



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 21, 2018

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

Director John Merchant will participate in the meeting by teleconference from Scottsdale RV Ranch,
7010 East Continental Drive, Scottsdale, Arizona, pursuant to Government Code Section 54953

BOARD MEMBERS

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

STAFF

Mark Martin	General Manager
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary
Richard Shanahan	District General Counsel

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

MARCH 21, 2018

REGULAR BOARD MEETING

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

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

AGENDA

- | | ESTIMATED RUNNING TIME |
|--|------------------------|
| 1. CALL TO ORDER - Determination of Quorum – President Pecotich (Roll Call) | 4:00 |
| 2. CONSIDER ADOPTION OF AGENDA (<i>Motion</i>)
<i>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.</i> | |
| 3. CLOSED SESSION
<i>Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.</i>

<i>Under Government Code 54957.6: Conference with designated Labor Negotiator Mark Martin, regarding negotiations with the International Union of Operating Engineers, Local 3, AFL-CIO.</i> | |
| 4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION
<i>The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.</i>

<i>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.</i> | 5:00 |
| 5. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS | |
| 6. DISCUSS THE DISTRICT SENDING A LETTER SUPPORTING A REDUCTION OF THE SPEED LIMIT ON JACKSON HIGHWAY BETWEEN LONE PINE DRIVE AND IONE ROAD FROM 55 MILES PER HOUR TO 45 MILES PER HOUR (Discussion/Action) (<i>Motion</i>) (5 min.) | |
| 7. COMMENTS FROM THE PUBLIC
<i>Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendized. Members of the public wishing to address a specific agendized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.</i> | |

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

- 8. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)** All items in Agenda Item 8 will be approved as one item if they are not excluded from the motion adopting the consent calendar.
 - A. Approval of Board and Committee Meeting Minutes
 1. February 21, 2018 Regular Board Meeting Minutes
 2. March 1, 2018 Security Committee Meeting Minutes
 3. March 6, 2018 Improvements Committee Meeting Minutes
 4. March 6, 2018 Finance Committee Meeting Minutes
 - B. Approval of Bills Paid Listing
- 9. STAFF REPORTS (Receive and File)**
 - A. General Manager's Report
 - B. Administration/Financial Report
 - C. Security Report
 - D. Utilities Report
- 10. CORRESPONDENCE**
- 11. RECEIVE UPDATE ON LOT 1709 SEWER LATERAL ISSUE (Discussion/Action) (Motion) (15 min.)**
- 12. DISCUSS CHANGING THE START TIME OF THE DISTRICT'S REGULAR MONTHLY BOARD MEETING OPEN SESSION TO 6:00 P .M. (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)**
- 13. RECEIVE UPDATE ON ACQUISITION OF RANCHO MURIETA COUNTRY CLUB GOLF COURSE AND OTHER ASSETS AND OPEN SPACE AND TRAIL AREAS (Discussion/ Action) (10 min.)**
- 14. REVIEW FISCAL YEAR 2018-2019 DRAFT BUDGET (Discussion/Action) (Motion) (15 min.)**
 - A. Presentation of 2018/2019 Draft Budget Update
 - B. Authorize Staff to Mail Notice of Proposed Water, Sewer, and Solid Waste Utility Rates and Drainage and Security Special Taxes Increases and Public Hearing
 - C. Schedule Budget Hearing for May 16, 2018 @ 6:00 p.m.
- 15. CONSIDER ADOPTION OF RESOLUTION R2018-02, A RESOLUTION CALLING THE GENERAL DISTRICT ELECTION AND CONSOLIDATION WITH THE STATE WIDE ELECTION TO BE HELD ON NOVEMBER 6, 2018 (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)**
- 16. CONSIDER ADOPTION OF ORDINANCE O2018-01 AMENDING DISTRICT CODE, CHAPTER 14, DISTRICT WATER CODE (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)**

17. **CONSIDER APPROVAL OF ADDITIONAL COSTS FOR SECURITY PORTABLE RADIO PURCHASE** (Discussion/Action) **(Motion) (Roll Call Vote)** (5 min.)
18. **CONSIDER APPROVAL TO PROCEED WITH THE STREAM ALTERATION PERMIT, STEP 1 - PAYMENT OF FILING FEE, CIP 17-1-04 FOR CULVERT CROSSING UPGRADE ADJACENT TO WATER TREATMENT PLANT** (Discussion/ Action) **(Motion) (Roll Call Vote)** (30 min.)
19. **REVIEW DISTRICT GOALS FOR 2018** (Discussion/Action) (5 min.)
20. **CONSIDER NOMINATION FOR CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS NOMINATION FOR SEAT A** (Discussion/Action) **(Motion)** (5 min.)
21. **CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) **(Motion)**
22. **REVIEW DISTRICT APRIL MEETING DATES/TIMES**
 - A. Improvements – April 3, 2018 at 8:30 a.m.
 - B. Finance – April 3, 2018 at 9:30 a.m.
 - C. Personnel – April 3, 2018 at 10:30 a.m.
 - D. Security – April 5, 2018 at 4:00 p.m.
 - E. Communications – April 5, 2018 at 4:30 p.m.
 - F. Regular Board Meeting – April 18, 2018 - open session at 5:00 p.m.
23. **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.*
24. **ADJOURNMENT** **(Motion)**

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting."

