



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CALIFORNIA 95683
916-354-3700
FAX – 916-354-2082

AGENDA

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

REGULAR BOARD MEETING

APRIL 19, 2017

Call to Order and Closed Session 4:30 p.m. / Open Session 5:00 p.m.
District Administration Building – Board Room
15160 Jackson Road
Rancho Murieta, CA 95683

BOARD MEMBERS

Mark Pecotich	President
Morrison Graf	Vice President
Les Clark	Director
John Merchant	Director
Gerald Pasek	Director

STAFF

Darlene J. Thiel	General Manager
Paul Wagner	Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

APRIL 19, 2017

REGULAR BOARD MEETING

Call to Order and Closed Session 4:30 p.m. / Open Session 5:00 p.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

AGENDA

ESTIMATED RUNNING TIME

1. **CALL TO ORDER** - Determination of Quorum – President Pecotich (**Roll Call**) 4:30
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. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this 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**
Under Government Code 54957: Public Employee Appointment/Employment of the General Manager.
4. **OPEN SESSION/REPORT ACTION FROM CLOSED SESSION** 5:00
The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this 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.*
5. **SPECIAL ANNOUNCEMENTS AND ACTIVITIES**
6. **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 agendized. Members of the public wishing to address a specific agendized 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 agenda 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.

7. **CONSENT CALENDAR (Motion) (Roll Call Vote)** (5 min.) All items in Agenda Item 5 will be approved as one item if they are not excluded from the motion adopting the consent calendar.
 - A. Approval of Board Meeting and Committee Meeting Minutes
 1. March 15, 2017 Regular Board Meeting Minutes
 2. April 4, 2017 Improvements Committee Meeting Minutes
 3. April 4, 2017 Finance Committee Meeting Minutes
 4. April 6, 2017 Security Committee Meeting Minutes
 5. April 6, 2017 Special Board Meeting Minutes
 - B. Approval of Bills Paid Listing
8. **STAFF REPORTS** (Receive and File)
 - A. General Manager's Report
 - B. Administration/Financial Report
 - C. Security Report
 - D. Water/Wastewater/Drainage Report
9. **CORRESPONDENCE**
 - A. Letter from Richard Gilmore, Kiwanis, dated April 5, 2017, Concerning Security at the Kids Fishing Day
10. **RECEIVE 2016 DIVERSION REPORT – Presentation by Jack Fiori, California Waste Recovery Systems** (Discussion) (20 min.)
11. **CONSIDER ADOPTION OF RESOLUTION R2017-05 A RESOLUTION REPEALING STAGE ONE WATER SUPPLY CONDITIONS AND REVISING WATER USE RESTRICTIONS** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
12. **DISCUSS AND CONSIDER RECRUITMENT FOR A NEW GENERAL MANAGER** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
13. **CONSIDER APPROVAL OF ADDITIONAL SCOPE OF WORK AND FUNDING UNDER KENNEDY-JENKS CONSULTANTS AGREEMENT FOR THE RECYCLED WATER PRE-DESIGN REPORT** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
14. **CONSIDER APPROVAL OF PROPOSAL FROM BROWER MECHANICAL FOR REPLACEMENT OF WATER TREATMENT PLANT #1 HVAC SYSTEM** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
15. **CONSIDER APPROVAL OF TRANSFER OF MONEY TO RESERVE FUNDS** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)

16. RECEIVE PARKS COMMITTEE UPDATE AND DISCUSS APRIL 20, 2017 MEETING/TOUR OF RANCHO MURIETA TRAILS (Discussion/Action) (15 min.)

17. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES (Discussion/Action) (Motion)

18. REVIEW DISTRICT MEETING DATES/TIMES FOR MAY 2017

- A. Improvements – May 2, 2017 at 8:30 a.m.
- B. Finance – May 2, 2017 at 9:00 a.m.
- C. Personnel – May 2, 2017 at 10:00 a.m.
- D. Security – May 4, 2017 at 4:00 p.m.
- E. Communications – May 4, 2017 at 4:30 p.m.
- F. Regular Board Meeting – May 17, 2017 - open session at 5:00 p.m.

19. 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.*

20. 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 72 hours prior to a regular 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, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the District Office at 916-354-3700 or fax 916-354-2082. Requests must be made as soon as possible and at least two (2) full business days before the start of the meeting.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is April 14, 2017. 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**

March 15, 2017

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



1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Darlene J. Thiel, General Manager; Paul Wagner, Security Chief; Paul Siebensohn, Director of Field Operations; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

2. ADOPT AGENDA

Motion/Clark to adopt the agenda. **Second/Graf. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

3. CONSIDER ADOPTION OF DISTRICT RESOLUTION R2017-03, RECOGNITION OF DAVID HERRMANN, CHIEF PLANT OPERATOR

Motion/Merchant to adopt District Resolution R2017-03, recognition of David Herrmann, Chief Plant Operator. **Second/Graf. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

4. BOARD ADJOURNED TO CLOSED SESSION AT 4:05 P.M. TO DISCUSS THE FOLLOWING ITEM:

Under Government Code Section 54956.9(d)(1): Conference with Legal Counsel Regarding existing litigation, M&R Investment One Company v. District.

5. BOARD RECONVENED TO OPEN SESSION AT 5:00 P.M. AND REPORTED THE FOLLOWING:

Under Government Code Section 54956.9(d)(1): Conference with Legal Counsel Regarding existing litigation, M&R Investment One Company v. District. Nothing to report.

6. SPECIAL ANNOUNCEMENTS AND ACTIVITIES

None.

7. COMMENTS FROM THE PUBLIC

Larry Shelton commented on the amount budgeted for Midge Fly treatments and requested the amount be increased to \$5,000 not the \$3,500 as noted in the proposed budget.

8. CONSENT CALENDAR

Director Merchant asked about the PDF Tactical amount. Darlene J. Thiel stated that the amount covered a three (3) month period.

Motion/Pasek to adopt the consent calendar. **Second/Merchant. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

9. STAFF REPORTS

Under Agenda Item 9A, Director Clark asked about the status of the Riverview Development. Paul Siebensohn stated that he has met with the engineers but no final decision has been made. Director Clark suggested staff review the conditions of the approval of maps for any upcoming development.

Under Agenda Item 9B, Director Merchant asked about the resident total. Darlene J. Thiel stated that the Retreats has only pulled 14 permits.

Under Agenda Item 9C, Director Pasek asked if the Escuela Gate will be open this weekend due to little league festivities. Chief Wagner stated that he would check with Rancho Murieta Association (RMA) to see if they are planning to. Larry Shelton stated that it is up to RMA staff to open that gate and that he will check to see that it is.

President Pecotich reminded everyone that the close of the Security Survey is Friday, March 17, 2017.

Under Agenda Item 9D, Director Pasek asked about the status of the drainage issue at Park 4 Via Del Cerrito. Paul Siebensohn stated that work had begun prior to the first storm. There have been no reported problems.

10. CORRESPONDENCE

None.

11. RECEIVE FIELD OPERATIONS ANNUAL REPORT – PRESENTATION BY PAUL SIEBENSohn, DIRECTOR OF FIELD OPERATIONS

Paul Siebensohn gave the annual presentation of the Field Operations for 2016. The presentation discussed the following: facilities, projects completed, water production, water quality, wastewater, recycled water, and drainage. A question and answer period followed.

Karen Muldoon, RanchoMurieta.com, asked about the status of the well project. Paul Siebensohn stated that the project is on hold at this time. Darlene J. Thiel stated that Regional Water Authority may be requesting an extension on the expiration date for the grant.

12. REVIEW FISCAL YEAR 2017-2018 DRAFT BUDGET

Darlene J. Thiel gave a brief summary of the 2017/2018 draft budget. The preliminary draft Budget was reviewed and discussed at the March 2, 2017 Budget Workshop at which time the Board and staff discussed re-evaluating the basis for projected water demand, evaluating and proposing a slower rate of development, and evaluating the possibility of increasing the contribution to Replacement Reserves.

Darlene presented two (2) scenarios for consideration. In both scenarios, a few budget assumptions have been reconsidered and are proposed at a more conservative level. These revised assumptions include: reducing projected growth from 53 new residential accounts to 20 new residential accounts; reducing projected commercial growth from 58 EDUs to 18 EDUs; revising the estimated water demand to a 5% growth over 2016 actual demand; reducing the estimated solar power savings from 20% to 15%; and revising the allocation of Field Operations wages and employer costs across the Water, Sewer, and Drainage funds slightly to reflect recent actual charges.

Motion/Graf to authorize staff to mail the Proposition 218 Notice of Proposed Rate Increase and Notice of Hearing by April 1, 2017 based on Scenario 2. **Second/Merchant. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

13. CONSIDER ADOPTION OF DISTRICT POLICY P2017-01, SUBMITTAL AND REVIEW OF BOARD GOALS

Darlene J. Thiel gave a brief summary of the recommendation to adopt District Policy P2017-01, which updates the policy on submittal and review of Board goals.

Motion/Clark to adopt District Policy P2017-01, Submittal and Review of Board Goals. This Policy supersedes District Policy 2010-02. **Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

14. RECEIVE PARKS COMMITTEE UPDATE

a. Discuss Scheduling Trail Site Tour

President Pecotich stated that the RMA would like to schedule the trail site tour for April 20, 2017 at 4:30 p.m. By consensus, the Board agreed. This will be going to the RMA Board of Directors for formal approval next week.

15. CONSIDER ADOPTION OF DISTRICT RESOLUTION R2017-02, NOMINATION FOR CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS NOMINATION FOR SEAT C.

No nomination.

16. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

Director Graf stated that he is interested in attending the CSDA Special District Leadership Academy in July.

17. REVIEW APRIL BOARD/COMMITTEE MEETING DATES/TIMES

Chief Wagner will not be at the April 4, 2017 Security Committee meeting.

18. DIRECTOR COMMENTS AND SUGGESTIONS

Director Graf commented on what a good job staff did regarding notification for fire hydrant violation. Director Clark asked what would happen if no correction was made by a homeowner after receiving two (2) notifications for violation. Paul Siebensohn stated that staff will make the necessary correction(s).

Director Pasek requested that a discussion regarding the District's water restrictions be on the April Board meeting agenda.

Darlene J. Thiel stated that Danise Hetland, RMA, suggested the barcodes be discussed at a joint Board of Directors meeting. Darlene will be on vacation March 16 – 20, 2017.

19. ADJOURNMENT

Motion/Pasek to adjourn at 6:31 p.m. **Second/Graf. Ayes: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: April 4, 2017
To: Board of Directors
From: Improvements Committee Staff
Subject: April 4, 2017 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Clark called the meeting to order at 8:31 a.m. Present were Directors Graf and Clark. Present from District staff were Darlene Thiel, General Manager; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Solar Power Update

Wastewater Treatment Plant Site

This past Monday, Solar City had the wastewater plant solar connections inspected to receive approval to proceed with SMUD to get the power switchover scheduled. Once the switchover is done, Solar City will conduct a power check on their panels and then activate them if everything checks out. The system should become active by the end of May 2017. Sacramento County Permit Office was out on Monday, April 3, 2017 and stated there is one issue but did not specify what it was.

Water Treatment Plant Site

The District received the permit on April 3, 2017. The redesign has been completed. Temporary fencing has been put up.

4. RECYCLED WATER PRE-DESIGN REPORT – ADDITIONAL SCOPE OF WORK AND FUNDING

Per direction of the Board to provide more detail as a result of the January 30, 2017 Special Board Meeting to discuss the Recycled Water Pre-design Report (PDR), Kevin Kennedy, Kennedy Jenks, was provided a list of items and a proposal to address them. At last month's Improvements Committee Meeting, it was discussed that some of the items were part of the original scope and to limit the revisions to just a few additional items to be addressed. A question and answer period followed. **This item will be on the April 19, 2017 Board of Directors Meeting agenda.**

5. REPLACE WATER TREATMENT PLANT #1 HVAC SYSTEM

Paul Siebensohn gave a summary of the recommendation to approve the proposal from Brower Mechanical, Inc., for replacement of the heating and air conditioning system at the Water Treatment Plant #1. Two (2) months ago, as a result of loud noises coming from the existing heating and air conditioning system, staff called in a vendor to trouble shoot it. They said that the unit is at the typical age of replacement, over 15 years, and may fail within 6 minutes to 6 months. According to the [U.S. Department of Energy](#), the average lifespan of a heat pump is between 10 to 15 years.

Requests were sent out to several vendors for quotes to replace the system at prevailing wage. Two (2) vendors responded by visiting and inspecting the current unit and then providing a quote. The lowest cost was from Brower Mechanical Inc. **This item will be on the April 19, 2017 Board of Directors Meeting agenda.**

6. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

Paul Siebensohn stated that staff will begin work on the CIA Ditch which will cause some sections of the trails to be closed while the work is being done.

Director Clark asked about the infrastructure review. Darlene J. Thiel stated that it has been pushed out to the May Board Meeting.

7. ADJOURNMENT

The meeting was adjourned at 9:06 a.m.

DRAFT

MEMORANDUM

Date: April 4, 2017
To: Board of Directors
From: Finance Committee Staff
Subject: April 4, 2017 Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Pasek called the meeting to order at 9:08 a.m. Present were Directors Merchant and Pasek. Present from District staff were Darlene J. Thiel, General Manager; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. BUDGET UPDATE

No discussion.

4. ANNUAL INVESTMENT POLICY REVIEW

Lauren Brant, PFM Asset Management, LLC, gave a brief presentation regarding the District's current investments. A question and answer period followed. No changes to the current District Investment Policy.

5. RESERVE TRANSFER

Eric Thompson gave a brief overview of the amounts to transfer to reserve funds: \$50,000 of undesignated cash to Capital Replacement Reserves for the Water Fund; \$200,000 of undesignated cash to Capital Replacement Reserves for the Sewer Fund; \$50,000 of undesignated cash to Capital Replacement Reserves for the Security Fund; and \$60,000 of undesignated cash to Admin Replacement Reserves. **This item will be on the District's April 19, 2017 Board of Directors Meeting agenda.**

6. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

None.

7. ADJOURNMENT

The meeting was adjourned at 9:50 a.m.

MEMORANDUM

Date: April 7, 2017
To: Board of Directors
From: Security Committee Staff
Subject: April 6, 2017 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Pecotich called the meeting to order at 4:00 p.m. Present were Directors Pecotich and Clark. Present from District staff were Darlene J. Thiel, General Manager; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Operations

New Gate Officer David Loblado has completed his training and is working the graveyard shift (11:00 p.m. – 7:00 a.m.).

