and enforcement activity.

To provide the Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) and Security Department with the necessary procedures, policies, and responsibilities for the use of the body-worn camera systems as well as the management, storage, and retrieval of audio/video material recorded by body-worn cameras. Recorded data serves a dual purpose to the District by protecting both Patrol Officers and citizens.

POLICY STATEMENT

The use of body-worn camera systems provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Patrol Officers assigned the use of body-worn camera and video systems will adhere to the operational objectives, policies, responsibilities, and procedures outlined in this policy to maximize the effectiveness and utility for the body-worn camera system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

Only trained personnel should operate approved body-worn camera devices. Personnel will only use the body-worn cameras issued and approved by the District. The wearing of any other body-worn camera is not authorized.

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Body-worn camera's operate in a constant recording mode. When an incident or citizen contact is made, the Patrol Officer is required to "activate" a recording. Activation of a recording initiates a the recording of individual event. This event will later upload to the District's secure body-cam server for review preservation. Patrol Officers are required to place the body-camera to their uniform at the beginning of each shift. The body-cam shall be turned on at all times during the shift. At the end of each shift, the Patrol Officer is required to return the body-cam to the docking station. Upon return to the docking station, activation events are automatically uploaded to the secure server.

OBJECTIVES

The District's Security Department has adopted the use of body-worn camera systems to accomplish the following objectives:

1. To enhance Patrol Officer safety and accountability.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the Patrol Officer's ability to document and review statements and actions for both internal reporting requirements and investigations.

4. To provide an impartial measurement for self-critique, evaluation, performance, and professionalism.
5. To capture visual and audio evidence/information for use in current and future investigations and proceedings and to protect against false accusations.

DISTRICT RESPONSIBILITIES

1. The District shall provide one personal body-worn camera for each Patrol Officer. Patrol Officers will use only District-owned and issued body-worn camera systems.
2. The District will provide Patrol Officers and Sergeants with training on the use of body-worn cameras and video systems.- Only trained personnel shall operate approved body-worn camera devices.
43. The District will approve media viewing and duplication devices.

ADMINISTRATIVE RESPONSIBILITIES

The Security Chief or equivalent District employee has oversight responsibilities to include the following:

1. Operation and user administration of the system.
2. System evaluation.
3. Training and recordkeeping as such.
4. Policy and procedure review and evaluation.
5. Coordination with Information Technology staff regarding system-related issues.

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OFFICER RESPONSIBILITIES

1. Patrol Officers will wear the body-worn camera when on patrol. The camera shall be worn and used in the manner specified in training and per this policy. The camera shall be powered on at all times during the Patrol Officer shift.

Unless it is unsafe or impractical to do so, or mechanical issues impede the use of the camera, Patrol Officers shall activate the camera prior to making contact in any of the following incidents: (a) enforcement encounter when there is a reasonable suspicion that the person is or was involved in criminal activity, a violation of law, or other misconduct; (b) when responding to a dispatched call; (c) when investigating any incident, claim, violation or wrongdoing; (d) when responding to a traffic collision; and (e) when contact with a person becomes adversarial after the initial contact (not covered by the above

categories) is made; (f) for any activity where video and/or audio recording could be needed for safety and documentation purposes.

2. The camera ~~will~~shall not be activated (a) in private places such as a restroom, locker room, or dressing room, and (b) when an individual is partially or completely unclothed. A Patrol Officer may choose not to activate the camera when interviewing witnesses and members of the community who wish to anonymously report or discuss criminal activity or other wrongdoing in their neighborhood, or when having a casual non-enforcement conversation with a member of the public. Officers shall wear the device affixed in an appropriate forward facing manner, and properly secured as recommended by the manufacturer to provide the best field of view.

3. If a Patrol Officer is in doubt about whether to activate the camera, the officer should record the incident. Patrol Officers should consider using the body-worn camera as a means of documenting all citizen contact, except as otherwise provided above.

24. When the body-worn camera system is activated to document an incident, it will not be deactivated until the incident or encounter has been concluded, the officer has left the scene, or a supervisor has authorized (on camera) that a recording may cease unless:

- a. The incident or event is of such duration that the body-worn camera system may be deactivated to conserve recording times;
- b. The Patrol Officer does not reasonably believe that deactivation will result in the loss of critical information; and
- c. The intention to stop recording shall be noted by the Patrol Officer verbally on camera before deactivation.

35. If a Patrol Officer fails to activate the camera when he or she should have, fails to record the entire incident, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated. Submitting a report and explanation will not necessarily avoid discipline or corrective action, if it appears that the officer violated this policy.

46. ~~When necessary to help ensure the accuracy and consistency of accounts for written reports, Patrol Officers may contact the Patrol Sergeant or the Security Chief or equivalent District employee and request to a review of the recording.~~

57. Patrol Officers will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any body-worn camera system, recording or storage device without prior written authorization from the Security Chief.

6-8. Patrol Officers will notify the Patrol Sergeant, ~~or~~ Security Chief, or equivalent District employee when the body-worn camera system has captured a felony, DUI, or any event requested as evidence by a peace officer.

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- ~~79.~~ Patrol Officers shall operate the body-worn cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.
- ~~810.~~ Patrol Officers shall inspect the body-worn camera and video system at the beginning of each shift to ensure that the equipment is functioning according to the manufacturer's guidelines. The equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper function~~ality~~~~ing~~.
- ~~911.~~ Patrol Officers shall immediately report any malfunction, damage or theft of the body-worn camera system to the Patrol Sergeant, ~~or Security Chief,~~ or equivalent District employee so that a repair or replacement unit may be provided.
- ~~4012.~~ To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief or equivalent District employee.
- ~~4413.~~ Body-worn cameras and systems will be stored in the area designated by the Security Chief or equivalent District employee and ~~shall~~ not be left inside an unattended patrol vehicle or personal vehicle.
- ~~4214.~~ Each Patrol Officer is responsible for his/her District assigned body-worn camera system. There shall be no borrowing of equipment between Patrol Officers.
- ~~4315.~~ Body-worn cameras shall be used only in conjunction with patrol-related duties, and they shall not be used to record communications with other CSD personnel (except with the permission of the Patrol Sergeant, ~~or Security Chief,~~ or equivalent District employee) or when on break or otherwise engaged in personal activities.
16. Personnel will not make copies or use other recording devices to capture images on the display screen for personal use or distribution.
17. Streaming of body-worn camera footage to personal cellular phones or social media is not authorized. Personnel are explicitly prohibited from accessing recorded data for personal use or publication onto public and social media internet websites. Any violations of this prohibition will be grounds for sanctions, including disciplinary action.

SERGEANT RESPONSIBILITIES

1. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, Security Chief, or equivalent District employee ~~or designee~~ shall remove the memory card, when applicable, or body-worn camera from service. The Security Chief or equivalent District employee shall transfer the recording to the ~~Security Chief's computer video storage file on the~~ District's Security-secure body-cam S server.
 - a. Upon downloading, the Security Chief, or equivalent District employee ~~or designee~~ shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the one-year retention period (per Government Code, Section 53160) for non-evidence or investigation related recordings.

2. The Security Chief or equivalent District employee or Sergeant shall conduct periodic reviews to:

a. a.—Ensure the equipment is being used in accordance with policy and procedures.

b. Monitor and document the use, and failure to use, the body-worn camera to ensure officers are receiving needed training and counseling regarding the device.

c. Report and correct any Patrol Officer discrepancies in the use of the body-worn camera system.

d. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.

e. Inspect for equipment damage, loss or misuse and to report and investigate the cause.

f. Assess Patrol Officer performance.

2. 3.—Minor Patrol Officer misconduct or infraction (non-criminal) discovered during a routine review of recorded material generally should be viewed as training and counseling opportunities and not as a cause for disciplinary action. However, should the behavior or action be serious or recur or become habitual after being previously addressed, the appropriate disciplinary or corrective action shall be implemented if warranted.

REVIEW OF DATA/VIDEO

1. Data captured by the body-worn camera is an official District record and shall be treated in the same manner as reports and evidence.- All access to the system will be logged and subject to a compliance audit at any time. -Access to the system is permitted on the right to know and need to know basis.- Only employees authorized under this policy may review video according to the provisions of this policy.

2. An employee may review body-worn camera files as it relates to:

a. Their involvement in an incident for the purpose of completing a report.

b. Prior to courtroom testimony.

c. For potential training purposes.

d. A supervisor necessitating clarification regarding a concern from a citizen.

e. A supervisor, who is investigating a particular incident or accusation of misconduct, may review videos based on a supervisory need.

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3. ~~3.~~ In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee or member of the community.

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MEDIA DUPLICATION

1. All cameras, equipment, recorded media, recorded images, and audio/video recordings are the property of the District. Accessing, copying, distributing, using or releasing video or audio files outside of the District or for non-Security Department purposes is strictly prohibited without specific written authorization from the Security Chief or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security Chief, or equivalent District employee or General Manager.
2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the Security Chief, or equivalent District employee or General Manager. Each request will be evaluated and responded to on a case-by-case basis. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
4. When possible and practical, a copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of court proceedings, investigations, other adjudicated hearings or as otherwise authorized, all copies shall be submitted back to the Security Chief, or equivalent District employee, or General Manager for retention.
6. A Patrol Officer may review video footage of an incident in which he or she was involved before making a statement or being interviewed or examined about the incident.

