



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

March 16, 2022

Closed Session 4:00 p.m./Open Session 5:00 p.m.
via ZOOM videoconference
Rancho Murieta, CA 95683

BOARD MEMBERS

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

STAFF

Tom Hennig	General Manager
Paula O’Keefe	Director of Administration
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor
Michael Fritschi	Director of Operations

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

March 16, 2022

REGULAR BOARD MEETING

Call to Order

Closed Session 4:00 p.m./Open Session 5:00 p.m.

Note that this meeting will be held in-person at the address set forth above, and not via videoconference. In order to comply with the State's COVID-related Guidance for the use of face coverings, it is strongly recommended that all persons, regardless of vaccination status, continue to mask while in indoor public settings and businesses.

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 5:00

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

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

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

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

3. CLOSED SESSION

A. Closed session for public employee performance evaluation of the General Manager position

4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

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

A. Approval of Board Meeting and Committee Meeting Minutes

1. February 16, 2022 Regular Board Meeting Minutes

2. *March 1, 2022 Improvements Committee Meeting Minutes*
3. *March 1, 2022 Finance Committee Meeting Minutes*
4. *March 3, 2022 Communications and Technology Committee Meeting*
5. *March 3, 2022 Security Committee Meeting Minutes*

B. Approval of Bills Paid Listing February, 2022

6. STAFF REPORTS (Receive and File)

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

7. REVIEW DISTRICT MEETING DATES/TIMES FOR APRIL 2022

- A. Special Board Meeting Reserve Report – March TBD
- B. Special Board Meeting Budget – March 30, 2022
- C. Personnel – April 5, 2022 at 7:30 a.m.
- D. Improvements – April 5, 2022 at 8:00 a.m.
- E. Finance – April 5, 2022 at 10:00 a.m.
- F. Communications – April 7, 2022 at 8:30 a.m.
- G. Security – April 7, 2022 at 10:00 a.m.
- H. Regular Board Meeting – April 20, 2022 - Open Session at 5:00 p.m.

8. CORRESPONDENCE

- A. Email from Richard Gehrs concerning the Security Opinion Poll
- B. Email from Rebecca Armstrong concerning Utility Bill

9. COMMENTS FROM THE PUBLIC

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

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

10. CONSIDER ADOPTION OF RESOLUTION R2022-03, A RESOLUTION CALLING THE GENERAL DISTRICT ELECTION AND CONSOLIDATION WITH THE STATE-WIDE ELECTION TO BE HELD ON NOVEMBER 8, 2022 (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)

11. CONSIDER APPROVAL FOR THE GENERAL MANGER TO NEGOTIATE AND SIGN A CONTRACT WITH HDR TO PERFORM ENGINEERING SERVICES ON A TIME AND

MATERIALS BASIS NOT TO EXCEED \$238,310, FOR THE WATER TREATMENT FACILITY CHLORINE GAS TO HYPOCHLORITE CONVERSION PROJECT (Discussion/Action) (Motion) (Roll Call Vote)

12. CONSIDER ADOPTION OF RESOLUTION R2022-05 TO AUTHORIZE SENATE BILL 1383 CAL-RECYCLE LOCAL ASSISTANCE GRANT PROGRAM APPLICATION (Discussion/Action) (Motion) (Roll Call Vote)

13. CONSIDER PROPOSAL FOR THE DISTRICT TO CONTRIBUTE DRAINAGE RESERVE FUNDS TO THE RMA TO SUPPORT THEIR EFFORTS TO MITIGATE THE MIDGE FLY INFESTATION AT LAGUNA JOAQUIN AND CONSIDER ADOPTION OF RESOLUTION R2022-06 TO APPROPRIATE FUNDS IN THE AMOUNT OF \$30,000 (Discussion/Action) (Motion) (Roll Call Vote)

14. GOAL PLANNING (Discussion)

- A. Review Goal Setting/Strategic Planning Approach
- B. Review Prior Goals
- C. Identify New Goals

15. MID-YEAR BUDGET DISCUSSION (Discussion/Action) (Motion) (Roll Call Vote)

16. 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.

17. ADJOURNMENT (Motion)

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

In compliance with federal and state laws concerning disabilities, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is March 11, 2022. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING MINUTES**

February 16, 2022

Call to Order Closed Session 3:30 p.m./Open Session 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Maybee called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 3:30 p.m. via ZOOM conference per the January 6, 2022 Sacramento County Public Health Order. Director's present were Tim Maybee, Randy Jenco, John Merchant, Linda Butler, and Martin Pohll. Also present were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

2. CONSIDER FINDING BY A MAJORITY VOTE UNDER GOV. CODE § 54953(e)(3) THAT A RESULT OF THE CONTINUING COVID-19 EMERGENCY: (I) THE BOARD HAS RECONSIDERED THE CIRCUMSTANCES OF THE STATE OF EMERGENCY; (II) RENEW PRIOR FINDINGS THAT MEETING IN PERSON WOULD CONTINUE TO PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (III) THE AUTHORIZATION FOR MEETINGS TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (e)(1)(C) IS RENEWED.

Motion/Maybee to hold tonight's meeting via teleconference. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

3. CONSIDER ADOPTION OF AGENDA

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

4. BOARD ADJOURNED TO CLOSED SESSION AT 4:02 p.m. TO DISCUSS THE FOLLOWING ITEMS:

A. Closed session for public employee performance evaluation of the General Manager position

5. BOARD RECONVENED TO OPEN SESSION AT 5:00 p.m.

Director Maybee reported that the Board gave the General Manager his annual evaluation and will follow up in person with a copy in writing for Mr. Hennig.

6. CONSENT CALENDAR

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

7. STAFF REPORTS

Under Agenda Item 7A, Mr. Hennig gave a summary of activities during the previous month, highlighting the following topics:

- Covid Response
- Legislative Update – Senate Bill 9
- PRA Requests
- Riverview Tree Mitigation
- Camera Program Update

- President/GM Meeting
- Laguna Joaquin Update
- Outreach/Advocacy
- Special Tax Rate Correction
- Change in Business Office Hours
- Live Board Meeting Update
- General Staffing Update
- Conference/Education Opportunities
- Employee Announcements, Promotions, Commendation, and Kudos

Director Merchant asked about the chemicals that RMA is proposing adding to Laguna Joaquin.

Director Maybee asked that agenda item **#14 REVIEW PLANS WITH SACRAMENTO TREE FOUNDATION FOR RIVERVIEW TREE MITIGATION ON DISTRICT PROPERTY, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE TREE PLANTING CONTRACT WITH THE FOUNDATION** be moved to this point in the meeting. Mr. Hennig reviewed the program. Loren O'Rourke, Restoration Program Manager with Sacramento Tree Foundation, presented the program and the varieties of trees that are proposed to be planted at the CSD Office.

Resident John Sullivan discussed the potential of interference to the acreage adjoining the District Office on the side where the solar field is located. Staff will look into this.

Motion/Maybee to authorize GM to execute tree planting contract with tree foundation. Director Maybee asked that the plans be executed in two phases to allow time to review access to the solar fields.

Second/Pohll. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

Under Agenda Item 7B, Paula O'Keefe, Director of Administration, gave the Board the Administration/Finance Report. She highlighted the following topics:

- Monthly Budget to Actuals
- Procurement and Contracts
- Capital Improvement Updates
- Reserve Fund Purchases Authorized by the General Manager
- Reserve Funds Balance Sheet
- Interfund Borrowing
- Utility Billing
- Aging Report
- Security Opinion Poll Survey

Under Agenda Item 7C, Kelly Benitez, Security Supervisor, updated the Board with a summary of September's activities in the Security Department, including:

- Operations Update
- Rancho Murieta Association Activity
- Murieta Village Activity
- Rancho Murieta Commercial Owners Association Activity
- Incidents of Note
- RMA Violation Report
- Gate Entries and Gate Entries Denied Reports

- Cases by Breakdown Report

Under Agenda Item 7D, Michael Fritschi, Director of Operations, gave a summary of the utility update, including:

- SB 170 Funded Projects
- Raw Water Delivery & Storage
- Water Consumption
- Reservoir Monitoring
- Infrastructure
- Utility Field Service
- Site Development & Storm Water Best Management Practice (Bmp)

There was a discussion about water consumption, and how the information is reported.

Director Maybee asked that in late May, when the swim season starts, Staff to get the Reservoir Monitoring report to RMA so they can know the water quality.

8. REVIEW DISTRICT MEETING DATES/TIMES FOR March 2022

No discussion.

9. CORRESPONDENCE

The Board received correspondence from Janis Eckard. There was a discussion about the possibility of producing a Water Supply Assessment report.

10. COMMENTS FROM THE PUBLIC

None.

11. ADOPT COMPUTER PASSWORD POLICY P2022-01

Ms. O'Keefe discussed the need to implement a Computer Password Policy to protect District information and help prevent hacking. Passwords will be reset every 45 days. The implementation will begin April 1, 2022. **Motion/Maybee to adopt Computer Password Policy P2022-01. Second/Merchant. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

12. TERMINATE CONTRACTING EMERGENCY FOR EMERGENCY VALVE REPLACEMENT DECLARED DECEMBER 15, 2021 UNDER PUBLIC CONTRACT CODE SECTION 22050(A)(1) AND DISTRICT CODE SECTION 4.01, AND RATIFY AGREEMENT TO AMEND RELATED CONTRACT IN THE AMOUNT OF \$83,785 AND APPROPRIATE FUNDS

Mr. Fritschi discussed the costs associated with the emergency valve replacement. The Board discussed solutions to ensure that contractors have a set estimate of hours and equipment in which to base their unit pricing bid on for time and materials contracting. **Motion/Jenco to terminate contracting emergency for emergency valve replacement declared December 15, 2021 and approve Resolution R2022-02. Second/Maybee. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

13. MID-YEAR BUDGET DISCUSSION

This item was pulled from the Agenda. Staff would like to schedule a Special Board meeting next week to discuss this item.

14. REVIEW PLANS WITH SACRAMENTO TREE FOUNDATION FOR RIVERVIEW TREE MITIGATION ON DISTRICT PROPERTY, AND AUTHORIZE THE GENERAL MANAGER TO EXECUTE TREE PLANTING CONTRACT WITH THE FOUNDATION

This item was discussed in item # 7.

15. DIRECTOR COMMENTS/SUGGESTIONS

Director Maybee thanked Staff for their work.

16. ADJOURNMENT

Motion/Maybee to adjourn at 6:51 p.m. Second/Butler. Roll Call Vote: Ayes: Maybee, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

MEMORANDUM

Date: March 7, 2022
To: Board of Directors
From: Improvements Committee Staff
Subject: March 1, 2022, Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Jenco and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the March meeting via teleconference.

3. PUBLIC COMMENT

None.

4. MONTHLY UPDATE

Michael Fritschi, Director of Operations, gave a summary of the Utilities Department Update with a discussion on the following topics:

- Water Treatment Facility Sodium Hypochlorite Conversion
- Main Lift Station North
- Rio Oso Pump Replacement
- Water Treatment Plant Flocculator Motor
- Site Development Update

There were discussions concerning Lift Station 6B.

5. CalCAD Geographical Information System (GIS) Agreement

Mr. Fritschi updated the Committee about a quote Staff has requested to continue building the GIS System with CalCAD. The next step in integrating existing databases with the GIS map will be to add:

- Easements
- Camaras
- Sewer
- Maintenance Management System
- Expanding the Database

6. EVALUATE RESPONSES TO RFP FOR SODIUM HYPOCHLORITE DESIGN SERVICES

Mr. Fritschi informed the Committee that a team had been assembled to review the three bids received for the Sodium Hypochlorite Design Services Request for Proposals (RFP). The team scored the bids, and recommended HDR to perform the Engineering Services. The total cost will be \$238,310, and the funds will come from the SB 170 monies promised from the state. The Committee approved of this recommendation, and recommended

this item be moved to the Board for approval. The Committee recommended getting a cost opinion to perform the construction at the preliminary (30%) level during the design process. This quote is to perform the Design Services only. ***This item will be on the March 16, 2022 Board Meeting Agenda.***

7. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mr. Fritschi would like to bring the quote for CalCAD to the Board on March 16, if one is available. The Committee agreed.

Director Jenco asked for a summary of the meeting scheduled with RMA and CSD to discuss Laguna Joaquin.

8. ADJOURNMENT

Director Jenco adjourned the meeting at 8:46 a.m.

DRAFT

MEMORANDUM

Date: February 8, 2022
To: Board of Directors
From: Finance Committee Staff
Subject: February 1, 2022, Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Merchant and Director Pohll. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Kelly Benitez, Security Supervisor; Michael Fritschi, Director of Operations; and Amelia Wilder, District Secretary.

2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the February meeting via teleconference.

3. COMMENTS FROM THE PUBLIC

None.

4. FINANCE MONTHLY UPDATES

Paula O'Keefe, Director of Administration, gave a brief report on the Finance Department, covering the following topics:

- Current Finance Reporting
- Contract for Enterprise Resource Planning (ERP)
- Recruitment
- Reserve Study Report

5. PAYMENT INSTALLMENT UPDATES

Ms. O'Keefe discussed the current delinquent accounts and stated that the District intends to begin initiating the water lock-off process beginning in February for delinquent accounts with a December 25th, 2021, due date.

6. DISCUSS BOARD STRATEGIC PLANNING AND BUDGET WORKSHOP

Ms. O'Keefe reviewed the Budget Schedule, and Mr. Hennig discussed the upcoming Board Strategic Planning and Budget Workshop.

7. DISCUSS FRANCHISE AGREEMENT WITH CAL-WASTE

Mr. Hennig led a discussion concerning the upcoming amendments to the franchise agreement with Cal-Waste.

8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mr. Hennig discussed the Security Opinion Poll, stating that we are finalizing the details.

Director Pohll asked about the updated Water Master Plan. Mr. Hennig stated that he wants to have it done by Lisa Maddaus, and merely refresh the information that was presented by her firm a few years ago.

9. ADJOURNMENT The meeting was adjourned at 10:26 a.m.

DRAFT

MEMORANDUM

Date: March 7, 2022
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: March 3, 2022, Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 8:30 a.m via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Butler and Director Merchant. Present from District staff were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the March meeting via teleconference.

3. COMMENTS FROM THE PUBLIC

None.

4. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCS.com. There was a discussion about the difference between a new user and a user on the website report.

5. DISCUSS RESERVOIR INFORMATION AND EDUCATION AD HOC COMMITTEE

Director Butler updated the Committee on the status of the Reservoir Information and Education Ad Hoc Committee. *This item will be on the April 20, 2022 Board Meeting Agenda.*

6. KEEPING TRACK OF CURRENT ISSUES REPORT

Tom Hennig, General Manager, reviewed the reports with the Committee.

7. UPDATE ON WEBSITE FAQ'S

There was a discussion of the website's FAQ page.

8. DIRECTOR AND STAFF COMMENTS

Mr. Hennig updated the Committee on the Security Opinion Poll, stating that the True North had received 673 completed surveys. They are working with the responses to prepare a report.

9. Adjournment

The meeting was adjourned at 8:56 a.m.

MEMORANDUM

Date: March 8, 2022
To: Board of Directors
From: Security Committee Staff
Subject: March 3, 2022 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present was Director Maybee. Present from District staff were, Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the March meeting via teleconference.

3. COMMENTS FROM THE PUBLIC

None.

4. MONTHLY UPDATES

Kelly Benitez, Security Supervisor gave the Operations Updates, touching on the following topics:

- Recruiting
- ABDi Software Update to the gates
- New Patrol Vehicle
- LiDAR Purchase and Training
- Security Supervisor move to Safety Center
- Training for existing Staff
- Black Bar Codes
- Meeting with OE3 Manager

5. ABDI CONTINENTAL SOFTWARE/HARDWARE UPGRADE SCHEDULE

Mr. Benitez updated the Committee of the efforts by PAC Integrations and ABDi to upgrade the software/hardware at the gates. We are hopeful that the upgrade will be complete soon.

6. DISCUSS IMPROVED TRAFFIC FLOW AT GATES

Mr. Benitez informed the Committee that we will begin offering FastPass at the South Gate. The start date will be announced on our website and Facebook.

7. DIRECTOR & STAFF COMMENTS

Mr. Hennig updated the Committee on the Security Opinion Poll, stating that the True North had received 673 completed surveys. They are working with the responses to prepare a report.

Director Maybee thanked Staff for their consistency and is looking forward to starting some new projects.

6. ADJOURNMENT

The meeting adjourned at 10:36 a.m.

DRAFT

MEMORANDUM

Date: February 10, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for February 2022. This information is provided to the Board to assist in answering possible questions regarding expenditures over \$10,000.

The following are major expense items for February:

VENDOR	PURPOSE	AMOUNT	FUNDING
California Waste Recovery Systems	December Solid Waste Expenses	\$77,976.45	400--\$ 77,976.45
GSRMA	Quarterly Insurance Payment	\$88,294.45	200--\$ 32,668.93 250--\$ 22,073.61 260--\$3,531.78 400--\$ 1,765.89 500--\$ 28,254.24
State Water Resources Control Board	Permit Fees	\$16,745.62	250--\$ 16,745.62
State Water Resources Control Board	Permit Fees	\$23,783.00	250--\$23,783.00
Telstar Instruments	Maintenance & Repairs	\$11,122.00	200--\$4,382.00 250--\$ 6,740.00
Zenon Environmental Corporation	Software Maintenance	\$12,146.66	200-\$ 12,146.66
Tesco Controls, Inc.	Hypochlorite and SCADA upgrade	\$82,881.00	250-\$ 82,881.00
U.S. Jetting, LLC	New Jetting machine	\$69,221.38	200--\$ 69,221.38
ABA Protection Inc.	Security Services (Gate \$ 9,348.07. Patrol \$ 2,159.90)	\$11,507.97	500--\$ 11,507.97
Domenichelli and Associates, Inc	Engineering Services	\$12,160.00	200--\$12,160.00
CALPERS	Payroll Health Benefits	47,393.25	100--\$13,849.04 200--\$12,270.18 500-\$ 21,274.03
Paychecks	Payroll period 02/17/2022	16,334.74	100--\$7,065.15 200--\$5,559.27 500--\$3,710.32
TOTAL		\$469,566.52	