Incidents of Note

Darlene J. Thiel gave a brief overview of the incidents of note for March 2017.

RMA Citations/Admonishments

No discussion.

Rancho Murieta Association Compliance/Grievance/Safety Committee Meeting

No discussion.

Incident Map and Emergency Exit Map

Rough draft of the emergency map is available for review. Chief Wagner is attending the ISC West Security trade show April 5 -7, 2017. He will be looking for reporting and mapping software for the District. Hopefully, he will be able to find several programs that fit our needs and budget.

4. BARCODE POLICY UPDATE

Darlene J. Thiel stated she is waiting to get a synopsis of the MBA from Danise Hetland, Rancho Murieta Association's Assistant General Manager.

5. UPDATE ON SECURITY ASSESSMENT

Consulting team from Burns & McDonnell created and posted the resident survey. There were 444 responses to the survey with 68% living in Rancho Murieta North, 29% living in Rancho Murieta South, and the other 3% living in the Murieta Village, The Retreats, and the Villas. Chief Wagner will be meeting with Terry Harless (CCTV & Technology Expert), from Burns & McDonnell, at the ICS West Convention to review some cameras, video storage options, and products.

6. DIRECTOR & STAFF COMMENTS

Director Clark commented on how the public does not understand what the Security Department does and stated that he provided Darlene Thiel with a list of community members that could be used as a resource/consultation regarding security.

7. ADJOURNMENT

The meeting adjourned at 4:18 p.m.

DRAFT

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING**



April 6, 2017

Call to Order and Closed Session 4:30 p.m. / Open Session 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:30 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Darlene J. Thiel, General Manager; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

2. ADOPT AGENDA

Motion/Graf to adopt the agenda. **Second/Pasek. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:31 P.M. TO DISCUSS THE FOLLOWING ITEM:

Under Government Code 54957: Public Employee Performance Review: Title: General Manager.

4. BOARD RECONVENED TO OPEN SESSION AT 5:00 P.M. AND REPORTED THE FOLLOWING:

Under Government Code 54957: Public Employee Performance Review: Title: General Manager. **Nothing to report.**

5. COMMENTS FROM THE PUBLIC

None.

6. DISCUSS AND CONSIDER APPROACH FOR PROVIDING AND CHARGING FOR SECURITY SERVICES FOR THE RANCHO NORTH OPEN SPACE

Darlene J. Thiel stated that Cosumnes River Land, LLC, is considering deeding the Rancho North open space to the Rancho Murieta Association (RMA). Greg Vorster, RMA General Manager, contacted the District to find out what financial obligation that would put on to RMA.

Darlene stated that the District's Security Tax is assessed based on property being developed property or undeveloped property. Open space is considered undeveloped property. After a short discussion, by consensus, the Board agreed. Darlene will notify RMA.

7. TRAINING WORKSHOP CONSIDERING THE ROLE OF A DIRECTOR, BROWN ACT, AND MEETING REQUIREMENTS AND LIMITATIONS, DIRECTOR INVOLVEMENT IN COMMUNITY MEETINGS, AND DISTRICT BOARD GUIDELINES

Richard Shanahan, District General Counsel, conducted a training workshop for the Board of Directors regarding the Brown Act, role of Board under Community Services District (CSD) Law, and District Board Guidelines.

Topics covered included: general principles of the Brown Act, what constitutes a meeting, meeting types, the meeting agenda process, timing of availability of agenda support documents, non-agendized items, meeting via telephone conference, closed session meetings, violation of closed session confidentiality, enforcement of the Brown Act, role of Board under CSD Law (Govt. Code Section 61040), role of director serving on community committee, brief review of the District Board Guidelines, transacting agenda business, simplified

rules of order, secondary motions, director code of conduct and ethics, general manager's role, and directors working with staff. A question and answer period followed.

8. DIRECTOR COMMENTS/SUGGESTIONS

President Pecotich stated that he felt the workshop was very beneficial and thanked Mr. Shanahan. He recommended that the training be held for all new Directors. By consensus, the Board agreed.

Director Merchant stated that he has been appointed to serve another term on the Cosumnes Community Planning Council (CCPAC).

9. ADJOURNMENT

Motion/Graf to adjourn at 6:54 p.m. **Second/Pasek. Ayes: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: April 11, 2017
To: Board of Directors
From: Eric Thompson, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **March 2017**. 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 (excluding payroll-related items) are listed *in order as they appear* on the Bills Paid Listing Report:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 46,738.33	Operating Expense
NTU Technologies, Inc	Chemicals	\$ 10,320.00	Operating Expense
Roebbelen Construction Management Services	WTP #1 Expansion	\$ 223,321.23	Construction Acct Funding
Bartkiewicz, Kronick & Shanahan	Legal Services	\$ 10,551.54	Operating Expense
Coastland Civil Engineering	Consulting / Engineering	\$ 8,006.83	Water Augment./Cap Impr. Reserves
Ditch Witch Equipment Company	Equipment Repairs	\$ 7,646.43	Operating Expense
S.M.U.D.	Purchased Power	\$ 24,076.49	Operating Expense

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  _____, District Treasurer

Rancho Murieta Community Services District

Bills Paid Listing for March 2017

Ck Number	Date	Vendor	Amount	Purpose
CM31851	3/1/2017	California Public Employees' Retirement Sys	\$39,149.16	Payroll
CM31852	3/1/2017	Guardian Life Insurance	\$5,874.12	Payroll
CM31853	3/1/2017	Vision Service Plan (CA)	\$471.36	Payroll
EFT	3/3/2017	EFTPS	\$91.14	Payroll
CM31854	3/10/2017	A Leap Ahead IT	\$3,739.68	IT Support
CM31855	3/10/2017	Acme Saw & Supple Inc	\$340.62	Equipment Repairs
CM31856	3/10/2017	American Family Life Assurance Co.	\$471.03	Payroll
CM31857	3/10/2017	Applications By Design, Inc.	\$225.00	IT Support
CM31858	3/10/2017	Aramark Uniform & Career Apparel, LLC	\$294.52	Uniform Service - Water
CM31859	3/10/2017	California Public Employees' Retirement Sys	\$9,956.95	Payroll
CM31860	3/10/2017	California Public Employees' Retirement Sys	\$10,397.47	Payroll
CM31861	3/10/2017	California State Disbursement Unit	\$290.76	Payroll
CM31862	3/10/2017	California Waste Recovery Systems	\$46,738.33	Solid Waste Monthly Contract
CM31863	3/10/2017	Central Valley Engineering & Asphalt	\$500.00	Hydrant Refund
CM31864	3/10/2017	Chrysler Capital	\$156.80	Security Vehicle Lease
CM31865	3/10/2017	Capital One Commercial	\$1,093.34	Monthly Supplies
CM31866	3/10/2017	County of Sacramento	\$73.00	Permits
CM31867	3/10/2017	Cummins Pacific LLC	\$899.09	Repairs & Maintenance
CM31868	3/10/2017	Express Office Products, Inc.	\$212.19	Office Supplies
CM31869	3/10/2017	Ferguson Enterprises, Inc 1423	\$2,521.36	Repairs & Maintenance
CM31870	3/10/2017	Franchise Tax Board	\$50.00	Payroll
CM31871	3/10/2017	Greenfield Communications	\$900.00	Hydrant Refund
CM31872	3/10/2017	HR Direct, Inc	\$172.68	Equipment Repairs
CM31873	3/10/2017	J.D. Pasquetti	\$550.00	Hydrant Refund
CM31874	3/10/2017	Legal Shield	\$43.21	Payroll
CM31875	3/10/2017	MacKay & Soms Civil Engineers, Inc	\$1,625.00	Engineering Services
CM31876	3/10/2017	Nationwide Retirement Solution	\$1,672.00	Payroll
CM31877	3/10/2017	Cynthia Norman	\$100.00	Conservation
CM31878	3/10/2017	NTU Technologies, Inc.	\$10,320.00	Chemicals
CM31879	3/10/2017	OCT Water Quality Academy	\$300.00	Training
CM31880	3/10/2017	Operating Engineers Local Union No. 3	\$568.70	Payroll
CM31881	3/10/2017	PDF Tactical	\$1,840.00	Contract Personnel
CM31882	3/10/2017	Potable Divers Inc.,	\$3,000.00	Aeration System Van Vleck Tank
CM31883	3/10/2017	Professional Lock & Safe, Inc.	\$499.60	Supplies
CM31884	3/10/2017	Quincy Compressor LLC	\$1,480.30	Equipment Repairs
CM31885	3/10/2017	Rancho Murieta Automotive Repair	\$542.56	Vehicle Service & Repairs #212
CM31886	3/10/2017	Robert F Mistron Construction Co DBA Handy	\$87.50	Repairs & Maintenance
CM31887	3/10/2017	Roebbelen Construction Management Services	\$223,321.23	WTP#1 Expansion
CM31888	3/10/2017	Safety Center, Inc.	\$180.00	Training
CM31889	3/10/2017	Santander Leasing	\$240.00	Security Vehicle Lease

Rancho Murieta Community Services District

Bills Paid Listing for March 2017

Ck Number	Date	Vendor	Amount	Purpose
CM31890	3/10/2017	Sierra Chemical Co.	\$829.37	Chemicals
CM31891	3/10/2017	Alvin Somers	\$300.00	Conservation
CM31892	3/10/2017	Spartan Race, Inc.	\$950.00	Hydrant Refund
CM31893	3/10/2017	Sutter EAP Resources	\$432.00	Payroll
CM31894	3/10/2017	TASC	\$221.07	Payroll
CM31895	3/10/2017	Winifred Temple	\$700.00	Hydrant Refund
CM31896	3/10/2017	U.S. Bank Corp. Payment System	\$4,083.70	Monthly Gasoline Bill & Supplies
CM31897	3/10/2017	U.S. HealthWorks Medical Group, PC	\$144.00	Pre Employment Screening
CM31898	3/10/2017	Univar USA Inc.	\$2,072.70	Chemicals
CM31899	3/10/2017	UPS	\$219.85	Postage & Delivery (Water)
CM31900	3/10/2017	W.W. Grainger Inc.	\$881.08	Repairs & Maintenance
CM31901	3/10/2017	Weber General Engineering, Inc	\$850.00	Hydrant Refund
EFT	3/10/2017	EFTPS	\$10,309.09	Payroll
EFT	3/10/2017	EDD	\$2,669.78	Payroll
EFT	3/15/2017	EDD	\$566.36	Payroll
EFT	3/20/2017	EFTPS	\$1,703.81	Payroll
EFT	3/23/2017	Pitney Bowes	\$1,250.00	Postage Machine Refill
EFT	3/24/2017	EFTPS	\$9,203.34	Payroll
EFT	3/24/2017	EDD	\$2,355.14	Payroll
CM31902	3/24/2017	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Monthly Cleaning Service
CM31903	3/24/2017	American Family Life Assurance Co.	\$471.03	Payroll
CM31904	3/24/2017	Aquality Water Management	\$2,639.92	Contract Personnel
CM31905	3/24/2017	Aramark Uniform & Career Apparel, LLC	\$204.58	Uniform Service - Water
CM31906	3/24/2017	AT&T	\$115.00	Monthly Internet Bill
CM31907	3/24/2017	AT&T	\$947.55	Monthly Cell Phone Bill
CM31908	3/24/2017	AT&T	\$733.84	Monthly Phone Bill
CM31909	3/24/2017	Bartkiewicz, Kronick & Shanahan	\$10,551.54	Legal Services
CM31910	3/24/2017	BlueLine Rental, LLC	\$613.67	Equipment Rental
CM31911	3/24/2017	California Laboratory Services	\$2,010.96	Monthly Lab Tests
CM31912	3/24/2017	California Public Employees' Retirement Sys	\$9,541.68	Payroll
CM31913	3/24/2017	California Rural Water Association	\$1,038.00	Membership
CM31914	3/24/2017	California Special Districts Association	\$715.00	Training
CM31915	3/24/2017	California State Disbursement Unit	\$290.76	Payroll
CM31916	3/24/2017	Caltronics Business Systems	\$753.47	Copier - Admin.
CM31917	3/24/2017	CDW Government Inc.	\$2,079.25	Computer Equipment
CM31918	3/24/2017	Chemtrade Chemicals US LLC	\$2,257.60	Chemicals
CM31919	3/24/2017	Coastland Civil Engineering	\$8,006.83	Engineering Services
CM31920	3/24/2017	County of Sacramento	\$59.00	Pre Employment Screening
CM31921	3/24/2017	Cummins Pacific LLC	\$1,720.12	Equipment Repairs
CM31922	3/24/2017	Ditch Witch Equipment Company, Inc.	\$7,646.43	Equipment Repairs