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is March 16, 2018. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

MEMORANDUM

Date: March 15, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: Discuss the District Sending a Letter Requesting Reducing the Speed Limit on Jackson Highway between Lone Pine Drive and Lone Road to 45 Miles Per Hour

RECOMMENDED ACTION

No recommendation – provide direction to staff.

BACKGROUND

At the February 21, 2018 Regular Board Meeting, resident Nancy Miller requested the District write a letter to the State in support of reducing the speed limit on Jackson Road between Lone Pine Drive and Lone Road from 55 miles per hour to 45 miles per hour. Ms. Miller's request of the District Board followed the previous night's unanimous approval by the Rancho Murieta Association (RMA) Board to send a letter in support of reducing the speed limit. Director Merchant requested this item be put on the March 21, 2018 Board meeting agenda for discussion.

On February 26, 2018, Sacramento County Supervisor Sue Frost stated she will be sending a letter to the State in support of a speed reduction.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING

February 21, 2018

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

1. CALL TO ORDER/ROLL CALL

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

2. ADOPT AGENDA

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

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:01 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Under Government Code 54957.6: Conference with designated Labor Negotiator Mark Martin, regarding negotiations with the International Union of Operating Engineers, Local 3, AFL-CIO.

Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.

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

Under Government Code 54957.6: Conference with designated Labor Negotiator Mark Martin, regarding negotiations with the International Union of Operating Engineers, Local 3, AFL-CIO. **Nothing to report.**

Under Government Code 54957: Public Employee Performance Evaluation of the General Manager. **Nothing to report.**

5. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATION, AND KUDDOS

Mark Martin, General Manager, announced that effective February 3, 2018 Sergeant Jeff Werblun promoted to Security Chief. Chief Werblun's son, Josh Werblun, pinned the Chief badge on the new Security Chief.

6. COMMENTS FROM THE PUBLIC

Nancy Miller commented on her efforts to get the speed limit on Jackson Highway, between Lone Pine and Lone Road, reduced to 45 miles per hour and asked that the District submit a letter requesting such a change. Director Merchant asked that this item be on the March Board meeting agenda for the Board to discuss.

Ted Hart suggested the Board consider starting Board meetings 6:00 p.m. and that the items of interest to the community be put at the front of the agenda. Director Merchant asked that the suggestion be put on the March Board meeting agenda for the Board to discuss.

7. CONSENT CALENDAR

Under Agenda Item 7A3, Director Clark asked that the February 9, 2018 Board meeting minutes, under Director Comments, reflect that he changed the comment to be Park and Recreation Districts instead of Community Services Districts. Minutes will be amended.

Under Agenda Item 7B, Director Pasek asked about the two (2) different payments to CalPERS. Eric Thompson, Controller, stated that the payments are monthly, one covering classic retirement and the other the PEPR retirement. Mr. Thompson also stated that he plans to separate out the medical, dental and vision coverage payments so it is clearer as to how much is being paid for which item.

Director Merchant commented on the possible impact on revenues if the State issues drought restrictions again.

Mark Martin, General Manager, commented on the sign that Debby Bradberry, Accounting Supervisor, put up regarding the District now having free Wi-Fi for everyone, no password needed.

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

8. STAFF REPORTS

Under Agenda Item 8B, Director Merchant commented on the reported reserves and asked that future reports include the percentage of reserves funded and asked that the Finance Committee do a more in-depth review of the Reserve Study.

Under Agenda item 8C, Director Pasek asked about the new radios. Chief Werblun stated that the wrong radios were purchased. They will be returned for a full refund and the correct radios will then be purchased.

9. CORRESPONDENCE

Bill Kelly commented on his disagreement with the District's findings of responsibility for the sewer line stemming from his home to the District's main line. Mr. Kelly stated that he does not own any of the property surrounding his home; it is a 0-lot line. Rancho Murieta Association owns the land. Mr. Kelly stated that he had Bonnie Plumbing out to unclog the line and claimed they also disagreed with the District's findings. Paul Siebensohn stated a differing opinion to the Board.

After a discussion, Director Clark suggested that the District go out and put a camera down the line again to verify where the damage is and determine who is responsible. The Board and Mr. Kelly agreed.

10. RECEIVE UPDATE ON THE 2018-2019 FISCAL YEAR BUDGET

Mark Martin, General Manager, gave a brief update on the status of the 2018-2019 Fiscal Year Budget and stated the goal is to have a draft budget for the Finance Committee to review at the March Finance Committee meeting.

11. REVIEW DISTRICT GOALS FOR 2018

Mark Martin, General Manager, gave a summary of the February 9, 2018 Board Goal Workshop and the matrix he created reflecting the agreed upon goals with each Operational Goal tied back to one or more Strategic Goals. Mr. Martin requested the Directors to review the goals and provide their input as to the prioritization of the goals. Those comments are due back to Mr. Martin in two (2) weeks - March 7, 2018.

Director Clark commended Mark Martin, General Manager, on all his efforts and suggested that the Board consider a five (5) year operational plan instead of just one (1) year and identify what goals are regulatory and which are new services.

12. INTRODUCE ORDINANCE O2018-01 AMENDING DISTRICT CODE CHAPTER 14 DISTRICT WATER CODE

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to adopt Ordinance O2018-01, amending Chapter 14 of the District Code. The minor change to the Code is to add that invasive species and non-native species as well as pet waste, sewage, and any non-approved materials including highly turbid water not be introduced.

