



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

August 16, 2023

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. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Director's present at the District office were Timothy Maybee, Martin Pohll, Randy Jenco, Linda Butler, and Stephen Booth. Also present at the District office were Mimi Morris, General Manager; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; Andrew Ramos, District General Counsel; and Amelia Wilder, District Secretary.

## 2. CONSIDER ADOPTION OF AGENDA

**Motion/Maybee to adopt the Agenda with Item #8 following Item #12. Second/Butler. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None. Abstain: None.**

Richard Gehrs commented on Item #10, noting that it should have read, "RECEIVE AND FILE THE 2020-2021 ANNUAL RANCHO MURIETA COMMUNITY FACILITIES DISTRICT #2014-1 AUDIT REPORT."

## 3. CONSENT CALENDAR

**Motion/Maybee to approve Consent Calendar. Second/Jenco. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None. Abstain: None.**

## 4. STAFF REPORTS

Under Agenda Item 6A, Mimi Morris, General Manager, gave a summary of activities during the previous month, highlighting the following topics:

- Administration
  - General Staffing Update
  - Financial Update
  - Employee Development
- Operations
  - IWMP
- Development
- Security
- Outreach & Regional Communication
  - Kiwanis Event
- Committee Changes
  - Communications Committee

There was a discussion about disruptive customers visiting the Admin Office.

Under Agenda Item 6B, Kelly Benitez, Security Supervisor, updated the Board with a summary of August's activities in the Security Department, including:

- Operations Update
- Rancho Murieta Association Activity
- RMA Violation Report

- Gate Entries Denied Reports
- Cases by Breakdown Report
- Incidents of Note

There was a discussion about CSD and RMA Cameras.

Under Agenda Item 6C, Michael Fritschi, Director of Operations, gave a summary of the utility update, including:

- Water Treatment Facility
- Water Consumption
- Raw Water Storage & Delivery
- Wastewater Facility
- Utility Crew Report
- Capital Projects
  - Lumos & Associates
  - Granlees Safety Project
  - Water Treatment Facility
  - Integrated Water Master Plan
  - Wastewater Facility Chlorine Gas to Sodium Hypochlorite and Contact Tank Project
  - Lift Stations
    - 3B
    - Alameda & Starter Shack
    - Cantova & FAA
    - 6B
- Development
  - Retreats North
  - Residences of Murieta Hills East & West
  - Riverview Phase 2
  - Murieta Gardens Commercial

## 5. REVIEW DISTRICT MEETING DATES/TIMES FOR SEPTEMBER 2023

Director Maybee asked that a Special Board Meeting be held in early October for closed session item *Public employee performance evaluation of the General Manager (Gov. Code section 54957)*.

## 6. CORRESPONDENCE

Director Maybee acknowledged the correspondence in the packet.

## 7. APPROVE AMENDMENT #2 TO CONTRACT WITH MADDAUS FOR INTEGRATED WATER MASTER PLAN AND APPROVE RESOLUTION R2023-14 TO APPROPRIATE FUNDS

The Board engaged in a discussion about the Amendment. Directors Booth and Butler questioned the scope of work and the charges. **Motion/Jenco** to approve Amendment #2 to Contract with Maddaus for Integrated Water Master Plan and Approve Resolution R2023-14 and amend it to read, "1. Authorize the General Manager to execute Task Order #2 with Adkins Engineering & Surveying for Public Outreach and unforeseen Technical Costs in the amount of \$72,631. **Second/Pohll. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler. Noes: Booth. Absent: None: Abstain: None.**

**ITEM #8 WAS MOVED TO AFTER ITEM 12.**

**9. CONSIDER APPROVAL OF DISTRICT APPOINTMENTS**

Ms. Morris discussed the following District Appointments:

- a. Melinda Morris as Regional Water Authority (RWA) Board Member Representative (Director Maybee is currently the second RWA Board Member Representative)
- b. Melinda Morris as Designated Labor Negotiator
- c. Melinda Morris as Real Property Negotiator

**Motion/Maybee to approve District Appointments A, B and C. Second/Jenco. Roll Call Vote: Ayes: Maybee, Pohll, Jenco. Noes: Butler, Booth. Absent: None: Abstain: None.**

**10. RECEIVE AND FILE THE 2020-2021 ANNUAL COMMUNITY FACILITIES DISTRICT #2014-1 AUDIT REPORT**

The Board received the 2020-2021 Annual Community Facilities District #2014-1 Audit Report.

**11. APPROVE OFFICE OF EMERGENCY SERVICES (OES) "DESIGNATION OF APPLICANT'S AGENT RESOLUTION" THROUGH CSD RESOLUTION R2023-13**

**Motion/Booth to approve Resolution R2023-13 Designation of Applicant's Agent Resolution. Second/Maybee. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None: Abstain: None.**

**12. INTRODUCE ORDINANCE O2023-04 UPDATING DISTRICT CODE CHAPTER 3 CONFLICT OF INTEREST CODE**

**Motion/Booth to introduce Ordinance O2023-04 updating District Code Chapter 3 Conflict of Interest Code. Second/Maybee. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None: Abstain: None.**

**8. REVIEW WATER AND RECYCLED WATER SYSTEM AND PHASE 1 OF THE IWMP STORY MAP**

Dan Scalas, Adkins Engineering and Surveying and Lisa Maddaus, Maddaus Water Management, joined the Board and gave a detailed presentation on phase 1 of the Story Map. There was a robust discussion between the Board and presenters.

**13. COMMENTS FROM THE PUBLIC**

None.

**14. DIRECTOR COMMENTS/SUGGESTIONS**

Director Maybee thanked Staff.

**15. ADJOURNMENT**

**Motion/Maybee to adjourn at 7:16 p.m. Second/Pohll. Roll Call Vote: Ayes: Maybee, Pohll, Jenco, Butler, Booth. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,



Amelia Wilder  
District Secretary