PREPARED BY: Manoj Pal

REVIEWED BY:  District Treasurer

Rancho Murieta Community Services District
Bills Paid Listing for February 2022

Check Number	DATE	VENDOR	AMOUNT	DESCRIPTION
ACH	2/4/2022	Paychecks	3,469.72	Payroll Period 02/04/2022
ACH	2/7/2022	Nation Wide	6,773.90	Nationwide Retirement contribution FEB
ACH	2/10/2022	CALPERS	47,393.25	Payroll Health Benefits
ACH	2/16/2022	AFLAC	593.17	Payroll - Employee insurance additions
ACH	2/17/2022	Paychecks	16,334.74	Payroll period 02/17/2022
CM38116	2/18/2022	A&D Automatic Gate and Access	254.24	Maintenance & Repairs
CM38180	2/18/2022	A&D Automatic Gate and Access	9,209.42	Maintenance & Repairs
CM38117	2/18/2022	ABS Direct	3,766.71	Postage Expense
CM38118	2/18/2022	Accounting & Association Software Group	1,031.25	Accounting Software expenses
CM38120	2/18/2022	Apple One Employment Services	4,710.32	Temp Staff Services
CM38121	2/18/2022	Aqua-Metric Sales Company	2,403.95	Maintenance & Repairs
CM38122	2/18/2022	Aramark Uniform & Career Apparel, LLC	669.60	Uniform Expenses
CM38123	2/18/2022	Borges & Mahoney	1,578.24	Maintenance & Repairs
CM38124	2/18/2022	California Laboratory Services	2,161.00	Lab Tests Expenses
CM38154	2/18/2022	California Laboratory Services	1,750.00	Lab Testing
CM38125	2/18/2022	California Waste Recovery Systems	77,976.45	December Solid Waste Expenses
CM38127	2/18/2022	Corelogic Solutions, LLC	218.55	Administration Expenses
CM38119	2/18/2022	Duloglo Enterprises Inc DBA Action Clea	1,445.00	January Janitorial Services
CM38128	2/18/2022	EDCO Enterprises	2,600.00	Maintenance & Repairs
CM38155	2/18/2022	Ferguson Enterprises, Inc 1423	5,175.69	Maintenance & Repairs
CM38130	2/18/2022	Greenfield Communications	1,346.97	Internet/T.V Services
CM38126	2/18/2022	Griswold Industries DBA Cla-Val Company	3,217.91	Maintenance & Repairs
CM38129	2/18/2022	GSRMA	88,294.45	Quarterly Insurance Payment
CM38131	2/18/2022	Industrial Door Compay	4,141.17	Doors Maintenances & Repairs
CM38132	2/18/2022	Kirby's Pump & Mechanical	4,955.00	Maintenance & Repairs
CM38133	2/18/2022	LeDoux Backflow Testing Services	692.00	Maintenance & Repairs
CM38156	2/18/2022	Lee's Automotive Repair Inc	267.62	Auto Repairs
CM38157	2/18/2022	Mobile Mini Solutions	880.79	Container charges
CM38134	2/18/2022	Pac Machine Co., Inc.	2,116.88	Rental Expenses
CM38135	2/18/2022	Pace Supply Corp	4,868.60	Maintenance & Repairs
CM38136	2/18/2022	Porter Scott	60.00	Legal Services
CM38137	2/18/2022	Rancho Murieta Ace Hardware	708.93	Maintenance & Repairs
CM38138	2/18/2022	Rancho Murieta Association	1,705.81	SMUD for North Gate
CM38139	2/18/2022	Romo Landscaping	385.00	Landscaping Services
CM38158	2/18/2022	Sierra Chemical West Company	308.20	Chemical Expense
CM38141	2/18/2022	State Water Resources Control Board	16,745.62	Permit Fees
CM38142	2/18/2022	State Water Resources Control Board	23,783.00	Permit Fees
CM38143	2/18/2022	Streamline	300.00	IT Services
CM38144	2/18/2022	Stuntcams LLC	1,200.00	Patrol Software
CM38145	2/18/2022	Sweet Septic, Inc.	1,000.00	Maintenance & Repairs
CM38159	2/18/2022	Synagro Technologies, Inc.	6,562.97	Biosolids Removal
CM38146	2/18/2022	Telstar Instruments	11,122.00	Maintenance & Repairs
CM38160	2/18/2022	Tesco Controls, Inc.	82,881.00	Fixed Asset purchase
CM38161	2/18/2022	U.S. Jetting, LLC	69,221.38	New Jetting machine
CM38147	2/18/2022	Ueware, Inc.	1,417.50	November/December Software Bills
CM38148	2/18/2022	Vision Autoglass	325.50	Replace front windshield for Water dept
CM38152	2/18/2022	W.W. Grainger Inc.	2,547.69	Maintenance & Repairs
CM38163	2/18/2022	W.W. Grainger Inc.	35.82	Tools
CM38162	2/18/2022	Walker's Office Supplies, Inc	36.43	Office Supplies
CM38149	2/18/2022	Watchdogs Surveillance	494.80	Replace North Gate Cameras
CM38150	2/18/2022	waterTALENT LLC	3,000.00	Contract Employees
CM38151	2/18/2022	WECybr,LLC	1,500.00	IT Maintenance
CM38153	2/18/2022	Zenon Environmental Corporation	12,146.66	Software Maintenance
ACH	2/22/2022	Nation Wide	5,054.69	Nationwide Retirement contribution FEB
ACH	2/23/2022	Att & T	4,482.48	AT&T Bill
CM38172	2/28/2022	ABA Protection Inc.	11,507.97	Security Services (Gate \$ 9,348.07. Patrol \$ 2,159.90)
CM38173	2/28/2022	Bartkiewicz, Kronick & Shanahan	5,050.96	Legal Services
CM38174	2/28/2022	California Laboratory Services	3,506.00	Lab testing
CM38175	2/28/2022	Domenichelli and Associates, Inc	12,160.00	Engineering Services

**Rancho Murieta Community Services District
Bills Paid Listing for February 2022**

Check Number	DATE	VENDOR	AMOUNT	DESCRIPTION
CM38176	2/28/2022	Ferguson Enterprises, Inc 1423	660.11	Maintenance & Repairs
CM38177	2/28/2022	Peter W Reagan	385.00	Dev. Expense
CM38178	2/28/2022	Pitney Bowes	506.70	Postage Expense
CM38179	2/28/2022	UPS	25.36	Postage Expense
		SUBTOTAL	\$ 581,124.17	
		EL DORADO PAYROLL		
ACH		Direct Deposits - Monthly Payroll	136,342.88	Payroll for the Month
		TOTAL	\$ 717,467.05	

PREPARED BY: Manoj Pal, Accountant

REVIEWED BY:  District Treasurer

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

February 28, 2022

CSD FUNDS

EL DORADO SAVINGS BANK

Savings	\$	1,724,988
Checking	\$	884,887
Payroll	\$	224,060
BANNER BANK EFT PAYMENTS ACCOUNT	\$	489,231

CSD OPERATING CAPITAL

TOTAL AVAILABLE CASH*	\$	3,323,166
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CSD INVESTMENT

<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>	<i>\$</i>	<i>8,324,347</i>
<i>CALIFORNIA ASSET MGMT PROGRAM (CAMP)</i>	<i>\$</i>	<i>640,567</i>

TOTAL	\$	8,964,914
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CSD RESERVE OBLIGATIONS

CURRENT RESERVE BALANCE

Restricted	\$	7,519,434
Unrestricted	\$	4,768,646

TOTAL	\$	12,288,080
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MELLO ROOS BOND

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

<i>BANK OF AMERICA</i>	<i>\$</i>	<i>118,827</i>
<i>WILMINGTON TRUST</i>		
Bond Special Tax Fund	\$	100,040
Bond Redemption Account	\$	-
Bond Acq & Construction	\$	17,618
Bond Reserve Fund	\$	391,609
Bond Surplus	\$	157,178
Bond Admin Expense	\$	22,404
Bond Principal	\$	-
Bond Interest	\$	123,155
	\$	930,831

*Investments comply with the CSD adopted investment policy.

PREPARED BY: Paula O'Keefe

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: March 15, 2022
To: Board of Directors
From: Tom Hennig, General Manager
Subject: General Manager's Report

COVID-19 RESPONSE

The Sacramento County Health Officer has rescinded the two health orders requiring masks and restricting public meetings to on-line. In accordance with this change, the District offices remain open for business. At this time Board meetings will be scheduled for the District Office. Committee Meetings will continue to be conducted via Zoom until further notice.

LEGISLATIVE UPDATE

Senate Bill 9, as reported in the River Valley Times, this law is being reviewed by CCPAC and we are monitoring the results and trying to determine the impact of this as part of the proposed update to the water supply assessment. Working with the Regional Water Authority to track other legislation that may impact Rancho Murieta.

SACRAMENTO TREE FOUNDATION PROJECT

We entered into an agreement with the Sacramento Tree Foundation to plan up to 180 seedling trees which will replace most of the turf surrounding the District office. We have preliminarily set the planting date for May 21st, 2022.

CAMERA PROGRAM UPDATE

We are working with our vendor to develop plans and costs associated with placing camera systems at the locations of the Districts critical infrastructure. This includes the yellow bridge, all the sewer lift stations, the Granlee's pumping station and other sites as needed. Because the costs for these will exceed the GM authority limit, we are planning to bring the plan to the Security Committee in May for a potential inclusion in the 2022-23 CIP program.

SECURITY OPINION POLL UPDATE

I have received a draft of the Security Opinion Poll results and will be reviewing it with the Finance Committee on April 5th. I am confident that we will be able to bring report to the April 20 Board meeting for discussion and consideration by the Board.

POTENTIAL DROUGHT RESPONSE

We continue to monitor the state and local drought response. Currently, we have a drought related message that is specific to Rancho Murieta at the website below. Many of the Sacramento area water agencies have posted the rules on this site.

[BeWaterSmart | The Sacramento Region's Watering Guidelines](#)

At this time, we are maintaining the request for a voluntary 15% reduction. Because most of the local agencies are restricting outdoor watering to two or three days, we are planning to bring a recommendation to the next Improvements meeting.

PRESIDENT GM MEETING REPORT

I participated in several meetings with the President's and GMs of the RMCC and RMA. These meetings are very productive as we start to see results of focusing on shared resources whenever possible. Examples of this include:

- The Retreats recent pipe installation near the north course ninth green at the Country Club.
- Potential surveillance camera installations.
- Coordination with RMA Compliance for communications and Security issues.
- Upgrading the gate at Bermuda Drive.
- Potential solutions for Laguna Joaquin.

OUTREACH/ADVOCACY

CSD/MVA (Murieta Village) – I discussed potential projects for the next budget cycle with Maria at the Village. There are currently no plans to address the water and sewer infrastructure at the Village. We will continue to track and monitor any issues that occur.

CSD/RMA– During the past month, I have met several times with the RMA GM on issues detailed below.

- Expanding our collaboration for Security services.
- Adding black bar codes as a second color option with the hope that residents without bar codes on their windows will consider the new color option.
- Laguna Joaquin issues.
- Discussed access times to reservoirs and park hour enforcement.
- Reviewed the status of surveillance cameras and how we are working together to coordinate data storage and review.
- Discussed progress related to the planned RMA Community Center. Agreed to meet monthly as this project evolves.
- We are holding a Staff Appreciation luncheon, jointly with the RMA on Tuesday, March 22nd from 11 a.m. to 2 p.m. The District is funding our employee portion of the lunch with the proceeds from our GSRMA Safety rebate.
- President Maybee, Kelly Benitez, Security Supervisor, and I also met with RMA Compliance on March 7 to review the Governing Documents.

SACRAMENTO REGIONAL WATER AUTHORITY (RWA) – I attended two virtual meetings with the RWA, SCGA, SGA.

- SB 1157 – Indoor water use efficiency guidelines.
- Senate Bill 606/Assembly Bill 1668 legislation framework which places additional regulations by the Department of Water Resources on Commercial, Industrial and Infrastructure water users within the Urban Water Suppliers boundaries. As the District approaches the 3,000th water connection, we will be required to adhere to a significant amount of new regulatory compliance and reporting requirements.

- Attended a RWA sponsored virtual meeting with Karla Nemeth, Director of the California Department of Water resources.

SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT (SRCD) – I attended their meeting last week which was held at the District office.

OTHER DISTRICT BUSINESS

SPECIAL TAX RATE CORRECTIONS

When Finance staff were developing the annual tax worksheet, we became aware that our vendor had failed to update the Drainage and Security Special Taxes as approved by the Board. This was unfortunately discovered after the end of the tax year. We were unable to add this small charge to the February statements and will adding the amounts to the March billing statements. This amount will be reflected in the tax worksheet for 2022. The impact on most accounts will be a one-time charge of \$4.32. The total amount to be added to the February billing will be approximately \$13,000 District-wide.

LIVE BOARD MEETING UPDATE

It looks like we will go back to live Board meetings in March. We will watch for the direction from the County Health Officer or CSDA regarding the potential for continuing Committee meetings on-line.

GENERAL STAFFING UPDATE

We continue to recruit for Gate and Patrol Officers as well as the Accounts Payable Accounting Technician.

CONFERENCE/EDUCATION OPPORTUNITIES:

SDRMA Spring Education Day	March 22, 2022	Sacramento, CA
Special District Legislative Days	May 17 & 18, 2022	Sacramento, CA
Special District Leadership Academy	Sept. 18-21, 2022	Napa Valley, CA
AWWA Annual Fall Conference	October 24-26, 2022	Sacramento, CA

EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS:

- Employee appreciation lunch next Tuesday, March 22nd, 11 a.m. to 2 p.m.

MEMORANDUM

Date: March 11, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Administration / Financial Update

On March 1, 2022, the Finance Committee met and discussed the following items:

- Update on the FY 2020-21 annual audit
- Water Shutoffs
- Updates on recruitment

The following is the summary of the March 2021 monthly Board Financial Report. The 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.

Monthly Budget to Actuals

Mid-year budget to be presented.

Procurement and Contracts

Two responses were received from the District's RFP for project management services to assist with the ERP implementation. Staff are in the process of reviewing and scoring the vendor submissions and will have an update to the Finance Committee in April.

Capital Improvement Projects Updates

No updates at this time.

Reserve Fund Purchases authorized by the General Manager

No authorized purchases by the General Manager in the month of February.

Reserve Funds Balance Sheet

Staff are presenting the current totals as of February 28, 2022. It is important to note that the final reserve totals are dependent upon year end close and are not finalized for FY 2020-21 at this time.

An extensive analysis of the District's reserves, Capital Improvement Projects and reserve usage and the reserve policy is being finalized to determine the total amount of available reserves and the appropriate management and usage of funds.

FY 2021-22 - Draft Reserve Beginning Balances

TB run ending 02/28/2022

<i>Reserve Descriptions</i>	<i>Account #</i>	<i>FY 2021-22 Beginning Balance July 1, 2021</i>	<i>YTD Total Debit</i>	<i>YTD Total Credit</i>	<i>Year to Date Ending Balance February 28, 2022</i>
Capital Improvement Reserve Fees - Admin	100-2510	0	0	0	0
Unreserved Fund Balance	100-2800	0	0	0	0
	<i>Subtotal</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Water Capital Replacement	200-2505	1,990,869	165,093	517,942	2,343,718
Capital Improvement Reserves Fees - Admin Alloc	200-2505-99	39,990	0	0	39,990
Capital Improvement Reserves Fees - Water	200-2510	(115,491)	0	0	(115,491)
Capital Improvement Reserves Fees - Admin Alloc	200-2510-99	210,003	0	0	210,003
Water Supply Augmentation	200-2511	2,008,948	3,921	31,516	2,036,544
WTP Construction Fund Reserve	200-2513	(794,549)	220,003	219,243	(795,308)
Unreserved Fund Balance	200-2800	1,340,521	733,265	353,580	960,836
	<i>Subtotal</i>	<i>4,680,292</i>	<i>1,122,281</i>	<i>1,122,281</i>	<i>4,680,292</i>
Sewer Capital Improvement Connection	250-2500	4,342	0	0	4,342
Sewer Capital Replacement	250-2505	3,139,652	149,661	515,528	3,505,519
Capital Replacement Reserve Admin	250-2505-99	29,236	0	0	29,236
Capital Improvement Reserves Fees - Sewer	250-2510	73,246	0	0	73,246
Capital Improvement Reserves Fees - Admin Alloc	250-2510-99	159,077	0	0	159,077
Unreserved Fund Balance	250-2800	1,448,601	515,528	149,661	1,082,734
	<i>Subtotal</i>	<i>4,854,154</i>	<i>665,189</i>	<i>665,189</i>	<i>4,854,154</i>
Drainage Capital Replacement	260-2505	78,534	0	0	78,534
Capital Improvement Reserves Fees - Admin Alloc	260-2505-99	3,866	0	0	3,866
Capital Improvement Reserves Fees - Drainage	260-2510	344,134	0	0	344,134
Capital Improvement Reserves Fees - Admin Alloc	260-2510-99	35,262	0	0	35,262
Unreserved Fund Balance	260-2800	98,254	0	0	98,254
	<i>Subtotal</i>	<i>560,049</i>	<i>0</i>	<i>0</i>	<i>560,049</i>
Capital Improvement Reserves Fees - Admin Alloc	400-2505-99	6,418	0	0	6,418
Unreserved Fund Balance	400-2800	244,476	0	0	244,476
	<i>Subtotal</i>	<i>250,894</i>	<i>0</i>	<i>0</i>	<i>250,894</i>
Capital Replacement Reserve Security	500-2505	58,468	0	0	58,468
Capital Improvement Reserves Fees - Admin Alloc	500-2505-99	7,701	0	0	7,701
Capital Improvement Reserve Fees - Security	500-2510	(41,393)	0	0	(41,393)
Capital Improvement Reserves Fees - Admin Alloc	500-2510-99	135,466	0	0	135,466
Security Impact Fee Reserves	500-2513	38,488	0	0	38,488
Unreserved Fund Balance	500-2800	339,551	6,591	0	332,960
	<i>Subtotal</i>	<i>538,280</i>	<i>6,591</i>	<i>0</i>	<i>531,690</i>
Total Reserves		10,883,668	1,794,062	1,787,471	10,877,077

Interfund Borrowing

The following are the updated totals for the repayment of the interfund borrowing as of January 31, 2021.

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance</i>		<i>YTD Repayment</i>	<i>Period End Balance</i>
	<i>7/1/2021</i>	<i>YTD Interest</i>		
WTP Construction Loan from Sewer	573,950	787	93,951	480,000
WTP Construction Loan from WSA	191,323	262	31,317	160,006
<i>Total Inter-fund Borrowing</i>	765,273	1,050	125,268	640,005

Utility Billing

The State of California water shut off moratorium expired on December 31, 2021. District staff are continually working with residents who have significantly large past due balances through the payment plan to assist with repayment and potentially prevent water shut offs. Over the last couple of weeks, the District has entered into new payment installment agreements to resolve outstanding payments and bring these accounts current and in good standing, however there are still 72 residents who are not current on their bills.

The District contacted 20 residents with the highest outstanding balances to encourage either bringing the account current or to enter into a payment installment agreement. Those residents who are unable or unwilling to bring their accounts current have received a 10 day notification. The first round of shut offs will occur March 17.

The District reminds all residents with past-due accounts that the District offers a payment plan to assist with bringing their accounts current. We encourage residents to work with the District to prevent additional late fee assessments and highly encourage all residents with past-due balances to contact the District immediately to rectify their account status.

Aging Report

The total amount due to the District for outstanding balances is \$125,623, down from \$138,907 last month. There are 122 residents who are 60 days past due (down from 132 in February) and 66 residents 90 days past due (down from 72 in February). The 90 days past due balances ranging from \$11 to \$48,609 for a total outstanding amount of \$99,586, down from \$112,480.54 in the month of February.

Security Opinion Poll Survey

Three thousand letters were sent to registered voters on Wednesday, February 2nd. As of February 22nd, the survey wrapped up data collection with 673 interviews – which is impressive considering the small size of the community. Using four recruiting methods in combination (mail, email, text, and telephone) allowed True North to reach more people and ultimately generate a higher response than anticipated. We are planning to bring the full report to the Finance Committee on April 5th with a formal prestaton at the Board meeting on April 20th.

MEMORANDUM

Date: March 16, 2022
To: Board of Directors
From: Kelly Benitez, Security Supervisor
Subject: Security Update Report for the Month of February

OPERATIONS UPDATES

The Department is currently working on the following projects:

- CSD has one remaining part time gate guard position vacant. We continue to use 3 ABA officers to help with staffing shortages. Mr. Martinez was sent a COE letter waiting for process completion.
- Patrol non-covered shifts: 12 hours in 2022 since implementing 9/80. (last minute sick call offs)
- ABDI Software Upgrade Project: ABDI has tentative dates of end of next week to finish the final installment with ABDI in Florida.
- The Toyota pickup truck is on Patrol however, still waiting for radio PA parts.
- LDAR will be purchased for night time speeding operations. Update 6-8 weeks to receive device Training will be provided by company representative. (Cost \$6000.00 with night device)
- Safety Center Repairs obtained 2 estimates (30-33K) third estimate pending.
- Training Officer Anderson promoted from the gates to start patrol training. Officer Gabriel will attend 832PC school.
- Ordered Black Bar Codes from ABDI

RANCHO MURIETA ASSOCIATION ACTIVITY

We continue to work with the RMA Leadership on a regular basis. Our focus is to improve our level of service and have positive contacts with residents. The following list is the current focus of our meetings.

- General non-arch rules enforcement (see Violation Summary Report): continued to attend RMA Compliance meetings.
- Stop Sign enforcement – enforcement missions conducted each week; other violations issued during regular patrol.
- Speed enforcement –enforcement missions conducted each week during the daytime hours only; other violations issued during regular patrol (speeding citations) Should increase with new LDAR.
- RMA issues DUI accident that caused damage to mailboxes, shared information. Gate officers requested to Emails RMA for any residents that request a parking pass.
- Spoke with the President of the Villas regarding a Juvenile incident.

OPERATIONS ENGINEERS SCHOOL (OE3)

- Met with Greg Gasaway of the OE3School. Security concerns and working with CSD.

RANCHO MURIETA COMMERCIAL OWNERS ASSOCIATION ACTIVITY

- Attempting to get on Calendar.

**INCIDENTS OF NOTE
FEBRUARY 1-28, 2022**

February 10, 2022: at 2230 hours; Threats to others (OE3 School)

CSD Security officer responded to assist with the removal of a student from the OE3 school. Upon arrival CSD staff met with OE3 Security Officer. The student had made verbal threats towards both security officers and he mentioned a firearm. SSD responded and placed the student on a 5150 hold per WIC and was transported. There were no firearms discovered by SSD. Student was expelled from the OE3 school.

February 14, 2022, 0200 hours: DUI/Property Damage (North)

CSD Security responded to a traffic accident between One park and Two Parks. Upon arrival CSD Security observed a single vehicle accident. A fire hydrant and mailbox unit were laying on the ground and the suspect was on scene. Notifications to CHP, RMA and CSD were completed by CSD Security. The CHP investigated and placed the suspect under arrest for 23152(a) VC and completed a report. CSD has copy of CHP report. Property damage unknown currently.