MEDIA STORAGE, RETENTION AND DESTRUCTION

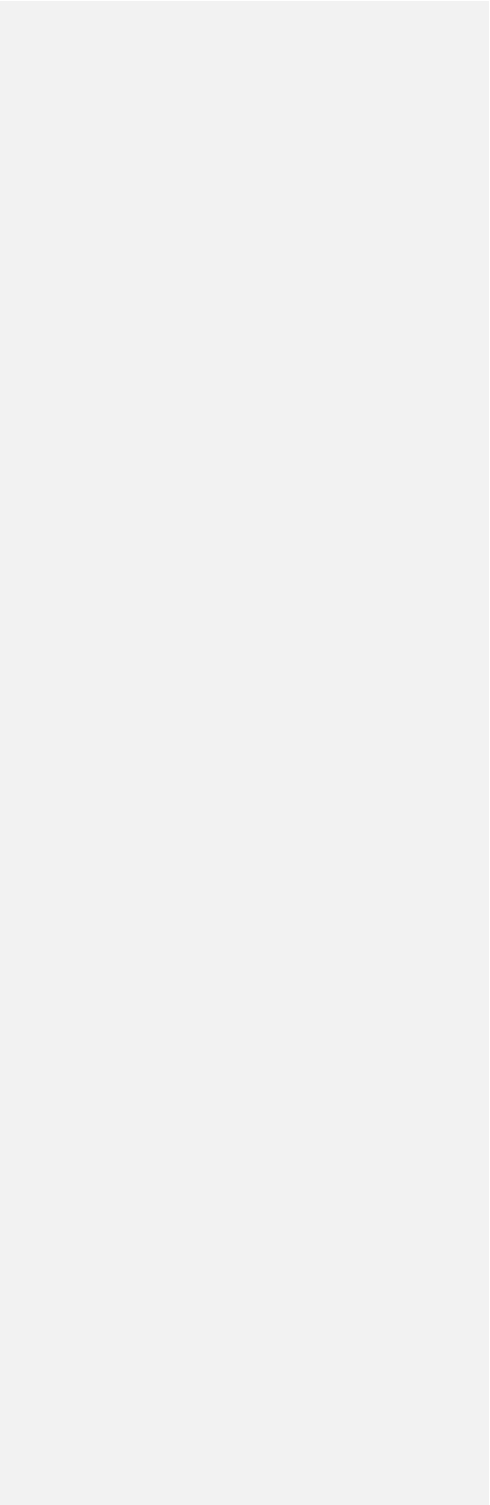
1. Recorded data from the body-worn camera systems shall be retained in the Security Chief's office for a minimum of one year (as required by Government Code section 53160).
2. After one year, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative

or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.

3. Recorded data from body-worn camera systems shall not be destroyed or erased without the General Manager's approval.

Approved Rancho Murieta Community Services District Board of Directors	Adopted 11/20/2019 <u>X/XX/2021</u>
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DRAFT



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P2020-02
Title:	Body-Worn Cameras	

PURPOSE

Body-worn cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation and enforcement activity.

To provide the Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) and Security Department with the necessary procedures, policies, and responsibilities for the use of the body-worn camera systems as well as the management, storage, and retrieval of audio/video material recorded by body-worn cameras. Recorded data serves a dual purpose to the District by protecting both Patrol Officers and citizens.

POLICY STATEMENT

The use of body-worn camera systems provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Patrol Officers assigned the use of body-worn camera and video systems will adhere to the operational objectives, policies, responsibilities, and procedures outlined in this policy to maximize the effectiveness and utility for the body-worn camera system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

Only trained personnel should operate approved body-worn camera devices. Personnel will only use the body-worn cameras issued and approved by the District. The wearing of any other body-worn camera is not authorized.

Body-worn cameras operate in a constant recording mode. When an incident or citizen contact is made, the Patrol Officer is required to "activate" a recording. Activation of a recording initiates a the recording of individual event. This event will later upload to the District's secure body-cam server for review preservation. Patrol Officers are required to place the body-camera to their uniform at the beginning of each shift. The body-cam shall be turned on at all times during the shift. At the end of each shift, the Patrol Officer is required to return the body-cam to the docking station. Upon return to the docking station, activation events are automatically uploaded to the secure server.

OBJECTIVES

The District's Security Department has adopted the use of body-worn camera systems to accomplish the following objectives:

1. To enhance Patrol Officer safety and accountability.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the Patrol Officer's ability to document and review statements and actions for both internal reporting requirements and investigations.

4. To provide an impartial measurement for self-critique, evaluation, performance, and professionalism.
5. To capture visual and audio evidence/information for use in current and future investigations and proceedings and to protect against false accusations.

DISTRICT RESPONSIBILITIES

1. The District shall provide one personal body-worn camera for each Patrol Officer. Patrol Officers will use only District-owned and issued body-worn camera systems.
2. The District will provide Patrol Officers and Sergeants with training on the use of body-worn cameras and video systems. Only trained personnel shall operate approved body-worn camera devices.
4. The District will approve media viewing and duplication devices.

ADMINISTRATIVE RESPONSIBILITIES

The Security Chief or equivalent District employee has oversight responsibilities to include the following:

1. Operation and user administration of the system.
2. System evaluation.
3. Training and recordkeeping as such.
4. Policy and procedure review and evaluation.
5. Coordination with Information Technology staff regarding system-related issues.

OFFICER RESPONSIBILITIES

1. Patrol Officers will wear the body-worn camera when on patrol. The camera shall be worn and used in the manner specified in training and per this policy. The camera shall be powered on at all times during the Patrol Officer shift.

Unless it is unsafe or impractical to do so, or mechanical issues impede the use of the camera, Patrol Officers shall activate the camera prior to making contact in any of the following incidents: (a) enforcement encounter when there is a reasonable suspicion that the person is or was involved in criminal activity, a violation of law, or other misconduct; (b) when responding to a dispatched call; (c) when investigating any incident, claim, violation or wrongdoing; (d) when responding to a traffic collision; and (e) when contact with a person becomes adversarial after the initial contact (not covered by the above

categories) is made; (f) for any activity where video and/or audio recording could be needed for safety and documentation purposes.

2. The camera shall not be activated (a) in private places such as a restroom, locker room, or dressing room, and (b) when an individual is partially or completely unclothed. A Patrol Officer may choose not to activate the camera when interviewing witnesses and members of the community who wish to anonymously report or discuss criminal activity or other wrongdoing in their neighborhood, or when having a casual non-enforcement conversation with a member of the public. Officers shall wear the device affixed in an appropriate forward facing manner, and properly secured as recommended by the manufacturer to provide the best field of view.
3. If a Patrol Officer is in doubt about whether to activate the camera, the officer should record the incident. Patrol Officers should consider using the body-worn camera as a means of documenting all citizen contact, except as otherwise provided above.
4. When the body-worn camera system is activated to document an incident, it will not be deactivated until the incident or encounter has been concluded, the officer has left the scene, or a supervisor has authorized (on camera) that a recording may cease unless:
 - a. The incident or event is of such duration that the body-worn camera system may be deactivated to conserve recording times;
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6. When necessary to help ensure the accuracy and consistency of accounts for written reports, Patrol Officers may contact the Patrol Sergeant or the Security Chief or equivalent District employee and request a review of the recording.
7. Patrol Officers will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any body-worn camera system, recording or storage device without prior written authorization from the Security Chief.
8. Patrol Officers will notify the Patrol Sergeant, Security Chief, or equivalent District employee when the body-worn camera system has captured a felony, DUI, or any event requested as evidence by a peace officer.
9. Patrol Officers shall operate the body-worn cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.

10. Patrol Officers shall inspect the body-worn camera and video system at the beginning of each shift to ensure that the equipment is functioning according to the manufacturer's guidelines. The equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functionality.
11. Patrol Officers shall immediately report any malfunction, damage or theft of the body-worn camera system to the Patrol Sergeant, Security Chief, or equivalent District employee so that a repair or replacement unit may be provided.
12. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief or equivalent District employee
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 - a. Upon downloading, the Security Chief, or equivalent District employee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the one-year retention period (per Government Code, Section 53160) for non-evidence or investigation related recordings.
2. The Security Chief or equivalent District employee or Sergeant shall conduct periodic reviews to:

- a. Ensure the equipment is being used in accordance with policy and procedures.
 - b. Monitor and document the use, and failure to use, the body-worn camera to ensure officers are receiving needed training and counseling regarding the device.
 - c. Report and correct any Patrol Officer discrepancies in the use of the body-worn camera system.
 - d. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.
 - e. Inspect for equipment damage, loss or misuse and to report and investigate the cause.
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 - b. Prior to courtroom testimony.
 - c. For potential training purposes.
 - d. A supervisor necessitating clarification regarding a concern from a citizen.
 - e. A supervisor, who is investigating a particular incident or accusation of misconduct, may review videos based on a supervisory need.
3. In no event shall any recording be used or shown for the purpose of ridicule or embarrassing any employee or member of the community.

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2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the Security Chief, or equivalent District employee or General Manager. Each request will be evaluated and responded to on a case-by-case basis. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
4. When possible and practical, a copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
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MEDIA STORAGE, RETENTION AND DESTRUCTION

1. Recorded data from the body-worn camera systems shall be retained in the Security Chief's office for a minimum of one year (as required by Government Code section 53160).
2. After one year, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.
3. Recorded data from body-worn camera systems shall not be destroyed or erased

without the General Manager's approval.

**Approved Rancho Murieta Community Services District Board
of Directors**

**Adopted
XX/XX/2021**

DRAFT

Date: February 12, 2021
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Security Services Opinion Poll RFQ Selection

RECOMMENDED ACTION

To approve the contract with True North, Inc., to perform a Community Opinion Survey Regarding Security Services.

DISCUSSION

Security services at Rancho Murieta are funded by Measure J Special Tax, as approved by the voters in 1998. When the voters approved, Measure J, they established methods for setting monthly rates for commercial, residential, and undeveloped property, security services. Measure J provided funding for two (2) Gate Officers and one (1) Patrol Officer working 24/7/365. Initially, the base-year rates provided sufficient funds to support the twenty-four hour per day operations. During the first few years, rates were set below the baseline due to lower budgetary needs. Approximately ten years later, the rates needed to increase to keep up with the rising costs. As the years progressed, costs caught up and then surpassed the available rate increases.

Over the past five years, the District began to supplement Security special taxes with general-purpose property tax. This practice became necessary as the cost of security services has outpaced revenue growth. For fiscal year 2020-21, the District has allocated sixty-five percent (65%) of property tax revenue to support Security. Without a significant change in the level of services or an influx of new ratepayers, The District cannot sustain the practice of spending property taxes on Security.

District Staff prepared and released a Request for Quote November 5, 2020, to establish a plan to conduct a Community Opinion Survey regarding Security Services. This poll will be to survey Rancho Murieta residents, landowners, and businesses, to determine the potential for replacing or supplementing Measure J, which was passed by the voters in 1998. Four responses were received and a team consisting of representatives from CSD, RMA, and the Commercial sector chose True North, Inc. as the company best suited to complete the Survey. (See True North, Inc. response to RFQ) The total price for services is \$29,502. (See attached Contract).