Rancho Murieta Community Services District

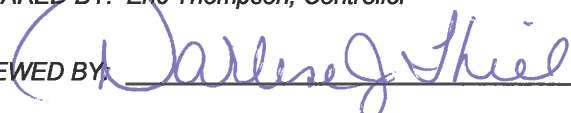
Bills Paid Listing for March 2017

Ck Number	Date	Vendor	Amount	Purpose
CM31923	3/24/2017	Express Office Products, Inc.	\$374.00	Office Supplies
CM31924	3/24/2017	Franchise Tax Board	\$50.00	Payroll
CM31925	3/24/2017	Galls/Quartermaster	\$310.32	Uniforms
CM31926	3/24/2017	Greenfield Communications	\$142.97	Internet/TV
CM31927	3/24/2017	Hach Company	\$2,330.13	Repairs & Maintenance
CM31928	3/24/2017	Hastie's Capitol Sand and Gravel Co.	\$354.80	Repairs & Maintenance
CM31929	3/24/2017	Howe It's Done	\$291.67	Board Meeting
CM31930	3/24/2017	Hunt & Sons, Inc	\$585.26	Repairs & Maintenance
CM31931	3/24/2017	Legal Shield	\$43.21	Payroll
CM31932	3/24/2017	Anne H Long (DBA) Marion Leasing	\$526.90	Copier Lease - Admin
CM31933	3/24/2017	Meurer Research Inc.	\$642.04	Repairs & Maintenance
CM31934	3/24/2017	Nationwide Retirement Solution	\$2,037.00	Payroll
CM31935	3/24/2017	Operating Engineers Local Union No. 3	\$542.85	Payroll
CM31936	3/24/2017	Pollardwater.com	\$568.01	Repairs & Maintenance
CM31937	3/24/2017	Public Agency Retirement Services	\$300.00	Payroll
CM31938	3/24/2017	Rancho Murieta Ace Hardware	\$451.73	Monthly Supplies
CM31939	3/24/2017	Rancho Murieta Association	\$150.00	Landscaping
CM31940	3/24/2017	Rancho Murieta Association	\$538.19	Purchased Power
CM31941	3/24/2017	Rancho Murieta Country Club	\$137.41	Security Meeting Space Rental
CM31942	3/24/2017	Romo Landscaping	\$385.00	Landscaping
CM31943	3/24/2017	S. M. U. D.	\$24,076.49	Monthly Bill
CM31944	3/24/2017	Sprint	\$189.95	Monthly Air Cards Bill
CM31945	3/24/2017	Streamline	\$300.00	Website Hosting
CM31946	3/24/2017	TASC	\$68.25	Payroll
CM31947	3/24/2017	TASC	\$221.07	Payroll
CM31948	3/24/2017	TelePacific Communications	\$660.34	Monthly Phone Bill
CM31949	3/24/2017	U.S. Postmaster	\$86.22	Postage
CM31950	3/24/2017	U.S. Postmaster	\$500.36	Public Notice-Drinking Water
CM31951	3/24/2017	W.W. Grainger Inc.	\$2,094.72	Repairs & Maintenance
CM31952	3/24/2017	Stephen Hirano DBA Water District Jobs	\$435.00	Employment Ads
CM31953	3/24/2017	Water Environment Federation	\$312.00	Membership
CM31954	3/24/2017	Western Exterminator Co.	\$494.00	Monthly Service & Rodent Control
CM31955	3/24/2017	Zenon Environmental Corporation	\$4,269.00	Repairs & Maintenance
EFT	3/27/2017	EFTPS	\$58.30	Payroll
EFT	3/27/2017	EDD	\$15.00	Payroll
EFT	3/27/2017	CA Department of Revenue	\$18.00	2016 Use Tax
EFT	3/28/2017	Pitney Bowes	\$1,500.00	Postage Machine Refill
		TOTAL	\$510,358.41	

Rancho Murieta Community Services District
Bills Paid Listing for March 2017

Ck Number	Date	Vendor	Amount	Purpose
		CFD#1 Bank of America Checking		
		--- ACCOUNT CLOSED ---		
		TOTAL	\$0.00	
		CFD 2014-1 Bank of America Checking		
CM2040	3/10/2017	S&P Global Market Intelligence Inc	\$119.00	CFD2014-1 Admin Cost
CM2041	3/24/2017	Corelogic Solutions, LLC	\$165.00	CFD2014-1 Admin Cost
CM2042	3/24/2017	NBS	\$1,550.28	CFD2014-1 Admin Cost
		TOTAL	\$1,834.28	
		EL DORADO PAYROLL		
Checks: CM11592 to CM11607 and Direct Deposits: DD09556 to DD09615			\$ 113,824.34	Payroll
EFT	Various	National Payment Corp	\$134.48	Payroll
		TOTAL	\$113,958.82	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: April 14, 2017
To: Board of Directors
From: Darlene J. Thiel, General Manager
Subject: General Manager's Report

WATER CONSERVATION

In March, the community's residential gallons per capita per day (R-GPCD) usage was 71 gallons. The March 2017 R-GPCD is the lowest for the month of March since 2013. In fact, the March 2017 R-GPCD is 55% lower than the March 2013 R-GPCD. Much of this variance is explained by the high amount of precipitation we have received this year.

The total year to date potable used, which includes commercial and District usage, is 30% lower than the same time period in 2013. Again, this reduction in usage is not surprising due the high amount of rain recently received.

PERSONNEL

Chief Wagner is currently interviewing for three (3) Gate Officer positions. Two (2) vacancies are due to recent resignations and one is due to promoting a gate officer to an open Patrol Officer position.

Field Operations has three (3) employees out on workers' comp (one operator and two utility). Hopefully, one of the Utility Workers will return to duty on April 17, 2017. Due to these staff shortages, we have brought a contract operator on to assist plant operations and we are bringing on a contract laborer, who will start on April 17, 2017 to assist the utility crew. In addition, Paul Siebensohn has an open Plant Operator position that is currently posted (application deadline is April 15, 2017).

SECURITY

Director Clark has shared a list of residents with law enforcement and other expertise that may potentially be willing to provide professional insight on issues as they relate to Rancho Murieta Security. Chief Wagner will utilize these contacts in the future to solicit input and ideas as appropriate.

SECURITY DEPARTMENT – BURNS AND MCDONNELL REPORT

Chief Wagner and I are reviewing the draft of the Security Department Assessment and CCTV Strategy Report. Due to the amount of questions, I am pushing out the presentation of the draft report to the Board of Directors May 2017 Board meeting.

WATER TREATMENT PLANT #1 PROJECT CLOSE-OUT

At the May Board of Directors meeting, staff will present the "Lessons Learned" and cost reimbursement analysis for the Water Treatment Plant #1 Upgrade and Expansion project.

RANCHO NORTH OPEN SPACE FEES

I sent the attached email to Greg Vorster, Rancho Murieta Association (RMA) General Manager, to explain the District charges and fees associated with the Rancho North open space parcels.

PENDING AND PROPOSED LAND DEVELOPMENT PROJECTS

Nothing new to report.

PASSIVE REC USE OF THE MURIETA GARDENS DRAINAGE BASIN

No input received yet from John Sullivan.

Darlene Thiel

From: Darlene Thiel
Sent: Thursday, April 13, 2017 12:10 PM
To: 'Greg Vorster'
Cc: 'Danise Hetland'
Subject: Open Space Fees and Taxes

Greg,

I did some in-depth research regarding the Rancho North open space and if CSD would charge security and/or drainage taxes for those parcels. This topic was discussed at the CSD April 6th Special Board Meeting and I presented the following information to the board.

The Security Code identifies that all parcels within the District boundaries are assessed the monthly security tax. They are identified as either developed or undeveloped property and charged the tax accordingly. The property switches to the developed category when a final map is approved at the county. The parcels/lots in the developed category are then charged the tax at two different rates: metered or unmetered.

Undeveloped property is charged \$23.2341 per acre per month (this rate will increase on July 1, 2017). All of the parks areas are currently charged the undeveloped property rate per acre.

So, in answer to your question, the open space on the north will continue to be charged the monthly Security tax at the undeveloped per acre rate as it is today.

Regarding Drainage special taxes, most of the Rancho North undeveloped parcels are excluded from that tax as they were identified as not using the drainage system. However, the Terrace parcel, which I believe is now Village A and Village C, has 100 acres that is identified as using the drainage system and is therefore assessed the Drainage special tax. I haven't looked yet to see if that 100 acres is part of the proposed open space or if it is included in the planned development area. If it is in the open space area that 100 acres will continue to be charged the per acre tax, which is currently \$2.846 per acre per month (will increase on July 1).

I also called NBS to find out about the CFD 2014-1 assessments on the property. That tax assessment will not be an obligation of the open space parcels once the final maps are approved which will officially designate them as open space.

Let me know if you have any additional questions or need more information.

Thanks,

Darlene J. Thiel

General Manager

Rancho Murieta Community Services District

P.O. Box 1050

15160 Jackson Road

Rancho Murieta, CA 95683

Phone: 916-354-3709

Cell: 916-873-5145

Fax: 916-314-3530

Please note new name and email address: dthiel@rmcsd.com

Visit us at www.RMCSD.com

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MEMORANDUM

Date: April 11, 2017
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary report for **March 2017**. 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.

This information is provided to the Board to assist in answering possible questions regarding under or over-budget items. In addition, other informational items of interest are included.

Water Consumption - Listed below are year-to-date water consumption numbers using weighted averages:

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	12 month rolling % increase												
Residences	0.8%	2,524	2,531	2,531	2,534	2,534	2,534	2,534	2,534	2,539			
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	1,362	2,489	2,545	2,188	1,814	850	668	614	534	561			
Gallons per day	340	621	635	545	452	212	167	153	133	140			
Planning Usage GPD	583												

Lock-Offs – For the month of March, there were 20 lock-offs.

Connection Fees – There were no new water permits issued in March.

Aging Report – Delinquent accounts totaled \$182,218 which was 29.4% of the total accounts receivable balance of \$619,238. Past due receivables increased 8.1% or \$13,745 from the prior month. This increase was related to undeveloped property and not current connections.

WTP#1 Expansion – The Water Treatment Plant Expansion and Upgrade project accounting was closed out at the end of February. The reports included with the March board meeting packet are the final reports for the project. Staff is working on putting together a detailed listing of future reimbursable expenses and anticipates that this listing will be provided in the May board packet.

Summary of Reserve Accounts as of March 31, 2017 – The District’s reserve accounts increased \$47,186 during the month of March and have increased \$58,471 since the beginning of the fiscal year. Other than normal inter-fund borrowing repayments and monthly reserve contributions, the only other reserve transaction was \$7,700 paid to Kennedy/Jenks for the Recycled Water Program Report. The total amount of reserves held by the District on March 31, 2017 was \$4,846,397. See the table below for information by specific reserve account.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2016</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Mar 31, 2017</i>
Water Capital Replacement (200-2505)	826,443	175,183	(0)	1,001,626
Sewer Capital Replacement (250-2505)	1,915,904	287,659	(38)	2,203,525
Drainage Capital Replacement (260-2505)	71,601	254	(0)	71,855
Security Capital Replacement (500-2505)	90,972	34,574	(33,132)	92,414
Admin Capital Replacement (xxx-2505-99)	57,174	0	(0)	57,174
Sewer Capital Improvement Connection (250-2500)	4,045	13	(0)	4,058
Capital Improvement (xxx-2510)	331,445	29,259	(0)	360,704
Water Supply Augmentation (200-2511)	1,758,673	57,883	(129,812)	1,686,744
WTP Construction Fund Reserve (200-2513)	(281,547)	140,556	(525,927)	(666,918)
Security Impact Fee Reserves (500-2513)	13,214	22,001	(0)	35,215
Total Reserves	4,787,924	747,382	(688,909)	4,846,397

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2016</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance Mar 31, 2017</i>
Sewer Loan to WTP Construction Fund	1,277,709	6,380	(111,797)	1,172,292
WSA Loan to WTP Construction Fund	425,903	2,127	(37,266)	390,764
N. Gate Security Loan from Drainage Fund	86,039	405	(17,532)	68,912
Total Inter-fund Borrowing	1,789,651	8,912	(166,595)	1,631,968

PARS GASB 45 Trust - The PARS GASB 45 Trust, which is the investment trust established to fund Other Post Employment Benefits, had the following returns:

Period ended February, 2017		
1-Month	3-Months	1-Year
1.93%	4.63%	15.78%

Financial Summary Report (year-to-date through March 31, 2017)

Revenues:

Water Charges, year-to-date, are **above** budget \$18,772 or **1.3%**

Sewer Charges, year-to-date, are **below** budget \$4,619 or **(0.5%)**

Drainage Charges, year-to-date, are **below** budget \$937 or **(0.7%)**

Security Charges, year-to-date, are **below** budget \$5,640 or (0.6%)

Solid Waste Charges, year-to-date, are **above** budget \$2,106 or 0.4%

Total Revenue, which includes other income, property taxes, and interest income year-to-date, is **above** budget \$54,457 or 1.2% (Water Conservation Efforts - YTD residential water usage is up 2.2% versus budget).

Expenses: Year-to-date total operating expenses are **below** budget \$190,858 or (4.4%). There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

Water Expenses (including wages and employer costs) year-to-date, are **below** budget \$73,216 or (6.0%). Water Department wages and employer costs are over budget by \$58,790 or 11.0% so far this year (primarily in Water Treatment). This number is down from 13.7% as of the end of December as a result of personnel being allocated more to Drainage during this year's rainy season. Savings have been seen across most other expense categories. Aside from personnel-related expenses, permits and non-routine maintenance continue to be the two largest over-budget expense categories.

Sewer Expenses, year-to-date, are **below** budget by \$136,247 or (17.6%). The Sewer Department continues to see savings across most expense categories, with the largest savings coming from repairs and maintenance, consulting, wages and employer costs. Sewer wages are under budget 20.2% so far this year due to personnel allocating more time to the Water and Drainage Departments. Purchased power is the Sewer Department's largest expense overage, but this should normalize once the Solar City power project is completed.

Drainage Expenses, year-to-date, are **above** budget by \$20,810 or 20.1%. The Drainage Department went from being under budget on expenses through December to being over budget through March due to the excessive rains we've received this year and a major repair on Main Lift South. Wages, repairs and maintenance, and employer costs are the largest budget overruns.

Combined Water/Sewer/Drainage Wages and Employer Costs, year-to-date, are **below** budget by \$3,293 or (0.3%). These costs were **above** budget YTD through February. Utility personnel at the District allocate their time between the Water, Sewer and Drainage departments as needed and as directed. This section is being reported to help gauge overall utility personnel expenses versus budget.

Security Expenses, year-to-date, are **above** budget by \$8,870 or 1.0%. Security Gate expenses so far this year are **above** budget by \$18,086, with overages in employer costs and contract security personnel. Security Patrol expenses are **below** budget by \$14,213 year-to-date. General Security expenses are **above** budget by \$4,996 through the month of March with overages in employer costs being offset by savings in consulting.

Solid Waste Expenses, year-to-date, are **above** budget by \$2,983 or 0.7%. Solid waste revenues and expenses are both slightly over budget through the end of March.

General Expenses, year-to-date, are **below** budget by \$14,057 or (1.6%). Insurance and legal expenses are still the biggest line items that are over budget so far this year, but are more than made up for by savings in other expense categories (employer costs, travel and meetings, IT systems maintenance, etc).

Net Income: Year-to-date unadjusted net income, before depreciation, is \$386,644 versus a budget of \$141,329. Net income/(Loss) adjusted for estimated depreciation expense is (\$720,817). The full-year expected net operating income (loss) before depreciation, per the 2016-2017 budget is (\$110).