February 17, 2022, Midnight-0600 hours: Burglary from vehicle (North) Camino Del Lago

CSD Security was on routine patrol when a citizen flagged him down. The victim stated that his vehicle was broken into and his power tools was removed during the night. The victim stated that his rear window was left open and opined that is how the suspect made entry. Victims loss was \$3500.00, SSD was notified and a report was generated.

Rancho Murieta Association
Violation Item Summary Report -- 2022
(This report includes RMA & CSD issued violations)

Violation Item Summary Report	Jan		Feb		March		April		May		June		July	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:														
Motorcycle														
No drivers license														
Speeding	14	31	8	22										
Speeding - twice speed limit			0	1										
Stop signs	0	5	1	0										
Bus stop signs														
Use of streets														
Parking:														
Driveway parking	9	0	18	0										
Guest parking			0	1										
Overnight street parking	3	9	5	11										
Unauthorized Vehicle (24 hr pass)	1	0	0	0										
Accumulation/dumping of debris														
Advertising signs														
Barbeques, open fires, bonfires														
Carrying passengers/overloaded cart														
Clothes lines														
Commercial vehicle lettering	0	2												
Construction overnight parking														
Park hours / curfew	1	0												
Decorative lights			0	9										
Discharge of firearm														
Dog park investigations														
Dwelling exterior alterations														
Failure to identify														
Fences, screens & enclosures														
Guest w/o resident in comm areas														
Home business activities														
Noxious activities			1	0										
Open garage doors														
Pets - off leash / teathered / noise														
Property maintenance	0	10	0	7										
Sign rules														
Skating in common area														
Sports equip/trampoline/basketball	0	5	0	7										
Storage of building materials														
Stored vehicles	0	1												
Trash containers														
Use of common areas & facilities			0	1										
Vandalism														
Vehicle repair or maintenance														
Village/Villas violations														
Working days & hours														
Total Violations	28	63	33	59	0	0	0	0	0	0	0	0	0	0
Citations written by RMCS		28		33		0		0		0		0		0
Citations written by RMA		63		59		0		0		0		0		0
Total Violations		91		92		0		0		0		0		0

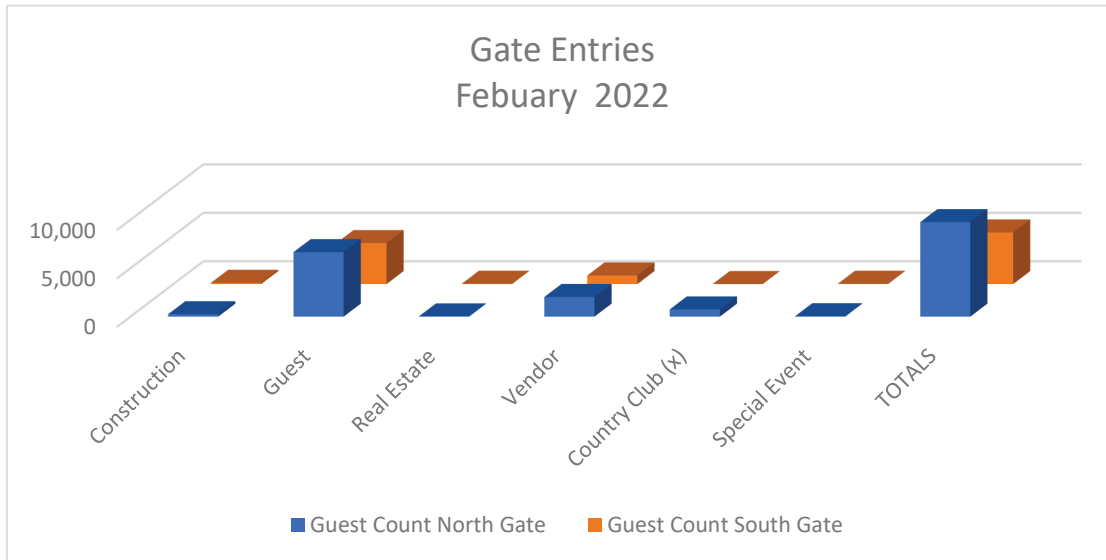
Violation Item Summary Report	August		September		October		November		December		Totals	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:												
Motorcycle											0	0
No drivers license											0	0
Speeding											22	53
Speeding - twice speed limit											0	1
Stop signs											1	5
Bus stop signs											0	0
Use of streets											0	0
Parking:												
Driveway parking											27	0
Guest parking											0	1
Overnight street parking											8	20
Unauthorized Vehicle (24 hr pass)											1	0
Accumulation/dumping of debris											0	0
Advertising signs											0	0
Barbeques, open fires, bonfires											0	0
Carrying passengers/overloaded car											0	0
Clothes lines											0	0
Commercial vehicle lettering											0	2
Construction overnight parking											0	0
Park hours / curfew											1	0
Decorative lights											0	9
Discharge of firearm											0	0
Dog park investigations											0	0
Dwelling exterior alterations											0	0
Failure to identify											0	0
Fences, screens & enclosures											0	0
Guest w/o resident in comm areas											0	0
Home business activities											0	0
Noxious activities											1	0
Open garage doors											0	0
Pets - off leash / teathered / noise											0	0
Property maintenance											0	17
Sign rules											0	0
Skating in common area											0	0
Sports equip/trampoline/basketball											0	12
Storage of building materials											0	0
Stored vehicles											0	1
Trash containers											0	0
Use of common areas & facilities											0	1
Vandalism											0	0
Vehicle repair or maintenance											0	0
Village/Villas violations											0	0
Working days & hours											0	0
Total Violations	0	0	0	0	0	0	0	0	0	0	61	122
Citations written by RMCS		0		0		0		0		0		61
Citations written by RMA		0		0		0		0		0		122
Total Violations		0		0		0		0		0	0	183

Gate Entries by Type

February 2022

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	248	133	381
Guest	6,658	4,235	10,893
Real Estate	28	40	68
Vendor	2,032	883	2,915
Country Club (x)	748	2	750
Special Event	43	37	80
TOTALS	9,757	5,330	15,087

Prior Month Totals: 9,812 4,306 17,148





Rancho Murieta CSD Security

15160 Jackson Rd
Rancho Murieta, CA 95662

Cases - Breakdown by Type

911 HANG UP	3
ABANDONED DISABLED VEH	1
ALARM	7
ANIMAL COMPLAINT	8
ASSIST OTHER AGENCY	6
BURGLARY	1
CITATION	2
DISTURBANCE	5
ESCORT	1
EXTRA PATROL	50
FIRE	2
FOLLOW UP	7
GUN SHOTS	1
INTOXICATED PERSON	2
IRRIGATION DAMAGE	1
JUVENILE DELIQUENCY	5
LOST/FOUND PROPERTY	1
MISCELLANEOUS	9
MISSING PERSON	1
OPEN DOOR	2
PARKING	5
PATROL DETAIL	1
PETTY THEFT	3
REFUSED ENTRY	32
RESIDENT COMPLAINT	12

RMA RULE VIOLATION	24
SPEEDING COMPLAINT	2
STOLEN/LOST PROPERTY	1
SUSPICIOUS ACTIVITY	7
SUSPICIOUS PERSON	3
SUSPICIOUS VEHICLE	6
TRAFFIC ENFORCEMENT	4
TRESPASSING	7
VANDALISM	4
VEHICLE ACCIDENT	6
WATER LEAK	3
WELFARE CHECK	9
Total	244



MEMORANDUM

Date: March 16, 2022
To: Board of Directors
From: Michael Fritschi, P.E. - Director of Operations
Subject: Operations Report

SB 170 FUNDED PROJECTS – An update of the SB 170 funded projects are as follows:

Wastewater Facility Disinfection – On the 24th of March, the District will be meeting with West Yost & Associates to review the Draft Sodium Hypochlorite VS. Ultraviolet disinfection analysis. This will allow for updates and discussion prior to releasing the final analysis which will assist the District in moving forward with a decision for the recycled water disinfection upgrade at the wastewater treatment facility to replace chlorine gas.

Water Treatment Facility Sodium Hypochlorite Conversion – The District RFP review team has reviewed the proposals for the design of the sodium hypochlorite conversion at the water treatment facility and has provided a recommendation to the improvements committee to hire HDR to perform the design services. The District met with HDR on March 7th to discuss a contract, schedule, and scope of services with HDR.

Granlees Intake Safety Project – The District is scheduled to meet with HDR on the 16th of March to review Granlees safety and security recommendations.

RAW WATER STORAGE & DELIVERY

The District has continued diverting water from the Consumes River and as of February 28 has pumped a cumulative total of 483 million gallons since the beginning of the pumping season. Currently all three reservoirs are full. The District has temporarily turned off Granlees pumps on 1st of March.

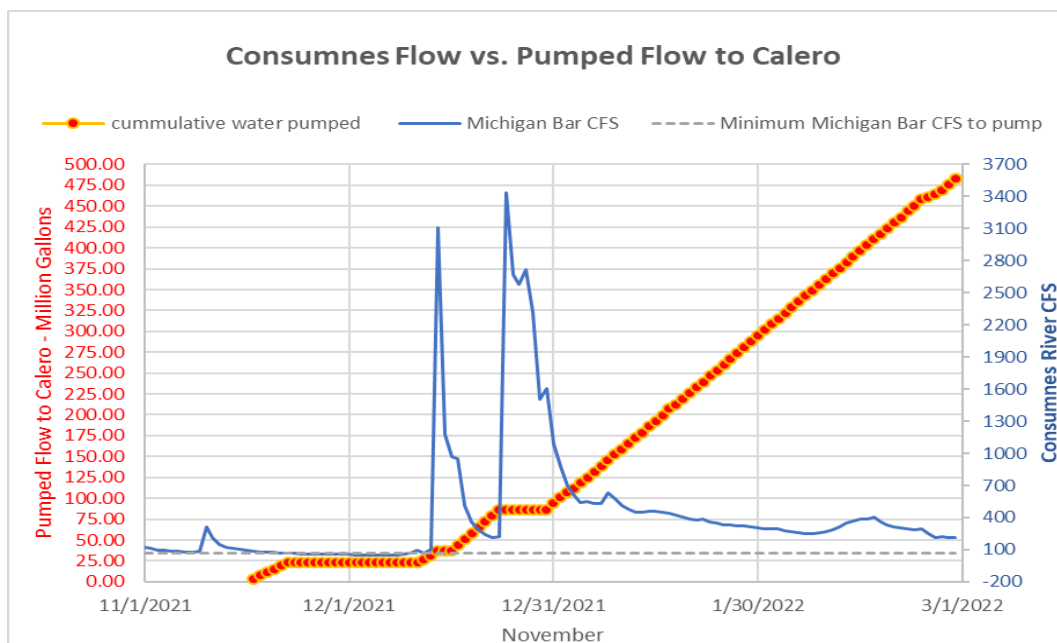


Figure 1. Michigan Bar Flow vs Cumulative Pumped flow to Calero 2021-22

As of March 3rd, 2022, the total water stored between Clementia, Chesbro, and Calero totaled 4,631 acre-ft, 15% more (616 acre-ft) than in March 3rd, 2021. Wastewater storage available for production as of March 3rd is at 327 acre-ft, a 51% increase over the same level from last year. The District is required by the State to send some recycled water to the Van Vleck Sprayfield this calendar year.

Table 1. Raw Water and Wastewater Reservoir Storage comparisons 2022 to 2021

	February 2022		February 2021		difference from 2021	%diff
	mgal	acre-ft	mgal	acre-ft		
Clementia Storage	299.6	919.5	299.6	919.5	0.0	0.0%
Chesbro Storage	355.5	1091.1	301.4	924.8	166.3	18.0%
Calero Storage	853.8	2620.2	707.2	2170.2	450.0	20.7%
Total of all Raw Water Reservoirs	1509.0	4630.8	1308.2	4014.6	616.2	15.3%
Wastewater Storage Reservoir available for production	106.6	327.0	70.6	216.6	110.4	51.0%

The combined storage of Calero and Chesbro were trended over the last 3 years. The end of December level has ranged between 64%-74% full over the last 3 years. **Currently Calero is 100% full.** The District can install stop logs to raise the level of storage in all three reservoirs on the 15th of April. This is done to increase the water storage and is standard practice.

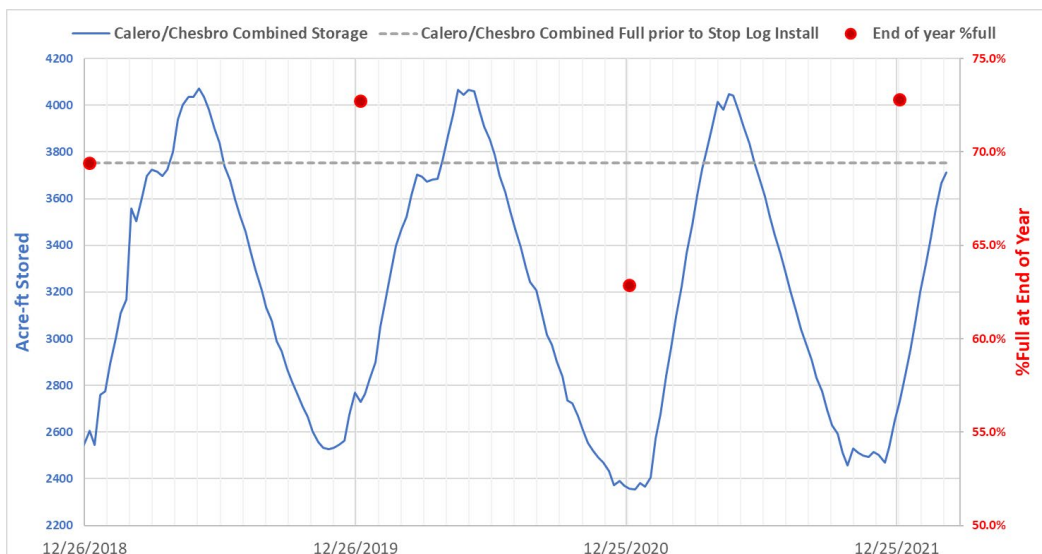


Figure 2. Storage Curve for Calero/Chesbro 2018 to Present

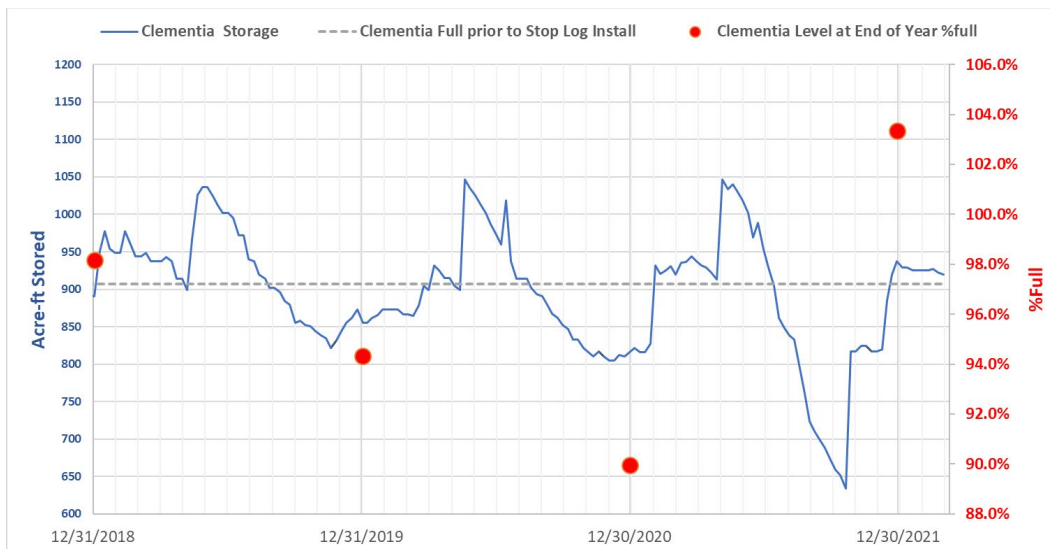


Figure 3. Storage Curve for Clementia 2018 to Present

CALIFORNIA HYDROLOGY UPDATE (AS OF FEBRUARY 4TH FROM CALIFORNIA WATER WATCH)

Current Water Year Precipitation – 104% of average

Statewide Mean Temperature - 106% of average

Statewide Snowpack – 57% of average

WATER CONSUMPTION

As of February 28, 2022, potable water production for the year totaled 51.3 million gallons, 6 million gallons (13%) higher than the same use period in 2021. It is possible that the unprecedentedly mild February may have led to some early outdoor water use. Potable water use was evaluated for 2021, and 2022 against the 15% reduction of 2020 use that was requested by the Governor of California (See table 2 below). According to the table, production is currently substantially higher than the 15% of 2020 request.

Table 2. District Water use by Month for 2021 and 2022 compared to 15% Reduction of 2022 use in units of Million Gallons.

	january	february	march	april	may	june	july	august	september	october	november	december	Total Annual
2020	21.29	29.00	31.28	34.72	50.04	63.95	71.75	73.78	64.39	57.05	37.87	29.58	564.70
15% Reduction of 2020	18.10	24.65	26.59	29.51	42.53	54.36	60.99	62.71	54.73	48.50	32.19	25.14	479.99
2021	24.11	21.14	29.68	46.29	62.54	68.86	76.00	73.78	66.03	48.66	25.79	22.71	565.59
%over/under 15% 2020 Reduction	33%	-14%	12%	57%	47%	27%	25%	18%	21%	0.3%	-20%	-10%	18%
2022	23.48	27.85											
%over/under 15% 2020 Reduction	30%	13%											

Residential gallons per capita per day is denoted as the average annual gallons per day per capita (GPDP) utilized by residential uses. While the District does have commercial uses, most of the

water consumption is utilized by the residents. The monthly residential GPDPC is shown in Figure 4 for 2020, 2021, 2022, and the 15% reduction of 2020. While January 2022 was within the requested reduction, the graph shows that residents would likely have to cut water use substantially to comply with the Governor’s request. Note that when the request was originally issued in July of 2021, there is what appears to be an effort to reduce consumption. While use did not comply with the request at that time, it did get reduced below that of 2020 for the remainder of 2021.

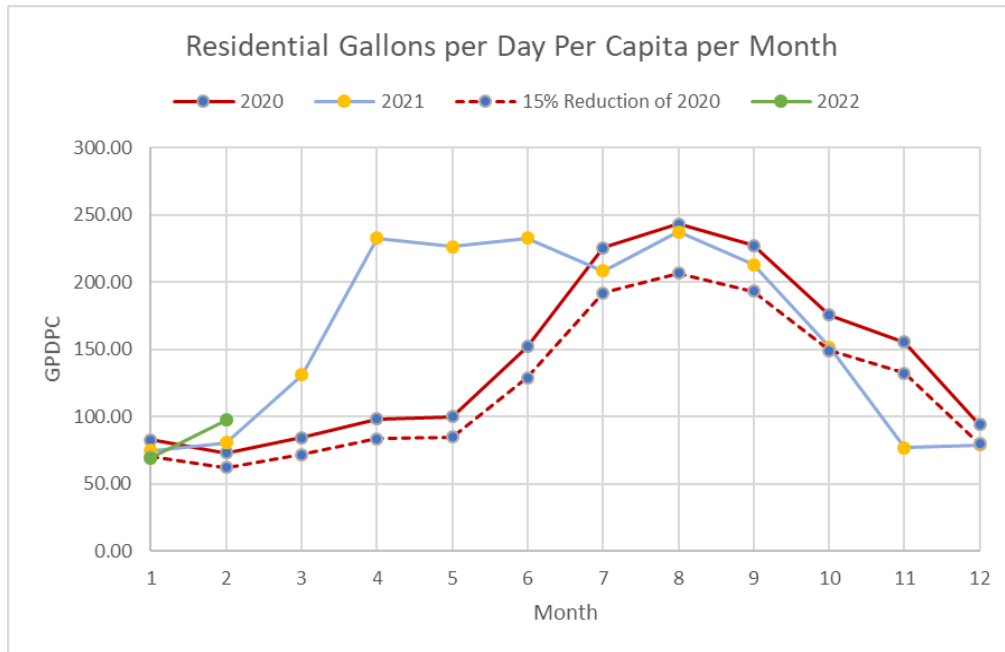


Figure 4. Monthly 2020, 2021, 2022 and Governor Requested 15% GPDPC reduction

RESERVOIR MONITORING

The District has received its second report from Solitude Lake Management. Thus far all (3) reservoirs are in good condition and no further action needs to be taken at this time. The reservoirs are inspected and sampled in various areas for constituents such as phosphorus, dissolved oxygen, nitrogen, chlorophyll, pH, turbidity, conductivity, etc.