After approval of the Finance Committee on November 3, 2020, District Staff released the RFQ November 5, 2020. The RFQ response deadline was Wednesday, November 25. The list below is the current estimate for the timing of events.

1. Receive RFQ responses – November 25, 2020
2. Report results and recommendation to Finance Committee on February 3, 2021
3. Requesting approval to award contract at the February 17, 2021 Board Meeting
4. Begin project with Stakeholder meetings in March 2021
5. Conduct polling activities in April 2021

6. Present polling results to Finance Committee on May 4, 2021
7. Presentation to the Board on May 19, 2021
8. Possible voter referendum in Fall 2021

The RFQ's were evaluated and scored by representatives from the CSD Board, RMA Compliance, Commercial Development, and the CSD GM. The scoring was based on a 0-5 point scale. True North scored the overall highest overall and proved to be the best fit for the District. The scoring matrix is below.

RFP Scoring Matrix									
Criteria	Weighting	Respondants							
		ETC Institute		FM3 Research		Great Blue Research		True North Research	
		Score	Total	Score	Total	Score	Total	Score	Total
Adherence to RFP Instructions	1	14	14	16	16	12	12	15	15
Technical assesment	2	15	30	16	32	10	20	17	34
Quality of propped staff	3	15	45	18	54	15	45	15	45
Does the plan make sense	3	11	33	14	42	11	33	16	48
Does timeline meet our requirements	3	15	45	17	51	16	48	17	51
Do previous projects align with our needs	5	10	50	16	80	8	40	17	85
Reference checks	3	1	3	4	12	3	9	2	6
Is the budget clearly discussed	3	17	51	18	54	15	45	17	51
Estimated price	5	4	20	0	0	5	25	3	15
Overall project understanding	4	15	60	15	60	12	48	16	64
		Totals:	351		401		325		414

Summary

The Board of Directors is requested to provide approval to award the contract and to authorize the General Manager to sign the agreement.

COMMUNITY OPINION SURVEY
PROPOSAL FOR RESEARCH & CONSULTING

PREPARED FOR THE
RANCHO MURIETA CSD



NOVEMBER 17, 2020



1592 N COAST HIGHWAY 101
ENCINITAS CA 92024
760.632.9900 WWW.TN-RESEARCH.COM



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COVER LETTER

True North Research, Inc. (True North) is pleased to present this proposal to the Rancho Murieta Community Services District (District) to design and conduct a statistically reliable community survey. Based on the RFQ and our experience conducting hundreds of similar surveys for special districts and municipalities in California, True North understands that Rancho Murieta CSD has two main research interests for the proposed study. The first is to use the survey as a community needs assessment and performance measurement tool. That is, the survey is an opportunity to profile residents' needs, perceptions, opinions, and priorities as they pertain to public safety and security services, and measure how well they perceive these needs are being met through existing security services provided by the District.

Like many of True North's public sector clients that are experiencing exponential cost growth in a revenue-constrained environment, the District is also interested in exploring voters' willingness to support a potential revenue measure (special tax) to enhance funding for safety and security services by the District. For this component of the research, the goal is to assess the feasibility of placing a revenue measure on the ballot in 2021 and—if feasible—determine how best to package a measure for voter approval. Assuming the survey results are promising and the District chooses to move forward with a measure, True North is also prepared to assist District staff with preparing the revenue measure and developing communications strategies.

WHAT SETS TRUE NORTH APART? The True North team has the expertise, experience, resources, and dedication needed to successfully overcome the challenges of the proposed study. Research is our passion—and it shows in the energy, expertise, and dedication we bring to all aspects of the research process and our client relationships. Although we provide more details in the body of this proposal, we thought it would be helpful to highlight at the outset what distinguishes True North from other research firms.

Unmatched Experience & Expertise Conducting Community Opinion Surveys True North's President (Dr. Timothy McLarney) and Principal Researcher (Richard Sarles) have *personally* designed and conducted more surveys to assist California public agencies in meeting their performance and planning goals than any other researchers in the State. Since True North's founding in 2002, our team has conducted over 1,000 surveys for public agencies, including more than 400 community opinion surveys for special districts and municipalities for planning, budgeting, and performance measurement purposes. The advantage of working with True North is that our experience will not only allow us to be a very active, insightful collaborator with the Rancho Murieta CSD when *designing* the survey, it will also enable us to provide reliable benchmarking information and meaningfully *interpret* (and provide context to) the results of the District's survey.

Highest Success Rate in California for Revenue Measures Creating revenue measures that are ultimately approved by the necessary percentage of voters is difficult, especially in the State of California. Successful measures require insightful research and sound, strategic advice. One testimony to the accuracy of our research and the reliability of our strategic advice is that we have the highest *verifiable* success rate in the State of California for revenue measures over the past decade (95%), and a 100% success rate in five of the last six election cycles including the November 2020 election. To date, we have helped our clients raise over \$34 billion in voter-

approved revenue measures. Our experience includes all types of revenue measures including general and special sales taxes, parcel taxes, bonds, transient occupancy taxes, utility users taxes, benefit assessments, and property-related fees.

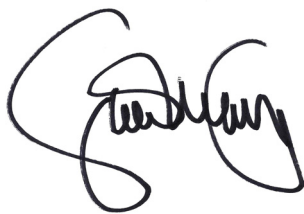
How We Manage Your Study Most research firms (and all of the larger firms) rely heavily on delegation to manage their work flow. Although they may send the Principals to the interview, the unfortunate reality is that once they ‘win’ a project the actual research tasks—design, data processing, data analysis, report writing, presentation building—are promptly delegated to junior-level staff.

At True North, we follow a very different model for managing your project. We believe the best approach to conducting your study is to have the person in our organization with the *most* expertise and experience roll-up his sleeves and actually do the work. At True North, who you see is who you get. True North’s President (Dr. McLarney) will personally perform more than 75% of the research tasks for the proposed survey.

Value-Added Services We go the extra mile for our clients by providing value-added research, project management, and modeling services that other firms do not. In addition to the standard deliverables (survey report & crosstabulations), we provide additional services including advanced statistical modeling (regression analysis). These value-added services will ensure that the District receives the most *accurate* and *insightful* research, and are very helpful in developing effective strategies for building and sustaining community support for a tax measure.

The True North team is excited to partner with the Rancho Murieta CSD on this important project. We think that you will find our qualifications, our attention to client service, and our interest in this study to be exceptional. Should you have any questions about this proposal, please do not hesitate to contact me by email at mclarney@tn-research.com or by phone at 760.632.9900. I will serve as the District’s point of contact and Project Manager throughout the entire project.

Sincerely,



Timothy McLarney, Ph.D.
President
True North Research
1592 N. Coast Highway 101, Encinitas CA 92024
p: 760.632.9900
mclarney@tn-research.com
www.tn-research.com



EXPERIENCE & QUALIFICATIONS

TRUE NORTH OVERVIEW True North is a full-service survey research firm that is dedicated to providing cities, special districts, and other public agencies with a clear understanding of the opinions, perceptions, priorities and concerns of their residents and voters. Through designing and implementing scientific surveys, focus groups and one-on-one interviews, as well as expert interpretation of the findings, True North helps its clients to move with confidence when making strategic decisions in a variety of areas—such as planning, policy evaluation, service provision, passing revenue measures, and developing effective public information campaigns. To date, the Principals at True North have designed and conducted over 1,000 research studies for public agencies, including more than 350 revenue measure feasibility studies to gauge voter support for capital and service initiatives, identify the factors that shape voters' opinions regarding a proposal, develop effective public education and outreach strategies, and help agencies position a measure for voter approval.

True North Research was co-founded in 2002 as a two-person survey consulting firm by Dr. McLarney and Mr. Sarles and is an S-Corporation in good standing with the State of California. Although we have had many opportunities to expand our business during the past 19 years, we have chosen to maintain True North as a two-person firm. Dr. McLarney and Mr. Sarles still manage every aspect of every True North project. We are an extremely efficient, collaborative team of two—and we have chosen to keep it that way so that our clients continue to receive exceptionally high quality customer service and research insights. Dr. McLarney and Mr. Sarles are committed to working with the Rancho Murieta CSD for the duration of this project—there will be no staff turnover or changes.

PERSONAL VS. FIRM-LEVEL EXPERIENCE Before discussing our experience in more detail, we feel it is important to note the difference between *personal* experience and *firm-level* experience. It is very common for research firms to provide a long list of projects in their proposals in an effort to demonstrate that they are both well-qualified and highly experienced in conducting surveys of this type. The reality, however, is that this firm-level experience is often a game of smoke-and-mirrors. What they *don't* tell you is that their list of projects was managed by dozens of different project managers over many years, many of whom no longer work for the firm and only one of whom will be assigned to your project (along with lower-level support staff).



The bottom line is that it doesn't matter how many projects or clients a firm has worked with over the years. Nor does the experience of the Principals or others at the firm matter if they aren't going to be the ones rolling-up their sleeves to work on your study. What matters is the experience and expertise of the specific individuals who will be working directly on your project and handling each of the key research tasks.



For this reason, we take a different approach. The experience discussed throughout this proposal—and the projects referenced below—are the *personal* experience of the individuals who will be working on all aspects of the study for the Rancho Murieta CSD: Dr. McLarney and Mr. Sarles. We encourage the District to take this difference into account when reviewing firms and proposals.

MUNICIPAL SURVEY EXPERIENCE True North is the State's leader in designing community and voter opinion survey research studies for California cities and special districts. Below is a sampling of the municipalities for which Dr. McLarney and Mr. Sarles have personally designed and conducted surveys.