Rancho Murieta Community Services District
Summary Budget Performance Report
YTD THROUGH MARCH 2017

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
REVENUES								
Water Charges	32.4%	\$1,939,830	31.9%	\$1,419,708	\$1,438,480	31.9%	\$18,772	1.3%
Sewer Charges	21.9%	1,312,546	22.1%	984,275	979,656	21.7%	(4,619)	(0.5%)
Drainage Charges	3.2%	189,270	3.2%	141,957	141,020	3.1%	(937)	(0.7%)
Security Charges	21.2%	1,268,890	21.4%	951,660	946,020	21.0%	(5,640)	(0.6%)
Solid Waste Charges	10.7%	640,000	10.8%	480,006	482,112	10.7%	2,106	0.4%
Other Income	1.8%	108,420	1.7%	77,450	118,681	2.6%	41,231	53.2%
Interest Earnings	0.1%	3,580	0.1%	2,490	6,031	0.1%	3,541	142.2%
Property Taxes	9.6%	577,440	9.7%	433,080	433,080	9.6%		0.0%
Property Taxes (Reserve Alloc)	-0.8%	(45,680)	-0.8%	(34,263)	(34,260)	-0.8%	3	0.0%
Total Revenues	100.0%	5,994,296	100.0%	4,456,363	4,510,820	100.0%	54,457	1.2%
OPERATING EXPENSES								
Water/Sewer/Drainage								
Wages	15.2%	911,000	15.3%	661,500	668,972	16.2%	7,472	1.1%
Employer Costs	7.4%	445,010	7.7%	331,396	319,536	7.7%	(11,860)	(3.6%)
Power	6.3%	379,540	6.2%	267,723	236,778	5.7%	(30,945)	(11.6%)
Chemicals	3.3%	194,340	2.7%	118,565	86,840	2.1%	(31,725)	(26.8%)
Maint & Repair	5.7%	340,150	5.2%	222,920	246,240	6.0%	23,320	10.5%
Meters/Boxes	0.9%	54,000	0.9%	37,250	20,254	0.5%	(16,996)	(45.6%)
Lab Tests	0.7%	44,200	0.7%	28,650	20,747	0.5%	(7,903)	(27.6%)
Permits	1.2%	73,100	1.5%	63,584	71,546	1.7%	7,962	12.5%
Training/Safety	0.4%	21,500	0.3%	15,090	12,436	0.3%	(2,654)	(17.6%)
Equipment Rental	0.6%	35,930	0.5%	22,650	4,689	0.1%	(17,961)	(79.3%)
Other	7.8%	466,550	7.7%	331,718	224,355	5.4%	(107,363)	(32.4%)
Subtotal Water/Sewer/Drainage	49.6%	2,965,320	48.7%	2,101,046	1,912,393	46.4%	(188,653)	(9.0%)
Security								
Wages	11.3%	677,600	11.5%	496,400	475,473	11.5%	(20,927)	(4.2%)
Employer Costs	6.5%	389,600	6.7%	291,050	310,640	7.5%	19,590	6.7%
Off Duty Sheriff Patrol	0.1%	4,000	0.1%	4,000	4,431	0.1%	431	10.8%
Other	2.1%	128,330	2.0%	87,657	97,432	2.4%	9,775	11.2%
Subtotal Security	20.1%	1,199,530	20.4%	879,107	887,976	21.5%	8,869	1.0%
Solid Waste								
CWRS Contract	9.3%	555,700	9.7%	416,772	419,512	10.2%	2,740	0.7%
Sacramento County Admin Fee	0.6%	34,800	0.6%	26,100	26,343	0.6%	243	0.9%
HHW Event	0.3%	15,710	0.0%			0.0%		0.0%
Subtotal Solid Waste	10.1%	606,210	10.3%	442,872	445,855	10.8%	2,983	0.7%
General / Admin								
Wages	8.7%	518,100	8.7%	375,900	367,042	8.9%	(8,858)	(2.4%)
Employer Costs	4.6%	276,500	4.8%	205,650	192,305	4.7%	(13,345)	(6.5%)
Insurance	1.4%	86,400	1.5%	64,800	68,927	1.7%	4,127	6.4%
Legal	1.0%	60,000	1.0%	45,000	72,830	1.8%	27,830	61.8%
Office Supplies	0.4%	22,800	0.4%	17,100	13,635	0.3%	(3,465)	(20.3%)
Director Meetings	0.3%	18,000	0.3%	13,500	7,900	0.2%	(5,600)	(41.5%)
Telephones	0.1%	5,400	0.1%	4,050	4,612	0.1%	562	13.9%
Information Systems	1.3%	77,450	1.5%	62,819	56,214	1.4%	(6,605)	(10.5%)
Community Communications	0.1%	5,900	0.1%	4,050	954	0.0%	(3,096)	(76.4%)
Postage	0.4%	21,600	0.4%	16,200	14,928	0.4%	(1,272)	(7.9%)
Janitorial/Landscape Maint	0.3%	17,040	0.3%	12,780	12,814	0.3%	34	0.3%
Other	1.6%	97,320	1.6%	70,160	65,791	1.6%	(4,369)	(6.2%)
Subtotal General / Admin	20.2%	1,206,510	20.7%	892,009	877,952	21.3%	(14,057)	(1.6%)
Total Operating Expenses	100.0%	5,977,570	100.0%	4,315,034	4,124,176	100.0%	(190,858)	(4.4%)
Operating Income (Loss)	100.0%	16,726	100.0%	141,329	386,644	100.0%	245,315	173.6%
Non-Operating Expenses								
Sewer Reserve Expenditure	100.0%	16,836	0.0%			0.0%		0.0%
Total Non-Operating Expenses	100.0%	16,836	0.0%			0.0%		0.0%
Net Income (Loss)	100.0%	(110)	100.0%	141,329	386,644	100.0%	245,315	173.6%

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH MARCH 2017

	% of Annual		% of YTD		YTD Actuals	% of		YTD VARIANCE	
	Total	Budget	Total	Budget		Total	Total	Amount	%
WATER REVENUES									
Water Charges	98.4%	\$1,939,830	98.5%	\$1,419,708	\$1,438,480	96.8%	\$18,772	1.3%	
Interest Earnings	0.1%	2,530	0.1%	1,705	2,534	0.2%	829	48.6%	
Other Income	1.4%	28,160	1.4%	19,471	44,803	3.0%	25,332	130.1%	
Total Water Revenues	100.0%	1,970,520	100.0%	1,440,884	1,485,817	100.0%	44,933	3.1%	
EXPENSES (excluding depreciation)									
Wages	28.8%	491,940	29.2%	357,210	405,313	35.2%	48,103	13.5%	
Employer Costs	14.1%	240,620	14.6%	179,112	189,049	16.4%	9,937	5.5%	
Power	14.9%	254,240	14.7%	179,823	134,595	11.7%	(45,228)	(25.2%)	
Chemicals	7.3%	124,100	7.1%	86,875	55,266	4.8%	(31,609)	(36.4%)	
T&O - Chemicals/Treatment	0.4%	7,200	0.3%	3,600	7,375	0.6%	3,775	104.9%	
Maint & Repair	8.3%	142,000	7.4%	90,920	128,762	11.2%	37,842	41.6%	
Meters/Boxes	3.2%	54,000	3.0%	37,250	20,254	1.8%	(16,996)	(45.6%)	
Lab Tests	1.6%	28,000	1.3%	16,500	11,171	1.0%	(5,329)	(32.3%)	
Permits	1.9%	32,000	1.8%	22,500	32,372	2.8%	9,872	43.9%	
Training/Safety	0.5%	9,300	0.5%	6,000	4,051	0.4%	(1,949)	(32.5%)	
Equipment Rental	1.2%	21,000	1.1%	13,500	614	0.1%	(12,886)	(95.5%)	
Other Direct Costs	17.7%	301,140	18.8%	230,467	161,719	14.1%	(68,748)	(29.8%)	
Operational Expenses	100.0%	1,705,540	100.0%	1,223,757	1,150,541	100.0%	(73,216)	(6.0%)	
Water Income (Loss)	15.5%	264,980	17.7%	217,127	335,276	29.1%	118,149	54.4%	
38.9% Net Admin Alloc	15.5%	265,061	15.9%	194,313	188,452	16.4%	(5,861)	(3.0%)	
Total Net Income (Loss)	0.0%	(81)	1.9%	22,814	146,824	12.8%	124,010	543.6%	
SEWER REVENUES									
Sewer Charges	98.6%	1,312,546	98.7%	984,275	979,656	98.0%	(4,619)	(0.5%)	
Interest Earnings	0.0%	180	0.0%	135	2,283	0.2%	2,148	1,591.1%	
Other Income	1.4%	18,500	1.3%	13,015	17,309	1.7%	4,294	33.0%	
Total Sewer Revenues	100.0%	1,331,226	100.0%	997,425	999,248	100.0%	1,823	0.2%	
EXPENSES (excluding depreciation)									
Wages	31.9%	355,290	33.3%	257,985	205,791	32.3%	(52,194)	(20.2%)	
Employer Costs	15.6%	173,280	16.7%	129,110	102,562	16.1%	(26,548)	(20.6%)	
Power	10.4%	115,500	10.6%	81,800	94,682	14.9%	12,882	15.7%	
Chemicals	5.2%	58,040	3.4%	26,590	23,041	3.6%	(3,549)	(13.3%)	
Maint & Repair	16.7%	186,250	15.9%	123,000	96,794	15.2%	(26,206)	(21.3%)	
Lab Tests	1.5%	16,200	1.6%	12,150	9,576	1.5%	(2,574)	(21.2%)	
Permits	3.2%	35,100	4.5%	35,084	32,661	5.1%	(2,423)	(6.9%)	
Training/Safety	1.1%	12,200	1.2%	9,090	8,078	1.3%	(1,012)	(11.1%)	
Equipment Rental	0.9%	10,200	1.0%	7,650	2,756	0.4%	(4,894)	(64.0%)	
Other Direct Costs	13.5%	149,960	11.8%	91,146	61,417	9.6%	(29,729)	(32.6%)	
Operational Expenses	100.0%	1,112,020	100.0%	773,605	637,358	100.0%	(136,247)	(17.6%)	
Sewer Income (Loss)	19.7%	219,206	28.9%	223,820	361,890	56.8%	138,070	61.7%	
29.7% Net Admin Alloc	18.2%	202,373	19.2%	148,357	143,882	22.6%	(4,475)	(3.0%)	
Reserve Expenditures	1.5%	16,836	0.0%			0.0%		0.0%	
Total Net Income (Loss)	0.0%	(3)	9.8%	75,463	218,008	34.2%	142,545	188.9%	
DRAINAGE REVENUES									
Drainage Charges	100.0%	189,270	100.0%	141,957	141,020	100.0%	(937)	(0.7%)	
Interest Earnings	0.0%	50	0.0%	35	50	0.0%	15	42.9%	
Total Drainage Revenues	100.0%	189,320	100.0%	141,992	141,070	100.0%	(922)	(0.6%)	
EXPENSES (excluding depreciation)									
Wages	43.2%	63,770	44.7%	46,305	57,868	46.5%	11,563	25.0%	
Employer Costs	21.1%	31,110	22.4%	23,174	27,925	22.4%	4,751	20.5%	
Power	6.6%	9,800	5.9%	6,100	7,501	6.0%	1,401	23.0%	
Chemicals	3.4%	5,000	1.4%	1,500	1,158	0.9%	(342)	(22.8%)	
Maint & Repair	8.1%	11,900	8.7%	9,000	20,684	16.6%	11,684	129.8%	
Permits	4.1%	6,000	5.8%	6,000	6,513	5.2%	513	8.6%	
Equipment Rental	3.2%	4,730	1.4%	1,500	1,319	1.1%	(181)	(12.1%)	
Other Direct Costs	10.5%	15,450	9.7%	10,105	1,526	1.2%	(8,579)	(84.9%)	
Operational Expenses	100.0%	147,760	100.0%	103,684	124,494	100.0%	20,810	20.1%	
Drainage Income (Loss)	28.1%	41,560	36.9%	38,308	16,576	13.3%	(21,732)	(56.7%)	
6.1% Net Admin Alloc	28.1%	41,565	29.4%	30,471	29,552	23.7%	(919)	(3.0%)	
Total Net Income (Loss)	0.0%	(5)	7.6%	7,837	(12,976)	-10.4%	(20,813)	(265.6%)	
SECURITY REVENUES									
Security Charges	94.8%	1,268,890	94.8%	951,660	946,020	93.9%	(5,640)	(0.6%)	
Interest Earnings	0.0%	400	0.0%	300	482	0.0%	182	60.7%	
Property Tax	4.9%	65,040	4.9%	48,780	48,780	4.8%		0.0%	
Property Tax (Reserve Alloc)	-3.4%	(45,680)	-3.4%	(34,263)	(34,260)	-3.4%	3	0.0%	

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH MARCH 2017

	% of Annual		% of YTD		YTD		YTD VARIANCE	
	Total	Budget	Total	Budget	Actuals	Total	Amount	%
Other Income	3.7%	\$49,160	3.7%	\$36,864	\$46,927	4.7%	\$10,063	27.3%
Total Security Revenues	100.0%	1,337,810	100.0%	1,003,341	1,007,949	100.0%	4,608	0.5%
EXPENSES (excluding depreciation)								
Wages	56.5%	677,600	56.5%	496,400	475,473	53.5%	(20,927)	(4.2%)
Employer Costs	32.5%	389,600	33.1%	291,050	310,640	35.0%	19,590	6.7%
Equipment Repairs	0.4%	4,900	0.4%	3,303	2,562	0.3%	(741)	(22.4%)
Vehicle Maintenance	0.8%	9,600	0.8%	7,200	2,571	0.3%	(4,629)	(64.3%)
Vehicle Fuel	1.4%	16,800	1.4%	12,600	10,234	1.2%	(2,366)	(18.8%)
Off Duty Sheriff Patrol	0.3%	4,000	0.5%	4,000	4,431	0.5%	431	10.8%
Other	8.1%	97,030	7.3%	64,554	82,066	9.2%	17,512	27.1%
Operational Expenses	100.0%	1,199,530	100.0%	879,107	887,977	100.0%	8,870	1.0%
Security Income (Loss)	11.5%	138,280	14.1%	124,234	119,972	13.5%	(4,262)	(3.4%)
20.3% Net Admin Alloc	11.5%	138,322	11.5%	101,402	97,707	11.0%	(3,695)	(3.6%)
Total Net Income (Loss)	0.0%	(42)	2.6%	22,832	22,265	2.5%	(567)	(2.5%)
SOLID WASTE REVENUES								
Solid Waste Charges	100.0%	640,000	100.0%	480,006	482,112	99.9%	2,106	0.4%
Interest Earnings	0.0%	300	0.0%	225	489	0.1%	264	117.3%
Total Solid Waste Revenues	100.0%	640,300	100.0%	480,231	482,601	100.0%	2,370	0.5%
EXPENSES (excluding depreciation)								
CWRS Contract	91.7%	555,700	94.1%	416,772	419,512	94.1%	2,740	0.7%
Sacramento County Admin Fee	5.7%	34,800	5.9%	26,100	26,343	5.9%	243	0.9%
HHW Event	2.6%	15,710	0.0%			0.0%		0.0%
Operational Expenses	100.0%	606,210	100.0%	442,872	445,855	100.0%	2,983	0.7%
Solid Waste Income (Loss)	5.6%	34,090	8.4%	37,359	36,746	8.2%	(613)	(1.6%)
5.0% Net Admin Alloc	5.6%	34,069	5.6%	24,976	24,223	5.4%	(753)	(3.0%)
Total Net Income (Loss)	0.0%	21	2.8%	12,383	12,523	2.8%	140	1.1%
OVERALL NET INCOME(LOSS)	100.0%	(110)	100.0%	141,329	386,644	100.0%	245,315	173.6%