Director Clark stated that instead of naming specific reservoirs, that the wording "all lakes/reservoirs" be used throughout the document. By consensus, the Board agreed.

Director Graf suggested that the District educate the community on this by flyer, website, e-mail blasts, Pipeline, and Facebook. Director Pasek suggested including a picture of some of the invasive species attached to a boat. Director Clark suggested coordinating with RMA to hand out the flyer when registering boats.

Motion/Clark to introduce District Ordinance O2018-01 amending District Code Chapter 14, Water code with the suggested change, waive the full reading of the Ordinance, and continue to the March 21, 2018 regular Board meeting for adoption. **Second/Pasek. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

13. CONSIDER APPROVAL OF PROPOSAL FOR ELECTRICAL WORK FOR THE WASTEWATER PLANT – MICHIGAN BAR SUBDRAIN

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the proposal from Prodigy Electric for wiring for the Michigan Bar sub-drain.

Motion/Clark to approve quote from Prodigy Electric, Inc. for new wiring for the Michigan Bar sub-drain, in an amount not to exceed \$12,832.60, which includes a 10% contingency. Funding to come from Sewer Capital Replacement Reserves. **Second/Pasek. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

14. RECEIVE UPDATE ON ACQUISITION OF RANCHO MURIETA COUNTRY CLUB GOLF COURSE AND OTHER ASSETS AND OPEN SPACE AND TRAIL AREAS

Mark Martin, General Manager, gave a brief summary of the Stakeholders meeting held on February 13, 2018. Overall, the meeting was very positive. All stakeholders recognize opportunities to improve the community and are interested in supporting a cooperative effort. The collaborative discussion centered on opportunities and potential challenges related to the country club, open space, and adding community center-type amenities.

Director Clark stated that he wants to be sure that everyone is clear that if the District purchases the golf course, it becomes a government owned, public golf course and asked that the financial analysis include long-term operating costs.

John Curshons commented on the Country Club dissolving and the District's ability to obtain adjacent properties to use as spray fields by eminent domain.

Judy Bernal stated she thinks these discussions are very interesting and hopes that more public participation will take place.

15. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

Mark Martin, General Manger, will be attending the General Manager Leadership Summit in June.

Chief Werblun will be attending the ISC West Public Security and Safety Expo in April.

16. REVIEW FEBRUARY BOARD/COMMITTEE MEETING DATES/TIMES

Director Merchant will not be at the March 21, 2018 Board meeting.

Director Pasek will not be at the April 18, 2018 Board meeting.

17. DIRECTOR COMMENTS AND SUGGESTIONS

Paul Siebensohn, Director of Field Operations, commented on new regulations that require quarterly testing of TCP in water. The District has tested for it and it has come back negative.

Director Clark commented on last night's RMA Board meeting and the new recreation activities they are planning which may require additional security. RMA's General Manager will be contacting the District's General Manager to discuss this item.

18. ADJOURNMENT

Motion/Clark to adjourn at 7:12 p.m. Second/Pasek. Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: March 1, 2018
To: Board of Directors
From: Security Committee Staff
Subject: March 1, 2018 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Clark called the meeting to order at 4:00 p.m. Present were Directors Mark Pecotich and Les Clark. Present from District staff were Mark Martin, General Manager; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Operations

Currently there are two (2) Security Gate Officer, one (1) Security Sergeant, and one (1) Patrol Officer position open. Interviews were conducted for Gate Officer and we have a few candidates currently in the hiring process. Recruitment is open for the Security Sergeant position and the Patrol Officer position, with Patrol Officer interviews scheduled. Contract security, PDF, has provided support staff to fill the gate vacancies in the meantime.

The new portable radios are on hold due to a compatibility issue with the County radio system. We are working with our Motorola vendor to arrange a refund and credit towards the purchase of the new radios.

We are still awaiting delivery of the new LIDAR guns to RMA and then training will begin.

Incidents of Note

Chief Werblun gave a brief overview of the February incidents of note.

RMA Citations/Admonishments

Director Pecotich commented on vehicles speeding (45 MPH) down Trinidad. Chief Werblun stated he would check into the matter.

Rancho Murieta Association Compliance/Grievance/Safety Committee Meeting

No discussion.

Contract Security

No discussion.

Security Sergeant Recruitment

No discussion.

4. ADDITIONAL FUNDING FOR SECURITY RADIO REPLACEMENT PROJECT

Chief Werblun gave a brief summary of the recommendation to approve additional funding for the Security Radio Replacement Project. The previous five (5) radios purchased are not compatible with the SRRCS system. We will return the already purchased radios and receive a full credit, which will be applied to the new purchase of the correct radios, spare batteries, and charging units. Director Pecotich commented on selling the old system if possible as surplus. **This item will be on the March 21, 2018 Board Meeting Agenda.**

5. DISCUSS SECURITY ASSESSMENT REPORT NEXT STEP

Mark Martin, General Manager, gave a brief update on the status of the Assessment. Areas addressed in the Assessment include organizational structure, policies, procedures, staffing, duties, and future camera strategy. Due to safety concerns, Mr. Martin recommended keeping the document confidential and releasing a summary of the Assessment along with the survey results to the public. The Committee agreed. The summary will be going to the Security Committee in April for review.

Ralph Frattura, Ranchomurieta.com, asked if the report addressed the future structure of the department with such limited resources. Mr. Martin stated that the report focused more on the camera strategy.