Agoura Hills	Eastvale	Lemon Grove	San Anselmo
Alhambra	El Cajon	Lompoc	San Carlos
Aliso Viejo	Encinitas	Long Beach	San Clemente
Anaheim	Escondido	Los Angeles	San Diego
Apple Valley	Folsom	Los Gatos	San Gabriel
Arroyo Grande	Fontana	Madera	San Jose
Atascadero	Fremont	Malibu	San Luis Obispo
Atherton	Gilroy	Manhattan Beach	San Marcos
Azusa	Glendale	Menifee	San Marino
Banning	Glendora	Mission Viejo	San Mateo
Barstow	Goleta	Moorpark	Santa Barbara
Beverly Hills	Grand Terrace	Murrieta	Santa Clarita
Brea	Half Moon Bay	Norwalk	Santa Monica
Burbank	Hesperia	Oceanside	Signal Hill
Campbell	Huntington Beach	Oxnard	South Lake Tahoe
Cerritos	Indian Wells	Palmdale	South Pasadena
Chino	Irvine	Petaluma	Temecula
Chula Vista	Kerman	Pico Rivera	Thousand Oaks
Claremont	La Canada-Flintridge	Placentia	Truckee
Clayton	La Palma	Port Hueneme	Upland
Costa Mesa	Laguna Beach	Rancho Cucamonga	Ventura
Cudahy	Laguna Niguel	Rancho Palos Verdes	Watsonville
Cypress	Lake Elsinore	Rancho Santa Margarita	West Hollywood
Dana Point	Lake Forest	Redlands	Westlake Village
Del Mar	La Mesa	Redondo Beach	Whittier
Diamond Bar	Lathrop	Riverside	Yorba Linda
East Palo Alto	La Verne	Rocklin	Yucca Valley

UTILITIES AND SPECIAL DISTRICT EXPERIENCE One of the advantages of selecting True North is that we have extensive experience working with special districts and public utilities on a wide range of research topics including customer needs assessments, customer satisfaction/performance measurement, pricing and rate plan studies, program design/evaluation, product design/evaluation, branding and customer perceptions, marketing, and building customer support for various initiatives. In the past five years alone, True North has led more than 30 research projects for community service districts and public utilities in the potable water, sewer/wastewater, electricity, and gas industries. In addition to the municipalities shown above that may manage one or more utility services, our clients include the Casitas Municipal Water District, Cucamonga Valley Water District, Elsinore Valley Municipal Water District, Monte Vista Water District, Otay Water District, San Diego County Water Authority, West Valley Water District, West Basin Water District, Nipomo Community Services District, Goleta West Sanitary District, Los Angeles Bureau of Street Lighting, Santa Margarita Water District, and the Sacramento Municipal Utility District (SMUD). True North has also conducted research for some of the largest private utilities in the world, including Veolia Water.

REVENUE MEASURE EXPERIENCE Creating revenue measures that are ultimately approved by the necessary percentage of voters is difficult, especially in the State of California. Successful measures require insightful research and sound, strategic advice. One testimony to the accuracy of our research and the reliability of our strategic advice is that we have the highest

verifiable success rate in the State of California for revenue measures over the past decade (95%), and a **100%** success rate in five of the last six election cycles including the November 2020 election. To date, we have helped our clients pass hundreds of revenue measures and have raised over \$34 billion in voter-approved tax measures. Our experience includes all types of revenue measures including general and special sales taxes, parcel taxes, bonds, transient occupancy taxes, utility users taxes, benefit assessments, and property-related fees. It is also worth noting that dozens of the measures our research has positioned for success have focused on public safety services.



REFERENCES

The following are brief descriptions and reference information for survey research projects conducted by True North's team of Dr. McLarney (lead) and Mr. Sarles (support). We take great pride in going the extra mile for our clients, in providing exceptional client service, and in providing research and deliverables that are the best in the industry—but please don't just take our word for it. We encourage the District to contact our references and ask about the quality of work performed by Dr. McLarney and Mr. Sarles, as well as our ability to deliver projects on-time and within budget.

City of Lake Elsinore True North designed and conducted the City of Lake Elsinore's first statistically reliable citizen satisfaction survey in 2016, as well as two revenue measure feasibility surveys in 2019 and 2020 that led to a successful tax measure on the November 2020 ballot for public safety, street maintenance, and community services. Contact: Grant Yates, City Manager, 130 South Main Street, Lake Elsinore CA 92530: gyates@lake-elsinore.org.

City of Murrieta In one of the most conservative communities in California, True North designed and conducted multiple community opinion surveys that focused on measuring community needs, priorities, and willingness to support a tax measure for public safety and infrastructure (successful in 2018). Contact: Kim Summers, City Manager. 1 Town Square, Murrieta CA 92562. 951.304.2489; KSummers@MurrietaCA.gov.

City of San Mateo True North was selected by the City of San Mateo through a competitive RFP process in 2019 to design and conduct two surveys—a *Community Opinion Survey* of adult residents to measure the City's performance in providing services and to help inform the City's General Plan Update, and a second survey of likely voters to assess the feasibility of a potential tax measure for the November 2020 ballot that would fund public safety services and infrastructure (successful with 75% support). Contact: Samantha Weigel, Communications & Public Relations. 330 W. 20th Ave., San Mateo CA 94403. sweigel@cityofsanmateo.org.

City of Manhattan Beach Dr. McLarney and Mr. Sarles have designed and conducted 11 surveys for the City of Manhattan Beach since 1999, including multiple resident satisfaction surveys, a survey to help guide the City's Community Facilities Plan, and revenue measure feasibility surveys that have led to multiple voter-approved tax measures. The most recent surveys were conducted in 2020. Contact: Bruce Moe, City Manager, 1400 Highland Ave, Manhattan Beach, CA 90266: 310.802.5552; bmoe@citymb.info.

City of Escondido True North was selected through a competitive RFP process in 2019 to design and conduct two surveys for the City of Escondido—a community opinion survey to identify community needs, priorities and satisfaction as they pertain to city services, and a second voter survey to assess the feasibility of a local sales tax measure. Contact: Jay Petrek, Assistant City Manager. 201 North Broadway, Escondido CA 92025: 760.839.4631; jpetrek@escondido.org.

City of Glendora True North has assisted the City of Glendora with three *Community Satisfaction Surveys*, a 2019 survey to measure residents' views and policy preferences with respect to addressing homelessness, and a 2020 survey to help inform the City's search for a new Chief of Police. Contact: Adam Raymond, City Manager. 116 E Foothill Blvd, Glendora, CA 91741: 626.914.8200; araymond@cityofglendora.org.

City of Chula Vista True North assisted the City of Chula Vista with feasibility research and strategic advice that led to the successful passage of a local sales tax measure on the November 2016 ballot for infrastructure, a *second* local sales tax on the June 2018 ballot for public safety, and a *third* successful tax on the November 2018 ballot for general city services. Contact: Anne Steinberger, Marketing and Communications Manager. 276 Fourth Avenue, Chula Vista CA, 91910: 619.409.5446; asteinberger@chulavistaca.gov.

City of Oceanside True North assisted the City of Oceanside with feasibility research and strategic advice that led to the successful passage of a sales tax to fund public safety and general city services in 2018. Contact: Deanna Lorson, Assistant City Manager. 300 North Coast Highway, Oceanside CA 92054. 760.495.3055.

City of Atascadero True North recently assisted the City of Atascadero with survey research and strategic advice that led to the successful passage of a sales tax to fund public safety and general city services in 2020. Contact: Rachelle Rickard, City Manager. 6500 Palma Avenue, Atascadero CA 93422: 805.470.3400; rrickard@atascadero.org.

City of Redlands True North assisted the City of Redlands with baseline and tracking surveys and provided strategic advice that led to the successful passage of a sales tax for public safety and general city services on the November 2020 ballot. Contact: Danielle Garcia, Director of Management Services. 35 El Cajon Street, Suite 15B, Redlands CA 92374: 909.798.7544; dgarcia@cityofredlands.org.

Mountains Recreation & Conservation Authority True North conducted a tax measure feasibility survey and provided strategic advice to MRCA that led to the successful passage of a special tax on the November 2020 ballot dedicated to fire protection, ranger patrols, and maintenance of open space. Contact: Dash Stolarz, Director of Public Affairs. 570 West Avenue 26, Suite 100, Los Angeles CA 90065: dash.stolarz@mrca.ca.gov; (323) 221-9944 x198.

Sacramento Municipal Utility District (SMUD) On an ongoing basis for the past 11 years, True North has served as the Sacramento Municipal Utility District's primary research consultant for market research. We have designed and conducted dozens of studies for the purposes of measuring customers' product and service needs, program design/evaluation, profiling customers' media habits, developing advertising campaigns, and measuring the effectiveness of SMUD's outreach and communications. Our work for SMUD includes multiple studies each year between 2009-2020, including two active studies (2020). Contact: Anya Suneson, Principal Researcher, 6201 S Street, Sacramento CA 95817: 916.732.6341; Anya.Suneson@smud.org.

PROJECT ORGANIZATION & STAFF



Most research firms manage survey projects through division of labor and a *lot* of delegation. Although the Principals may appear for the interview and for client meetings, their involvement beyond that point is generally negligible. The Project Manager’s role is to be the point of contact and help design the study, but even they only handle about 20% of the workload. The unfortunate reality is that most of the important research tasks—data processing, data analysis, report writing, presentation building—are delegated to junior-level staff. And the bigger the firm, the more projects they manage, the more they rely on junior staff to get the work done.



We do things **differently** at True North. In fact, one of the main reasons we founded True North 19 years ago was because we recognized that there is a much better model for managing a research project—have the person with the *most* experience and expertise in the firm roll up his/her sleeves and actually do the work. At True North, who you see is who you get. Dr. McLarney will not only serve as the Project Manager and the day-to-day contact for the District, he will *personally* perform about 75% of the research tasks on the survey project including *all* design, analysis, report writing, and presentations. We have purposely kept True North as a single office, two-person consulting firm because of our commitment to this project management model and the many benefits it provides to our clients.