PREPARED BY: Eric Thompson, Controller

REVIEWED BY: Barney Thiel, District Treasurer

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCES AS OF MARCH 31, 2017

INSTITUTION	YIELD		BALANCE
CSD FUNDS			
EL DORADO SAVINGS BANK			
SAVINGS	0.03%	\$	609,380.07
CHECKING	0.02%	\$	108,600.00
PAYROLL	0.02%	\$	75,420.91
BANNER BANK			
EFT	0.00%	\$	15,096.88
LOCAL AGENCY INVESTMENT FUND (LAIF)			
UNRESTRICTED	0.82%	\$	1,439,254.28
RESTRICTED RESERVES	0.82%	\$	4,009,479.84
CALIFORNIA ASSET MGMT (CAMP)			
OPERATION ACCOUNT	0.89%	\$	603,568.06
UNION BANK			
PARS GASB45 TRUST (balance as of 2/28/17)		\$	1,309,153.22
TOTAL			\$ 8,169,953.26

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)

BANK OF AMERICA			
CHECKING	0.00%		CLOSED
CALIFORNIA ASSET MGMT (CAMP)			
SPECIAL TAX	0.89%		CLOSED

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

BANK OF AMERICA			
CHECKING	0.00%	\$	513,252.71
WILMINGTON TRUST (balance as of 11/30/16)			
BOND RESERVE FUND	0.09%	\$	391,725.90
BOND ADMIN EXPENSE	0.09%	\$	40,451.74
BOND SPECIAL TAX FUND	0.09%	\$	53,899.89
BOND ACQ & CONSTRUCTION	0.09%	\$	1,143.12
BOND REDEMPTION ACCOUNT	0.09%	\$	-
BOND COI	0.09%	\$	-
BOND SURPLUS	0.09%	\$	-
			\$ 1,000,473.36
TOTAL ALL FUNDS			\$ 9,170,426.62

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

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: April 10, 2017
To: Board of Directors
From: Paul Wagner, Security Chief
Subject: Security Report for the Month of March 2017

OPERATIONS

New Gate Officer David Loblado has completed his training and has been assigned to the grave yard shift (11:00 p.m. – 7:00 a.m.).

INCIDENTS OF NOTE

March 10, Murieta Market (Raley's) was burglarized. Three (3) unknown subjects broke the lower front door window and entered. They took alcohol and a few other miscellaneous items. Subjects were inside the store a very short time, Security was on scene and observed a vehicle leaving the area. Sacramento County Sheriff's Department (SSD) was called and responded. No arrests have been made.

March 13, adult male contacted South Gate stating he wanted to cause harm to himself. He was contacted by Sergeant Scarzella on the cart path. SSD and Engine 59 arrived shortly and attempted to take the male into custody. Subject became combative then eventually complied.

March 19, domestic violence incident at the Rancho Murieta Airport. Victim went to the North Gate for help. SSD was contacted and arrived shortly. At the airport, the suspect brandished a firearm at the SSD Deputies then locked himself in an RV inside one of the hangars. Subject eventually surrendered to SSD.

March 22, resident arrested for DUI. Chronic issue. Neighbor took subject's car keys the morning of the arrest and gave them to the Sacramento Metro Fire Department (SMFD) for safekeeping. Neighbor said she was very intoxicated. SMFD turned the keys over to Security, who later returned the car keys to the resident and told her not to drive. Subject was seen immediately after driving to the store. She was contacted by a District Security Patrol Officer and Chief Wagner. CHP arrived on scene and subject was subsequently arrested for DUI.

March 29th, adult male was arrested by CHP for DUI and possession of concealed weapon. Security received several calls about a car speeding at the airport. As District Security Patrol arrived, a vehicle was seen exiting the airport. The driver lost control and crashed his vehicle into a tree in the parking lot. Subject attempted to leave the scene. He was arrested and held by District Security until the CHP arrived. Sacramento Metro Fire was called because of the nature of the crash. A loaded concealed firearm was located under the driver's seat. CHP attempted to conduct field sobriety tests on the subject, who refused. Subject was arrested for DUI and concealed firearm.

RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING

Meeting was March 6, 2017. Several cases were brought to the Committee for review. Nothing further to report.

INCIDENT MAP AND EMERGENCY EXIT MAP

Rough draft of the emergency map is available for review. I will be attending the ISC West Security trade show April 5 -7, 2017. I will be looking for reporting and mapping software for the District. Hopefully, I will be able to find several programs that fit our needs and budget.

MEMORANDUM

Date: April 10, 2017
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Water/Wastewater/Drainage Report

The following is information and projects staff has worked on since the last Board meeting.

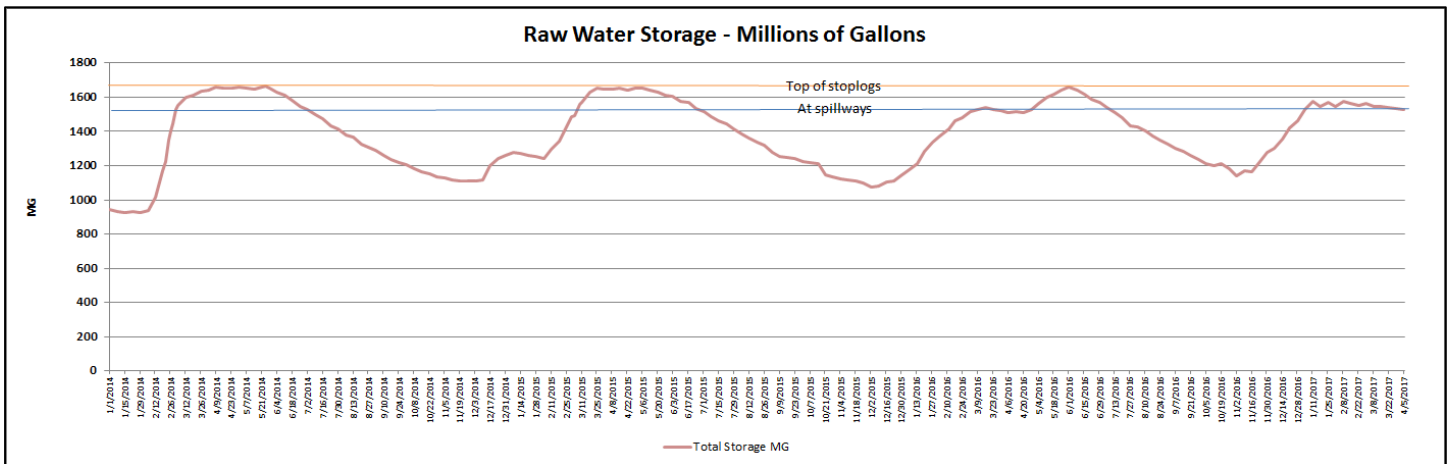
WATER

Plant 1 is set to operate at 1.3 million gallons per day (mgd), averaging 0.74 mgd of production, to provide the community's water needs. Plant 2 is off, but is cleaned and ready for service if needed. Water treatment plant production flow for March was 19,014,000 gallons (58.35 acre-feet).

WATER SOURCE OF SUPPLY

Our water storage reservoirs have stayed full to their spillways without pumping from the river. We will put stop logs in and begin pumping on April 15 to fill another two (2) feet of water to our reservoirs. The combined raw water storage for Calero, Chesbro, and Clementia Reservoirs, on April 5, 2017, measured approximately 1,528 MG (4,690 AF) of which 1,364.21 MG (4,186.9 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, storage measured 1,216.9 MG (3,812.9 AF), or 1,193 MG (3,359 AF) usable. In March, the measured rainfall totaled 2.55". In the calendar year of 2017 so far we have received 24.5" of rain.

Below is a graphical representation of the water storage reservoir levels this year to date.



The Department of Safety of Dams (DSOD) was out for their annual inspection of the District's dams. Only minor items of concern were noted with the exception of finding sand bags in the spillway of the Chesbro reservoir. No one knows who put them there and we had to remove them per DSOD.

The San Jose Mercury News noted that this is one of the wettest seasons in recent record (see below).

CALIFORNIA PRECIPITATION SLIPS A NOTCH

The latest rain/snow season (October-March) ranks as the second wettest for this time of year in California since record-keeping began 122 years ago. It was ranked the wettest in February.

Rank and season	Total precipitation
1. 1982-83	34.38"
2. 2016 -17	30.75"
3. 1997-98	30.61"
4. 1994 -95	30.51"
5. 1937-38	30.35"
6. 1968-69	28.73"
7. 1940-41	28.48"
8. 1977-78	28.08"
9. 1906-07	28.06"
10. 1951-52	27.25"

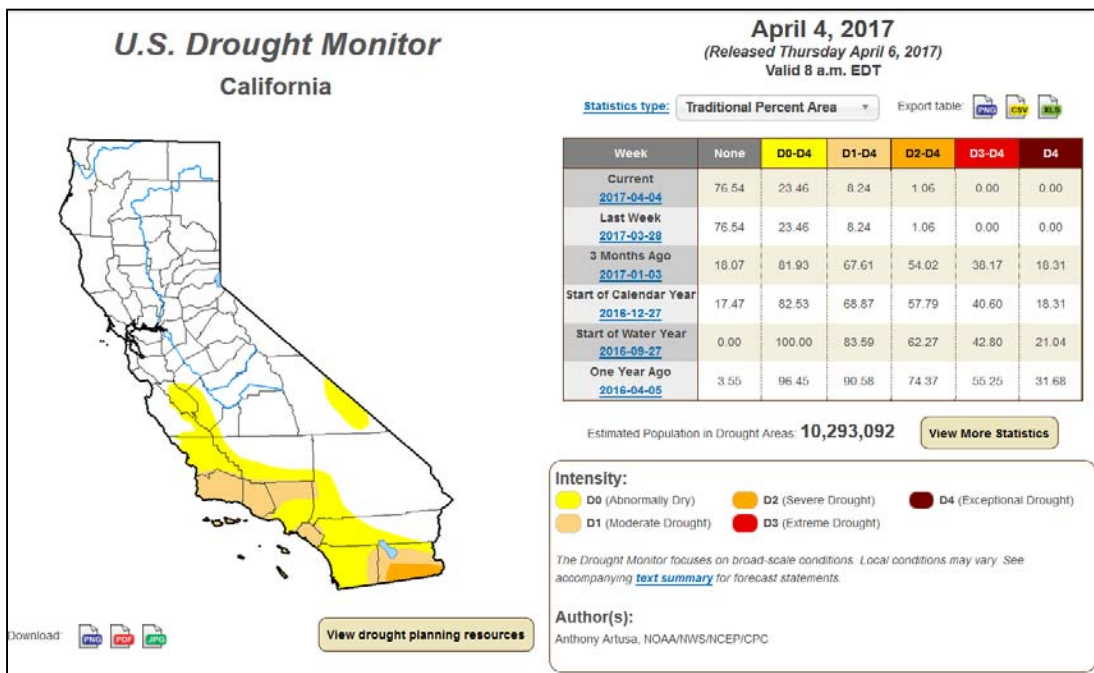
Source: NOAA's National Centers for Environmental Information
BAY AREA NEWS GROUP

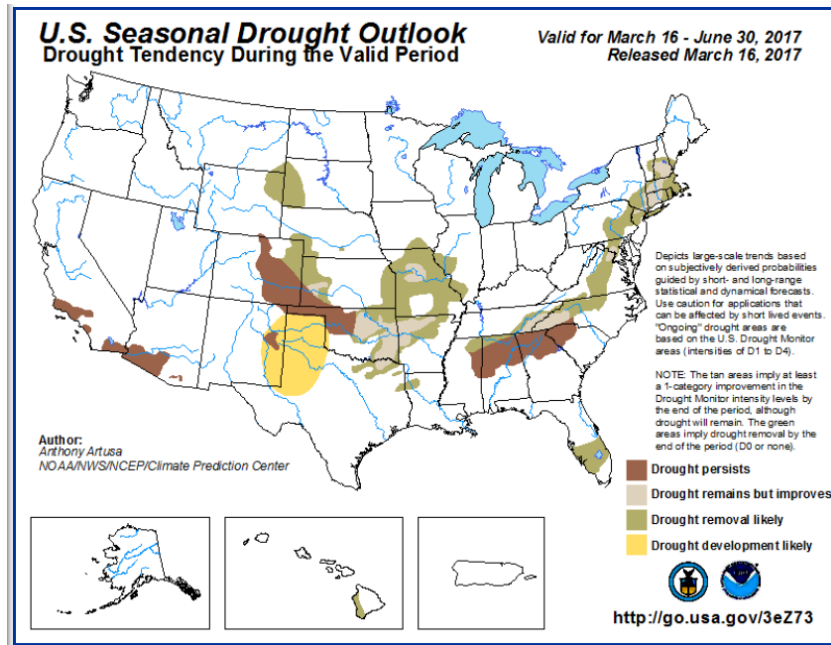
CONSERVATION

March water consumption was approximately 44.9% less than in 2013. The February residential gallons per capita per day usage were at 71.

The Governor lifted the drought emergency on April 7, 2017, but retains prohibition on wasteful use of water. The District is currently maintaining a Stage 1 conservation goal of 10%, allowing maximum of 3 irrigation days per week, broken up per odd/even addresses. The allowable watering time remains between midnight and 10:00 a.m.

The US Drought Monitor and US Seasonal Drought graphics for our area have improved as shown below.



