

MEMORANDUM

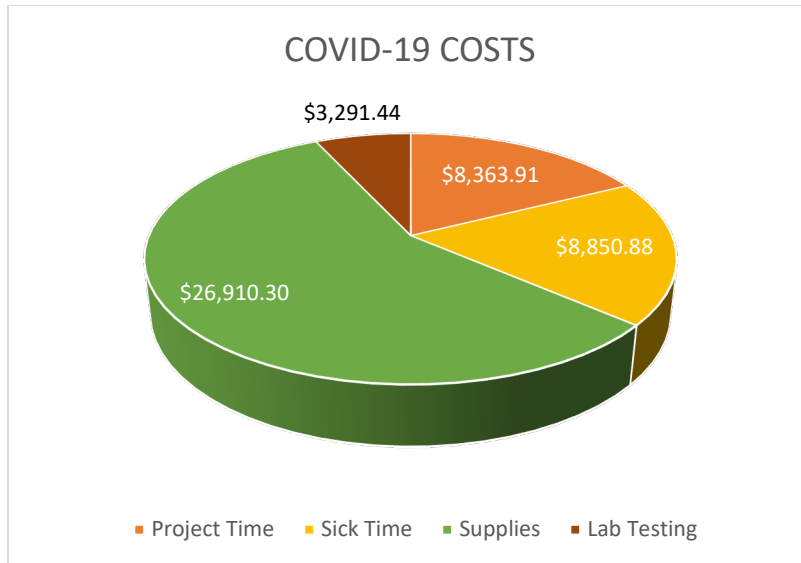
Date: January 18, 2021
To: Board of Directors
From: Tom Hennig, General Manager
Subject: General Manager's Report

COVID-19 RESPONSE

As the situation with COVID-19 continues to unfold the District has responded to the pandemic in a number of ways. District offices continue to be closed to the public, in response to COVID-19 as a best practice. The latest Sacramento County Health directive has lifted the stay-at-home/essential services mandate on January 13, 2021, but still does not allow for our offices to be open to the public. The order remains in effect until rescinded or amended by County Health Officials. We have infrastructure in place to reopen to the public as soon as it is allowed.

This effort has not been without a cost to the District. Since the Governors order forced RMCS D to close to the public and implement working from home whenever possible, we have created a safe workspace (with the purchase of masks, hand sanitizer, PPE, and installation of sneeze guards at the front desk). Also included in the costs was virus testing of employees to ensure that there were no asymptomatic infections for our staff who may have been infected from transmission of the virus. As of today, we have had three employees test positive for COVID-19. All were quarantined until they were cleared. There has been a total of 5 employees who have taken time off due to COVID-19 related issues. This has resulted in a total of 343.5 hours of leave at a cost of \$8,850.88. Last April, we had estimated this expense could run up to \$20,000. As of December 31, 2020, we have discontinued granting up to 80 of COVID-19 sick leave to all employees.

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 employee 43 sick days. The graph below represents these costs:



Cal/OSHA released new guidelines for employers to follow concerning COVID-19, and District Staff has completed its update of the IIPP to include our COVID-19 Addendum. The new Cal/OSHA rules further define the District’s responsibilities for protecting staff and customers for any COVID related exposure. These new guidelines include provisions whereby the District will be required to provide benefits to employees who are infected while working. We are still working to determine the potential costs for an exposure under the new rules. We are also monitoring how soon our essential workers, which we believe includes our Operations and Security staff, will be eligible to receive the vaccine.

LAGUNA JOAQUIN UPDATE

We received two proposals for the Laguna Joaquin Environmental Study. These proposals were reviewed with representatives from the RMA. The group tasked with reviewing the proposals determined that the one best suited to perform the tasks listed in the RFP was Stratus Environmental, Inc. The RMCS D Board of Directors voted to commit \$30,000 from the Drainage reserve funds to cover the Districts share of this agreement. This expense is reasonable as the District is responsible for the water quality of the drainage that eventually flows to the Cosumnes river during the rainy season. The balance of the contract would need to come from other sources. We have been informed by the RMA General Manager, Kevin Hubred, the RMA Board tabled any decision related to this project at their December meeting. I anticipate receiving a letter from Kevin which will provide the formal position of the RMA in the near future.

Based on this information, we will continue to review our options for the possibility of improvements to the drainage system leading into the detention basin from the various sources. This work will be presented to the Improvements Committee in the spring.

OUTREACH/ADVOCACY

CSD/MVA (Murieta Village) – I updated the Village Association related to the planned installation of cameras which would view the entrance to the Village. Installation of these cameras is back on track and should be completed by the end of January.

CSD/RMA– On January 12, District Administrative staff and our Board President met with the RMA Administrative staff and their Board President to review options for Laguna Joaquin. As of today, I don't have a response to a variety of options the RMA GM and I discussed on January 14. I hope to hear from the RMA GM later this week.