FIGURE 1 PROJECT ORGANIZATION & TASKS BY TEAM MEMBER

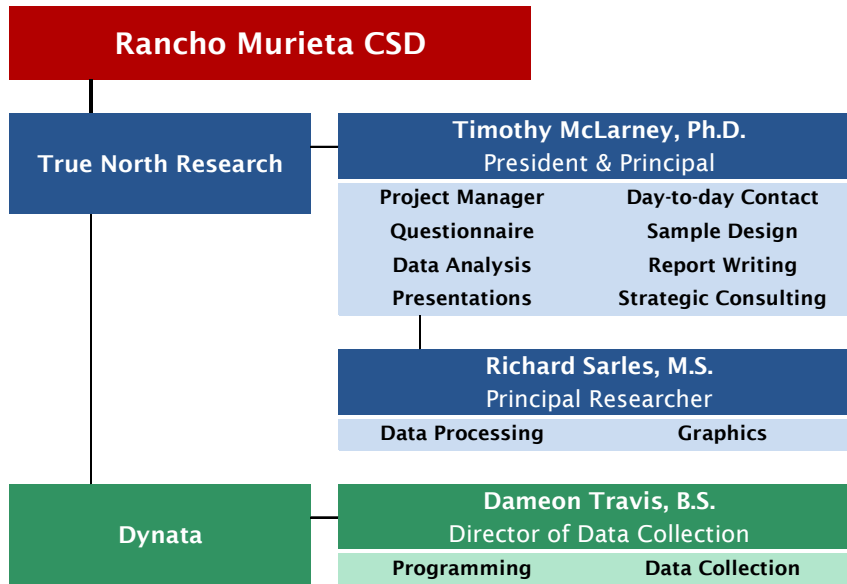


Figure 1 presents the organizational chart for the proposed study, as well as the tasks to be performed by each member of our team. True North Research will serve as prime contractor at the direction of the Rancho Murieta CSD. Dr. Timothy McLarney (President of True North) will be the Project Manager for the study and will perform all key design, analysis, and reporting tasks. Richard Sarles (Principal Researcher at True North) will assist with data processing and graphics production for the report.

The telephone interviews will be conducted by the same high quality, professional data collection firm that True North has teamed with to complete more than 800 community and voter surveys—Dynata. Dameon Travis (Director at Dynata) will manage the day-to-day interviewing schedule and quality control procedures in close consultation with Mr. Sarles and Dr. McLarney.

RESUMES AND ROLES For the District’s reference, the following paragraphs provide additional information about Dr. McLarney’s, Mr. Sarles’, and Mr. Travis’ respective roles on this project, as well as their education and research backgrounds.

Project Manager

Timothy McLarney, Ph.D., will serve as the Project Manager for the proposed survey and the District’s point of contact on all matters related to the study. Dr. McLarney will lead all design, analysis, reporting and presentation tasks. Approximately 75% of the research tasks will be performed directly by Dr. McLarney.

Dr. McLarney has more than 20 years of experience in research methodology, statistics, public opinion analysis, and providing data-driven strategic advice to public agencies. During his career, Dr. McLarney has occupied a lead role in over 1,000 research studies, including more than 400 studies for cities and special districts California.

Dr. McLarney is a nationally recognized expert in survey research methodology, sampling theory, weighting and the use of statistical methods to generalize survey results. His research has been recognized at numerous national and state conferences, has been published in academic journals, and has earned him honors including the title of Visiting Scholar at the Institute of Governmental Studies at UC Berkeley. He has also served as an independent expert witness in survey research methodology for California legal cases.

Dr. McLarney earned his Ph.D. and M.A. in Government from Cornell University with an emphasis in survey methodology, sampling theory and public opinion, as well as a Bachelor’s degree in Politics from the University of California, Santa Cruz.

Principal Researcher

Richard Sarles, M.S., will assist Dr. McLarney with managing data collection, data processing, and graphics production for the report. Mr. Sarles will manage approximately 20% of the research tasks. As Principal Researcher and co-founder of True North Research, Mr. Sarles applies his expertise in statistics, sampling, weighting and analysis to a wide variety of research studies. A veteran of over 1,000 research studies, public and private clients throughout the country rely on Mr. Sarles’ research to help them meet their performance and planning goals.

Prior to co-founding True North Research in 2002, Mr. Sarles was employed as the Associate Research Director at a west coast research firm. One testimony to Mr. Sarles’ expertise is he authored a primer on

survey research methodology and customer satisfaction studies for the California Library Association that was published to all institutional members in the state. Mr. Sarles received his M.S. in Experimental Psychology from Illinois State University with magna cum laude honors. He also received his B.S. in Psychology from Illinois State University, graduating with summa cum laude honors.

Data Collection Manager **Dameon Travis, B.S.**, is the Director of Account Management at Dynata and will serve as the Data Collection Manager for this study. As he has for more than 500 of True North's survey projects, Mr. Travis will manage the data collection process and interviewing team and will report directly to Dr. McLarney and Mr. Sarles. Mr. Travis has extensive experience in managing all aspects of telephone interviewing, including sampling designs, CATI stations and programming, interviewer training, daily reporting procedures, and quality control processes. In the past five years alone, Mr. Travis has managed more than 700 studies such as the one proposed here. With a B.S. in Communications and Economics and more than 10 years experience at Dynata working closely with Dr. McLarney and Mr. Sarles on similar studies, Mr. Travis will be an invaluable asset to the project.

SURVEY APPROACH & METHODOLOGY

True North has developed a sophisticated research methodology for measuring community opinions and priorities as they relate to public services, reliably gauging whether voters will support a revenue measure, and (if yes) identifying how best to package the measure for success. The key elements of our work plan and methodology are described in the following sections. Although our research design is based on methods that are proven industry standards, our attention to detail and both the extent and manner in which we analyze the data are anything but standard.



As described in more detail later in this section, we propose to use a **stratified random sampling methodology** that ensures a representative sample of Rancho Murieta voters regardless of whether they use land lines, cell phones, both, or neither. We also recommend using a **three-pronged recruiting strategy** of mailed letters, email invitations, and telephone calls to recruit participation in the survey and a **mixed-method data collection methodology** that allows sampled respondents the flexibility of participating by telephone or online at a password protected web site. Designed, tested and refined by True North over the past 10 years, our recommended survey approach has proven to increase participation rates, reduce response bias, engage traditionally hard-to-reach subgroups, and increase the overall accuracy and reliability of community survey results when compared to the methods generally used by other polling firms.

COMMUNICATION Before discussing the ‘nuts-and-bolts’ of the research design, we’d like to first briefly discuss True North’s approach to communicating effectively with the District on this study. At the outset of this study, True North recommends having a kick-off meeting with all individuals who will be actively involved in the study (or will be an important stakeholder) in attendance. The kick-off meeting is a great forum for talking about past research conducted and the District’s needs, expectations, and concerns for the upcoming survey and deliverables. The kick-off meeting will also provide an opportunity for Dr. McLarney to clarify any questions about the proposed methodology, ask questions of District staff, and identify changes to the methodology (as proposed) that may better serve the District’s interests. In short, the purpose of the kick-off meeting is to make sure that everyone is in agreement about the details of the study, identify areas that need further clarification, share materials, and establish a more detailed work plan for the project.

After the kick-off meeting, Dr. McLarney will keep in regular contact with the Project Manager identified by the District through telephone, email, and video conference meetings. Dr. McLarney will serve as the point of the contact for the District on all matters related to this project and will provide frequent updates (typically at least once per week) on the status of the project. These updates are generally made by Zoom, telephone, or email, depending on the District’s preference and the urgency of the topic.

BACKGROUND RESEARCH & WORKSHOPS Following the kickoff meeting, we will carefully review all past surveys, staff reports, and relevant materials so we are familiar with the nature of past studies that have been conducted for the District, as well as the District’s interests and concerns for the forthcoming study. As an *option* for this phase, we can also coordinate with the District to convene workshops with voters in Rancho Murieta North, Rancho Murieta South, Murieta Village, and Murieta Gardens II, as well as owners of undeveloped land and commercial

businesses. Anticipating that the COVID-19 pandemic will make it difficult to convene these workshops in person (and would naturally restrict attendance), we recommend facilitating the workshops on Zoom. The workshops will allow us to discuss perceptions of public safety services in Rancho Murieta, identify areas of concern, and explore key themes and messages that may be worthwhile addressing/testing in the survey.

SAMPLING METHOD In revenue measure research, the first step is to identify the population of individuals who will vote on the measure, then survey a representative sub-sample of these individuals. The appropriate set of individuals to be included in the sample thus varies depending on a number of factors. The expected election date, for example, is one factor that has a large influence on voter turnout and the profile of participating voters.

TABLE 1 RANCHO MURIETA CSD: ALL REGISTERED VOTERS & MODERATE TURNOUT 2021 ELECTION

	Total Registered		Moderate Turnout 2021 Election	
		%		%
TOTAL	4,810		2,929	
Party				
DEM	1328	28%	922	31%
REP	2375	49%	1534	52%
IND	1022	21%	443	15%
MPL (Minor Party Liberal)	15	0%	2	0%
MPC (Minor Party Conservative)	70	1%	28	1%
Gender				
FEMALE	2456	51%	1538	53%
MALE	2277	47%	1367	47%
GENDER UNK	77	2%	24	1%
Age				
AGE 18-29	519	11%	126	4%
AGE 30-39	391	8%	154	5%
AGE 40-49	661	14%	290	10%
AGE 50-64	1280	27%	782	27%
65+ OR NO AGE	1959	41%	1577	54%
Registration Date				
REG BEFORE 6/06	2958	61%	2145	73%
REG 6/06 TO 6/12	403	8%	226	8%
REG 6/12 TO 11/18	962	20%	503	17%
NEW REG AFTER 11/18	487	10%	55	2%
Ethnicity (Surname)				
AFRICAN-AMERICAN	55	1%	36	1%
ASIAN (COMPOSITE)	143	3%	70	2%
LATINO	305	6%	156	5%
NOT (AF-AM, ASIAN OR LATINO)	4307	90%	2667	91%
Household Party Type				
1 Democrat HH	200	4%	149	5%
2+ PURE Democrat HH	590	12%	460	16%
1 Republican HH	351	7%	207	7%
2+ PURE Republican HH	1299	27%	918	31%
DEM/MPL/NP HH (Mixed Liberal)	496	10%	240	8%
REP/MPC/NP HH (Mixed Conservative)	792	16%	387	13%
DEM & REP MIXED HH	654	14%	363	12%
NP/OTHER HH	428	9%	205	7%
Home Ownership Status				
HOMEOWNER	3955	82%	2537	87%
RENTER	855	18%	392	13%

Although there are 4,810 registered voters who reside within the boundaries of the Rancho Murieta Community Services District, just 2,929 are expected to participate in an off-year (2021) election assuming moderate turnout. Moreover, as shown in Table 1 on the prior page, the demographic and political profile of the District's electorate changes somewhat as the electorate contracts. As turnout shrinks, the percentage of senior voters increases (+13%), as does the voting power of those registered to vote in the District before June 2006 (+12%), dual Democratic (+4%) and Republican (+4%) households, and home owners (+5%).