6. DIRECTOR & STAFF COMMENTS

Mark Martin, General Manager, stated that staff received a demonstration of a mapping and incident software program. Staff has been given an additional one-month trial of the program.

7. ADJOURNMENT

The meeting adjourned at 4:49 p.m.

MEMORANDUM

Date: March 6, 2018
To: Board of Directors
From: Improvements Committee Staff
Subject: March 6, 2018 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Graf called the meeting to order at 8:30 a.m. Present were Directors Graf and Clark. Present from District staff were Mark Martin, General Manager and Paul Siebensohn, Director of Field Operations.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Development

The Retreats North and East

No update.

Murieta Gardens

The project continues to be monitored for stormwater Best Management Practice (BMP) for stormwater compliance.

Murieta Marketplace

The project reported that they will be off this project for a while.

The Murieta Gardens Inn

Staff is still waiting to receive the requested as-builts for Murieta Inn's irrigation system in order to inspect and confirm the installations conform to District Recycled Water Code.

Highway 16 Offsite Improvements

This project is proceeding with new storm pipe installation from the drainage ditch that runs from Laguna Joaquin, south of Highway 16, easterly.

The Murieta Gardens II – Subdivision

The District and its engineer, Coastland, have supplied all information as requested by the project and are still waiting for the projects engineer to supply a requested sewer impact study.

Rancho Murieta North Development Project

No update.

FAA Business Park

Coastland provided some minor plan comments relating to the District's access to the stormwater and sewer pumping station located adjacent to the project. This project to begin around March-April of this year, weather permitting.

The Greens Neighborhood Park

Rancho Murieta Association (RMA) still needs to repair the keystone block wall along the discharge side of the culvert at the park entrance. No news as to when phase II of the project is set to proceed.

EMERGENCY WELL PROJECT

Now that the project's major funding reimbursement is back, the District needs to move forward with negotiation and/or land purchase for the well site. The first step on the District's part is to conduct an appraisal to determine a fair value price for the well site and easements to run temporary emergency lines. Once that is resolved, we can provide a Notice to Proceed to the well driller if the District chooses to proceed with the project.

WET DRAINAGE BASINS

At the February 7, 2018 meeting, a draft outreach article was circulated and discussed. Director Clark also attended as a citizen to offer his expertise on water gardens and stormwater management in general. The next meeting is scheduled for March 7, 2018.

DAM INUNDATION MAPPING

The District received a notice from the California Department of Safety of Dams (DSOD) stating: *Inundation maps shall prepared for dams and critical appurtenant structures regulated by the state, except dams that have classified as low hazard.* Staff submitted a request to DSOD to reclassify several of our dams. Subsequent to submittal, DSOD staff came out for a site visit to view our dams and discuss the submittal; however, to date no formal response has been received. Once received, we will contract with a firm to address development of the inundation maps.

4. DISCUSS PROCEEDING WITH CIP 17-1-04, STEP 1 – STREAM ALTERATION PERMIT

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to proceed with step 1 of the Stream Alteration Permit. **This item will be on the February 21, 2018 Board of Director meeting agenda.**

5. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

No comments.

6. ADJOURNMENT

The meeting was adjourned at 9:18 a.m.

MEMORANDUM

Date: March 6, 2018
To: Board of Directors
From: Finance Committee Staff
Subject: March 6, 2018 Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Pasek called the meeting to order at 9:30 a.m. Present were Directors Pasek and Merchant. Present from District staff were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; and Eric Thompson, Controller.

2. COMMENTS FROM THE PUBLIC

None.

3. ANNUAL INVESTMENT POLICY REVIEW

Mark Martin, General Manager reported that Lauren Brant, Managing Director and Allison Kaune, Senior Managing Consultant with PFM Asset Management, LLC. Reviewed the District's Investment Policy and are recommending no changes. A summary of the recent market events was provided.

Eric Thompson, Controller, reported that he contacted PFM Asset Management, LLC. to ask what the District's investment options are. The response was for us to transfer the funds to LAIF as we are making very little return on the CAMP funds. Mr. Thompson will be looking at other options to transfer the funds to.

4. BUDGET UPDATE

Eric Thompson, Controller, gave an update on the 2018-2019 budget planning. Mr. Thompson stated he is going into detail on this budget as to get a better understanding of how the process worked in the past and breaking down sections (more detailed) so there is a better understanding as to what is included in each line item which will provide better transparency. A draft budget will be presented at the March 21, 2018 Board meeting.

The Committee agreed to have a Special Finance Committee meeting prior to the Board meeting, if needed, based on the projected increase.

5. DISCUSS RESERVE TRACKING REPORT

Director Merchant stated that the current reserve tracking report does not indicate where the district's reserve balances are in relation to the Reserve Study, meaning the percentage funded. Director Merchant also commented on the Reserve Study spelling out critical focus that needs to be taken by the District to satisfy the reserve requirements since the District reserves are underfunded. Eric Thompson, Controller, stated that the Reserve Study will be the major focus this next fiscal year, 2018-2019.

6. DISCUSS MONTHLY FINANCE REPORT AND BILLS PAID LISTING DETAILS

Eric Thompson, Controller, gave a brief overview of the current finance report and bills paid listing details. Director Pasek asked to have the last column of the bills paid report (purpose) instead of saying what account the funds are coming out of indicate what it is for.

7. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mark Martin, General Manager, stated he met with Edward Crouse to get a better understanding of the Rancho Murieta Association (RMA) Parks Fees then met with Greg Vorster, RMA General Manager, to discuss. There is a little bit of a conflict of opinion which will be looked into and collection of fees owed pursued.