Sacramento Central Groundwater Authority (SCGA) – Paul Siebensohn, Director of Field Operations, will be attending virtual meetings when scheduled.

Sloughhouse Resource Conservation District (SRCD) Board Meeting –Paul Siebensohn will be attending virtual meetings when scheduled. Mr. Siebensohn is now attending these types of sessions to support the District's interests.

Regional Water Authority (RWA) Regular Board Meeting – Paul Siebensohn will be attending virtual meetings when scheduled.

OTHER DISTRICT BUSINESS

District access to County Nextdoor account – I met with the Sacramento County Public Information Office (PIO) to discuss the potential for the District to utilize the County's NextDoor account to send messages to Rancho Murieta NextDoor accounts. This meeting was productive. We now have the option to post messages via the County account. Based on the data from last Friday, there are 3,027 active NextDoor accounts within the Rancho Murieta boundaries. For behind the gates, this includes 1,963 accounts in the North, and 909 accounts in the South. There are 155 accounts South of the highway. When we determine a NextDoor post will be necessary we will provide the County PIO with our subject, message, and any graphic we want to include. We do not plan to post messages that can be replied to.

Security Opinion Survey – We received and ranked four responses to the Request for Quotes for conducting a Security Opinion Survey. A team consisting of a member from CSD Staff, the RMA, and commercial district and myself. We are now reviewing the references for all four respondents in order to validate our rankings. Our hope is to award the contract in the next two weeks. Once we sign the agreement I will report back with a revised schedule. I will also report the status of this project in the Pipeline and at the next Finance and Security Committee meetings.

Activities related to the Mellow Roos Bond - CFD 2014-1 – While evaluating the receipts and payments related to this bond, we discovered issues with the management of the various accounts. District Finance staff is in the process of completing an audit of the entire CFD 2014-01/Water Treatment Plant Upgrade project. This work involves compiling data and documents generated from 2013 to the current date. Turnover within the Districts Finance leadership

created gaps and changes for the accounting of the overall project. I do not currently have a definitive date for when this work will be completed.

Joint Security Committee Meeting – We are working to schedule the next meeting.

Reserve Study RFP Release – We are drafting this RFP now. Our hope is to bring a recommendation to the Finance Committee in February 2021. If all goes according to plan, we will bring a contract to the Board in March 2021.

Engineering Services RFP Release – We released the RFP for Engineering and Inspection Services on January 6, 2021. The responses are due on February 19, 2021. We anticipate bringing the contract to the Board for approval in March 2021.

On-call Electrical Services RFP Release – We released an RFP for On-Call Electrical Services last week. The responses are also due on February 19, 2021. We anticipate bringing the contract to the Board for approval in March 2021. This RFP was developed to address the ongoing need for professional electrical services to support the aging infrastructure supporting the District’s Sewer and Water operations.

Riverview Conditions of Approval – I was planning to prepare a staff memo to outline the District’s considerations or concerns as they relate to the Riverview housing development. Once I began to review the entire set of conditions, I realized this was not a simple task. I will work with the Director of Field Operations to develop a summary document for the Improvements Committee.

General Staffing Update – Over the past two months I have received five Public Records Act (PRA) requests. Three of these requests are overly broad and have required significant staff time to address. In one instance, I have requested the Districts legal counsel to intervein in order to narrow the scope of the request. Without this assistance, I would be required to review thousands of individual emails in order to redact information that we cannot share due to personnel related or other confidential issues. In addition to the added workload, the recent departure of key personnel has added to the workload of other existing staff.

Conference/Education Opportunities:

California Special Districts Association (CSDA)

Emergency Preparedness Summit 2021	2/19/2021 & 2/26/2021	Webinar
Board Member Best Practices	3/2/2021	Webinar
2021 SDRMA Spring Education Day	3/23/2021	Sacramento, CA
2021 Special District Leadership Academy	4/11/2021	San Diego
General Manager Leadership Summit	6/27/2021	Olympic Valley

Association of California Water Agencies (ACWA)

2021 Spring Conference & Exhibition	4/4 – 4/7/2021	Monterey, CA
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EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS:

I want to continue to thank to all District employees for their great work ethic during this pandemic, and their willingness to modify their schedules as needed to meet our business needs. I also want to call-out their willingness to be flexible, their great enthusiasm and positivity during these times.

I am also letting the Board know that Tonya Perez, who was promoted to Accounting Supervisor a year ago, will be leaving the District to take a new job much closer to her new home. Tonya began her career with the District, July 26, 2014. She was hired as an Accounting Assistant II. Tonya's work at the District has included automating our payroll system, upgrading the purchasing system, managing various projects and overseeing the scanning of more 50% of the District's escrow folders.