If the District is interested in a potential 2021 measure, we recommend selecting a sample of voters who are likely to participate in 2021 election on the natural or in response to a campaign's get-out-the-vote efforts. This strategy will also allow us to identify how support for a potential measure may vary based on low, medium and high-turnout scenarios and quantify the potential influence of an effective get-out-the-vote effort.

Once the appropriate universe of voters is selected, the universe will be *stratified* by demographic characteristics that are known to influence voting behavior—namely partisan affiliation, household party composition, age, gender, and geography. Voters will then be randomly selected into *clusters* within the appropriate strata. This sampling method ensures that the composition of the sample accurately reflects the composition of the electorate that is expected to participate in the election of interest.

SAMPLE SIZE By using a stratified and clustered random sampling design, True North will ensure that the sample is representative of likely voters in the District. The results of the sample can then be used to estimate the opinions of *all* likely voters in the District who are expected to participate in the election of interest. Because not all likely voters will participate in the survey, however, the results will have what is known as a statistical margin of error due to sampling. The margin of error refers to the difference between what is found from the sample of likely voters and what would have been found had *all* likely voters in the universe been surveyed.

Although the size of the District's electorate is small (4,810 total registered voters), its also the case that Rancho Murieta residents have a strong attachment to the community and will be motivated to share their opinions on this important topic. For this reason and because we plan to use *three* methods of recruiting (see *Three-Pronged Recruiting* on page 14), we feel comfortable recommending a sample of 400 completed interviews. A sample of this size will produce results with a maximum statistical margin of error due to sampling of +/- 4.8% at the 95% level of confidence for voters overall. If we are able to deliver more than 400 interviews based on the community's strong response to the survey, there will be no additional charge for the additional interviews.

QUESTIONNAIRE Creating revenue measures that are ultimately approved by the necessary percentage of voters is difficult, especially in the State of California. Successful measures require careful packaging—and it is in this area that the research performed by True North will be quite valuable. True North has developed a proven framework for the design of revenue measure survey instruments that captures the pieces of information needed for estimating the feasibility of a measure and, if feasible, determining how best to package the measure for voter consideration and approval. The instrument will identify the issues that voters feel are most important, how providing additional funding for public safety and security services ranks next to other impor-

tant issues, baseline (natural) support for a measure, the tax rate that voters will support, the specific services and improvements that voters are most interested in funding with measure proceeds, the information items that shape voter support for a measure, as well as how voter support for a measure may change once voters are exposed to the type of discussion and debate they will undoubtedly encounter during the election cycle. Collectively, this information will allow the team to determine if the District should move forward with a revenue measure and, if so, how best to structure the measure and the steps that should be taken to maximize the measure's chances of success including a voter outreach plan.

True North will lead the questionnaire design and revision process in close consultation with District staff. Throughout the design process, we are careful to develop a questionnaire that covers the topics of interest and avoids the many possible sources of systematic measurement error including position-order effects, wording effects, response-category effects, scaling effects and priming.

PRE-TEST & PROGRAMMING Once a refined draft of the questionnaire meets the approval of the District, it will be pre-tested internally and with approximately 20 voter households to ensure its integrity prior to finalization. Once any final changes are made in consultation with the District, the final survey will be CATI and web programmed for efficient telephone and online data collection. Based on our experience, a 15 minute survey instrument will capture the necessary information for this project.

THREE-PRONGED RECRUITING To maximize the survey response rate, reduce response bias, and engage hard-to-reach subgroups, we recommend using **three** recruiting methods—mailed invitations, email invitations, *and* telephone calls. The letters and email invitations will include a unique password for each individual to ensure that only Rancho Murieta voters are able to take the survey *and* limit the number of completed interviews per individual to one. We recommend that the envelope and letter be produced on CSD stationary or using the CSD logo, but clearly state that the survey is being conducted by an independent research firm to ensure the objectivity and anonymity of the study.¹

Why not use text messages to recruit participation in the survey? Although appealing in concept, we *strongly* advise against soliciting participation in the survey using text messages due to legal considerations and the financial liability it can create for the District. The Federal Communications Commission (FCC) created the Telephone Consumer Protection Act (TCPA) to regulate telemarketing calls and the use of automatic telephone dialing systems. Recent updates to the TCPA and court cases make it clear that use of autodialed text messages requires prior *express written consent* from recipients, a higher standard than has been required in the past. The fines for violating TCPA regulations can be extremely expensive—up to \$18,936 per violation (i.e., per text).

Some survey firms are using text-messages for recruiting and will likely recommend this approach in their proposals—citing a lack of lawsuits to date and/or that their process skirts the legal risks by relying on *manual* dialing. Ongoing court cases (see *Bodie v. Lyft* 2019, *Wick v. Twilio* 2017, *Gordon v. Caribbean Cruise Line, Inc.* 2019), however, make it clear that even if a

1. We will provide recommended language for the invitation letter to the District for review and approval.

manual process is used on the front-end to dial a number, the text application requires an underlying platform/service such as Twilio to send the texts, much the same way that a telephone carrier sends phone calls to the desired recipient. Twilio and similar platforms have been found by the court to meet all of the characteristics of an ATDS (automated telephone dialing system). Considering the clarity of the law, ongoing lawsuits, and a pattern of multi-million dollar legal judgements when losing a case, we don't think the limited benefit of using text messages for recruiting is worth the risks to the District.

MIXED-METHOD DATA COLLECTION The reliability of survey results depends, in part, on having a high participation rate. One of the most productive ways of encouraging participation (and minimizing response bias) in a survey is to make it as convenient as possible for an individual to participate. Although some individuals find it most convenient to participate via telephone, others may have responsibilities and schedules that are simply not conducive to spending 15 to 20 minutes on the phone at a particular time. For this reason, we recommend a mixed-method design that will allow respondents maximum flexibility in choosing *when* and *how* they participate in the study.

The mixed-method approach involves allowing respondents the option to participate in the survey by telephone or online through a secure, password protected web-based application designed and hosted by True North. Respondents can access the online survey from a computer, tablet or smart phone, and the screen will scale accordingly. By providing respondents with flexibility as to when and how they participate in the survey, a mixed-method approach (especially in combination with a three-pronged recruiting method) will deliver higher participation rates, minimize response bias, and ultimately deliver more reliable results than using telephone-only based data collection methodologies.

Telephone Interviewing Quality telephone interviewing will be an important element of the proposed survey. Using a 'bargain' phone facility is rarely a bargain, as the integrity of the data and the accuracy of the results depends on the knowledge, experience and professionalism of the interviewers and supervisors. In the end, it is critical that the research team and the District can trust the data that were collected. For this reason, True North will team with Dynata, a professional interviewing company that has partnered with Dr. McLarney and Mr. Sarles on more than 800 community survey projects in the past and has a proven track-record of professional interviewers, quality data collection, and competitive pricing.

Interviewing for a resident survey is typically conducted in the evenings (5:30PM to 9:00PM PST) during weekdays, and 10:00AM to 6:00PM on weekends. True North works closely with Dynata to manage quality control procedures during data collection, which will include a training session with interviewers and supervisors to ensure that telephone interviewers understand the purpose of all of the questions in the survey, thoroughly testing the CATI and web programs prior to fielding, active and remote supervisor monitoring of interviews, quality control checks on a random selection of interviews to identify any discrepancies that may occur (and need adjusting), and daily monitoring of the sample characteristics to ensure that data collection is adhering to the sampling plan.

DATA PROCESSING Once the interviewing is complete, True North will process the data. This consists of checking the data for errors or inconsistencies, coding and recoding responses, and preparing frequency analyses and cross-tabulations. If strategic oversampling is used during the sampling stage, True North will adjust for the oversampling via a statistical procedure known as *weighting* to ensure representative results.

TOPLINE SUMMARY Once the data processing is complete, the team will analyze the results and prepare an initial topline summary, which consists of the percentage responses for each question asked in the survey.

SURVEY REPORT The survey report prepared by True North for the District will include a thorough question-by-question analysis of the survey findings (including overall results, and by voter subgroups), an executive summary of the key findings and conclusions, a detailed discussion of the methodology used to complete the study, a tabulation of all calls made during the study, a copy of the topline report, and a complete set of crosstabulations for reference that display the results broken down by various subgroups of voters. True North believes that the quality of the final report and presentation reflects directly upon the quality of the study as a whole as well as True North Research, so Dr. McLarney and Mr. Sarles take great care in developing a report which is thorough (100+ pages cover to cover)², insightful, free of mistakes, and presents the information in an eye-catching, full-color display.

True North's reports are the most thorough and insightful in the industry. Our reports are designed to meet the needs of the most sophisticated audiences and critics, while at the same time are accessible to individuals who may not have the interest or the familiarity with the survey to wade through the typical 'academic style' report. We also don't just report the results—we put the findings into context and explain their meaning based upon related questions in the survey, as well as our experience working on hundreds of tax measures in the State.

ADVANCED VOTER BEHAVIOR ANALYSIS One of the value-added services that True North provides that other firms do not is to use advanced statistical techniques (e.g, multiple regression analysis) for understanding what factors drive voters' behaviors and opinions with respect to a measure. Human behavior is complex and shaped by a multitude of factors—so to understand it (and thereby gain insights that will help in packaging a measure and associated communications for success) we need to use tools that are capable of handling that complexity. Regression analysis is one such tool that True North uses to understand the *independent* impact of each possible factor in shaping voters' opinions while simultaneously controlling for the possible influence of other factors.