8. ADJOURNMENT

The meeting was adjourned at 10:30 a.m.

DRAFT

MEMORANDUM


Date: March 5, 2018
To: Board of Directors
From: Eric Thompson, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **February 2018**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items (excluding payroll-related items) are listed *in order as they appear* on the Bills Paid Listing Report:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
California Waste Recovery Systems	Solid Waste Contract	\$ 47,141.90	Operating Expense
Delta Pump Company	Repairs & Maintenance	\$ 62,300.70	Drainage Capital Replacement Reserves
Law Office of Valentina Reiner	Legal Services	\$ 9,963.00	Operating Expense
U.S. Bank Corp. Payment System	Supplies & Vehicle Fuel	\$ 5,153.46	Operating Expense
Evoqua Water Technologies	Repairs & Maintenance	\$ 5,500.00	Operating Expense
S. M. U. D.	Purchased Power	\$ 18,697.10	Operating Expense
Domino Solar LTD	Solar Power Purchased	\$ 8,604.52	Operating Expense

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

Rancho Murieta Community Services District

Bills Paid Listing for February 2018

Ck Number	Date	Vendor	Amount	Purpose
EFT	2/1/2018	CalPERS	\$10,403.89	Payroll - PR PERS
EFT	2/1/2018	CalPERS	\$9,794.33	Payroll - PR PERS
CM33143	2/5/2018	Guardian Life Insurance	\$5,618.93	Payroll - Dental
CM33144	2/5/2018	Vision Service Plan (CA)	\$435.58	Payroll - Vision
CM33145	2/8/2018	Costco Membership	\$306.62	Monthly Supplies
CM33146	2/9/2018	A Leap Ahead IT	\$3,805.00	IT Support
CM33147	2/9/2018	A&D Automatic Gate and Access	\$1,494.65	Repairs & Maintenance
CM33148	2/9/2018	American Family Life Assurance Co.	\$494.61	Payroll - Aflac
CM33149	2/9/2018	Applications By Design, Inc.	\$520.00	IT Support
CM33150	2/9/2018	Aramark Uniform & Career Apparel, LLC	\$234.90	Uniform Service - Water
CM33151	2/9/2018	AT&T	\$55.00	Internet
CM33152	2/9/2018	California Rural Water Association	\$1,038.00	Membership
CM33153	2/9/2018	California State Disbursement Unit	\$52.15	Payroll
CM33154	2/9/2018	California Waste Recovery Systems	\$47,141.90	Solid Waste Monthly Contract
CM33155	2/9/2018	CWEA	\$85.00	Lab Testing
CM33156	2/9/2018	Chrysler Capital	\$156.80	Security Vehicle Lease
CM33157	2/9/2018	Delta Pump Company	\$62,300.70	Repairs & Maintenance
CM33158	2/9/2018	Ewing	\$195.38	Repairs & Maintenance
CM33159	2/9/2018	Express Office Products, Inc.	\$451.10	Office Supplies
CM33160	2/9/2018	Fastenal	\$204.59	Repairs & Maintenance
CM33161	2/9/2018	Folsom Lake Fleet Services	\$662.74	Vehicle Service#218
CM33162	2/9/2018	Galls/Quartermaster	\$69.58	Uniforms
CM33163	2/9/2018	Hach Company	\$1,057.23	Repairs & Maintenance
CM33164	2/9/2018	Howe It's Done	\$383.25	Board Meeting
CM33165	2/9/2018	Law Office of Valentina Reiner	\$9,963.00	Legal Services
CM33166	2/9/2018	Legal Shield	\$31.26	Payroll - Legal
CM33167	2/9/2018	Nationwide Retirement Solution	\$1,057.00	Payroll - Deferred Comp
CM33168	2/9/2018	Operating Engineers Local Union No. 3	\$588.94	Payroll - Union Dues
CM33169	2/9/2018	PDF Tactical	\$4,912.34	Contract Staffing
CM33170	2/9/2018	Rancho Murieta Ace Hardware	\$114.86	Repairs & Maintenance
CM33171	2/9/2018	Rancho Murieta Automotive Repair	\$1,488.50	Vehicle Service#812
CM33172	2/9/2018	Rancho Murieta Country Club	\$1,452.96	Holiday Parties
CM33173	2/9/2018	Romo Landscaping	\$385.00	Landscaping
CM33174	2/9/2018	Roto Rooter Service & Plumbing	\$250.00	Repairs & Maintenance
CM33175	2/9/2018	Santander Leasing	\$240.00	Security Vehicle Lease
CM33176	2/9/2018	Sierra Office Supplies	\$45.26	Office Supplies
CM33177	2/9/2018	TASC	\$196.14	Payroll - Beneflex
CM33178	2/9/2018	TPX Communications	\$679.07	Phones
CM33179	2/9/2018	U.S. Bank Corp. Payment System	\$5,153.46	Fuel & Supplies