INFRASTRUCTURE

Rio Oso Pump Replacement

The pressure system pumps and variable frequency drives are scheduled to be replaced. Pumps have arrived onsite and the installer (Odell Pumps) is in the process of locating parts to connect the new pumps (flex coupler reducers). The 15-year old VFD’s are out for quote and will be replaced in the future as a part of the project due to the relative age and desired continued functionality. This pumping system provides water system pressure for about 800 homes in Murieta North. The pumps were scheduled for replacement the week of March 14th but are being rescheduled due to availability of expansion couplings. The District is also receiving a quote to replace all (4) gate valves and (2) check valves due to the age and reduced functionality. Replacing the gate valves would likely require a brief system shut down.

Water Treatment Plant Flocculator Motor

The flocculation motor for one of the district sedimentation basins has failed and has been replaced. Taking one flocculator out of service temporarily reduced the treatment capacity to 700 gpm. Plant #1 is currently down for removing and rehabilitating the back-pulse pumps. The replacement motor was very difficult to locate, and staff are recommending that the District investigate retrofitting the flocculator drives with updated equipment in the future to increase the flexibility for replacement parts and redundancy.

UTILITY CREW REPORT FEBRUARY 2022

A total of (24) Utility Star work orders were completed. A total of (7) 811 USA locates were completed. Crew responded to 10 homeowner calls for water related problems. A total of (3) water leaks were repaired; (2) were service line replacements and (1) was a fire hydrant replacement. Continued exercising water valves and flushing. Replaced (9) water meters and (15) MXU sending units.

DEVELOPMENT

Riverview: Phase 1a utility is complete. Phase 1b utility installation has begun with the installation of sewer infrastructure.

Retreats: Water main and water service installation has been completed for the east section with a tie in scheduled at the County Club for Monday the 14th of March. District staff will be replacing the County Club water meter prior to the tie in. Water service tie-in is scheduled for March 10th in De La Cruz.

It was determined that the lift station 6B that conveys sewage from De La Cruz and the Retreats North and East development has insufficient capacity to convey existing storm influenced flows and the additional base flow that will come online with the completion of the Retreats development. District staff and Engineer met with K. Hovnanian representatives, and it was agreed that the developer will fund the updates to lift 6B per District engineering directive. Currently, the capacity upgrade is envisioned to require an upsizing from 11 hp to at least 15 hp pumps.

Taco Bell: All underground utilities have been installed and framing has commenced.

Circle K/Shell: Water, storm drain utilities, and the oil water separator still need to be tied in and above ground civil and mechanical construction is commencing.

Rancho Murieta Community Services District

March/April 2022

Board/Committee Meeting Schedule

March 30, 2022

Special Board Meeting 2:00 p.m.

April 5, 2022

Personnel 7:30 a.m.

Improvements 8:00 a.m.

Finance Meeting 10:00 a.m.

April 7, 2022

Communications/Technology 8:30 a.m.

Security 10:00 a.m.

April 20, 2022

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



From: [Richard Gehrs](#)
To: [Tom Hennig](#)
Cc: [Tim Maybee](#); [Randy Jenco](#); [Linda Butler](#); [John Merchant](#); [Martin Pohl](#); [Amelia Wilder](#); wilton.reporter@gmail.com
Subject: Question about security survey
Date: Tuesday, February 22, 2022 3:34:04 PM
Attachments: [Survey.pdf](#)

Tom,

I had an opportunity to see CSD's security survey which was sent to some of the voters in the district. Obviously, it was related to the proposed new security taxes.

In a couple places the wording of the survey (see the attached images) suggested the possibility that the proceeds of a new tax could be used in some way to support RMA's privately owned and controlled gate which is used to keep out other residents/voters/taxpayers of the district.

For the sake of "openness and transparency" can you tell me whether there is indeed any possibility whatsoever that this tax money would be used in any way to support RMA's private gate? Is this something that you or CSD are actually considering?

-- Richard Gehrs



Virus-free. www.avast.com

Tom Hennig

From: Armstrong, Rebecca@DSS <Rebecca.Armstrong@dss.ca.gov>
Sent: Tuesday, March 8, 2022 5:20 PM
To: Tom Hennig
Subject: RE: Reali Water Bill - Account 90022602

Great...I will stop by tomorrow. Should I ask for anyone specifically or just speak with Shelby at the front?

From: Tom Hennig <thennig@rmcsd.com>
Sent: Tuesday, March 8, 2022 5:19 PM
To: Armstrong, Rebecca@DSS <Rebecca.Armstrong@dss.ca.gov>
Cc: Tim Maybee <TMaybee@rmcsd.com>; Randy Jenco <rjenco@rmcsd.com>; Linda Butler <lbutler@rmcsd.com>; John Merchant <jmerchant@rmcsd.com>; Martin Pohll <MPohll@rmcsd.com>; andy reali <boader123@yahoo.com>; Paula O'Keefe <pokeefe@rmcsd.com>; Jennifer Yee <jyee@rmcsd.com>
Subject: RE: Reali Water Bill - Account 90022602

Hi Rebecca,

We have your agreement ready. Please come by anytime between 8 & 5:30.


Thank you,

Tom

Tom Hennig

General Manager
Rancho Murieta CSD
ph.(916)354-3700
fx. (916)354-2082

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From: Armstrong, Rebecca@DSS <Rebecca.Armstrong@dss.ca.gov>
Sent: Tuesday, March 8, 2022 1:22 PM
To: Tom Hennig <thennig@rmcsd.com>
Cc: Tim Maybee <TMaybee@rmcsd.com>; Randy Jenco <rjenco@rmcsd.com>; Linda Butler <lbutler@rmcsd.com>; John Merchant <jmerchant@rmcsd.com>; Martin Pohll <MPohll@rmcsd.com>; andy reali <boader123@yahoo.com>; Paula O'Keefe <pokeefe@rmcsd.com>; Jennifer Yee <jyee@rmcsd.com>
Subject: RE: Reali Water Bill - Account 90022602

Excellent...Thank you very much for resolving the late fees.

I would be happy to come by today or tomorrow to sign an agreement for the balance. Is someone able to prepare the contract? If so, just let me know what time works best and I can come by to sign.

Thank you!
Rebecca

From: Tom Hennig <thennig@rmcsd.com>
Sent: Tuesday, March 8, 2022 1:18 PM

To: Armstrong, Rebecca@DSS <Rebecca.Armstrong@dss.ca.gov>

Cc: Tim Maybee <TMaybee@rmcsd.com>; Randy Jenco <rjenco@rmcsd.com>; Linda Butler <lbutler@rmcsd.com>; John Merchant <jmerchant@rmcsd.com>; Martin Pohll <MPohll@rmcsd.com>; andy reali <boader123@yahoo.com>; Paula O'Keefe <pokeefe@rmcsd.com>; Jennifer Yee <jyee@rmcsd.com>

Subject: RE: Reali Water Bill - Account 90022602

Hi Rebecca,

I'm confirming the receipt of this email.

I'm also letting you know that we are removing the late fees. After researching this further, I discovered that we had an internal error in our processing your email information, which has been corrected.

I'm very sorry for the inconvenience and the unnecessary stress this has caused.

Please accept my apologies and I hope you have received the paper statement this week.

Please also note that in accordance with the Brown Act, this email will be published at our next Board meeting in the category of correspondence to the Board of Directors. I didn't want you to be surprised if you saw this.

Thank you for your patience.

Tom

Tom Hennig

General Manager
Rancho Murieta CSD
ph.(916)354-3700
fx. (916)354-2082

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From: Armstrong, Rebecca@DSS <Rebecca.Armstrong@dss.ca.gov>

Sent: Tuesday, March 8, 2022 11:35 AM

To: Tom Hennig <thennig@rmcsd.com>

Cc: Tim Maybee <TMaybee@rmcsd.com>; Randy Jenco <rjenco@rmcsd.com>; Linda Butler <lbutler@rmcsd.com>; John Merchant <jmerchant@rmcsd.com>; Martin Pohll <MPohll@rmcsd.com>; andy reali <boader123@yahoo.com>

Subject: RE: Reali Water Bill - Account 90022602

Good Morning!

Can someone please confirm receipt of this email? I understand that you need time to respond but I just want to confirm it went through.

Thank you in advance!

Rebecca

From: Armstrong, Rebecca@DSS

Sent: Monday, March 7, 2022 11:03 AM

To: thennig@rmcsd.com

Cc: tmaybee@rmcsd.com; rjenco@rmcsd.com; lbutler@rmcsd.com; jmerchant@rmcsd.com; mpohll@rmcsd.com; andy reali <boader123@yahoo.com>

Subject: Reali Water Bill - Account 90022602

Good Morning Mr. Hennig,

As we discussed last Tuesday afternoon, this is an appeal of our family's water/sewer/garbage bill. I will sign an agreement to pay all amounts due, but I am seeking waiver of the approximate \$610 in late fees because CSD never informed me that my request for EFT or email bill failed to go through. Rather, I was informed of my delinquency a year and half after my requests for autopay/eft and email bill were denied. Accordingly, I am requesting an appeal of your decision to deny waiver of my late fees.

During our conversation, we each explained our positions. I explained that once we moved to RM in late-May 2020, after paying online each month through approximately September 2020, I signed up for auto-pay/EFT and requested an email bill. I did this for all my accounts in RM. I never received any notice from any of the entities that my requests for EFT or an emailed bill were denied. Fast forward a year and a half to the end of February, 2022 and I received a call that I am on a list of 140 people whose accounts were past due because of Covid, and that I owe \$4,325. I was shocked at this information but immediately agreed to come in and sign an agreement for payment. Although I was extremely frustrated that I was not informed earlier of the failure of EFT, or that my bill was not sent to me, I am in complete agreement that we owe the money and will provide payment. During my conversations with your staff, I was informed that you have a clear record that my EFT did not go through, as well as a clear indication that my bill was never sent. Because all other entities accepted my EFT payment and provided me with an email bill, I never realized this bill wasn't properly set up. I realize now, after being informed, that I obviously should have had a water bill, but didn't think about it until I was made aware of the delinquency. As such, I appreciate the opportunity to enter into an agreement to pay my bill, interest free.

The issue that I have, as we discussed, is that on my bill there is a little over \$600 in late fees. It is NOT APPROPRIATE that I should have to pay those, in the entirety. I submitted a request for EFT and an email bill. According to staff, you have proof that both of those items didn't go through. It is the responsibility of the entity seeking payment to make proactive steps to reach out and inform the customer of this issue. YOU ADMITTED NO COMMUNICATIONS WERE MADE TO RECTIFY MY EFT request or that my email bill was sent.

During our conversation last Tuesday, you explained the Governor's moratorium on collecting bills during COVID prevented CSD from reaching out. You also explained that because I used my work email, which ends in ca.gov, that there was likely a firewall that rejected the email bill. You even "looked up" 22 pages of other clients to see if any one else used a government email address, which of course, no one had. I explained that in the 17 years I have worked for the State, my email address has never been an issue, including with other entities in RM or with third party sites. To the extent anything doesn't go to my inbox, it goes to my junkmail, which I would have received had a bill been sent. **Regardless of this issue, I explained that the failure of my request for EFT and an email bill is a technical account issue and is outside of the Governor's moratorium. CSD had a legal responsibility to put be on notice before being charged \$610 in late fees. CSD completed failed in exercising this ministerial duty and has violated my due process rights.** Further, it has been explained to me that CSD has been terribly understaffed during Covid. I completely understand the difficulty for everyone during these last two years. However, that does not negate the responsibility of informing a customer of a technical account problem until a year and half later.

Again, as we discussed, my account is distinguished from the other 140 people because the catalyst for my backpayment is because of technical issues on your end, not my inability to pay. My issue is that I should not be charged \$610 in late fees when I was unaware of the technical billing problems that you had notice of and did not. I will happily sign an agreement to pay all amounts due so long as the late fees are removed.

Please let me know if you would like to talk further on this issue.

I am including the board members as part of the appeal.

Mr. Hennig, again, I do appreciate your communicating with me directly over the phone last week rather than having another staff person do so. If you would still like for me to come in to discuss resolution of this matter, I am happy to do so.

Thank you very much in advance,
Rebecca

MEMORANDUM

Date: March 9, 2022
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Consider Adoption of Resolution R2022-03, A Resolution Calling the General District Election and Consolidation with the Statewide Election to be Held on November 8, 2022

RECOMMENDED ACTION

Adopt Resolution R2022-03, a resolution calling the General District Election and consolidation with the Statewide election to be held on November 8, 2022 for the purpose of electing three (3) candidates whose terms expire in 2026.

BACKGROUND

This is the standard Resolution that the Board adopts in election years. The Resolution calls for holding the election with the General Election on November 8, 2026 for the purpose of electing three (3) candidates whose terms expire in 2026; for candidates to pay for the publication of their candidate statement pursuant to Elections Code Section 13307; and to limit the candidate statements to 200 words. The District also agrees to reimburse the Registrar of Voters for actual costs incurred, as we have done in the past.

RESOLUTION R2022-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT CALLING THE GENERAL DISTRICT ELECTION

WHEREAS, an election will be held within the Rancho Murieta Community Services District on November 8, 2022, for the purpose of electing three (3) directors; and

WHEREAS, a statewide general election will be held within the County of Sacramento on the same day; and

WHEREAS, Elections Code Section §10403 requires jurisdictions to file with the Board of Supervisors, and a copy with the Registrar of Voters, a resolution requesting consolidation with a statewide election.

THEREFORE, BE IT RESOLVED, that the Rancho Murieta Community Services District requests the Board of Supervisors of Sacramento County to consolidate the regularly scheduled General District Election with the statewide election to be held on November 8, 2022; and

BE IT FURTHER RESOLVED, that the candidate is to pay for the publication of the candidate's statement, pursuant to Elections Code Section §13307(a). The limitation on the number of words that a candidate may use in his or her candidate's statement is 200 words; and

BE IT FURTHER RESOLVED that the Rancho Murieta Community Services District agrees to reimburse the Registrar of Voters for actual costs accrued, such costs to be calculated by the method set forth in the County's current Election Cost Allocation Procedures.

PASSED AND ADOPTED on March 16, 2022, by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Timothy E Maybee, President of the Board
Rancho Murieta Community Services District

(Seal)

Attest:

Amelia Wilder, District Secretary

MEMORANDUM

Date: March 9, 2022
To: Board of Directors
From: Michael Fritschi, P.E. - Director of Operations
Subject: RFP Review Team Results for Water Treatment Chlorine Gas to Hypochlorite Project

RECOMMENDED ACTION

It is recommended that the Board authorize the General Manager to negotiate and sign a contract with HDR to perform engineering services on a time and materials basis not to exceed \$238,310, for the Water Treatment Facility Chlorine Gas to Hypochlorite Conversion Project.

BACKGROUND

The District has received \$1.3 million in SB 170 funding to complete (3) projects, the Water Treatment Facility conversion to sodium hypochlorite being one of them. This project was allotted roughly \$350,000 of the \$1.3 million.

The District put out a request for proposals on December 7, 2021 for Engineering services for the District water treatment facility disinfection system upgrade from chlorine gas to sodium hypochlorite. A total of (3) proposals were received by the deadline, January 24, 2022. The lowest pricing submitted from all RFP respondents to perform the design, was supplied by HDR which bid \$238,310 to complete the design work.

The design work includes preliminary design, design, bid assistance, and construction support. If all goes according to schedule, the District will be able to begin construction in the late fall/winter of 2022.

Once design is completed, a Probable Construction Cost Opinion will be rendered, and the project will be put out to bid. At this time the actual construction cost will be known. It is possible that additional funds will be needed to take this through construction. If this is the case, additional funds will come from reserves or another source such as a grant or new funding from the state.

RFP SCORING

The District received (3) proposals for design services for converting the Water Treatment Facility Chlorine Gas to Sodium Hypochlorite Conversion Project. The three firms that responded to the request for proposal were: **West Yost & Associates, HDR, and Dudek.**

A team of (5) was assembled to review the proposals consisting of a CSD Board member, the General Manager, the Director of Operations, the Chief Plant Operator, and a representative from the District Engineer's office.

The following scores were combined utilizing the averages of all scores for each criterion and each criteria weighting:

MASTER RFP Scoring Matrix for Water Treatment Facility Sodium Hypochlorite Design Services							
		Respondents (Score Respondants 0-10)					
		HDR		West Yost		Dudek	
Criteria	Criteria Weight	Av. Score	Total	Av. Score	Total	Av. Score	Total
1. Understanding of Scope of Work & Project Objectives	10	9	90	8.8	88	8	80
2. Project Approach	20	8.8	176	8.6	172	7.8	156
3. Quality of Overall Work Plan	5	8.6	43	6.8	34	7.4	37
4. Proposed Project Schedule for Timley Completion of Work	5	7.8	39	0	0	7	35
5. Company Experience Completing Similar Projects	10	9.6	96	7.2	72	7.4	74
6. Individual Team Member Experience Completing Similar Projects	10	9	90	7.6	76	7.6	76
7. Reference Quality - to be scored by one reviewer	5	8	40	10	50	0	0
		Totals:	574	Totals:	492	Totals:	458
Rank			1		2		3

Based on overall ranking HDR is in the lead position by 82 points or 17%

Additionally, pricing was ranked after the initial scoring was conducted. The pricing was fitted between a score of 5 and 10 based on the highest and lowest outlying proposals. When adding the price criteria to the proposals, the following scores were adjusted:

MASTER RFP Scoring Matrix for Water Treatment Facility Sodium Hypochlorite Design Services							
		Respondents (Score Respondants 0-10)					
		HDR		West Yost		Dudek	
Criteria	Criteria Weight	Score	Total	Score	Total	Score	Total
1. Understanding of Scope of Work & Project Objectives	10	9	90	8.8	88	8	80
2. Project Approach	20	8.8	176	8.6	172	7.8	156
3. Quality of Overall Work Plan	5	8.6	43	6.8	34	7.4	37
4. Proposed Project Schedule for Timley Completion of Work	5	7.8	39	0	0	7	35
5. Company Experience Completing Similar Projects	10	9.6	96	7.2	72	7.4	74
6. Individual Team Member Experience Completing Similar Projects	10	9	90	7.6	76	7.6	76
7. Reference Quality - to be scored by one reviewer	5	8	40	10	50	0	0
8. Pricing - to be ranked after items #1-7 are complete and fitted between 5-10 based on highest to lowest pricing.	35	10	350	9	315	5	175
		Totals:	924	Totals:	807	Totals:	633
Rank			1		2		3

Based on overall ranking HDR is recommended for the engineering services for the design of this project. HDR has an overall score of 924 and in first position by 117 points or 15%.

SUMMARY

This is an important project to the District, and It is recommended that the Board authorize the General Manger to negotiate and sign a contract with HDR to perform engineering services on a time and materials basis not to exceed \$238,310, for the Water Treatment Facility Chlorine Gas to Hypochlorite Conversion Project and appropriate funds.

RESOLUTION R2022-04

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO NEGOTIATE AND SIGN A CONTRACT WITH HDR, INC. TO PERFORM ENGINEERING SERVICES ON A TIME AND MATERIALS BASIS NOT TO EXCEED \$238,310 FOR THE WATER TREATMENT FACILITY CHLORINE GAS TO HYPOCHLORITE CONVERSION PROJECT (CIP# 21-02-01)

WHEREAS, The District has identified the need to upgrade the Water Treatment Facility, and received \$1.3 million from SB 170, \$350,000 of which has been set aside for this project; and

WHEREAS, The District published a Request for Proposals for Water Treatment Facility Sodium Hypochlorite Design Services and received three bids; and

WHEREAS, The District assembled a team to evaluate the bids, determining HDR, Inc. to be the best suited to perform the services for a total cost of \$238,310; and

NOW, THEREFORE, THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

1. Authorize the General Manager to negotiate and execute the contract with HDR, Inc. in the amount not to exceed \$238,310;
2. Authorize an appropriation of funds in the amount of \$238,310 the total cost of the project;
3. The General Manager is authorized to all necessary and appropriate actions to carry out the purpose and intent of this resolution.

PASSED AND ADOPTED this 16th day of March, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Timothy E. Maybee, President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

Amelia Wilder, District Secretary

MEMORANDUM

Date: March 11, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: SB 1383 Local Assistance Grant Application

RECOMMENDED ACTION

Staff recommend the Board ratify the application for the SB 1383 CalRecycle Local Assistance Grant Program and authorize the General Manager to execute all the necessary documents.

BACKGROUND

In September 2016, the State Legislature set short-lived climate pollutants reduction targets for California in Senate Bill (SB)1383, as a statewide effort to reduce emissions of greenhouse gasses (such as methane, a byproduct of organic waste) to combat climate change.

SB 1383 establishes statewide targets to reduce the amount of organic waste disposal in landfills (50% reduction by 2020 and 75% by 2025). It also sets a goal to recover at least 20% of edible food that is thrown away by 2025 by donating it to people in need.