Although other firms may mention that they provide "models", the reality is that these models are nothing more than basic descriptive statistics in one, two or maybe three dimensions. They are not using advanced statistical techniques capable of handling 10+ dimensions (e.g., age, gender, partisanship, children in home, geography, etc.) and isolating the independent impact that each has on voter support for a measure. True North is unique in providing these more

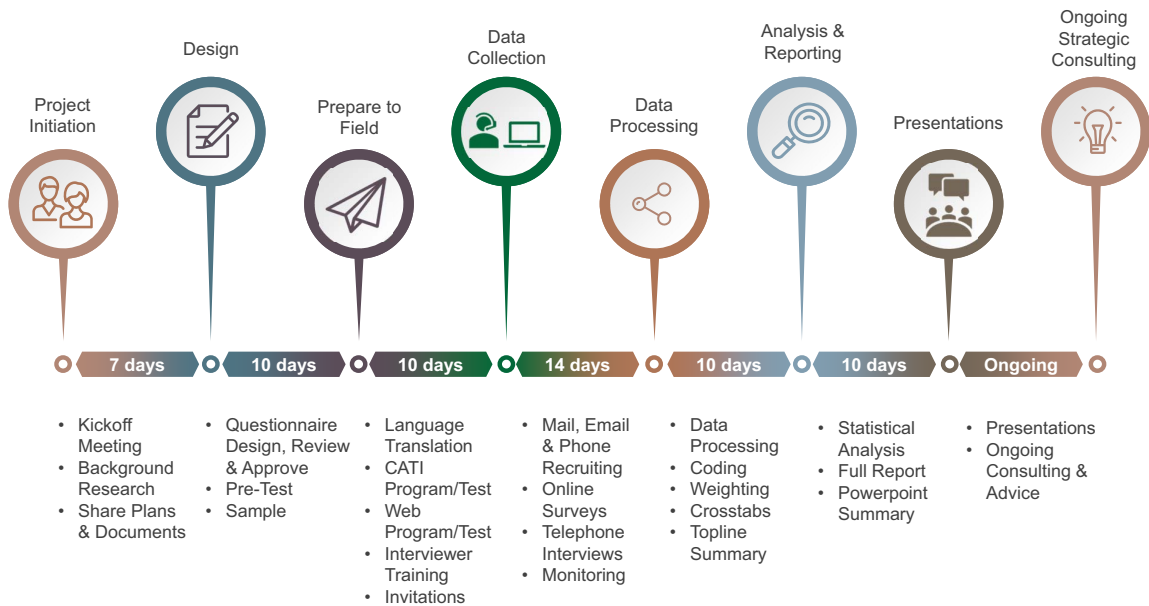
2. For those readers who don't have the time or the interest to review the entire report, we present a concise executive summary of the key findings and conclusions.

advanced statistical analyses and doing it within our standard cost structure—no additional charges apply.

PRESENTATION AND CONSULTING True North will prepare and deliver a PowerPoint presentation of the study results, conclusions and recommendations to the District at a Board Meeting or other venue of the District’s choosing. If the survey results are promising and the District elects to pursue a revenue measure, we will also be happy to work closely with the District to determine how best to package the measure for voter approval.

WORK SCHEDULE/TIME LINE True North will work with the Rancho Murieta CSD to establish a project schedule that meets the District’s needs for the survey. The following figure presents a typical time line for a community survey, showing the number of days that we generally recommend devoting to each stage, as well as the key research tasks that are completed in each stage. We have the availability and resources needed to meet this time line, as well as the flexibility to adjust this schedule, as needed, to best meet the District’s needs. Assuming the research process begins in early January as noted in the RFQ, the following schedule would have initial survey results available in February and a full report prepared by early March, 2021.

FIGURE 2 PROPOSED PROJECT TIME LINE



C O S T P R O P O S A L

The following table presents True North’s **flat-fee/not to exceed** cost to design and conduct the community survey and workshops as described in this proposal. The costs shown are inclusive—there will be no additional charges for incidentals, meetings, post-project advising, or any other matter. If selected as the District’s research partner for this study, our payment terms are simple: we request full payment at the *conclusion* of the study. No interim or up-front payments are needed.

When comparing our costs to those of other bidders, please note that our costs include value-added services that may not be provided by other firms. Our value-added services include:

- Using **three methods of recruiting** participation in the survey (mailed letters, email *and* telephone calls) to maximize the response rate, reduce response bias, and better engage traditionally hard-to-reach subgroups.
- Using a **mixed-method data collection methodology** that allows sampled respondents the flexibility of participating by telephone or online at a password protected web site according to their preference.
- Guaranteeing a minimum of 400 completed interviews, but we may **exceed** that amount. Any additional interviews will be provided to the District at no additional cost.
- Using **advanced statistical modeling** to identify the relative influence of various factors in shaping voters’ opinions about a potential measure.
- Providing the **most thorough and insightful report in the industry**. We don’t just report the results—we put the findings into context and explain their meaning based upon related questions in the survey, the District’s goals, relevant secondary information, the results of prior surveys, as well as our experience working with other public agencies on similar studies.

Although some of these services may not be included in the proposals submitted by other bidders (and we could similarly follow suit and offer a lower cost), our experience is that these services are necessary to ensure that the District receives statistically reliable survey results and the maximum value for its investment in this study.

TABLE 2 COST PROPOSAL

Task	Cost
Core Services	
Random Sample & Matching	\$2,500
CATI & Web Programming	\$1,540
Mailed Invitations	\$1,680
Data Collection	\$8,400
Data Processing/Weighting	\$2,000
Design, Analysis & Reporting	\$8,500
Value Added Services	
Statistical Modeling	Inc
Advise on measure package	Inc
SURVEY TOTAL	\$24,620
Optional Services	
Host Zoom Workshops with Residents/Businesses	\$2,200

**Rancho Murieta Community Services District
Services Agreement**

This Agreement is entered into as of the date last signed and dated below by and between Rancho Murieta Community Services District, a local government agency (“District”), and True North Research, an Incorporated Business (“Contractor”), who agree as follows:

1 Scope of Work

Contractor shall perform the work and render the services described in the attached Exhibit A (the “Work”). Contractor shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Contractor shall determine the method, details and means of doing the Work.

2 Payment

2.1 District shall pay to Contractor a fee based on *[check one]*:

Contractor’s time and expenses necessarily and actually expended or incurred on the Work in accordance with Contractor’s fee schedule on the attached Exhibit A.

The fee arrangement described on the attached Exhibit A.

The total fee for the Work shall not exceed \$29,502. There shall be no compensation for extra or additional work or services by Contractor unless approved in advance in writing by District. Contractor’s fee includes all of Contractor’s costs and expenses related to the Work.

2.2 At the end of each month, Contractor shall submit to District an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

3 Term

3.1 This Agreement shall take effect on the above date and continue in effect until completion of the Work, unless sooner terminated as provided below. Time is of the essence in this Agreement. If Exhibit A includes a Work schedule or deadline, then Contractor must complete the Work in accordance with the specified schedule or deadline, which may be extended by District for good cause shown by Contractor. If Exhibit A does not include a Work schedule or deadline, then Contractor must perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

3.2 This Agreement may be terminated at any time by District upon 10 days advance written notice to Contractor. In the event of such termination, Contractor shall be

fairly compensated for all work performed to the date of termination as calculated by District based on the above fee and payment provisions. Compensation under this section shall not include any termination-related expenses, cancellation or demobilization charges, or lost profit associated with the expected completion of the Work or other such similar payments relating to Contractor's claimed benefit of the bargain.

4 Professional Ability of Contractor

4.1 Contractor represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Contractor's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Contractor shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Contractor's field.

4.2 The following individuals are designated as key personnel and are considered to be essential to the successful performance of the work hereunder: Dr. McLarney and Mr. Sarles. Contractor agrees that these individuals may not be removed from the Work or replaced without compliance with the following sections:

4.2.1 If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, Contractor shall immediately notify District and shall, subject to District's concurrence, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

4.2.2 Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by District to evaluate the proposed substitution. District shall evaluate Contractor's request and District shall promptly notify Contractor of its decision in writing.

5 Conflict of Interest

Contractor (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Contractor's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Contractor is not a designated employee within the meaning of the Political Reform Act and District's conflict of interest code because Contractor will perform the Work independent of the control and direction of the District or of any District official, other than normal contract monitoring, and Contractor possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation or counsel.

6 Contractor Records

6.1 Contractor shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Contractor under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

6.2 In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

7 Ownership of Documents

All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Contractor under this Agreement and provided to District (“Work Product”) shall be the property of District, and District shall have the rights to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Contractor or any other party. Contractor may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Contractor shall not provide any Work Product to any third party without District’s prior written approval, unless compelled to do so by legal process. If any Work Product is copyrightable, Contractor may copyright the same, except that, as to any Work Product that is copyrighted by Contractor, District reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then District shall hold Contractor harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to District in paper format, upon request by District at any time (including, but not limited to, at expiration or termination of this Agreement), Contractor agrees to provide the Work Product to District in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet file, AutoCAD file).

8 Confidentiality of Information

8.1 Contractor shall keep in strict confidence all confidential, privileged, trade secret, and proprietary information, data and other materials in any format generated, used or obtained by the District or created by Contractor in connection with the performance of the Work under this Agreement (the “Confidential Material”). Contractor shall not use any Confidential Material for any purpose other than the performance of the Work under this Agreement, unless otherwise authorized in writing by District. Contractor also shall not

disclose any Confidential Material to any person or entity not connected with the performance of the Work under this Agreement, unless otherwise authorized in advance in writing by District. If there is a question if Confidential Material is protected from disclosure or is a public record or in the public domain, the party considering disclosure of such materials shall consult with the other party concerning the proposed disclosure.

8.2 Contractor, and its officers, employees, agents, and subcontractors, shall at all times take all steps that are necessary to protect and preserve all Confidential Material. At no time shall Contractor, or its officers, employees, agents, or subcontractors in any manner, either directly or indirectly, use for personal benefit or divulge, disclose, or communicate in any manner, any Confidential Material to any person or entity unless specifically authorized in writing by the District or by order of a court or regulatory entity with jurisdiction over the matter. Contractor, and its officers, employees, agents, and subcontractors shall protect the Confidential Material and treat it as strictly confidential in accordance with applicable law, District policies and directives, and best industry security practices and standards.

8.3 If any person or entity, other than District or Contractor, requests or demands, by subpoena, discovery request, California Public Records Act request or otherwise, Confidential Material or its contents, the party to whom the request is made will immediately notify the other party, so that the parties may collectively consider appropriate steps to protect the disclosure of those materials. The parties agree to take all steps reasonably necessary to preserve the confidential and privileged nature of the Confidential Material and its content. In the event that the parties cannot agree whether to oppose or comply with a disclosure demand, the opposing party may oppose the demand at its sole cost and expense, in which event the party favoring disclosure will refrain from disclosing the demanded Confidential Material until such time as a final agreement regarding disclosure is reached or, if an agreement is not reached, a judicial determination is made concerning the demand.

8.4 Unless otherwise directed in writing by the District, upon contract completion or termination, Contractor must destroy all Confidential Materials (written, printed and/or electronic) and shall provide a written statement to the District that such materials have been destroyed.