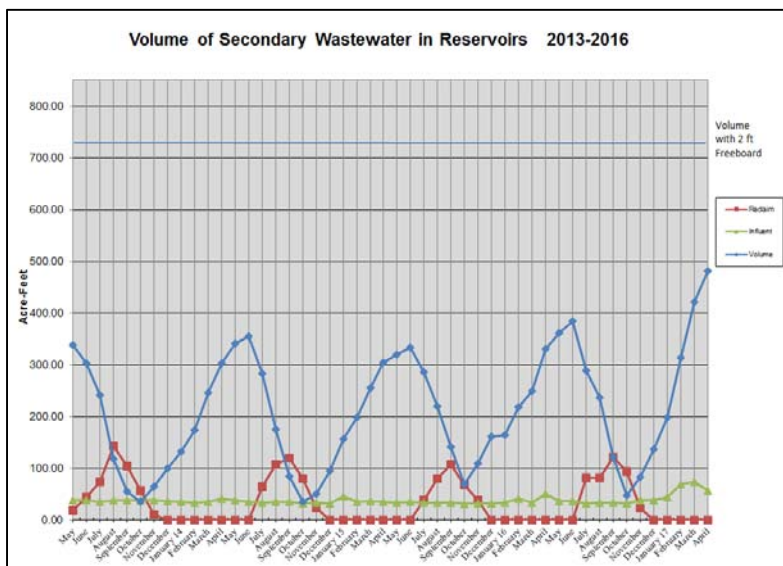


WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

Influent wastewater flow averaged 0.660 million gallons a day, for a March total of 18.476 MG, (56.7 AF). This is approximately 232 gpd per sewer connection. With the high continued inflows from intrusion and infiltration into the sewer collection system and significant direct rainfall received, the secondary wastewater storage rose to 156.67 MG (480.83 AF) as measured on April 5, 2017. We have approximately 247 AF of secondary storage room left to accommodate inflow as 728 acre-feet is the maximum volume we are allowed with two feet (2') of freeboard.

Staff is continuing work on maintenance items to prepare the reclamation plant to start producing recycled water deliveries beginning April 18, 2017. Recent work included adding special filter sand to the tertiary sand filters, repairing leaking air lines, and prepping and epoxy painting of rusted steel areas.

The graph below shows where our secondary storage compared to previous years, as measured on the first Wednesday of each month.





Wastewater secondary storage reservoir #2 getting full on April 6, 2017

SEWER COLLECTION

Due to the sewer pumps getting plugged up multiple times at the Cantova Lift Station from debris, we brought in a contractor with strong enough equipment to vector out debris that had collected in the lift station that feeds from Murieta Village, OE3 dormitory, and the Equestrian Center. As a result, it has been functioning better.

Staff ran the jetter to clean the sewer lines around Anillo and Guadalupe in the North and on Reynosa in the South as a result of root intrusion they had found. The roots were treated with herbicide and they have been added to the District's "hot-spots" list for sewer maintenance.

DRAINAGE

Utility staff continued checking the drainage system for issues and construction sites for Best Management Practices (BMPs) for storm drain protections. As a result of inspections, staff hydro cleaned and vectored out debris from a storm drain line located at the corner of Escuela and Pera. That line collected a lot of sand and gravel that ran-off of Escuela during the heavy rains.

WATER METERING AND UTILITY STAFF WORK

This past March, Utility staff replaced four (4) $\frac{3}{4}$ " water meters. Also completed were fourteen (14) Utility Star work orders, seven (7) rebate inspections and five (5) underground service alerts (USAs).

Utility staff repaired (7) seven water leaks this past month. One of these leaks turned out to be a service line that ran under a SMUD transformer. For staff's current and future safety, this service line, along with one other service line, had to be rerouted around the SMUD transformer. We had two service lines that were only repaired due to the leaking between the curb and water meter box which did not require digging in the street. We also completed three (3) service line replacements from water main to water meter.



Utility Staff replacing a water service line around SMUD transformer



Staff using a fire extinguisher during Extinguisher Safety Training

SOLAR POWER INSTALLATIONS

Wastewater Treatment Plant Site

Solar city is waiting on getting the completed County inspection report and then they can schedule transfer of power from the old transformer to the new transformer. After that, they need to conduct a power check of their panels and then activate them. It is anticipated the project will be completed by the end of this month.

Water Treatment Plant Site

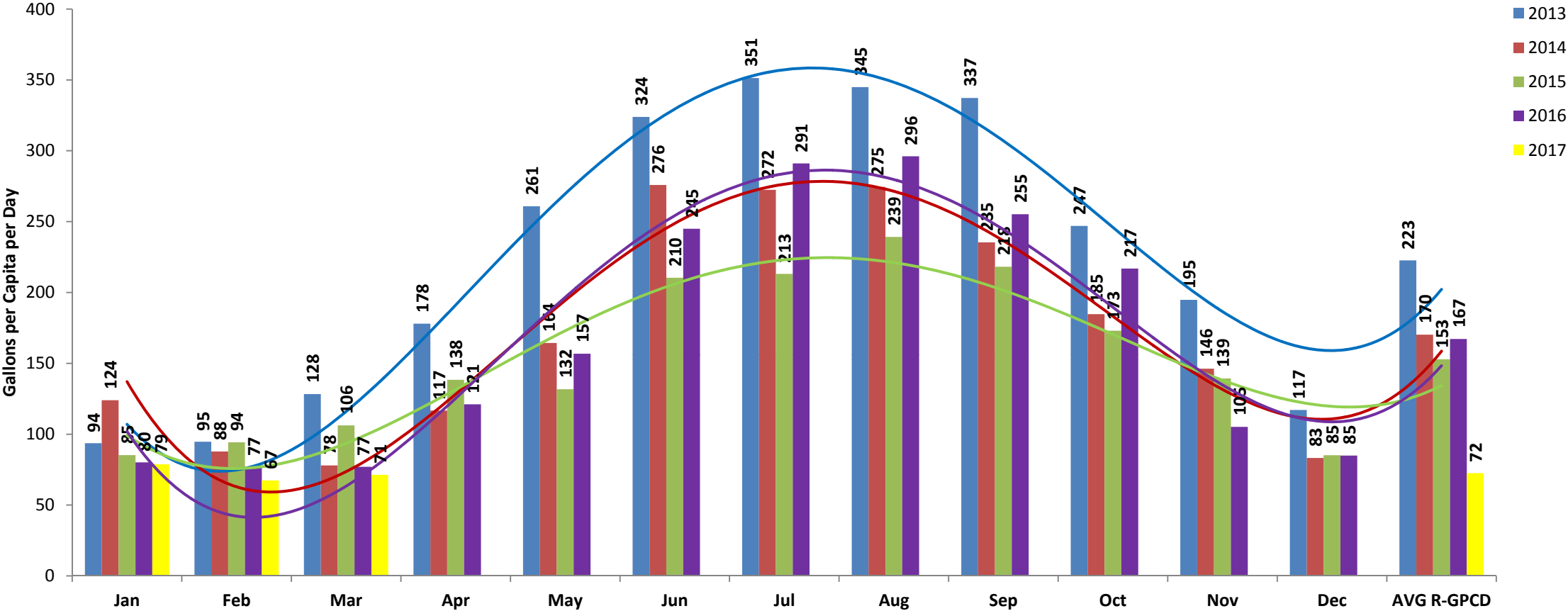
Solar City has received approval from the Sacramento County Permit Office to proceed. They also provided the electrical routing and connection plans to their subcontractor, Bockman Woody, for review and bid for the tie-in into the water plant switchgear. Work could begin as early as next week.

Rancho Murieta - Residential Gallons per Capita per Day

Comparison of 2013, 2014, 2015, 2016 and 2017

Residential Potable Water Consumption

Extrapolated Based on 2010 Census of 5,488 population



Conservation achieved March 2014 versus March 2013: 39%
 Conservation achieved March 2015 versus March 2013: 17%
 Conservation achieved March 2016 versus March 2013: 40%
 Conservation achieved March 2017 versus March 2013: 44%

2014 versus 2013 YTD conservation: 8%
 2015 versus 2013 YTD conservation: 10%
 2016 versus 2013 YTD conservation: 26%
 2017 versus 2013 YTD conservation: 31%

Richard Gilmour

15142 DE LA PENA CIRCLE RANCHO MURIETA, CA 95683

TEL 916 354-0550 FAX Home Fax Phone

5 April 2017

Re: Kids Fishing Day

Chief Paul Wagner
15160 Jackson Highway
Rancho Murieta, Ca. 95683

Dear Chief :

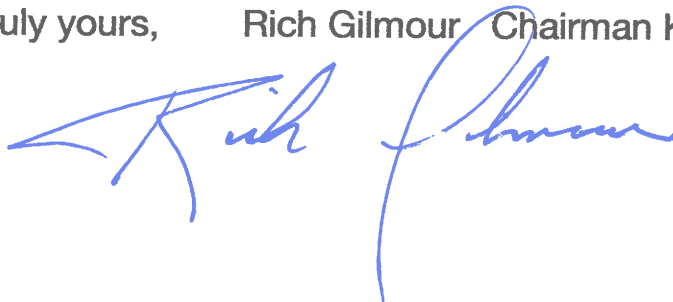
As Chairman of the Rancho Murieta Kiwanis Kid's Fishing Day event, I would like to thank you and your staff for the excellent job you did in preventing poaching in the netted off portion of Lake Clementia reserved for the kids.

The event was held Sunday, April 2, 2017 but the 700 pounds of trout were planted on Friday March 31. For me that meant a valid concern that the poachers would ignore the "No Fishing" signs and fish Friday and Saturday anyway.

However , several times that I went up to check, your people were already there having just run off the poachers. All of this without my having to make a special request.

On behalf of the Kiwanis Club and the RM Fishing Club,(and the over 300 participants) thanks so much for a job well done.

Very truly yours, Rich Gilmour Chairman Kids Fishing Day





April 17, 2017

Darlene Gillum
General Manager
Rancho Murieta Community Services District
P.O. Box 1050
Rancho Murieta, CA 95683

Subject: 2016 Diversion Report

Dear Darlene:

Each year California Waste Recovery Systems is required to prepare and submit an annual diversion report for the residential collection services we provide through our Collection Services Contract with the Rancho Murieta Community Services District. This report summarizes the tons of solid waste collected and disposed, as well as the tons of materials recycled or otherwise diverted from disposal.

This report is for the period 1/1/16 through 12/31/16 and is prepared per the guidelines of Article 5, Diversion Requirements, and Article 14, Record Keeping and Reporting Requirements of the Collection Services Contract. Enclosed are the monthly detailed tonnage and diversion reports for all materials we collected through our Rancho Murieta Collection Services Contract in 2016.

As I have related in prior years, neither our Collection Services Contract with Rancho Murieta nor the Agreement executed between the CSD and Sacramento County require that any action be taken with this information or for you to report these results to any other agency. We already furnish quarterly tonnage reports directly to the Sacramento County Solid Waste Authority (SWA) and will continue to do so through the duration of the Contract because diversion is measured regionally for the unincorporated County. The tons collected in Rancho Murieta are part of that consolidated result.

The table on Page 2 summarizes the tons we collected in 2016 compared to those tons we collected in years 2010 thru 2015. Year-to-year comparison of 2010 and 2016 shows that the overall tons we collect have dropped 1% since 2010. Trash tons have increased by 2%, while the Recyclables tons have increased by 8%. Greenwaste tons decreased by 10%. Also interesting, bulky waste service requests have increased by 60% when comparing 2010 to 2016. This increase contributes to more trash tons and reducing the diversion rate.



Darlene Gillum
General Manager
Rancho Murieta Community Services District
April 17, 2017
Page 2

Annual Tons	2010	2011	2012	2013	2014	2015	2016
Trash	1932	1901	1891	1963	1788	1879	1971
Recyclables	681	705	639	601	735	745	734
Greenwaste	1215	1121	1088	1085	976	939	1091
Total	3828	3727	3618	3649	3499	3563	3796
Diversion Rate	50%	48%	48%	46%	49%	47%	48%

We are looking forward to presenting and discussing the 2016 Diversion Report results with you and the Board of Directors at the CSD Board meeting on April 19, 2017. Thank you for the opportunity to provide residential solid waste and recyclables collection in Rancho Murieta.

Sincerely,



Jack Fiori
Vice President

Enclosures

	A	B	AD	AE	AG	AH	AK	BL	BQ	BR
1	RANCHO MURIETA									
2	Jan - Mar 2016									
3		AB	GTS	HPC	KIEFER	LD	MRF	SWWG	VO	Totals
27	RESI - TRASH	0.00	19.88	0.00	444.32	0.00	0.00	0.00	0.00	464.20
28	RESI- RECYCLING	0.00	0.00	0.00	0.00	0.00	177.96	0.00	0.00	177.96
29	RESI - YARD & GARDEN	0.00	0.00	0.00	14.86	292.19	0.00	4.65	0.00	311.70
30		0.00	19.88	0.00	459.18	292.19	177.96	4.65	0.00	953.86
31										
32										
33	April - June 2016									
34		AB	GTS	HPC	KIEFER	LD	MR	SWWG	VO	TOTALS
58	RESI - TRASH	0.00	51.02	0.00	462.56	0.00	0.00	0.00	0.00	513.58
59	RESI- RECYCLING	0.00	0.00	0.00	0.00	0.00	185.65	0.00	0.00	185.65
60	RESI - YARD & GARDEN	0.00	5.32	0.00	197.53	54.32	0.00	0.00	0.00	257.17
61		0.00	56.34	0.00	660.09	54.32	185.65	0.00	0.00	956.40
62										
63										
64	July - Sept 2016									
65		AB	GTS	HPC	KIEFER	LD	MR	SWWG	VO	TOTALS
89	RESI - TRASH	0.00	44.20	0.00	456.15	0.00	0.00	0.00	0.00	500.35
90	RESI- RECYCLING	0.00	0.00	0.00	0.00	0.00	162.57	0.00	0.00	162.57
91	RESI - YARD & GARDEN	0.00	0.00	0.00	0.00	219.29	0.00	0.00	0.00	219.29
92		0.00	44.20	0.00	456.15	219.29	162.57	0.00	0.00	882.21
93										
94	Oct - Dec 2016									
95		AB	GTS	HPC	KIEFER	LD	MR	SWWG	VO	TOTALS
96	R/O - TRASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
119	RESI - TRASH	0.00	25.31	0.00	466.62	0.00	0.00	0.00	0.00	491.93
120	RESI- RECYCLING	0.00	0.00	0.00	0.00	0.00	208.77	0.00	0.00	208.77
121	RESI - YARD & GARDEN	0.00	0.00	0.00	33.90	268.53	0.00	0.00	0.00	302.43
122		0.00	25.31	0.00	500.52	268.53	208.77	0.00	0.00	1003.13
123										
124	Jan - Dec 2016									
125		AB	GTS	HPC	KIEFER	LD	MR	SWWG	VO	TOTALS
126	R/O - TRASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
149	RESI - TRASH	0.00	140.41	0.00	1829.65	0.00	0.00	0.00	0.00	1970.06
150	RESI- RECYCLING	0.00	0.00	0.00	0.00	0.00	734.95	0.00	0.00	734.95
151	RESI - YARD & GARDEN	0.00	5.32	0.00	246.29	834.33	0.00	4.65	0.00	1090.59
152		0.00	145.73	0.00	2075.94	834.33	734.95	4.65	0.00	3795.60

MEMORANDUM

Date: April 14, 2017
To: Board of Directors
From: Darlene J. Thiel, General Manager
Subject: Consider Adoption of Resolution R2017-05, a Resolution Repealing Stage One Water Shortage Conditions

RECOMMENDED ACTION

Adopt Resolution R2017-05, a Resolution Repealing Stage One Water Shortage Conditions.