Rancho Murieta Community Services District

Bills Paid Listing for February 2018

Ck Number	Date	Vendor	Amount	Purpose
CM33180	2/9/2018	U.S. HealthWorks Medical Group, PC	\$422.00	Pre-Employment Screening
CM33181	2/9/2018	Univar USA Inc.	\$1,333.41	Chemicals
CM33182	2/9/2018	UPS	\$18.12	Postage
CM33183	2/9/2018	USA Blue Book	\$3,082.07	Repairs & Maintenance
CM33184	2/9/2018	Velosio LLC	\$573.75	IT Support Contract
CM33185	2/9/2018	W.W. Grainger Inc.	\$4,509.39	Repairs & Maintenance
CM33186	2/9/2018	Waterwise Consulting, INC	\$140.00	Conservation
EFT	2/9/2018	EFTPS	\$8,516.26	Payroll - Taxes - Fed
EFT	2/9/2018	EDD	\$4,776.39	Payroll - Taxes - CA
EFT	2/9/2018	CalPERS	\$9,776.24	Payroll - PR PERS
EFT	2/9/2018	CalPERS	\$8.91	Payroll - PERS Unfunded
EFT	2/9/2018	CalPERS	\$11,977.85	Payroll - PERS Unfunded
CM33187	2/22/2018	Costco Membership	\$362.76	Monthly Supplies
CM33188	2/23/2018	A Leap Ahead IT	\$4,336.69	VOID
CM33189	2/23/2018	Acme Saw & Supply Inc	\$134.37	VOID
CM33190	2/23/2018	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Monthly Cleaning Service
CM33191	2/23/2018	ADKO Engineering	\$2,000.00	Yellow Bridge Rehabilitation
CM33192	2/23/2018	American Family Life Assurance Co.	\$494.61	Payroll - Aflac
CM33193	2/23/2018	Aramark Uniform & Career Apparel, LLC	\$236.48	Uniform Service - Water
CM33194	2/23/2018	Arnolds For Awards	\$35.53	Office Supplies
CM33195	2/23/2018	AT&T	\$60.00	Internet
CM33196	2/23/2018	AT&T	\$917.89	Cell Phones
CM33197	2/23/2018	Bartkiewicz, Kronick & Shanahan	\$4,889.10	Legal Services
CM33198	2/23/2018	California Laboratory Services	\$2,118.76	Lab Testing
CM33199	2/23/2018	California State Disbursement Unit	\$52.15	Payroll
CM33200	2/23/2018	CWEA	\$85.00	Certifications
CM33201	2/23/2018	Caltronics Business Systems	\$1,063.35	Copier - Admin
CM33202	2/23/2018	CDW Government Inc.	\$104.30	Computer Hardware
CM33203	2/23/2018	Daily Journal Corporation	\$157.50	Community Communications
CM33204	2/23/2018	Dave Bunfill (DBA) Dave Bunfill Blacktop S	\$2,500.00	Repairs & Maintenance
CM33205	2/23/2018	Evoqua Water Technologies	\$5,500.00	Repairs & Maintenance
CM33206	2/23/2018	Express Office Products, Inc.	\$333.61	Office Supplies
CM33207	2/23/2018	GM Crane Services, Inc	\$575.00	Repairs & Maintenance
CM33208	2/23/2018	Goodwin Cole Co.,Inc.	\$292.47	Office Supplies
CM33209	2/23/2018	Greenfield Communications	\$508.03	Internet/TV
CM33210	2/23/2018	Legal Shield	\$31.26	Payroll - Legal
CM33211	2/23/2018	Anne H Long (DBA) Marion Leasing	\$526.90	Copier - Admin
CM33212	2/23/2018	Nationwide Retirement Solution	\$1,084.50	Payroll - Deferred Comp
CM33213	2/23/2018	Operating Engineers Local Union No. 3	\$588.94	Payroll - Union Dues

Rancho Murieta Community Services District
Bills Paid Listing for February 2018

Ck Number	Date	Vendor	Amount	Purpose
CM33214	2/23/2018	Public Agency Retirement Services	\$342.56	Payroll - PARS
CM33215	2/23/2018	Rancho Murieta Association	\$150.00	Landscaping
CM33216	2/23/2018	Rancho Murieta Association	\$660.05	Purchased Power
CM33217	2/23/2018	Rancho Murieta Automotive Repair	\$49.47	Vehicle Service#522
CM33218	2/23/2018	River City Painting, Inc.	\$1,780.00	Repairs & Maintenance
CM33219	2/23/2018	S. M. U. D.	\$18,697.10	Purchased Power
CM33220	2/23/2018	Sacramento Bee	\$753.00	Employment Advertising
CM33221	2/23/2018	Sierra Office Supplies	\$786.58	Office Supplies
CM33222	2/23/2018	Signal Service, Inc.	\$185.00	Repairs & Maintenance
CM33223	2/23/2018	Domino Solat LTD	\$8,604.52	Purchased Power - Solar
CM33224	2/23/2018	Sprint	\$190.15	Monthly Air Cards Bill
CM33225	2/23/2018	Streamline	\$300.00	Website Hosting
CM33226	2/23/2018	TASC	\$69.41	Payroll - Beneflex
CM33227	2/23/2018	TASC	\$196.14	Payroll - Beneflex
CM33228	2/23/2018	U.S. HealthWorks Medical Group, PC	\$407.00	Pre-Employment Screening
CM33229	2/23/2018	George Varney	\$200.00	Conservation
CM33230	2/23/2018	W.W. Grainger Inc.	\$1,055.09	Repairs & Maintenance
CM33231	2/23/2018	Western Exterminator Co.	\$598.50	Monthly Service
CM33232	2/23/2018	Zenon Environmental Corporation	\$1,000.22	Repairs & Maintenance
CM33233	2/23/2018	A Leap Ahead IT	\$4,336.69	IT Support
CM33234	2/23/2018	Acme Saw & Supply Inc	\$134.37	Repairs & Maintenance
EFT	2/23/2018	EFTPS	\$9,274.19	Payroll - Taxes - Fed
EFT	2/23/2018	CalPERS	\$10,245.22	Payroll - PR PERS
EFT	2/26/2018	Pitney Bowes	\$1,250.00	Postage
		TOTAL	\$305,609.51	
		CFD 2014-1 Bank of America Checking		
CM2059	2/9/2018	Wilmington Trust	\$1,800.00	CFD 2014-1 Special Tax Fund
CM2060	2/23/2018	Corelogic Solutions, LLC	\$200.00	CFD 2014-1 Admin Cost
		TOTAL	\$2,000.00	