From 2016-2020, CalRecycle worked to develop regulations to achieve the goals of SB 1383. These new regulations were finalized by CalRecycle in November 2020 and took effect in January 2022. Currently the District is working with Cal-Waste to develop a program to comply with the SB 1383 requirements and providing public education through the form of articles in the District's Pipeline, which is sent out to residents with each month's utility bill.

The District is eligible for Local Assistance Grant Program funds to assist with the education and implementation of the SB 1383 Organics waste requirements. The District, in conjunction with Cal-Waste aim to implement the new program effective July 1, 2022.

The District was provided with limited notification of eligibility for the Local Assistance Grant Program and has already submitted the application to meet the February 1, 2022, deadline. Staff did not have capacity, nor were able to meet Brown Act notification requirements in time to bring the application and resolution for Board Approval.

FINANCIAL IMPACT

Authorization of the General Manager to apply for these funds could result in a grant award with a minimum of \$20,000 to \$50,000 maximum. These funds would be used to offset District costs associated with the education needed to ensure maximum compliance with the newly enacted program. Staff are requesting Board approval of the resolution, with the intent to return for approval of funding, once CalRecycle has determined eligibility and amount of award.

RESOLUTION 2022-05

**RESOLUTION OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUTHORIZING THE RATIFICATION
THE SUBMISSION OF APPLICATION FOR ALL CAL-RECYCLE GRANT AND PAYMENT PROGRAMS FOR WHICH
RANCHO MURIETA COMMUNITY SERVICES DISTRICT IS ELIGIBLE**

WHEREAS, Public Resources Code sections 48000 et seq., 14581, and 42023.1(g), authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant and payment programs in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority, CalRecycle is required to establish procedures governing the administration of the payment programs; and administration of the application, awarding, and management of the grant programs; and

WHEREAS, CalRecycle's procedures for administering payment and grant programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment and grant program, and;

Now, therefore, be it resolved that Rancho Murieta Community Services District is authorized to submit an application to CalRecycle for any and all grant and payment programs offered; and

Be it further resolved that the General Manager is hereby authorized and empowered to execute in the name of the Rancho Murieta Community Services District all documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure funds and implement the approved grant or payment project; and

PASSED AND ADOPTED this 16th day of March, 2022 by the following roll call vote:

Ayes: Maybee, Jenco, Merchant, Butler, Pohll

Noes: None

Absent: None

Abstain: None

Timothy E. Maybee, President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

AMELIA WILDER, DISTRICT SECRETARY



Application Certification

Application Information

Applicant: Rancho Murieta Community Services District
 Cycle Name: SB 1383 Local Assistance Grant Program Application Due Date: 02/01/2022
 Cycle Code: OWR1 Secondary Due Date: 03/01/2022
 Grant ID: 25549
 Grant Funds Requested: \$50,000.00
 Matching Funds: \$0.00 (if applicable)

Contacts

Name	Title	Prime	Second	Auth	Cnslt	Prtcpnt. Auth
Paula O'keefe	Director of Administration	X	X	X		
Thomas Hennig	General Manager		X	X		
Jennifer Yee	Accounting Manager		X			

Budget

Category Name	Amount
Admin Costs	\$5,000.00
Collection	\$0.00
Education	\$25,000.00
Enforcement	\$0.00
Equipment	\$0.00
Indirect Costs	\$0.00
Marketing/Promotion/Outreach	\$5,000.00
Materials	\$0.00
Personnel	\$15,000.00
Training	\$0.00
Upgrade/Expansion	\$0.00

Documents

Documents	Document Title	Received Date
Required		
Application Certification	Application Certification	2/1/2022

Required By Secondary Due Date

- Resolution - Individual Application
- Resolution - Regional Application Lead Participant

Application Certification

Other Supporting Document(s)

Draft Resolution

Joint Powers Agreement

Letter of Authorization/Resolution

Letter of Designation

Resolution

1383 Local Assistance Grant Program: Check the following, as applicable. See Application Guidelines and Instructions for more information.

Applicant acknowledges that its approved Resolution must be uploaded no later than the secondary due date.

Program Questions

California Labor Code section 1782 prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include charter cities, the lead applicant must certify that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that a participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

If any applicant or participating jurisdiction is a charter city or a joint powers authority that contains one or more charter cities, does Labor Code section 1782 prohibit those charter cities from receiving state funding for the project described in this grant application? Check the following, as applicable.

Not Applicable. This application does not include any charter cities.

1383 Local Assistance Grant Program: Will your jurisdiction have an enforceable ordinance(s), or similarly enforceable mechanism pursuant to section 18981.2 of Title 14 of the California Code of Regulations submitted to CalRecycle by April 1, 2022?

Yes

1383 Local Assistance Grant Program: If you are a Special District, do you provide solid waste collection services?

Yes

Conditions and Certification

Condition of Application Submittal: Acceptance of Grant Agreement Provisions

In the event the Applicant is awarded a grant, the submittal of this Application constitutes acceptance of all provisions contained in the Grant Agreement, which may consist of the following:

- Executed Grant Agreement Cover Sheet and any approved amendments
- Exhibit A - Terms and Conditions
- Exhibit B - Procedures and Requirements
- Exhibit C - Application with revisions, if any, and any amendments

Environmental Justice:

In the event Applicant is awarded a grant, submittal of this Application constitutes acceptance of the following; that in the performance of the Grant Agreement, Applicant/Grantee shall conduct their programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State. (see Govt. Code §65040.12(e) and Pub. Resources Code §71110(a))

Application Certification

Certification:

I declare under penalty of perjury under the laws of the State of California, that funds have been allocated for the project(s)/activities identified in the grant application and that sufficient funds are available to complete the project(s)/activities identified in the grant application, that I have read the Application Guidelines and Instructions and that all information submitted for CalRecycle's consideration for award of grant funds is true and correct to the best of my knowledge, and that on behalf of the Applicant I accept the above conditions of submittal.

X

Signature of Signature Authority (as authorized in Resolution or Letter of Commitment) or Authorized Designee (as authorized in Letter of Designation, submitted with this Application)

Date

Print Name

Print Title

IMPORTANT! Applicant must print out this document, have the Signature Authority sign it, upload signed document to the application system, and retain the original hard copy document in your cycle file.

MEMORANDUM

Date: March 10, 2022
To: Board of Directors
From: Tom Hennig, General Manager
Subject: Request to Contribute Drainage Reserve Funds for Laguna Joaquin Detention Basin Midge Fly Treatment

Recommendation

Authorize the General Manager to assist the Rancho Murieta Association (RMA) with funds to support the efforts to mitigate the midge fly infestations at the Laguna Joaquin detention basin in an amount not-to-exceed \$30,000 from the Drainage Reserve. This is a one-time request that will allow the RMA to determine if the proposed strategy will provide the desired results. Once the RMA vendor has completed the work, the District will contribute fifty percent of the cost, up to \$30,000 towards the vendor invoice.

Background

The community of Rancho Murieta receives complaints from its residents surrounding the Laguna Joaquin drainage detention basin due to swarms of midge flies that emerge from it. Midge flies have been reported frequently as a nuisance by the residents around Laguna Joaquin and surrounding areas. These midges are commonly known as “blind mosquitoes” because they are mosquito-like but do not bite. There has been a dispute as to which community agency, if any, should be responsible for mitigation of the midge flies. The Sacramento-Yolo Vector control District has said that they won’t treat for them as they are not disease carrying insect. The Rancho Murieta Association owns the property around and under Laguna Joaquin but contends they should not be involved in any midge fly treatments as they emerge through the water to which the District maintains an easement.

Around 2013, after discussions on whether or not to treat for midge flies the District’s Board decided to take action for the community around Laguna Joaquin and provide periodic treatments to control the midge flies. The District applied an environmentally safe product to help control the midge flies about four times a year during the warmer months, typically April - September. Despite the treatments, complaints continued. After years of paying for an applying the treatments, the District requested and reviewed proposals from consulting firms with experience in working to control the midge fly infestations. These proposals were reviewed by District and RMA managers. This review resulted in a recommendation to negotiate an agreement with a consultant with the best plan for determining a successful strategy. This project was abandoned when the RMA chose to not participate in the negotiations to determine the level of services and cost for the consultant. At this time the District made the decision to stop paying for treatments which were resulting in little success. At this time the RMA stepped in with a plan developed by the vendor, Solitude, has used to treat Lake Guadalupe. In 2021, this plan was funded by the RMA.

The treatments by the RMA's vendor provided positive results for the first few months of the summer. However, as the hottest part of the summer arrived, the midge fly infestations at Laguna Joaquin, once again became unbearable. In response to this outcome, a small committee composed of District, RMA and Residents was formed to evaluate options for addressing the midge flies this year. This group met several times with Solitude biological and logistical staff. The outcome of the meetings was for the group to agree on the Solitude plan, which is anticipated to be cost nearly \$55,000 dollars for treatments this year. This request is for the District to consider funding fifty percent of the cost. This is a one-time request. The Solitude plan will be evaluated at the end of the summer.

Proposed Actions

Provide one-time financial assistance to the RMA in an amount to not exceed \$30,000 in 2022. If this request is approved, Solitude Lake Management will begin the treatments before the end of March. The proposed services, which the District has determined will not create any adverse problems within the drainage system, include monthly treatments March through September:

- Algae control in March and as needed thereafter
- Lake dye to control algae growth as needed
- Apply Methoprene to kill the midges on a monthly basis
- Test the sludge for midge fly larva in April and May

Summary

There is currently a balance of \$158,801 in the Drainage reserve fund. If approved, the District is requesting to appropriate up to \$30,000 from the Drainage Unrestricted Reserve account as a District contribution to assist the Rancho Murieta Association, RMA, with their efforts to mitigate the midge fly infestation in the Laguna Joaquin detention basin.

RESOLUTION R2022-06

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AMEND THE FY 2021-22 BUDGET AND APPROPRIATE FUNDS IN THE AMOUNT OF \$30,000 TO AUGMENT THE RANCHO MURIETA ASSOCIATION COST OF THE LAGUNA JOAQUIN MIDGE FLY INFESTATION MITIGATION PROJECT AND APPROPRIATE FUNDS

WHEREAS, The District has worked extensively with the Rancho Murieta Association to mitigate the midge fly infestation problem over the last several years; and

WHEREAS, Solitude Lake Management will begin treatments to mitigate the midge fly infestation in March 2022, and;

WHEREAS, the District has reviewed the Solitude Lake Management plan and have determined that the treatments will not create adverse effects within the Drainage system, and;

WHEREAS, the Rancho Murieta Association has requested the District provide financial assistance to offset the full cost of the Laguna Joaquin Midge Fly infestation mitigation efforts, and;

WHEREAS, The District and the Rancho Murieta Association have agreed to split the cost of the Laguna Joaquin Midge Fly infestation mitigation project; and

NOW, THEREFORE, THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

1. Authorize the General Manager to provide financial subsidy to the Rancho Murieta Association in the amount not to exceed \$30,000;
2. Authorize an amendment to the FY 2021-22 budget and appropriate funds in the amount of \$30,000 to offset the total cost of the Laguna Joaquin Midge Fly infestation mitigation project;
3. The General Manager is authorized to all necessary and appropriate actions to carry out the purpose and intent of this resolution.

PASSED AND ADOPTED this 16th day of March, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Timothy E. Maybee, President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

AMELIA WILDER, DISTRICT SECRETARY

MEMORANDUM

Date: March 15, 2022
 To: Board of Directors
 From: Tom Hennig, General Manager
 Subject: Fiscal Year 2022-23 Board Goals Outline

Below please find the status of the Board Goals as of today. I've provided the chart below to allow each Board member to see what the general thoughts are as of today.

	Dir A	Dir B	Dir C	Dir D	Dir E
1	Water Systems	Reserves	Reserves and long-term Financing	Realistic cost estimates for Reserve funding	District and Reserve funding
2	Development Projects	CIA & Granlees	Security Levels and funding	Plan for funding reserves	Security Funding
3	Drainage/CIA/Laguna Joaquin	Financial Upgrade Project	Financial system upgrade	Security Funding	Development
4	RMA/RMCC Collaboration	Laguna Joaquin	Update Integrated Water Master Plan	Laguna Joaquin	Employee Education and Retention
5	District Operations	Security Funding	Long-term Laguna Joaquin Solution	Employee relations	
6	Employee Education and Retention		Implement new Solid Waste Regulations		

Observed Summary
Reserves
Security
Laguna Joaquin
Employee Education and Retention
Financial System Upgrade
Collaboration with RMA/RMCC/Commercial/Murieta Village/Murieta Gardens

MEMORANDUM

Date: March 10, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Administration / Financial Update

RECOMMENDED ACTION

It is recommended that the Board accept this budget status report on the financial results for the Second Quarter of Fiscal Year (FY) 2021-22 – Operating Budget only.

DISCUSSION

Present Situation

The Rancho Murieta Community Services District remains committed to transparency and financial responsibility with the continuation of Fiscal Transparency as one of its strategic goals. Staff provides this budget status update in support of that objective.

On June 16, 2021, the Rancho Murieta Community Services District Board adopted the FY 2021-22 annual revenue budget of \$7.82 million and expenditure budget of \$7.56 million. These expenses did not include the Capital Improvement Projects, which were approved and appropriated as Reserve expenditures. This report will not include the Capital Improvement Projects and is designed to provide public information strictly on operating expenses.

Administration Fund Budget Status Update

A review of the Administration Fund financial results through the Second Quarter of FY 2021-22 indicates revenues and expenditures are tracking close to budgeted estimates with an approximate variance of one (1) percent. Lower-than-anticipated expenditures are expected to yield more property tax revenues to the Administration Fund, bringing the ending available balance higher than originally budgeted, for a total projected balance of \$252,397. Expenses totaled \$911,721 through the first six months and are expected to end the year 1% below budget due primarily to lower than expected salary and benefit costs.

Through the Second Quarter, Administration revenues totaled \$392,076, which is consistent with the expected cash flow cycles of the various revenues, primarily Property Tax.

Staff reviewed Administration Fund expenditures and revenues for the first six months of the current fiscal year as shown in Attachment A. Attachment A summarizes the District's Administration Fund revenue and expenditure activity as of December 31, 2021, year-end projections and variance amounts. As of December 31, 2021, the Administration Fund was projected to end the fiscal year with an available balance of \$264,409. Projections indicate revenues will end the year above the budgeted level by \$42,742, with expenditures projected to be approximately \$12,012 less than budget. The information below indicates our best analysis of the trends through the first half of the year, with known timing variations taken into account, and provides projections for year-end performance compared to the budget based on this review. Revenue and expenditure projections will continue to be refined and provided to the District Board as part of the FY 2022-23 Proposed Budget and subsequent budget updates.

Budget Adjustments

Throughout the fiscal year, the Board may adjust the budget. Adjustments made through the Second Quarter are incorporated in Attachments in the column labeled "Current Budget". The approved Administration Fund expenditure appropriation of \$2.1 million is an increase of \$172,011 from the \$1.9 million presented in the Adopted Budget. Since the budget adoption, the Administration Fund budget increased by \$160,000 in salary allocations to cover the cost of two new positions created in October. These additional expenses were appropriated from Administration reserves and will be re-allocated to the other funds at the end of the fiscal year.

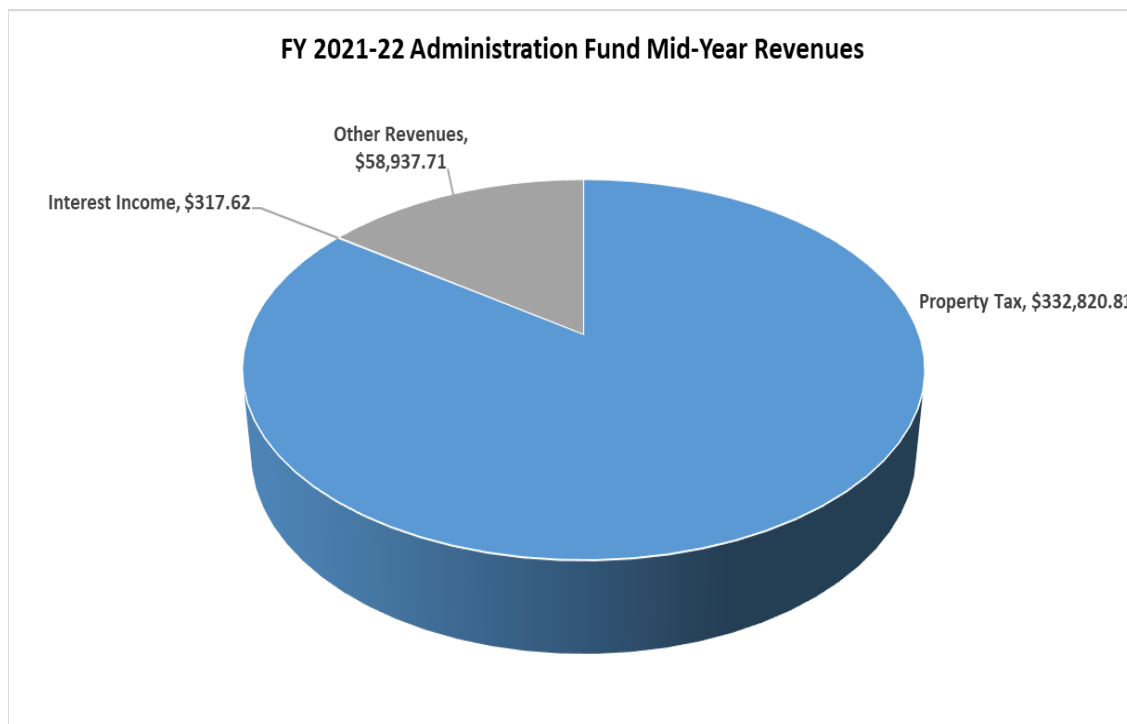
Revenues

Attachment A displays Administration Fund revenues collected through December 31, 2021, of \$392,076. These year-to-date receipts are 53% of the \$799,032 projected total annual revenue budget, which is consistent with prior year revenues. At the end of the Second Quarter, the Administration Fund was on track to exceed budget expectations by 7%.

Property Taxes are 85% of the total annual Administration Fund revenue and are received from Sacramento County in two payments throughout the fiscal year. Consequently, only \$332,821, or 45% of the \$731,750 originally budgeted for property tax revenues was received by December 31, 2021.

Other Revenues come from Title transfer fees and are sporadic in nature due to the ebb and flow of transferring property ownership. Staff takes these unique cycles into consideration when making year-end projections.

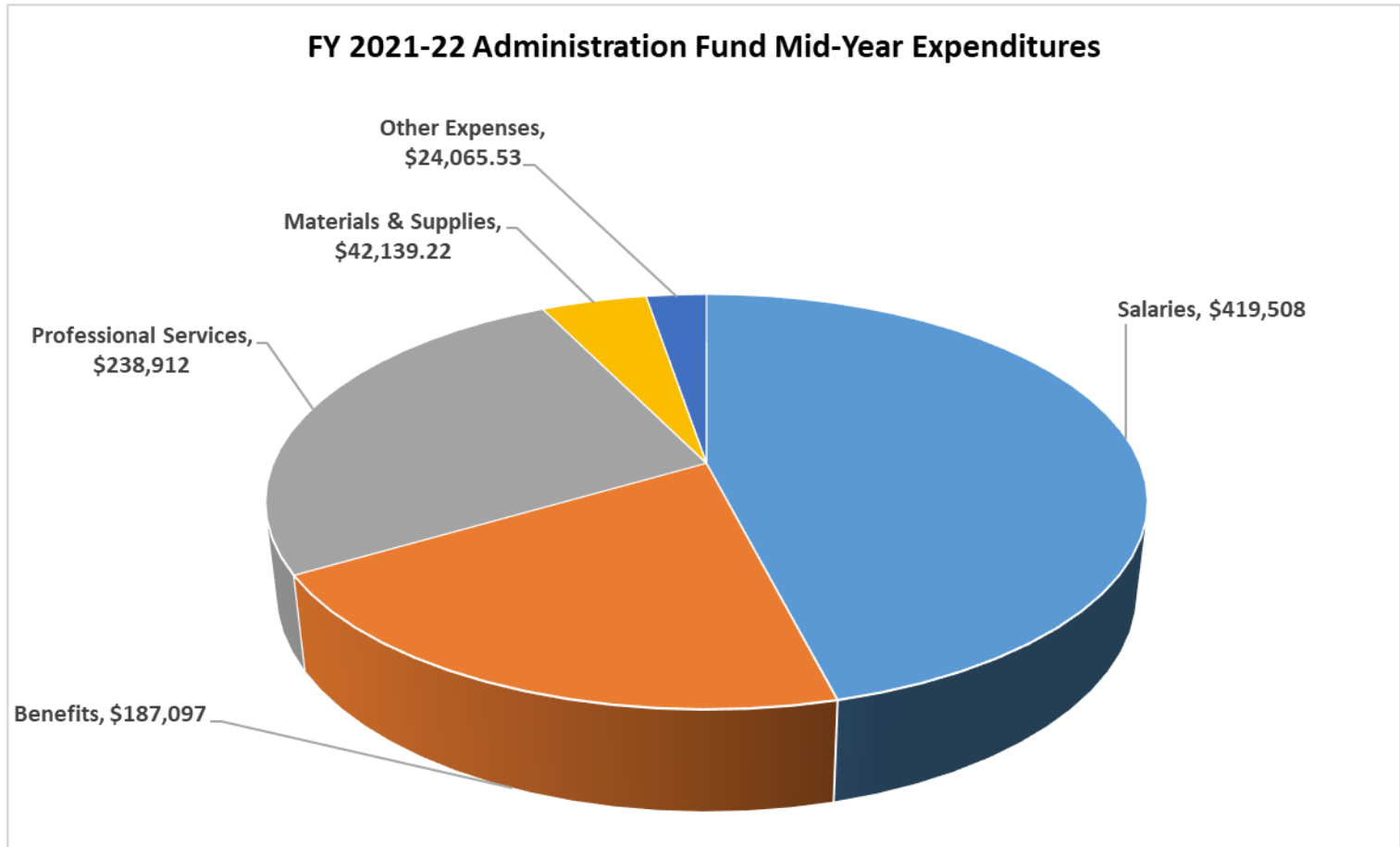
Administration Fund subsidies to Drainage and Security are directly funded through the Property Tax receipts. These subsidies augment the Drainage and Security fund expenditures to offset necessary staffing and operational costs not collected through the Special Tax. As of December 31, 2021, Administration Fund subsidies totaled \$267,312, or 50% of the budgeted transfers.