BACKGROUND

On April 7, 2017, Governor Brown issued Executive Order B-40-17 terminating the January 17, 2014 Drought State of Emergency for all counties in California except the Counties of Fresno, Kings, Tulare, and Tuolumne. The order also directs the State Water Resources Control Board (SWRCB) to continue development of permanent prohibitions on wasteful water use and requirements for reporting water use by urban water agencies. The Executive Order also requires the orders and provisions contained in Executive Order B-37-16, **Making Water Conservation a California Way of Life**, remain in full force and effect except as modified by Executive Order B-40-17.

Stage Normal contains several on-going conservation and efficient water use mandates that support the conservation way of life provisions. While the Stage Normal does not limit outside irrigation to specific days of the week or number of days, staff will continue to encourage efficient use of water for landscape irrigation. The elements of Stage – Normal are attached for information.

With the lifting of the drought state of emergency and the favorable water supply conditions in the District, staff recommends that the District move to a Stage Normal of the District's Water Shortage Contingency Plan.

RESOLUTION NO. R2017-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT REPEALING STAGE ONE WATER SHORTAGE CONDITION

BE IT RESOLVED by the Board of Directors of the Rancho Murieta Community Services District as follows:

1. **Recitals.** This resolution is made with reference to the following background recitals:

- (a) California and the Sacramento Valley experienced a serious multi-year drought. Consequently, on April 1, 2015, the Governor issued an Executive Order directing the State Water Resources Control Board (“SWRCB”) to impose mandatory water usage restrictions to achieve a statewide twenty-five percent (25%) reduction in potable urban water usage through February 28, 2016. On May 9, 2016, the Governor issued a new Executive Order that continues in effect the April 1, 2015 and related orders and directs the SWRCB to adjust its emergency water conservation regulations to continue in effect through January 2017 and to address the differing water supply conditions across the state. On May 18, 2016, the SWRCB amended its emergency water conservation regulations. On April 7, 2017, the Governor issued Executive Order B-40-17 terminating the January 17, 2014 Drought State of Emergency for all counties in California except the Counties of Fresno, Kings, Tulare, and Tuolumne.
- (b) Executive Order B-40-17 specifies that the orders and provisions contained in Executive Order B-37-16, **Making Water Conservation a California Way of Life**, remain in full force and effect except as modified by Executive Order B-40-17.
- (c) The District’s Water Shortage Contingency Plan sets forth the actions to be undertaken by the District during a water shortage. The plan groups water supply and conditions into five stages, with the “Normal Stage” used for normal water supply conditions and Stages 1 through 4 used for water shortage conditions of increasing severity.
- (d) As of April 5, 2017, the District water supply reservoirs are filled to near capacity and, locally, the District is not experiencing any drought conditions and is not anticipating any water supply shortage.
- (e) In Resolution No. 2016-06, the District Board declared a Stage 1 water shortage condition.
- (f) In light of the favorable water supply conditions and the Governor’s declaration of the end of the drought emergency, the Board determines that the District no longer is in a Stage 1 water shortage condition and that it is appropriate to lift the Stage 1 condition.

2. **Authority.** This Resolution is adopted pursuant to Government Code section 61060, California Code of Regulations, title 23, section 865, District Code chapter 14 (Water Code), the District's Water Shortage Contingency Plan, and other applicable law.

3. **Water Shortage Declaration Modified.** The Board of Directors repeals the Stage 1 water supply condition determination and the related water use restrictions. The Board determines that a Stage Normal water supply condition exists in the District.

4. **Effective Date.** This resolution shall take effect immediately upon its adoption and will remain in effect until repealed or amended by the Board of Directors.

5. **Amendment.** This resolution amends and supersedes Resolution No. 2016-06.

PASSED AND ADOPTED this 19th day of April 2017 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Mark Pecotich, President of the Board
Rancho Murieta Community Services District

Attest:

Suzanne Lindenfeld
District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT WATER CONSERVATION MEASURES

“Normal” Supply and On-going Conservation Requested of Every Household or Business

1. Water will be used for beneficial uses; all unnecessary and wasteful uses of water are prohibited as described in District Code – Chapter 14 Water Code. Take advantage of the free information available from the District on how to use water efficiently, read a water meter, repair leaks, and irrigate efficiently. Up to date information is provided through the District’s web site.
2. Use water efficiently. Water shall be confined to the consumer’s property and shall not be allowed to run off to adjoining property or to the gutter. Care shall be taken not to water past the point of soil saturation. Customers are encouraged to report observed water waste. Two (2) to three (3) days per week using cycle and soak methods is sufficient for landscapes in the Rancho Murieta Community.
3. Prohibit free-flowing hoses for all uses including vehicle and equipment washing, ponds, and evaporative coolers. Use a hose and bucket method for washing and attach automatic shut-off devices on any hose or filling apparatus in use.
4. Regularly check and maintain irrigation systems, repair leaks, and adjust spray heads to provide optimum coverage and eliminate avoidable over-spray. Reduce minutes of run-time for each irrigation valve if water run-off (gutter flooding) is occurring.
5. Automatic sprinkler system timers shall be set to operate during cool evening hours and early morning hours when evaporation rates are low and on off-peak electrical hours (ideally between 3 a.m. and 6:00 a.m.). Customers are encouraged to reduce scheduled watering minutes.
6. Repair all leaks promptly. Leaking consumer pipes or faulty sprinklers shall be repaired within seven (7) days or less if warranted by the severity of the problem and subject to penalties as described in District Code – Chapter 14, Water Code, Section 13.03.
7. Properly maintain all pools, spas, and ornamental fountains/ponds to avoid drain and refill. All water features and pools shall be equipped with a recirculating pump and shall be constructed to be leak-proof. Pool draining and refilling shall be allowed only for health, maintenance, or structural considerations. Customer requests must be substantiated in writing by a pool consultant and approved by the District.
8. Avoid washing of streets, parking lots, driveways, sidewalks, or buildings, except as necessary for health or sanitary purposes. Use a high efficiency pressurized water broom for these purposes and not a conventional pressure washer or hose with a shut-off nozzle.

9. U.S. Environmental Protection Agency (EPA) WaterSense labeled water efficient plumbing fixtures, water efficient appliances, and high efficiency irrigation techniques, such as drip, are encouraged, as described in District Code – Chapter 14 – Water Code, Section 11 and found online at: www.epa.gov/watersense.

MEMORANDUM

Date: April 14, 2017
To: Board of Directors
From: Darlene J. Thiel, General Manager
Subject: Discuss and Consider Recruitment for a new General Manager

RECOMMENDED ACTION

Give direction to staff on preferred approach for recruiting a new general manager.

BACKGROUND

There are a couple of alternatives for conducting the recruitment of a new general manager:

- 1) Contract with a professional executive search firm to conduct and handle the process. The District used a professional executive search firm in 2014 for the previous recruitment of a general manager. The process took five (5) to six (6) months to complete (from the date of engagement to the new GM start date) at a cost of about \$24,000.

It is possible that this search could be conducted for less money and completed in less time given that creating the recruitment brochure in 2014 took a good amount of time. Since that brochure is not extremely outdated it could be used as the starting point for the brochure to be used in this search. However, this is just an assumption at this point.

I have made contact with an executive search firm that I am familiar with and feel would provide a professional and successful recruitment. My contact at that firm is out of the office with limited email access and will get back to me hopefully sometime next week.

- 2) The Board of Directors could elect to handle the recruitment in-house with the assistance of staff. If the Board decides this is their preferred approach, it is recommended that an ad-hoc committee of two (2) directors (not the same directors as the Personnel Committee) be established to give guidance and direction to staff that will assist in the process. Once resumes and applications are received, the full Board of Directors can review and evaluate the applications, select possible candidates for interviews, and conduct interviews in closed session.

MEMORANDUM

Date: April 10, 2017
To: Board of Directors
From: Improvements Committee Staff
Subject: Consider Approval of Additional Scope of Work and Funding for the Recycled Water Plant Pre-Design Report

RECOMMENDED ACTION

Approve Amendment No.1 to the Recycled Water Program Preliminary Design Report in an amount of \$6,600 to Kennedy Jenks Consultants Inc., funding to come from Water Supply Augmentation Reserves.

BACKGROUND

Per direction of the Board to provide more detail as a result of the January 30, 2017 Special Board Meeting to discuss the Recycled Water Pre-design Report (PDR), Kevin Kennedy was provided a list of items and a proposal to address them. At last month's Improvements Committee Meeting, it was discussed that some of the items were part of the original scope and for Kevin Kennedy, Kennedy Jenks, to limit the revisions to just a few additional items to be addressed.

The revised proposal attached outlines Kevin Kennedy's time and efforts to complete the tasks as noted in the table in Amendment 1. The Amendment Proposal from Kennedy Jenks is attached.

The Improvements Committee recommends approval.

Kennedy/Jenks Consultants
Engineers & Scientists

10850 Gold Center Drive, Suite 350
Rancho Cordova, CA 95670
916.852.2700
FAX 916.858.2754

24 March 2017

Darlene J. Thiel , General Manager
Rancho Murieta Community Services District
15160 Jackson Road
P.O. Box 1050
Rancho Murieta, CA 95683

Subject: Amendment No. 1
Recycled Water Program Preliminary Design Report

Dear Ms. Thiel:

Thank you, and the Board of Directors, for the dialogue and comments received during the recycled water workshop as well as Improvements Committee follow up discussions on February 2 and March 7, 2017. Table 1 reflects our understanding of the comments received during the workshop and follow up Improvements Committee along with the comments the District would like Kennedy/Jenks to address. Altogether we have listed 21 comments and have categorized each according to the anticipated level of effort. The table, comments and anticipated level of effort were discussed with the Improvements Committee on February 2 and March 7, 2017. As indicated in Table 1, we will be addressing 8 of the comments. Altogether, the level of effort is estimated to be 30 hours or \$6,600 (at my rate of \$220 per hour). We are asking that the project budget be increased by this amount to finalize the PDR.

- **Minor Level of Effort:** Shown in Column 1 of Table 1. No additional budget required. Limited to a comment pertaining to correcting two inaccurate reuse areas (correct decimal place). We also emphasized the need for Phase 2 condition assessment in the workshop; this is not currently emphasized in the Preliminary Design Report (PDR). We will be making sure these two reports are consistent and the workshop presentation recommendations are clear in the PDR. We will also reference and incorporate the workshop presentation into the PDR in the appendix along with this letter.
- **Low to Moderate Level of Effort:** Shown in Column 2. Reflects estimate total of 5 hours of additional work or \$1,100 of additional budget.
- **Highest Level of Effort:** Shown in Column 3. Reflects estimate total of 25 hours of additional work or \$5,500 of additional budget.
- **Other Comments:** Likely reflects future items, not to be incorporated into the PDR at this time.

As we have discussed in the past, the primary objective of the PDR is to establish program and phase budgets. Comments to be addressed are not anticipated to change or impact costs. In

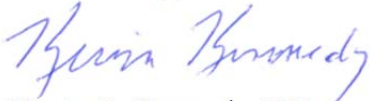
Darlene J. Thiel
Rancho Murieta Community Services District
24 March 2017
Page 2

In addition, as we discussed at the last Improvements Committee, we will address the comments described in Table 1, then submit the final PDR in electronic format (MS Word and pdf format). A follow up workshop, review and/or comments are anticipated.

Thank you and the District for allowing Kennedy/Jenks the opportunity to continue to support the District with implementation of the Recycled Water Program. If you have any questions or desire any additional information, please feel free to contact Kevin Kennedy at (916) 858-2740 (office) or (530) 363-8800 (cell).

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.