**Rancho Murieta Community Services District
Bills Paid Listing for February 2018**

Ck Number	Date	Vendor	Amount	Purpose
		EL DORADO PAYROLL		
Checks: CM11764 to CM11766 and Direct Deposits: DD10274 to DD10332			\$ 105,919.03	Payroll
EFT	Various	National Payment Corp	\$123.56	Payroll
		TOTAL	\$106,042.59	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  _____, District Treasurer

MEMORANDUM

Date: March 14, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: General Manager's Report

EMPLOYEE RELATIONS/DEVELOPMENT

Round four (4) of Labor negotiations continued March 15, 2018 with second half of this round's negotiations scheduled for March 27, 2018. The fourth round is typically the last regular round of negotiations.

IT/FINANCE

Staff participated in demonstration of a cloud-based database and mapping software that could be customized for security reporting. We continue to assess the functionality and cost justification for the system.

SECURITY DEPARTMENT

Recruitment for the Security Sergeant position closed on March 15, 2018. Applications are being reviewed and interviews will be set up soon.

Staff is working on a summary of the Security Study and plan to provide the summary and detailed security survey information at next month's Security Committee meeting.

OUTREACH AND MEETINGS

Met with Rancho Murieta Association (RMA) General Manager Greg Vorster on March 1, 2018 to coordinate on a number of operational issues. Participated in Golf Club and Open Space Acquisition Ad-Hoc General Stakeholder Group of the District, Developer, Rancho Murieta Country Club (RMCC), and RMA on March 7, 2018. Director Graf and I met March 5, 2018 with Mr. Kikuchi, a visiting scholar from Meiji University in Tokyo who was researching the special district form of governance versus traditional local agencies. Met with John Sullivan and Leland Schneider, Jr. March 9, 2018 to discuss an invoice related to the CIA ditch and other development related issues. The President's meeting scheduled for March 12, 2018 was canceled due to a number of individuals' inability to attend. Met with Bill and Pat Kelly March 16, 2018 to discuss their sewer issue.

LAGUNA JOAQUIN/LAKES COMMITTEE

The Lakes Committee was formed following last year's algae bloom and subsequent fish die-off from attempts to treat the algae. The Committee is composed of an RMA Board Member, RMA resident, RMA's General Manager, RMA's Maintenance Superintendent, the District's General Manager, District's Director of Field Operations, and John Sullivan who represents downstream water users including the ranchers. The group's purpose is to develop ideas to prevent what happened last year. RMA recently released a newsletter on committee ideas for Laguna Joaquin.

Potential solutions are:

- 1) A light blocking colored dye to lessen penetration of sunlight into the water depths.

- 2) A possible demonstration rain-garden or bio-retention swale that helps to filter/trap nutrients that otherwise would enter Laguna Joaquin and further an environment that could lead again to an algae bloom.
- 3) Reduction of use of pesticides and herbicides in general by the District and RMA around Laguna Joaquin and drainage courses feeding it. Also includes encouraging the RMCC and residents to do the same.
- 4) Routine cleaning and surface skimming, allowing natural aquatic plants to grow in the inlet areas of the lake.

Exact maintenance, facility, and material cost responsibilities between the District and RMA have yet to be confirmed. The District will confirm these facts in writing before proceeding.

On a related note, hundreds of Bluegill and Bass fish are expected to be delivered after 1:00 p.m. on March 23. This follows re-introduction of catfish in October 2017. The District has covered the cost to re-stock the lake.

MEMORANDUM

Date: March 15, 2018
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary report for **February 2018**. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

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

Residential Water Consumption – Year-to-date residential water usage was up 12.7% versus budget through February. Listed below are year-to-date water consumption numbers using weighted averages:

	12 month rolling % increase	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residences	0.2%	2,539	2,539	2,539	2,539	2,539	2,539	2,539	2,539				
	Weighted Average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	1,773	2,920	2,844	2,695	2,109	1,191	840	812	774				
Gallons per day	442	728	709	672	526	297	210	203	193				
Planned Usage GPD	612												

Commercial/Other Water Consumption – Year-to-date commercial water usage was up 6.8% versus budget through February. Listed below are year-to-date water consumption numbers in cubic feet:

	YTD Totals	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Commercial	553,701	114,866	113,467	103,801	88,440	33,156	20,523	34,889	44,559				
Parks	256,055	83,599	70,380	44,880	42,838	6,858	939	481	6,080				
Raw Water	639,989	183,011	147,231	159,474	122,373	27,651	199	0	50				
CSD	102,093	19,713	19,745	19,532	14,619	6,473	5,519	8,386	8,106				
Totals	1,551,838	401,189	350,823	327,687	268,270	74,138	27,180	43,756	58,795				

Lock-Offs – During the month of February, there were 18 lock-offs.