Expenditures

Administration Fund mid-year expenditures are running close to or just below budgeted levels, are reflected in Attachment A and are summarized in the chart below as a percent of the respective budgets.

Through December 31, 2021, the actual Administration Fund salary expenditures came in at 44% of budget and are projected to close the year around 9% below the current budget due to salary savings of unfilled positions. This amounts to approximately \$87,200. Actual savings from vacancies may not align with the budgeted savings, and staff will continue to monitor the actual salary savings and report any necessary adjustments in future quarterly reports.



Water Fund Budget Status Update

Staff reviewed Water Fund expenditures and revenues for the first six months of the current fiscal year as shown in Attachment B. Attachment B summarizes the District's Water Fund revenue and expenditure activity as of December 31, 2021, year-end projections and variance amounts. As of December 31, 2021, the Water Fund was projected to end the fiscal year with an available ending surplus of \$41,516. Projections indicate revenues will end the year slightly above the budgeted level by \$240,725, with expenditures projected to be approximately \$142,412 more than budget, or 5%. The information below indicates our best analysis of the trends through the first half of the year, with known timing variations taken into account, and provides projections for year-end performance compared to the budget based on this review. Revenue and expenditure projections will continue to be refined and provided to the District Board as part of the FY 2022-23 Proposed Budget and subsequent budget updates.

A review of the Water Fund financial results through the Second Quarter of FY 2021-22 indicates revenues and expenditures are tracking close to budgeted estimates with an approximate variance of five (5) percent. Higher-than-anticipated Administration expenditures have increased the Water fund allocation by 8.7% due to the inclusion of salary budget adjustment into the overall budget and increased costs in goods and services due to inflation, bringing the ending available balance lower than originally budgeted for a total projected deficit of \$184,343. Expenses totaled \$1,477,477 through the first six months and are expected to end the year 5% above budget due primarily to higher than anticipated Administration Allocation.

Budget Adjustments

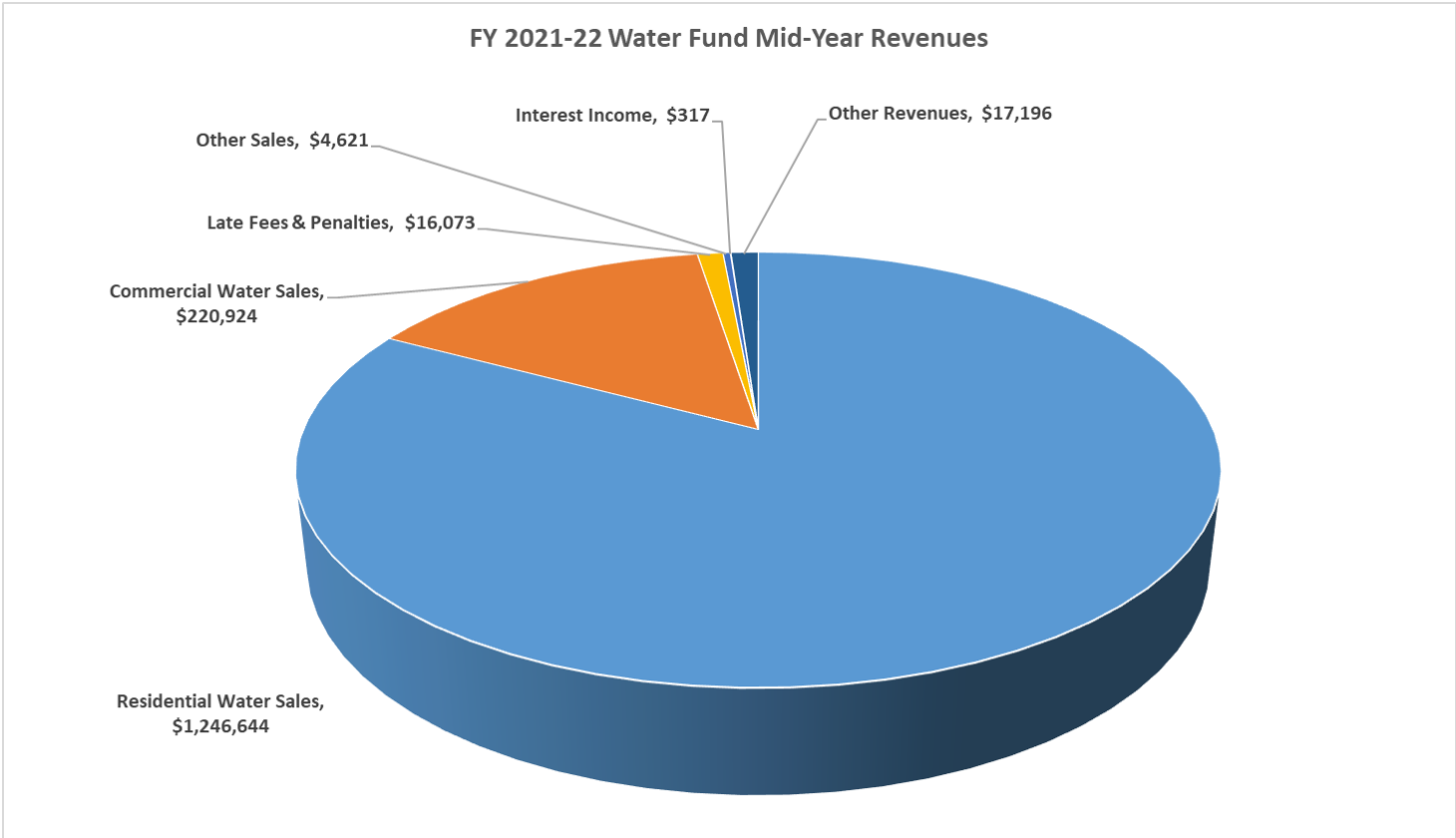
Throughout the fiscal year, the Board may adjust the budget. Adjustments made through the Second Quarter are incorporated in Attachments in the column labeled "Current Budget". As of December 31, 2021, there were no budget adjustments made to the Operating expenses in the Water fund.

Revenues

Attachment B displays Water Fund revenues collected through December 31, 2021, of \$1,505,775. These year-to-date receipts are 42.8% of the \$2,875,271 projected total annual revenue budget. Overall, at the end of the Second Quarter, the Water Fund revenues were on track with budget expectations.

The graph below represents the second quarter findings for Water revenues. As of December 31, 2021, Residential Water revenues totaled \$1,246,644, or 56%, which is consistent with the expected cash flow cycles. Commercial Water revenues totaled \$220,924, or 67%, which is 17% higher than anticipated for the Second Quarter. Water Replacement Reserves are trending high at mid-year, coming in at 90% of total anticipated revenues. The District is currently reviewing these account to ensure the accuracy of these numbers and will report findings in future reporting.

Other Revenues come from inspection and installation fees, as well as other contract revenues. Staff takes these unique cycles into consideration when making year-end projections.



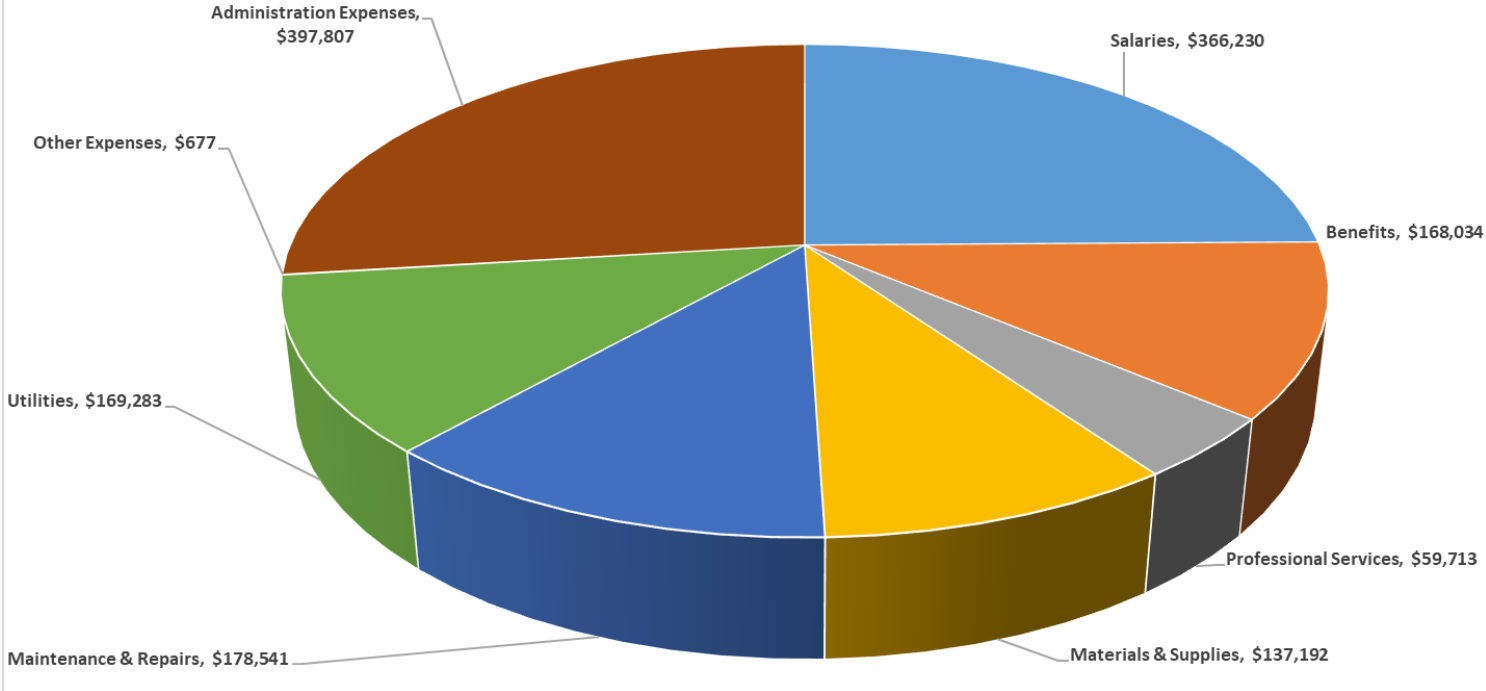
Expenditures

Water Fund mid-year expenditures are running close to or just below budgeted levels, are reflected in Attachment B and are summarized in the chart below as a percent of the respective budgets.

The graph below represents the second quarter findings for Water Expenditures. Through December 31, 2021, the actual Water Fund salary and benefits expenditures came in at 58% of budget and are projected to close the year around 104% of the current budget. Materials and Supplies category, comprised of uniforms, tools and chemicals/treatments is trending higher than anticipated due to unanticipated expenses for supplies in emergency repairs and operations. Maintenance and Repairs is also trending higher than anticipated at 70% of budget due to emergency repairs and operations expenses, including the fire hydrant replacement and repair, and other critical operational repairs.

Also of note is the slight increase in the Administration Allocation, which is at 50% of total current allocated expenses for the second quarter.

FY 2021-22 Water Fund Mid-Year Expenditures



Wastewater Fund Budget Status Update

A review of the Wastewater Fund financial results through the Second Quarter of FY 2021-22 indicates revenues and expenditures are tracking close to budgeted estimates with an approximate variance of 13%. Higher-than-anticipated expenditures are expected to bring the Wastewater Fund projected ending available balance lower than originally budgeted for a projected balance of \$32,050. Revenues totaled \$1,065,474 through the first six months and are expected to end the year 1% below budget.

Staff reviewed Wastewater Fund expenditures and revenues for the first six months of the current fiscal year as shown in Attachment C. Attachment C summarizes the District's Wastewater Fund revenue and expenditure activity as of December 31, 2021, year-end projections and variance amounts. As of December 31, 2021, the Wastewater Fund was budgeted to end the fiscal year with a deficit of \$191,892. Projections indicate revenues will end the year below the budgeted level by (\$24,590), with expenditures projected to be approximately \$137,861 more than budget. The information below indicates our best analysis of the trends through the first half of the year, with known timing variations taken into account, and provides projections for year-end performance compared to the budget based on this review. Revenue and expenditure projections will continue to be refined and provided to the District Board as part of the FY 2022-23 Proposed Budget and subsequent budget updates.

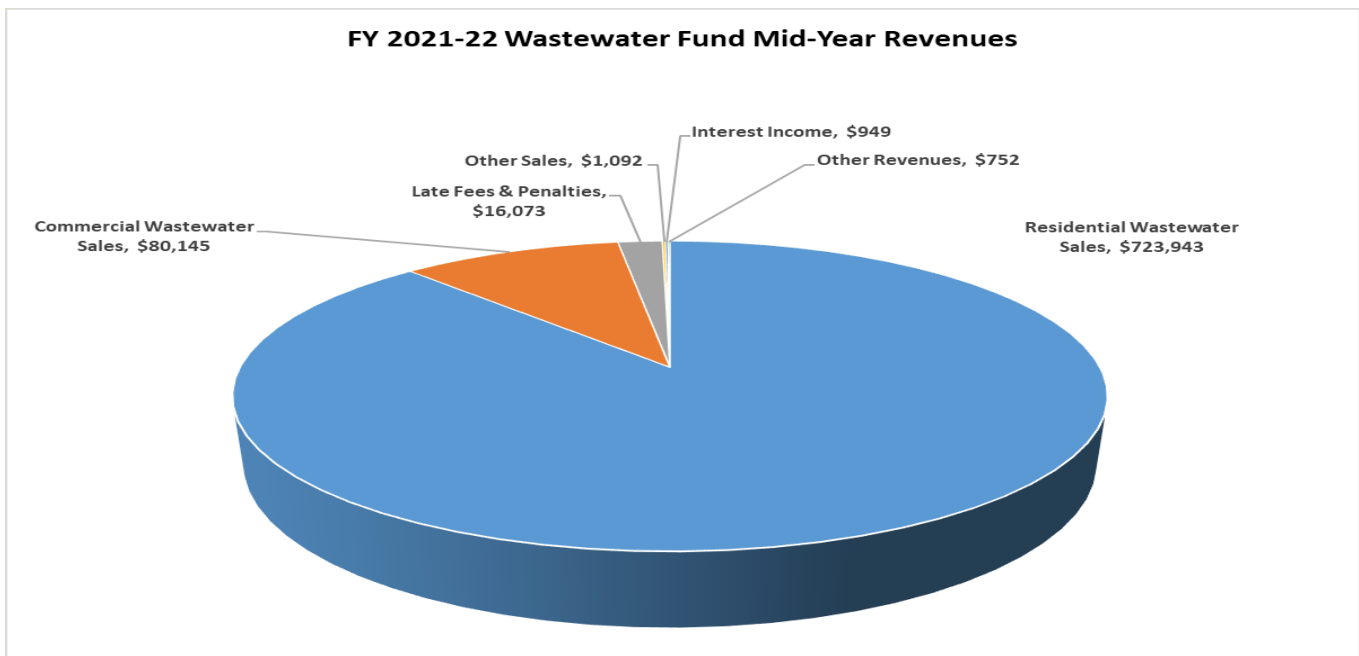
Budget Adjustments

Throughout the fiscal year, the Board may adjust the budget. Adjustments made through the Second Quarter are incorporated in Attachments in the column labeled "Current Budget". Adjustments made through the Second Quarter are incorporated in Attachments in the column labeled "Current Budget". As of December 31, 2021, there were no budget adjustments made to the Operating expenses in the Water fund.

Staff are working on cost containment strategies to ensure the Wastewater Fund does not end the fiscal year over budget and will report additional findings in Third Quarter reporting, projected to be present in May, 2021.

Revenues

Attachment C displays Wastewater Fund revenues collected through December 31, 2021, of \$822,373. These year-to-date receipts are 46.9% of the \$1,635,269 projected total annual revenue budget. At the end of the Second Quarter, the Wastewater Fund was just shy of meeting budget expectations by -1%, or (\$24,590).

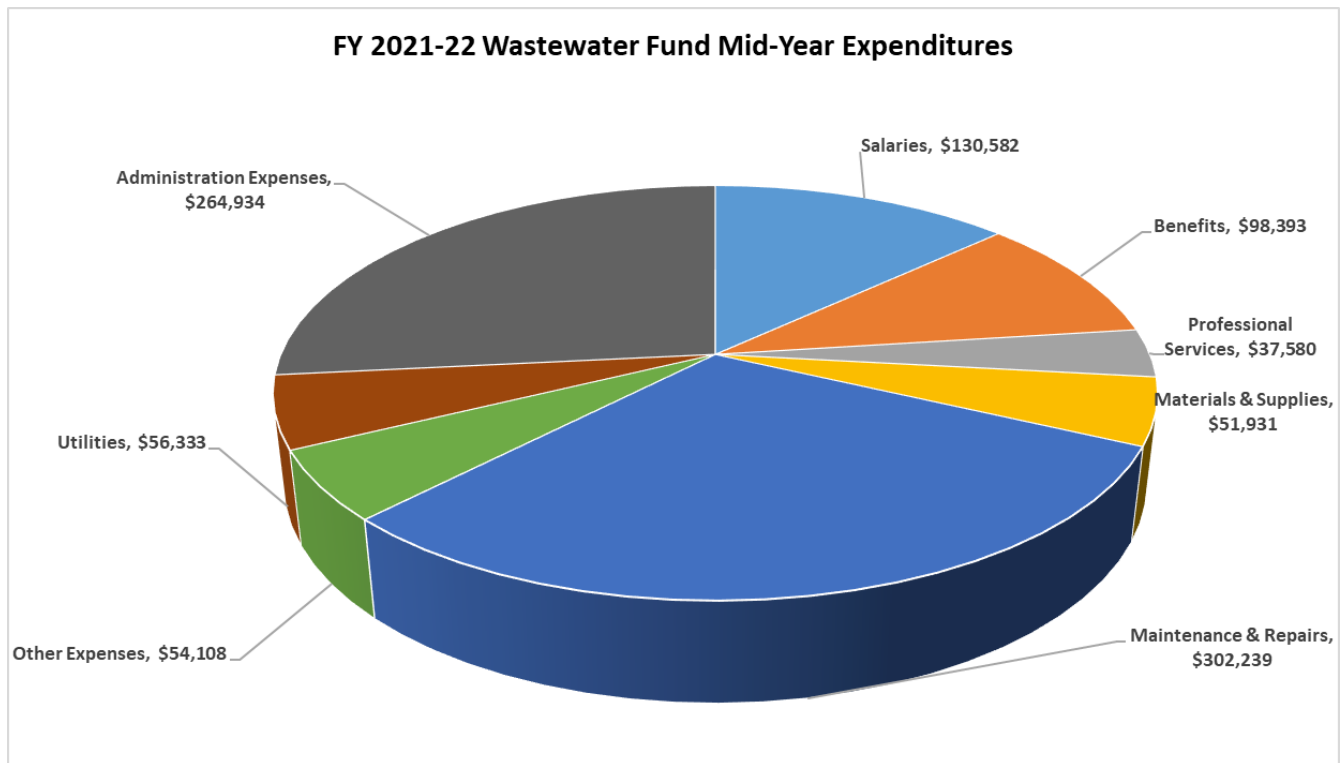


Expenditures

Wastewater Fund mid-year expenditures are higher than anticipated to budgeted levels, are reflected in Attachment C and are summarized in the chart below as a percent of the respective budgets.