Kevin A. Kennedy, P.E.
Principle, Senior Project Manager

Attachment: Table 1

AUTHORIZATION:

RANCHO MURIETA COMMUNITY
SERVICES DISTRICT

By: _____
(Signature)

Darlene J. Thiel
(Print Name)

Title: General Manager

Date: _____

Table 1. Summary of Workshop Comments and Comments to Be Addressed In Final Recycled Water Program Preliminary Design Report

Row and Column Numbers	1	2	3	4
A	Minor	Low to Moderate Effort	High Level of Effort	Other Comments
B (total)	0 Hours	Limited to 5 hours	Limited to 25 hours	
C	Decimal points for at least 2 reuse areas are incorrect in summary table.	Compare costs to Title XVI Report (2 hours). Limit to reference to Title XVI Report.	Illustrate potential Bass Lake tank location envelope and incorporate into PDR (6 hours, AutoCAD)	Open dialogue with other responsible parties: <ul style="list-style-type: none"> • RMA • Developers Future system managers
D		Develop demand factor summary in tabular format, incorporate into final PDR (2 hours)	Attach and incorporate water balance to show month by month time of use recycled water demand and production characteristics. Limited to one (1) scenario (Buildout). Also used to answer whether WWRP operation periods will be changed. (8 hours).	Consider adding other phases: <ul style="list-style-type: none"> • Phase 1 A (to Lookout Hill) • Serve VV instead of Villages A, B and C in response to reduced RW production after Phase 1
E		Describe Van Vleck sprayfield operation (3 hours)	Briefly describe health concerns of AC pipe and potential need to run parallel pipeline instead of rehabilitation. Develop and incorporate costs for installation of separate pipeline from WWRP to Villages A, B and C. May end after Retreats; incorporate ramifications into PDR. Can result in multiple scenarios (8 2 hours)	Upload Recycled Water Standards onto the RMCS D website as separate document
F		Include/refer to/list APNs (2 hours).	Revise development plans to reflect latest numbers (825	Ramifications and changes to other historical documents:

			goes down to 798 ESFUs) (8 hours)	<ul style="list-style-type: none"> • Chapter 17 in law flats • WDR
G		Add description as to why Riverview and Lakeview not added. (2 1 hour)	Describe and leverage average demands and bracket potential production and future improvement ramifications (reduced system layout for average perhaps). Incorporate potential for higher and lower golf course demands as well. (8-12 hours)	
H		Verify then describe that from administrative side, Villages G, H and I may be preferred compared to Villages A, B and C due to large lot size (2 hours)	Comparison of revised VV sprayfield alternative to PDR plan. Represents potential future off-ramp to Villages A, B and C (8-12 hours)	
I		Describe concerns regarding recycled water tank spillage and potential surface water discharges, ramifications to tank siting. (3 hours)	Reference and compare 210 gpd/ESFU wastewater / recycled water production standard to historic data. Recommend additional value if significantly different. Track and describe values and ramifications with application of different value. Describe whether there is a significant impact with respect to costs (8 hours)	
J			Describe base scenario with respect to Disinfection Contact Basin, Recycled Water Pump Station, and	

			Seasonal Storage along with different scenarios (8 hours)	
			Briefly discuss potential for increasing storage beyond 40 AF and qualify cost/benefit ramifications (stormwater) (3 6 hours)	

MEMORANDUM

Date: April 10, 2017
To: Board of Directors
From: Improvements Committee Staff
Subject: Consider Approval of Proposal for Replacement of Water Treatment Plant #1 HVAC System

RECOMMENDED ACTION

Approve proposal from Brower Mechanical, Inc., for replacement of the heating and air conditioning system at the Water Treatment Plant #1, in an amount not to exceed \$8,864. Funding to come from Water Capital Replacement Reserves.

BACKGROUND

Two (2) months ago, as a result of loud noises coming from the Water Treatment Plant #1's existing heating and air conditioning system, staff called in a vendor to trouble shoot it. They said that the unit is at the typical age of replacement, over 15 years, and may fail within 6 minutes to 6 months. According to the U.S. Department of Energy, the average lifespan of a heat pump is between 10 to 15 years.

Requests were sent out to several vendors for quotes to replace the system at prevailing wage. Two (2) vendors responded by visiting and inspecting the current unit and then providing a quote. The lowest cost was from Brower Mechanical Inc. The quote is attached and the cost includes tax.

This was not part of the Water Treatment Plant Expansion Project as it was not an issue at the time the project was put together and was proceeding.

The Improvements Committee recommends approval.

BROWER MECHANICAL, INC.

HEAT • AIR • REFRIGERATION • RESIDENTIAL • COMMERCIAL • INDUSTRIAL

4060 Alvis Court • Rocklin CA 95677
916-624-0808 • 916-388-0808 • FAX 916-632-1114
License #686451

**Rancho Murietta CSD
15160 Jackson Road
Rancho Murietta, CA 95683**

March 24, 2017

Re: HVAC Replacement

Brower Mechanical, Inc. is pleased to present this proposal for the following equipment.

Scope of work:

- Provide and install One (1) **Lennox 5-ton, Split system heat pump.**
- **SEER – 15.0: EER – 12.5: HSPF: 8.5**
- Provide and install One (1) Lennox 5-ton air handler.
- Provide and install One (1) 10kw auxiliary heater
- Provide and install One (1) Fusible Service Disconnect.
- Provide and install new Maximum Over-current Protection Fuses.
- Connect to the existing electrical wiring.
- Provide and install One (1) Title 24 thermostat.
- Connect to the existing ducting.
- Recover and dispose of the existing refrigerant.
- Flush the existing refrigerant piping for new R-410A refrigerant.
- Evacuate the refrigerant piping.
- Charge the refrigerant piping to the manufacturer's specifications.
- Connect to existing condensate piping
- Provide crane for removal and installing new unit.
- Dispose of existing equipment.
- Clean work area to customer's satisfaction.
- Perform complete start-up of HVAC equipment.
- Provide labor at prevailing wage rates, during normal business hours, M-F, 7am to 4pm.

Warranty:

- One (1) year parts and labor warranty, Five (5) year compressor warranty.

BROWER MECHANICAL, INC.



HEAT • AIR • REFRIGERATION • RESIDENTIAL • COMMERCIAL • INDUSTRIAL

4060 Alvis Court • Rocklin CA 95677
916-624-0808 • 916-388-0808 • FAX 916-632-1114
License #686451

Services not included:

- Any and all items not included in the scope
- Structural or electrical engineering or upgrades
- Connection to the Fire life Safety
- Economizer or outside air dampers
- Electrical panel upgrades
- Building Permits (by owner)
- Hazardous material abatement or disposal of
- Duct mounted smoke detector
- Additional Title 24 upgrades

Project Amount: \$ 8,864.00

Payment Terms: Net 30 from the date of invoice.

Respectfully Submitted by,

Paul Boley

Accepted By: _____

Title: _____

Date: _____

BROWER MECHANICAL, INC.

HEAT • AIR • REFRIGERATION • RESIDENTIAL • COMMERCIAL • INDUSTRIAL

4060 Alvis Court • Rocklin CA 95677
916-624-0808 • 916-388-0808 • FAX 916-632-1114
License #686451

General Conditions

1. Brower Mechanical Inc. herein referred to as "BMI", Shall deliver all materials necessary to perform the service detailed in our scope of work. The following outline describes the services that are subject to the following General Conditions.
2. BMI shall not be liable for the cost of removal or disposal of any hazardous materials or any cost associated with these materials.
3. BMI shall not be responsible for the cost of service to, or the replacement of equipment, materials, labor as a direct or indirect result of improper operation, negligence, vandalism or alterations modifications, abuse, misuse, malicious mischief, accidents, or any causes(s) beyond the BMI's reasonable control.
4. Pricing is good for Thirty (30) days from the date of proposal..
5. BMI shall have the right to stop work if any payment shall not be made to BMI under this agreement, on a timely basis.
6. If the owner should default in any of their obligations under this agreement, BMI shall have the right to recover, as damages, at BMI's option, the reasonable value of work performed by BMI.
7. All disputes hereunder by the Contractor or by the Owner shall be resolved by binding arbitration in accordance with rules of the American Arbitration Association and the prevailing party shall be entitled recover from the other all cost and attorney fees as a result thereof.
8. Any services required beyond those provided in this agreement will be brought to your attention and will be billed on a time and material basis.
9. BMI shall be excused for delay in completion of the contract and shall not be liable for the loss of or damage to air conditioning equipment caused by natural disasters, acts of the owner or the owner's agent, employee or independent contractor, stormy weather, labor trouble, acts of public utilities, public bodies, or inspectors, extra work, transportation conditions, materials shortages, or damages attributable to additions, alterations, adjustments, or repairs, made by other contingencies unforeseen by BMI and beyond the reasonable control of BMI.

MEMORANDUM

Date: April 10, 2017
To: Board of Directors
From: Finance Committee Staff
Subject: Consider Approval of Transfers to Reserve Funds

RECOMMENDED ACTION

Approve the transfer of \$50,000 of undesignated cash to Capital Replacement Reserves for the Water Fund; approve the transfer of \$200,000 of undesignated cash to Capital Replacement Reserves for the Sewer Fund; approve the transfer of \$50,000 of undesignated cash to Capital Replacement Reserves for the Security Fund; and approve the transfer of \$60,000 of undesignated cash to Admin Replacement Reserves allocated by fund as indicated.

	WATER	SEWER	DRAINAGE	SOLID WASTE	SECURITY
Recommended Reserve Transfer	\$ 50,000	\$ 200,000			\$ 50,000
Recommended Admin Reserve (by fund)	\$ 23,340	\$ 17,820	\$ 3,660	\$ 3,000	\$ 12,180

BACKGROUND

Every few years (or as deemed appropriate), the District reviews the amount of working capital on hand to determine if there is available undesignated cash to be transferred into District Reserves. District Policy 2012-07, District Operating Fund and Reserve Fund Policy, specifies that the target balance for the District Operating Fund is to be a minimum of six (6) months of cash to fund District expenditures. Government Code 53646(b)(3), which requires the District to have sufficient cash flow to meet the next six (6) months of budgeted expenditures, allows the next six (6) months of projected cash revenues to be included as a source of cash flow to meet this requirement.

The chart below shows the analysis of the level of working capital as of June 30, 2016. This chart excludes projected cash revenues, as mentioned above. Since the District's anticipated cash revenues are very consistent and generally sufficient to cover anticipated expenses, this chart is intended to show Excess Working Capital. Excess Working Capital results when actual expenses incurred are less than budgeted expenses (or actual revenues received are higher than budgeted revenues) in a particular fund. The Excess Working Capital in the Water department was the result of savings in various expense categories (chemicals, purchased power, consulting, and conservation). The amount of Excess Working Capital in the Sewer and Security Funds is related primarily to under-runs in wages and related expenses. Wages for Field Operations staff were under budget in Sewer due to the Water Treatment Plant Expansion Project; where more employee time was charged to the Water Fund than originally planned/budgeted. In the Security Department, there were under-runs in wages and related expenses due to various position vacancies during the year.

	WATER	SEWER	DRAINAGE	SOLID WASTE	SECURITY
Cash & Investments	\$ 536,675*	\$ 923,985	\$ 68,169	\$ 250,416	\$ 409,430
AR	\$ 269,611	\$ 146,429	\$ 20,138	\$ 59,844	\$ 157,445
Subtotal Current Cash	\$ 806,286	\$ 1,070,414	\$ 88,307	\$ 310,260	\$ 566,875
Current Liabilities	\$ (137,633)	\$ (125,343)	\$ (23,020)	\$ (121,298)	\$ (64,720)
OPEB	\$ (36,918)	\$ (26,195)	\$ (4,869)	\$ (1,361)	\$ (25,850)
Other Liabilities	\$ (504)	\$ -	\$ -	\$ -	\$ -
Subtotal Liabilities	\$ (175,055)	\$ (151,538)	\$ (27,889)	\$ (122,658)	\$ (90,570)
Working Capital before Admin Reserves	\$ 631,230	\$ 918,876	\$ 60,418	\$ 187,602	\$ 476,305
	38.9%	29.7%	6.1%	5.0%	20.3%
Admin Cost Savings	\$ (23,340)	\$ (17,820)	\$ (3,660)	\$ (3,000)	\$ (12,180)
Working Capital after Admin Reserves	\$ 607,890	\$ 901,056	\$ 56,758	\$ 184,602	\$ 464,125

2015-16 Avg Monthly Budget Expenditures

	\$ 164,217	\$ 109,533	\$ 15,777	\$ 53,357	\$ 111,488
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Working Capital Coverage before transfer (months) =

	3.7	8.2	3.6	3.5	4.2
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Working Capital Coverage after transfer (months) =

	3.4	6.4	3.6	3.5	3.7
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Staff feels that maintaining working capital coverage at 3 to 5 months in each fund is prudent in maintaining adequate cash flow to cover District expenses.

Water - Staff is recommending a transfer of \$50,000 in the Water Fund, even though the excess working capital for that fund was less than 5 months as of June 30, 2016. Funding for the District's portion of the Water Treatment Plant Expansion Project came from Capital Replacement Reserves. The \$50,000 transfer would be beneficial for funding both anticipated and unforeseen Capital expenditures in this fund. After the transfer, the Excess Working Capital in the Water Fund would be 3.4 months.

Sewer - Staff is recommending a transfer of \$200,000 in the Sewer Fund, as the excess working capital coverage in this fund was 8.2 months. The Sewer Fund coverage ratio will be 6.4 months after the transfer, which is above the 5 months mentioned above but will help maintain overall liquidity across the District as a whole (including Administration).

Security - Staff is recommending a transfer of \$50,000 to Capital Replacement Reserves for the Security fund, even though the excess working capital for that fund was less than 5 months as of June 30, 2016. The North

Gate Project, which was completed in fiscal year 2014/15, reduced the Security Fund's Capital Replacement Reserves to roughly \$20K. The \$50,000 transfer would be beneficial for funding both anticipated and unforeseen Capital expenditures in this fund. After the transfer, the Excess Working Capital in the Security Fund would be 3.7 months.

Drainage – No transfer is being recommended for the Drainage Fund.

Solid Waste - No transfer is being recommended for the Solid Waste Fund.

Admin - Staff is also recommending that \$60,000 of the excess property tax revenues received (above budget) in the Administration Department during fiscal year 2015/16 be transferred into Administration Reserves by fund for future Administration Capital Replacement Projects.

****Note:** Water Fund Cash and Investments, as shown in the FY 2015/16 audit (\$770,338), has been adjusted for accrued Water Treatment Plant Expansion Project expenses. At fiscal year end, \$233,663 of additional project expenses was known and payable. Water Operations recorded a liability due to project contractors and received reimbursement from the WTP Construction Fund for this amount. Since these expenses were due and payable from Water Operations (essentially on behalf of Water Reserves), the total amount of the expense has been removed from the available Cash & Investments amount for the Water Fund.*

The Finance Committee recommends approval.

CONFERENCE/EDUCATION SCHEDULE

Date: April 10, 2017
To: Board of Directors
From: Suzanne Lindenfeld, District Secretary
Subject: Review Upcoming Conference/Education Opportunities

This report is prepared in order to notify Directors of upcoming educational opportunities. Directors interested in attending specific events or conferences should contact me to confirm attendance for reservation purposes. The Board will discuss any requests from Board members desiring to attend upcoming conferences and approve those requests as deemed appropriate.

Board members must provide brief reports on meetings that they have attended at the District's expense. (AB 1234). The upcoming conferences/educational opportunities include the following:

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)

2017 Special Districts Legislative Days	May 16-17, 2017	Sacramento
Beyond the Basics – Implementing Funding	May 24, 2017	Sacramento
Special District Leadership Academy	July 9 - 12, 2017	Napa
The Art of the Message	August 15, 2017	Sacramento

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

No Information Currently Available on Upcoming Conferences.

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

ACWA 2017 Spring Conference & Exhibition	May 9 – 12, 2017	Monterey
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