9 Compliance with Laws – Not Applicable

9.1 General. Contractor shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Contractor shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Contractor shall comply with all federal, state and local air pollution control laws and regulations applicable to the Contractor and its Work (as required by California Code of Regulations title 13, section 2022.1). Contractor shall be responsible for the safety of its workers and Contractor shall comply with applicable federal and state worker safety-related laws and regulations.

9.2 California Labor Code Compliance for Pre- and Post-Construction Related Work and Maintenance.

9.2.1 This section 9.2 applies if the Work includes either of the following:

9.2.1.1 Labor performed during the design, site assessment, feasibility study and pre-construction phases of construction, including, but not limited to, inspection and land surveying work, and labor performed during the post-construction phases of construction, including, but not limited to, cleanup work at the jobsite. (See California Labor Code section 1720(a).) If the Work includes some labor as described in the preceding sentence and other labor that is not, then this section 9.2 applies only to workers performing the pre-construction and post-construction work.

9.2.1.2 “Maintenance” work, which means (i) routine, recurring and usual work for the preservation, protection and keeping of any District facility, plant, building, structure, utility system or other property (“District Facility”) in a safe and continually usable condition, (ii) carpentry, electrical, plumbing, glazing, touchup painting, and other craft work designed to preserve any District Facility in a safe, efficient and continuously usable condition, including repairs, cleaning and other operations on District machinery and equipment, and (iii) landscape maintenance. “Maintenance” excludes (i) janitorial or custodial services of a routine, recurring or usual nature, and (ii) security, guard or other protection-related services. (See California Labor Code section 1771 and 8 California Code of Regulations section 16000.) If the Work includes some “maintenance” work and other work that is not “maintenance,” then this section 9.2 applies only to workers performing the “maintenance” work.

9.2.2 Contractor shall comply with the California Labor Code provisions concerning payment of prevailing wage rates, penalties, employment of apprentices, hours of work and overtime, keeping and retention of payroll records, and other requirements applicable to public works as may be required by the Labor Code and applicable state regulations. (See California Labor Code division 2, part 7, chapter 1 (sections 1720-1861), which is incorporated in this Agreement by this reference.) The state-approved prevailing rates of per diem wages are available at <http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>. Contractor also shall comply with Labor Code sections 1775 and 1813, including provisions that require Contractor to (a) forfeit as a penalty to District up to \$200 for each calendar day or portion thereof for each worker (whether employed by Contractor or any subcontractor) paid less than the applicable prevailing wage rates for any labor done under this Agreement in violation of the Labor Code, (b) pay to each worker the difference between the prevailing wage rate and the amount paid to each worker for each calendar day or portion thereof for which the worker was paid less than the prevailing wage, and (c) forfeit as a penalty to District the sum of \$25 for each worker (whether employed by Contractor or any subcontractor) for each calendar day during which the worker is required or permitted to work more than 8 hours in any one day and 40 hours in any one calendar week in violation of Labor Code sections 1810 through 1815.

9.2.3 If the Work includes labor during pre- or post-construction phases as defined in section 9.2.1.1 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds \$25,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor’s Public Works Contractor Registration Number: _____

9.2.4 If the Work includes maintenance as defined in section 9.2.1.2 above and the amount of the fee payable to Contractor under section 2 of this Agreement exceeds

\$15,000, Contractor must be registered and qualified to perform public work with the Department of Industrial Relations pursuant section 1725.5 of the Labor Code.

Contractor’s Public Works Contractor Registration Number: _____

d. Intentionally Omitted

10 Indemnification.

10.1 Contractor shall indemnify, defend, protect, and hold harmless District, and its officers, employees and agents (“Indemnitees”) from and against any claims, liability, losses, damages and expenses (including attorney, expert witness and Contractor fees, and litigation costs) (collectively a “Claim”) that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Contractor or its employees, agents or subcontractors. The duty to indemnify, including the duty and the cost to defend, is limited as provided in this section. However, this indemnity provision will not apply to any Claim arising from the sole negligence or willful misconduct of District or its employees or agents. Contractor’s obligations under this indemnification provision shall survive the termination of, or completion of Work under, this Agreement.

10.2 This section 10.2 applies if the Contractor is a “design professional” as that term is defined in Civil Code section 2782.8. If a court or arbitrator determines that the incident or occurrence that gave rise to the Claim was partially caused by the fault of an Indemnitee, then in no event shall Contractor’s total costs incurred pursuant to its duty to defend Indemnitees exceed Contractor’s proportionate percentage of fault as determined by a final judgment of a court or final decision of arbitrator.

11 Insurance

Types & Limits. Contractor at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance: ***[The general liability and automobile coverage limits may be adjusted depending on the Work’s overall risks, cost and complexity.]***

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$2,000,000 per occurrence & \$4,000,000 aggregate	at least as broad as Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury
Automobile liability	\$1,000,000 per accident	at least as broad as ISO Business Auto Coverage (Form CA 00 01)
Workers’ compensation	Statutory limits	

Employers' liability	\$1,000,000 per accident	
Professional liability*	\$1,000,000 per claim	

*Required only if Contractor is a licensed engineer, land surveyor, geologist, architect, doctor, attorney or accountant.

11.1 **Other Requirements.** The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Contractor's coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance or self-insurance, if any, shall be excess and shall not contribute with Contractor's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with admitted insurers with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Contractor agrees to waive subrogation that any insurer may acquire from Contractor by virtue of the payment of any loss relating to the Work. Contractor agrees to obtain any endorsement that may be necessary to implement this subrogation waiver. The workers' compensation policy must be endorsed to contain a subrogation waiver in favor of District for the Work performed by Contractor.

11.2 **Proof of Insurance.** Upon request, Contractor shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

12 General Provisions

12.1 **Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and signed by both parties.

12.2 **Independent Contractor.** Contractor's relationship to District is that of an independent contractor. All persons hired by Contractor and performing the Work shall be Contractor's employees or agents. Contractor and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Contractor shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Contractor's employees. Contractor shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California

Franchise Tax Board, other federal or state agency, or court concerning Contractor's independent contractor status or employment-related liability.

12.3 **Subcontractors.** No subcontract shall be awarded nor any subcontractor engaged by Contractor without District's prior written approval. Contractor shall be responsible for requiring and confirming that each approved subcontractor meets the minimum insurance requirements specified in section 11 of this Agreement. Any approved subcontractor shall obtain the required insurance coverages and provide proof of same to District in the manner provided in section 11 of this Agreement.

12.4 **Assignment.** This Agreement and all rights and obligations under it are personal to the parties. The Agreement may not be transferred, assigned, delegated or subcontracted in whole or in part, whether by assignment, subcontract, merger, operation of law or otherwise, by either party without the prior written consent of the other party. Any transfer, assignment, delegation, or subcontract in violation of this provision is null and void and grounds for the other party to terminate the Agreement.

12.5 **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Contractor shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

12.6 **Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

12.7 **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

12.8 **Notice.** Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt, or (d) by email with confirmed receipt. Such notices, etc. shall be addressed as follows:

District:

Rancho Murieta Community Services District
Attn: Tom Hennig
Rancho Murieta Community Services District, 15160 Jackson Road, Rancho Murieta,
CA 95683
E-mail: thennig@rmcsd.com

Contractor:

True North Research
Attn: Timothy McLarney, Ph.D.

E-mail: mclarney@tn-research.com

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) on the date of delivery as shown on the overnight courier service receipt, or (d) upon the sender's receipt of an email from the other party confirming the delivery of the notice, etc. Any party may change its contact information by notifying the other party of the change in the manner provided above.

12.9 **Signature Authority.** Each party warrants that the person signing this Agreement is authorized to act on behalf of the party for whom that person signs. The Parties may execute and deliver this Agreement and documents necessary to perform it, including task orders and amendments, in any number of original or facsimile counterparts. When each Party has signed and delivered at least one counterpart to the other Party, each counterpart shall be deemed an original and, taken together, the counterparts shall constitute one and the same document, which shall be binding and effective.

Rancho Murieta Community Services District:

Dated: _____

By: _____
Tom Hennig, General Manager

True North Research, Inc.:

Dated: _____

By: _____
Timothy McLarney, President

MEMORANDUM

Date: January 12, 2021
To: Board of Directors
From: Tom Hennig, General Manager
Subject: RMA Parks Committee Appointment Selection

RECOMMENDED ACTION

Formalize District's agreement for adding Reynen & Bardis representative to Rancho Murieta Association Parks Committee.

BACKGROUND

Rancho Murieta Association (RMA) is the lead agency for the parks within the District boundaries. The Parks Committee has the responsibility for the review and approval of construction plans, and the quality of the plans, for consistency with the Park Development Agreements. Inconsistent plans may be approved by the Parks Committee provided implementation of the inconsistent plans will not disrupt the overall implementation of the Parks and quality of the Park Development Plan.

Rancho Murieta Community Services District (CSD) serves as a single vote member of the Rancho Murieta Parks Committee. CSD will participate in the Parks Committee to support the following goals, excerpted from the Rancho Murieta Parks and Recreation Master Plan:

- To preserve open space for present and future recreational needs utilizing the natural resources available
- To protect and preserve the natural habitats, including the oak woodlands and riparian areas, unique to Rancho Murieta for the enjoyment and use of existing and future residents
- To require the dedication of sufficient park lands and open space corridors associated with new development in an orderly manner
- To coordinate existing open space and parks with future open space and parks, maintaining a balance between active and passive recreation opportunities
- To plan for a park system which will serve the needs of all ages and interest groups within the community
- To establish a multi-use trail and parkway system
- To retain the existing quality of life at Rancho Murieta through the proper preservation, planning, and development of park and recreation facilities
- To provide adequate neighborhood park facilities within walking distance of each resident of the community

- To meet the acceptable park and recreation standards by providing at least five acres of developed (neighborhood and community) parks for every 1,000 residents of the community
- To encourage the development of sidewalks on at least one side of the street in all newly developed areas to assist the trails system.
- To collect Community Parks Fees prior to issuing water permits for any parcels on which the developer is in breach of the applicable Parks Development Agreement.

SUMMARY

The CSD's representative on the Parks Committee is Director Butler. This item is to confirm the District's preference would be to approve the appointment of a representative from Reynen & Bardis to be added to the Parks Committee in one of the two Developer seats.