Through December 31, 2021, the Wastewater Fund maintenance and repairs actual expenditures came in at 106% of category spent and are projected to close the year approximately 38% higher than the current budget due to deferred maintenance costs and increased costs for fuel and utilities.

Staff will continue to monitor the actual expenditures and report any necessary adjustments in future quarterly reports.



Drainage Fund Budget Status Update

A review of the Special Tax Drainage Fund financial results through the Second Quarter of FY 2021-22 indicates revenues and expenditures are tracking close to budgeted estimates with an approximate variance of two (2) percent. Due to incorrect invoicing of the Drainage Special tax, the District expects lower-than-anticipated revenues of \$168,532, down \$1,848 from the original budget.

A reduction of expenditures bring the ending available balance higher than originally budgeted for a total projected balance of \$6,263. Expenses totaled \$113,533 through the first six months and are expected to end the year 2% below budget due primarily to a reduction in benefits allocation expenses. While the salaries and benefits allocations reflect a skewed allocation and will be corrected within the next couple of months, the corrected allocations are reflected in the projected year end amounts.

Through the Second Quarter, Drainage revenues totaled \$157,354, including the first installment of the Property Tax subsidy in the amount of \$41,054.

Staff reviewed Drainage Fund expenditures and revenues for the first six months of the current fiscal year as shown in Attachment D. Attachment D summarizes the District's Drainage Fund revenue and expenditure activity as of December 31, 2021, year-end projections and variance amounts. As of December 31, 2021, the Drainage Fund was budgeted to end the fiscal year with an available balance of \$6,263. Projections indicate revenues will end the year below the budgeted level by \$1,848 with expenditures projected to be approximately \$7,121 less than budget.

The information below indicates our best analysis of the trends through the first half of the year, with known timing variations taken into account, and provides projections for year-end performance compared to the budget based on this review. Revenue and expenditure projections will continue to be refined and provided to the District Board as part of the FY 2022-23 Proposed Budget and subsequent budget updates.

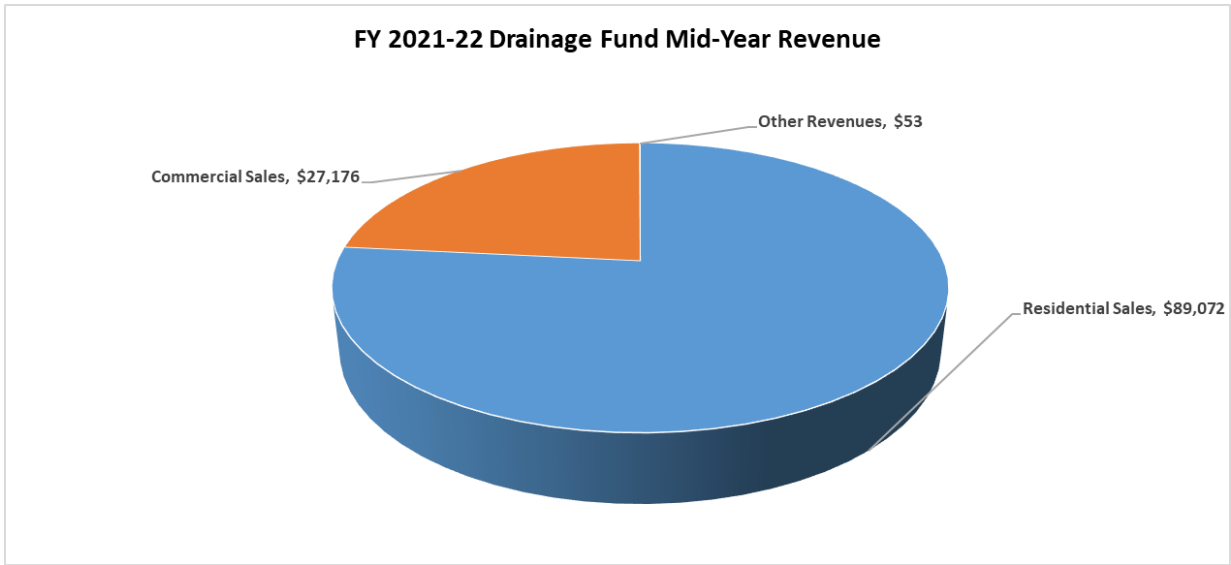
Budget Adjustments

Throughout the fiscal year, the Board may adjust the budget. The Drainage fund has not received any additional funding through Board approved budget appropriations for the budget year through December 31, 2021.

Revenues

Attachment D displays Drainage Fund revenues collected through December 31, 2021, or \$116,301. These year-to-date receipts are 55% of the \$213,068 projected total annual revenue budget, which is consistent with prior years. At the end of the Second Quarter, the Water Fund was on par with budget expectations, with a minor surplus of 3%, or \$7,765.

The Administration Fund subsidizes the Drainage funds through the Property Tax receipts biannually. This subsidy augments the Drainage expenditures to offset necessary staffing and operational costs not collected through the Special Tax. As of December 31, 2021, Administration Fund subsidies totaled \$41,054, or 50% of the budgeted subsidy of \$82,107.

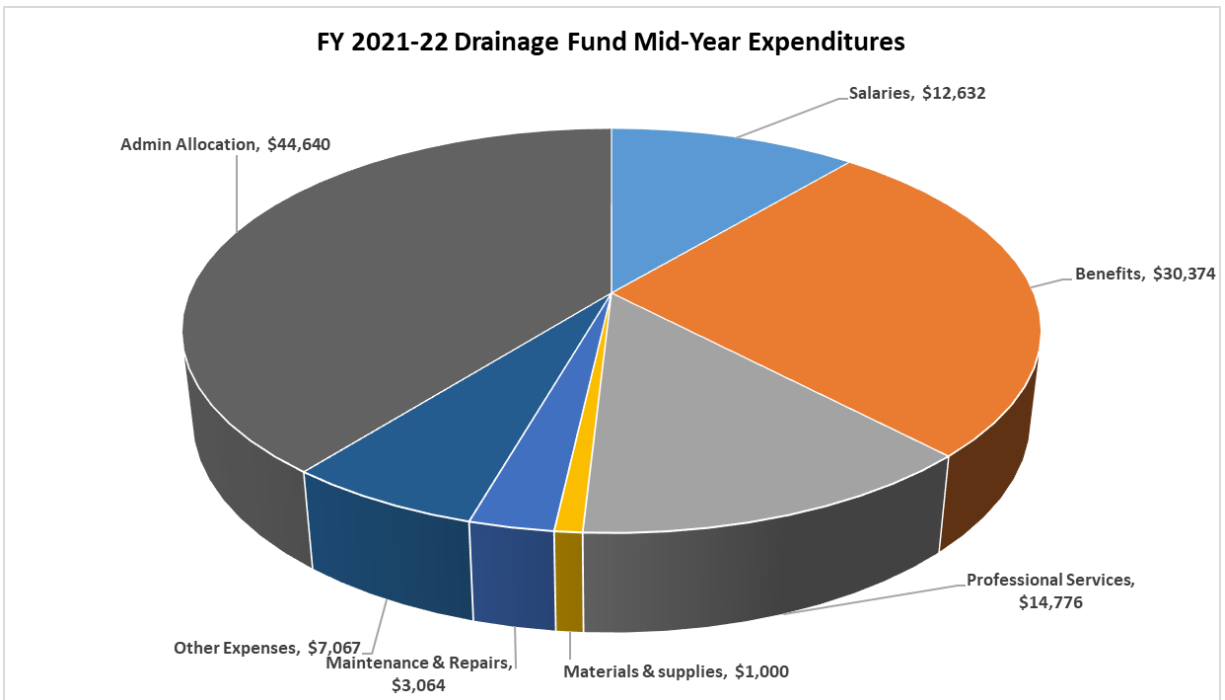


Expenditures

Drainage Fund mid-year expenditures are running close to or just below budgeted levels, are reflected in Attachment D and are summarized in the chart below as a percent of the respective budgets.

Through December 31, 2021, Drainage Fund salary expenditures came in at 12% of budget and are projected to close the year around 100% of the current budget due after adjustments are made to correct the allocations. Benefits expenditures are more accurate and while represent a higher amount, the mid-year overage is due to a large PERS unfunded liability payment of \$20,537.

Overall Drainage is anticipated to close out the year with a slight surplus of \$8,200.



Solid Waste Fund Budget Status Update

A review of the Solid Waste Fund financial results through the Second Quarter of FY 2021-22 indicates revenues and expenditures are tracking higher than anticipated to budgeted estimates with an approximate variance of nine (9) percent. Higher-than-anticipated expenditures are expected to bring the ending available deficit of (\$37,739) higher than originally budgeted, due to the increased costs of the Cal-Waste contract, rising county landfill costs and slightly higher Administration allocation expenditures. Expenses totaled \$523,920 through the first six months and are expected to end the year 9% above budget.

Through the Second Quarter, Solid Waste revenues totaled \$487,835, which is consistent with the expected residential cost to administer the Solid Waste collection services.

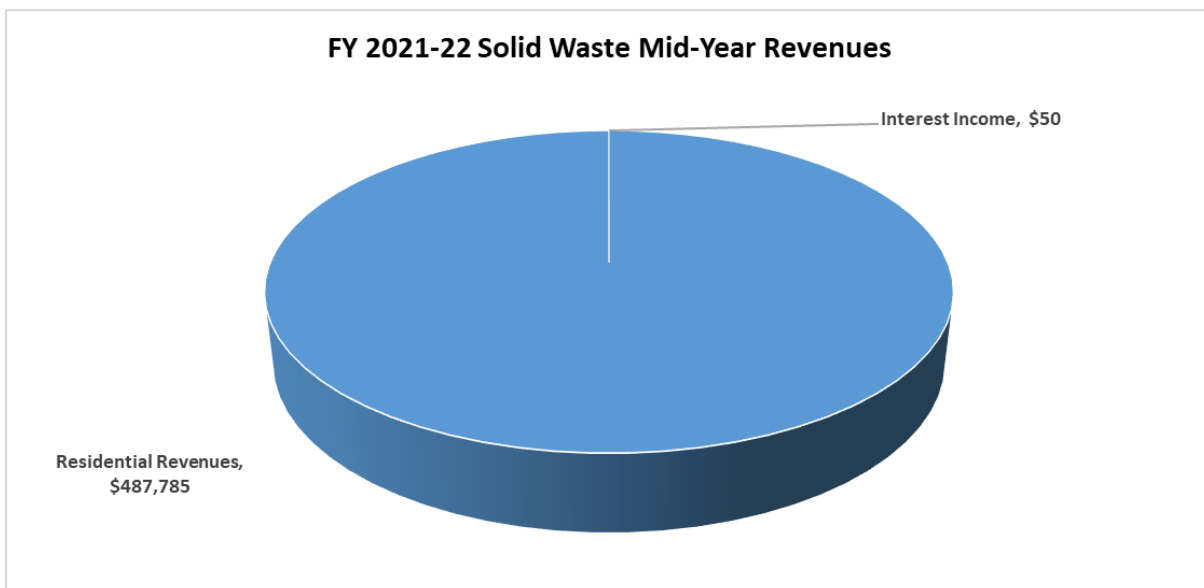
Staff reviewed Solid Waste Fund expenditures and revenues for the first six months of the current fiscal year as shown in Attachment E. Attachment E summarizes the District's Solid Waste Fund revenue and expenditure activity as of December 31, 2021, year-end projections and variance amounts. As of December 31, 2021, the Solid Waste Fund was budgeted to end the fiscal year with a deficit of (\$37,739). Projections indicate revenues will end the year slightly below budgeted level, with expenditures projected to be approximately \$83,352 more than budget. The information below indicates our best analysis of the trends through the first half of the year, with known timing variations taken into account, and provides projections for year-end performance compared to the budget based on this review. Revenue and expenditure projections will continue to be refined and provided to the District Board as part of the FY 2022-23 Proposed Budget and subsequent budget updates.

Budget Adjustments

Throughout the fiscal year, the Board may adjust the budget. The Solid Waste fund has not received any additional funding through Board approved budget appropriations for the budget year through December 31, 2021. With the uncertainty of the renegotiation of the Cal-Waste contract, staff have elected to bring a separate budget appropriation to offset the additional expenditures when the information is available.

Revenues

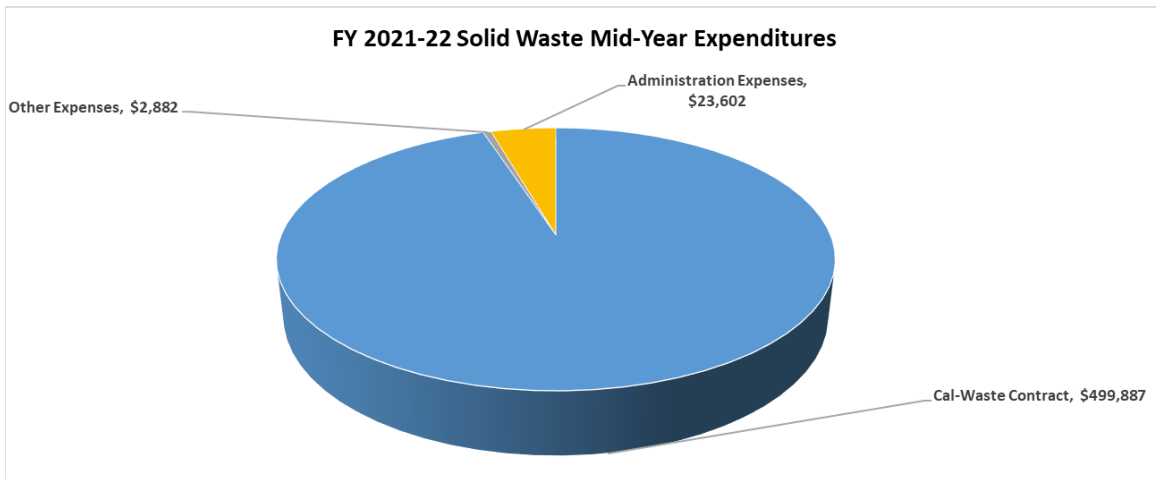
The Solid Waste Fund is administered as a “pass-through” enterprise fund and revenues should come in equal to expenditures, however FY 2021-22 saw an increase in several expenditures after Budget adoption. Attachment E displays Solid Waste Fund revenues collected through December 31, 2021, of \$487,785. These year-to-date receipts are 48% of the \$1,009,240 projected total annual revenue budget, which is consistent with prior years. At the end of the Second Quarter, the Solid Waste Fund was on track to meet budget expectations by 102%.



Expenditures

Solid Waste Fund mid-year expenditures are 55% of budgeted levels and are reflected in Attachment E. Through December 31, 2021, the Solid Waste Fund contract expenditures came in at 55% of budget and are projected to close the year around 11% higher the current budget due to increased contract costs, an increase of approximately \$120,897 at the time of preparation (actual costs are not yet known due to potential contract renegotiations with Cal-Waste to include organics removal).

Overall, Solid Waste is projected to end the year approximately 9% over budget and will need an additional appropriation from unrestricted fund balance to cover the deficit. Staff will continue to monitor expenditures to determine the full deficit at year end.



Security Fund Budget Status Update

A review of the Special Tax - Security Fund financial results through the Second Quarter of FY 2021-22 indicates revenues and expenditures are tracking higher than anticipated to budgeted estimates with an approximate variance of thirteen (13) percent.

Higher-than-anticipated expenditures are expected to create a deficit of (\$278,973) due to increased Administration allocation expenditures and contracted security costs. Expenses totaled \$1,115,527 through the first six months and are expected to end the year 13% above budget, an increase of \$266,250.

Through the Second Quarter, Security revenues totaled \$987,357, which is consistent with the projected overall annual revenue of \$2,058,927. Significant increases in late fees and penalties account for an offset the unrealized revenues due to the incorrect invoicing. Other revenues include title transfers and additional miscellaneous income.

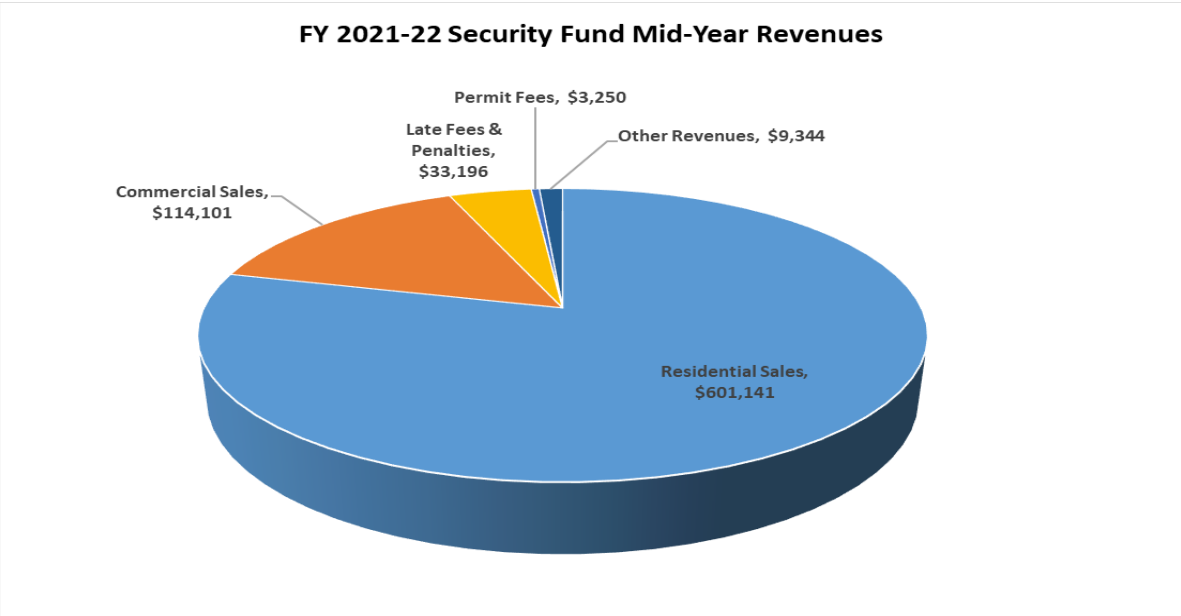
Staff reviewed Security Fund expenditures and revenues for the first six months of the current fiscal year as shown in Attachment F. Attachment F summarizes the District's Security Fund revenue and expenditure activity as of December 31, 2021, year-end projections and variance amounts. As of December 31, 2021, the Security Fund was budgeted to end the fiscal year with a deficit of (\$278,973). Projections indicate revenues will end the year at the budgeted level, with expenditures projected approximately \$266,250 higher than originally budget. The information below indicates our best analysis of the trends through the first half of the year, with known timing variations taken into account, and provides projections for year-end performance compared to the budget based on this review. Revenue and expenditure projections will continue to be refined and provided to the District Board as part of the FY 2022-23 Proposed Budget and subsequent budget updates.

Budget Adjustments

Throughout the fiscal year, the Board may adjust the budget. The Security fund has not received any additional funding through Board approved budget appropriations for the budget year through December 31, 2021. Staff are employing cost containment strategies to prevent a budget overage and have elected to bring a separate budget appropriation to offset the additional expenditures during the Third Quarter report when more information becomes available.

Revenues

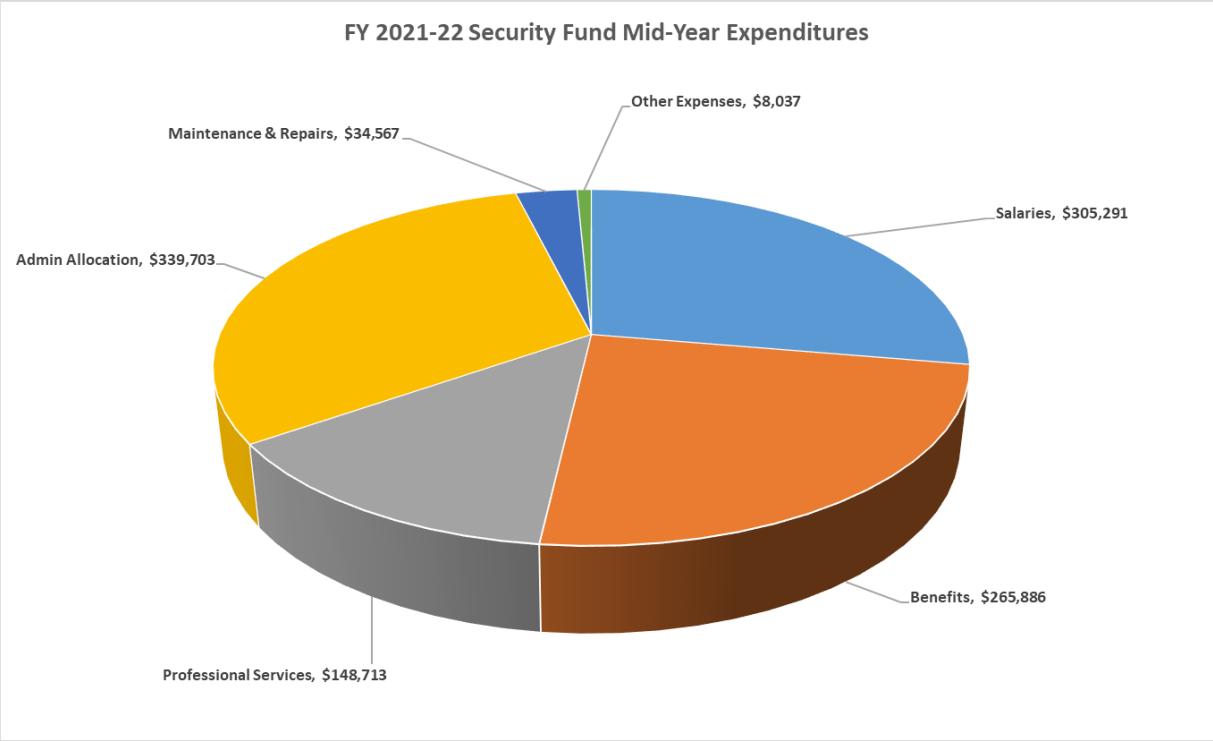
The Security Fund is a Special Tax enterprise fund and revenues should come in equal to expenditures, however FY 2021-22 saw an increase in several expenditures after Budget adoption. Attachment E displays Security Fund revenues collected through December 31, 2021, of \$987,357. These year-to-date receipts are 48% of the \$2,058,927 projected total annual revenue budget, which is consistent with prior years' 2% annual increase. At the end of the Second Quarter, the Security Fund was on track to meet budget expectations by 102%.



Expenditures

Security Fund mid-year expenditures are 48% of budgeted levels and are reflected in Attachment F. Through December 31, 2021, the Security Fund contract expenditures came in at 55% of budget and are projected to close the year around 13% higher the current budget due to increased contract costs, an increase of approximately \$165,695 at the time of preparation of this report.

Overall, the increased costs for contract Security and Administration allocation put the Security fund at a significant deficit of (\$278,973). Staff are heavily monitoring this fund and will bring back any additional appropriations in future quarterly reports.



FINANCIAL SUMMARY

This report provides an analysis of the FY 2021-22 Rancho Murieta Second Quarter results. The review indicates revenues will be shy of original estimates by 1%, and expenses are expected to exceed budget appropriations by 13%. Staff will continue to monitor trends and potential budget variances and will return to the Board with future recommendations where appropriate.

Attachment A – FY 2021-22 Second Quarter Administration Fund

Attachment B – FY 2021-22 Second Quarter Water Fund

Attachment C – FY 2021-22 Second Quarter Wastewater Fund

Attachment D - FY 2021-22 Second Quarter Drainage Fund

Attachment E - FY 2021-22 Second Quarter Solid Waste Fund

Attachment F - FY 2021-22 Second Quarter Security Fund

Attachment A

Rancho Murieta Community Services District
Administration - Fund 100
FY 2021-22 Budget

	FY 2021-22					Comments
	Original Budget	Current Budget	Year to Date Period 6	Year end Projections	Adopted Budget Vs. Year End Projection	
Beginning Balance	\$ -	\$ -		\$ -		
Revenue						
Property Tax	731,750	731,750	332,821	735,000	3,250	0% Property Tax allocation
Interest Income	240	240	318	635	395	165%
Other Revenues	24,300	24,300	58,938	63,397	39,097	161% Reimbursements, Title Transfer fees
TOTAL REVENUE	756,290	756,290	392,076	799,032	42,742	6%
Expenditures						
Salaries	802,200	962,200	419,508	875,000	(87,200)	-9% Salary Savings due to vacant positions
Benefits	672,175	672,174	187,097	665,000	(7,174)	-1% Salary Savings due to vacant positions
Professional Services	354,387	354,387	238,912	480,176	125,789	35% Legal, CPA, Consultant, IT contracts
Materials & Supplies	61,400	61,400	42,139	72,195	10,795	18% Office equipment/supplies/memberships
Other Expenses	86,400	86,400	24,066	56,201	(30,199)	-35%
Subtotal Expenditures	1,976,562	2,136,561	911,721	2,148,573	12,012	1%
Transfers						
Transfer Out - Property Tax Subsidy	(534,623)	(534,623)	(267,312)	(534,623)	-	0% Property tax subsidy - Drainage/Security
Transfer Out - Administration Allocation	(1,976,562)	(2,136,561)	(1,068,281)	(2,148,573)	(12,012)	1% Administration Allocation - Expenses moved to other funds
Total Transfers	(2,511,185)	(2,671,184)	(1,335,592)	(2,683,196)	(12,012)	0%
TOTAL EXPENDITURES	1,976,562	2,136,561	911,721	2,148,573	12,012	1%
Net Annual Activity	221,667	221,667		264,409		
Ending Balance	\$ 221,667	\$ 221,667		\$ 264,409		

Attachment B

Rancho Murieta Community Services District
Water - Fund 200
FY 2021-22 Budget

	FY 2021-22						Comments
	Original Budget	Current Budget	Year to Date Period 6	Year End Projections	Adopted Budget Vs. Year End Projection		
Revenue							
Residential Water Sales	2,229,226	2,229,226	1,246,644	2,450,000	220,774	10%	
Commercial Water Sales	329,915	329,915	220,924	335,000	5,085	2%	
Late Fees & Penalties	19,200	19,200	16,073	25,000	5,800	30%	
Other Sales	39,600	39,600	4,621	39,617	17	0%	
Interest Income	3,800	3,800	317	634	(3,166)	-83%	
Other Revenues	12,785	12,785	17,196	25,000	12,215	96%	
Subtotal Revenue	2,634,526	2,634,526	1,505,775	2,875,251	240,725	9%	
TOTAL REVENUE	2,634,526	2,634,526	1,505,775	2,875,251	240,725	9%	
Expenditures - Administration							
Salaries	147,940	147,940	201,320	402,641	254,701	172%	Salaries to be re-allocated
Benefits	56,950	56,950	121,334	242,668	185,718	326%	Benefits to be reallocated
Professional Services	133,200	133,200	59,713	119,425	(13,775)	-10%	Legal and other consultant svcs
Materials & Supplies	35,455	35,455	19,097	38,195	2,740	8%	
Maintenance & Repairs	65,820	65,820	17,982	35,964	(29,856)	-45%	Fuel, Maint, Tools, etc
Other Expenses	142,005	142,005	61,834	123,668	(18,337)	-13%	Dam Insurance, permits
Subtotal Expenditures	581,370	581,370	481,281	962,561	381,191	66%	
Expenditures - Source of Supply							
Salaries	24,238	24,238	5,642	11,284	(12,954)	-53%	
Benefits	11,493	11,493	4,345	8,690	(2,803)	-24%	
Professional Services	68,000	68,000	-	-	(68,000)	-100%	
Materials & Supplies	13,500	13,500	-	-	(13,500)	-100%	
Maintenance & Repairs	30,000	30,000	8,444	16,888	(13,112)	-44%	Tools, office supplies
Utilities	84,025	84,025	30,056	60,111	(23,914)	-28%	SMUD, telephone
Other Expenses	250	250	-	-	(250)	-100%	
Subtotal Expenditures	231,506	231,506	48,487	96,974	(134,532)	-58%	
Expenditures - Water Treatment							
Salaries	207,924	207,924	89,816	179,632	(28,292)	-14%	
Benefits	120,090	120,090	25,753	51,505	(68,585)	-57%	
Professional Services	600	600	-	-	(600)	-100%	
Materials & Supplies	103,200	103,200	96,976	137,500	34,300	33%	Chemicals
Maintenance & Repairs	70,000	70,000	71,440	85,000	15,000	21%	Repairs
Utilities	61,348	61,348	62,404	124,807	63,459	103%	SMUD, telephone
Other Expenses	28,380	28,380	644	1,288	(27,092)	-95%	
Subtotal Expenditures	591,542	591,542	347,032	579,733	(11,809)	-2%	
Expenditures - Transmission and Delivery							
Salaries	207,924	207,924	69,451	138,903	(69,021)	-33%	
Benefits	120,090	120,090	16,603	21,845	(98,245)	-82%	
Professional Services	-	-	-	-	-	-	
Materials & Supplies	51,400	51,400	21,119	42,237	(9,163)	-18%	Tools, office supplies
Maintenance & Repairs	70,000	70,000	80,675	161,350	91,350	131%	Road paving, sand and gravel
Utilities	41,278	41,278	14,990	29,980	(11,298)	-27%	SMUD, telephone
Other Expenses	600	600	33	66	(534)	-89%	
Subtotal Expenditures	491,292	491,292	202,871	394,382	(96,911)	-20%	
Admin Allocation							
Administration Expenses	736,038	795,613	397,807	800,086	4,473	1%	
Total Admin Expense	736,038	795,613	397,807	800,086	4,473		
TOTAL EXPENDITURES	2,631,748	2,691,323	1,477,477	2,833,735	142,412	5%	
Net Annual Activity	2,778	(56,797)	28,298	41,516			
Ending Balance	\$ 2,778	\$ (56,797)		\$ 41,516			

Rancho Murieta Community Services District
Wastewater - Fund 250
FY 2021-22 Budget

FY 2021-22

	Budget	Current Budget	Year to Date Period 6	Year end Projections	Adopted Budget Vs. Year End Projection	Comments
Revenue						
Residential Wastewater Sales	1,479,998	1,479,998	723,943	1,447,886	(32,112)	-2%
Commercial Wastewater Sales	153,192	153,192	80,145	160,290	7,098	5%
Late Fees & Penalties	18,000	18,000	16,073	18,000	-	0%
Other Sales	2,184	2,184	1,092	2,184	-	0%
Interest Income	2,500	2,500	368	2,500	-	0%
Other Revenues	4,395	4,395	752	4,819	424	10%
TOTAL REVENUE	1,660,269	1,660,269	822,373	1,635,679	(24,590)	-1%
Expenditures - Administration						
Salaries	72,264	72,264	17,565	73,000	736	1% Salaries to be re-allocated
Benefits	35,080	35,080	71,303	52,329	17,249	49% Benefits to be re-allocated
Professional Services	42,000	42,000	35,356	45,145	3,145	7% Legal, consulting
Materials & Supplies	51,625	51,625	14,423	32,736	(18,889)	-37% Memberships, office supplies uniforms fuel
Maintenance & Repairs	65,837	65,837	102,970	123,475	57,638	88% Inspections, Vehicle Repairs, pumps, autodialers
Other Expenses	57,710	57,710	53,526	84,765	27,055	47% Permits
Subtotal Expenditures	324,516	324,516	295,143	411,450	86,934	27%
Expenditures - Collection						
Salaries	123,616	123,616	25,520	124,000	384	0% Salaries to be re-allocated
Benefits	74,408	74,408	6,859	67,648	(6,760)	-9% benefits to be re-allocated
Professional Services	1,200	1,200	2,224	3,000	1,800	150% Equipment Rental
Materials & Supplies	1,200	1,200	2,185	4,369	3,169	264% Supplies
Maintenance & Repairs	120,000	120,000	90,034	120,000	-	0% Generator, Sewer main maint, repairs
Utilities	63,278	63,278	15,574	31,147	(32,131)	-51% Telephones, SMUD
Other Expenses	600	600	582	1,165	565	94%
Subtotal Expenditures	384,302	384,302	142,977	351,329	(32,973)	-9%
Expenditures - Transmission and Delivery						
Salaries	163,361	163,361	87,497	162,000	(1,361)	-1% Salaries to be re-allocated
Benefits	95,330	95,330	20,232	84,945	(10,385)	-11% benefits to be re-allocated
Professional Services	1,200	1,200	-	-	(1,200)	-100%
Materials & Supplies	75,000	75,000	35,324	75,000	-	0% Chemicals, lab testing
Maintenance & Repairs	98,000	98,000	109,235	150,000	52,000	53% Pumps, parts, pond maint.
Utilities	17,634	17,634	40,759	60,000	42,366	240% SMUD, telephones
Other Expenses	500	500	-	-	(500)	-100%
Subtotal Expenditures	451,025	451,025	293,046	531,945	80,920	18%
Admin Allocation						
Administration Expenses	490,187	529,867	264,934	532,846	2,979	1%
Total Admin Expense	490,187	529,867	264,934	532,846	2,979	
TOTAL EXPENDITURES	1,650,030	1,689,710	996,100	1,827,571	137,861	8%
Net Annual Activity	10,239	(29,441)		(191,892)		
Ending Balance	\$ 10,239	\$ (29,441)		\$ (191,892)		

Attachment D

Rancho Murieta Community Services District
 Drainage - Fund 260
 FY 2021-22 Budget

FY 2021-22

	Budget	Current Budget	Year to Date Period 6	Year end Projections	Adopted Budget Vs. Year End Projection	Comments
Revenue						
Residential Sales	170,380	170,380	89,072	178,145	7,765	5%
Commercial Sales	44,536	44,536	27,176	44,536	-	0%
Interest Income	-	-	-	-	-	-
Other Revenues	-	-	53	-	-	-
Subtotal Revenue	214,916	214,916	116,301	222,681	7,765	4%
Transfers						
Property Tax Subsidy	82,107	82,107	41,054	82,107	-	0% Transfer in from Admin Fund
Subtotal Subsidy	82,107	82,107	41,054	82,107	-	0%
TOTAL REVENUE	297,023	297,023	157,354	304,788	7,765	3%
Expenditures						
Salaries	104,783	104,783	12,632	104,783	-	0% Salaries to be re-allocated
Benefits	49,730	49,730	30,374	40,728	(9,002)	-18% Unfunded Liability
Professional Services	20,500	20,500	14,776	26,783	6,283	31%
Materials & supplies	17,000	17,000	1,000	12,000	(5,000)	-29% Chemicals
Maintenance & Repairs	11,715	11,715	3,064	8,377	(3,338)	-28%
Other Expenses	9,000	9,000	7,067	14,134	5,134	57% Permits
Subtotal Expenditures	214,428	214,428	68,913	206,805	(7,623)	-4%
Admin Allocation						
Administration Expenses	82,595	89,280	44,640	89,782	502	1%
Total Admin Expense	82,595	89,280	44,640	89,782	502	1%
TOTAL EXPENDITURES	297,023	303,708	113,553	296,587	(7,121)	-2%
Net Annual Activity	-	(6,685)		8,200		
Ending Balance	\$ -	\$ (6,685)		\$ 8,200		

Attachment E

Rancho Murieta Community Services District
Solid Waste - Fund 400
FY 2021-22 Budget

FY 2021-22

	Budget	Current Budget	Year to Date Period 6	Year end Projections	Adopted Budget Vs. Year End	Comments
Revenue						
Residential Revenues	986,086	986,086	487,785	1,009,240	23,154	2%
Interest Income	1,100	1,100	50	1,100	-	0%
Other Revenues	-	-	-	-	-	-
Total Revenue	987,186	987,186	487,835	1,010,340	23,154	2%
Expenditures						
Cal-Waste Contract	878,876	878,876	499,887	999,773	120,897	14% Increased costs in contract
Professional Services	-	-	-	-	-	-
Other Expenses	43,367	43,367	2,882	5,764	(37,603)	-87% County Surcharge increased costs
Total Expenditures	922,243	922,243	502,768	1,005,537	83,294	9%
Admin Allocation						
Administration Expenses	39,204	42,304	21,152	42,542	238	1%
Total Admin Expense	39,204	42,304	21,152	42,542	238	1%
TOTAL EXPENDITURES	961,447	964,547	523,920	1,048,079	83,532	9%
Net Annual Activity	25,739	22,639		(37,739)		
Ending Balance	\$ 25,739	\$ 22,639		\$ (37,739)		

Rancho Murieta Community Services District
Security - Fund 500
FY 2021-22 Budget

	FY 2021-22					
	Budget	Current Budget	Year to Date Period 6	Year end Projections	Adopted Budget Vs. Year End Projection	Comments
Revenue						
Residential Sales	1,296,743	1,296,743	601,141	1,286,495	(10,248)	-1%
Commercial Sales	226,823	226,823	114,101	228,203	1,380	1%
Late Fees & Penalties	26,100	26,100	33,196	66,391	40,291	154%
Permit Fees	7,800	7,800	3,250	6,500	(1,300)	-17%
Interest Income	1,200	1,200	-	-	(1,200)	-100%
Other Revenues	9,600	9,600	9,344	18,688	9,088	95%
Subtotal Revenue	1,568,266	1,568,266	761,032	1,606,276	38,010	2%
Transfer In						
Transfer In - Property Tax	452,516	452,516	226,326	452,651	135	0%
Total Transfers	452,516	452,516	226,326	452,651	135	0%
TOTAL REVENUE	2,020,782	2,020,782	987,357	2,058,927	38,145	2%
Expenditures - Administration						
Salaries	100,102	100,102	90,803	121,332	21,230	21%
Benefits	75,848	75,848	69,419	123,087	47,239	62%
Professional Services	4,800	4,800	23,653	26,653	21,853	455% Legal Services
Materials & Supplies	6,000	6,000	-	-	(6,000)	-100%
Maintenance & Repairs	3,600	3,600	2,906	3,630	30	1%
Other Expenses	4,420	4,420	2,300	2,994	(1,426)	-32% Training, recruitment, uniforms
Subtotal Expenditures	194,770	194,770	189,081	277,697	82,927	43%
Expenditures - Security Gate						
Salaries	366,775	366,775	131,832	366,775	0	0%
Benefits	200,416	200,416	111,755	200,690	274	0%
Professional Services	600	600	56,937	75,000	74,400	12400% ABA contract
Materials & Supplies	120	120	-	-	(120)	-100%
Maintenance & Repairs	21,588	21,588	27,086	48,544	26,956	125% Gate Repairs
Other Expenses	18,964	18,964	13,331	26,662	7,697	41% Office Supplies
Subtotal Expenditures	608,463	608,463	340,941	717,671	109,208	18%
Expenditures - Security Patrol						
Salaries	256,307	256,307	82,655	256,307	(0)	0%
Benefits	252,298	252,298	84,712	246,600	(5,698)	-2%
Professional Services	33,600	33,600	68,123	124,895	91,295	272% ABA contract
Materials & Supplies	-	-	-	-	-	- Office supplies
Maintenance & Repairs	17,866	17,866	4,576	9,151	(8,715)	-49% Buildings/grounds repairs
Other Expenses	28,942	28,942	5,737	22,355	(6,586)	-23% Office supplies
Subtotal Expenditures	589,013	589,013	245,804	659,308	70,295	12%
Admin Allocation						
Administration Expenses	628,536	679,405	339,703	683,225	3,820	1%
Total Admin Expense	628,536	679,405	339,703	683,225	3,820	
TOTAL EXPENDITURES	2,020,781	2,071,650	1,115,527	2,337,900	266,250	13%
Net Annual Activity	1	(50,868)		(278,973)		
Ending Balance	\$ 1	\$ (50,868)		\$ (278,973)		

MEMORANDUM

Date: March 8, 2022
To: Board of Directors
From: Paula O'Keefe, Director of Administration
Subject: Fiscal Year 2022-23 Budget Development Schedule

FY 2022-23 Budget and CIP Timeline

February 14, 2022	Budget Kick-off Meeting / Staff
February 23, 2022	Budget Meeting / Staff - CIP
March 1, 2022	Finance Committee Budget Meeting (Review revenue projections, rate impact & cost reductions)
Late February	Board Goals/Budget Workshop
March 7, 2022	Budget Meeting/Staff - Draft CIP documents due
March 14, 2022	Budget Meeting / Staff (Input for "final" draft as needed)
March 16, 2022	Board Meeting (Mid-Year Budget Review)
March 30, 2022	Special Board Meeting (Draft Budget, approval to mail Prop 218 notice and confirm May and June Budget readings)
March 31, 2022	Mail Prop 218 rate increase notice
April 5, 2022	Finance Committee Meeting (CIP Draft documents)
April 20, 2022	Capital Improvement Plan Presentation
May 18, 2022	Board Meeting (Proposed Budget - first reading)
June 15, 2022	Board Meeting (Adopted Budget - second reading and approval)