Connection Fees – There were no new connection fees received in February.

Aging Report – Delinquent accounts totaled \$212,321 which was 31.5% of the total accounts receivable balance of \$674,807. Past due receivables increased \$49,477 or 30.4% from the prior month. Roughly half of this increase was related to undeveloped property.

Summary of Reserve Accounts as of February 28, 2018 – The District’s reserve accounts began the fiscal year with a balance of \$5,344,437 and have increased \$318,979 year-to-date. In addition to the recurring monthly reserve contributions and normal inter-fund borrowing repayments, the District received \$702 in reserve

interest income from CAMP, and was reimbursed for \$124 in staff labor related to the Emergency Well Water Augmentation project. The total amount of reserves held by the District on February 28, 2018 was \$5,663,416. See the table on the following page for information by specific reserve account.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2017</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Feb 28, 2018</i>
Water Capital Replacement (200-2505)	1,130,169	160,187	(8,864)	1,281,492
Sewer Capital Replacement (250-2505)	2,478,211	272,697	(106,915)	2,643,993
Drainage Capital Replacement (260-2505)	81,850	21,772	(6,198)	97,424
Security Capital Replacement (500-2505)	160,345	31,754	(46,887)	145,212
Admin Capital Replacement (xxx-2505-99)	57,174	44,186	(14,366)	86,994
Sewer Capital Improvement Connection (250-2500)	4,067	33	(0)	4,100
Capital Improvement (xxx-2510)	366,117	23,717	(49,322)	340,512
Water Supply Augmentation (200-2511)	1,703,006	56,127	(45,783)	1,713,350
WTP Construction Fund Reserve (200-2513)	(671,793)	124,744	(141,808)	(688,857)
Security Impact Fee Reserves (500-2513)	35,291	3,905	(0)	39,196
Total Reserves	5,344,437	739,122	(420,143)	5,663,416

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2016</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance Feb 28, 2018</i>
Sewer Loan to WTP Construction Fund	1,137,179	8,714	(102,273)	1,043,620
WSA Loan to WTP Construction Fund	379,060	2,905	(34,091)	347,874
N. Gate Security Loan from Drainage Fund	63,203	447	(15,671)	47,979
Total Inter-fund Borrowing	1,579,442	12,066	(152,035)	1,439,473

Financial Items of Note

M&R Litigation – year-to-date, the District has incurred and paid \$5,706 in legal fees related to the M&R litigation. Total fees paid pursuant to this lawsuit (excluding staff time) are \$68,193.

County Club & Open Space – the District incurred \$1,176 in labor costs related to the proposed country club and open space purchase during the month of February. Since early October of this fiscal year \$40,758 (including staff time) has been spent on this project.

Financial Summary Report (year-to-date through February 28, 2018)

Revenues:

Water Charges, year-to-date, are **above** budget \$68,021 or 5.0%

Sewer Charges, year-to-date, are **below** budget \$9,469 or (1.1%)

Drainage Charges, year-to-date, are **below** budget \$1,481 or (1.1%)

Security Charges, year-to-date, are **below** budget \$7,121 or (0.8%)

Solid Waste Charges, year-to-date, are **above** budget \$3,711 or 0.9%

Total Revenue, which includes other income, property taxes, and interest income is **above** budget \$156,113 or 3.8%. Roughly \$69K of this amount is related to CIA Ditch repairs.

Expenses: Year-to-date total operating expenses are **above** budget \$43,297 or 1.1%. There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

Water Expenses (*including wages and employer costs*) year-to-date, are **above** budget \$32,674 or 3.0%. Repairs and maintenance expenses are the Water Department's largest over budget line item so far this year. Other line item overages include vehicle maintenance, CIA Ditch repairs, purchased power, and chemicals (which should normalize as the year progresses).

Sewer Expenses, year-to-date, are **below** budget by \$40,482 or (5.8%). Repairs and maintenance, purchased power, and vehicle maintenance were the Sewer Department's largest over budget line items. During the month of February, the WWTP solar array generated 13,573 excess kWh above and beyond the 46,050 we purchased from SMUD. This increased our net energy credit balance with SMUD to \$4,064. Since the WWTP solar array went online, we have not paid SMUD for any electricity usage.

Drainage Expenses, year-to-date, are **above** budget by \$8,154 or 8.3%. Similar to the repairs and maintenance expenses in the Sewer Department, Drainage saw a front-loading of expenses during this fiscal year. These numbers have started to normalize (and additional budget is added) and the Department's expenses went from being 49.2% over through September to 37.7% through October and now to 8.3% through February.

Combined Water/Sewer/Drainage Wages & Employer Costs, year-to-date, are **below** budget by \$52,214 or (5.8%). These savings are offset by \$34,188 in contract staffing, which is used to help reduce the operational effects of position vacancies. Utility personnel at the District allocate their time between the Water, Sewer and Drainage Departments as needed and as directed. This section is being reported to help gauge overall utility personnel expenses versus budget.

Security Expenses, year-to-date, are **below** budget by \$22,045 or (2.7%). Security Gate expenses are **above** budget by \$7,313 or 2.0% so far this year, with savings in wages and employer costs (due to vacancies) being offset by contract personnel costs. Security Patrol expenses are **below** budget by \$9,505 or (2.8%), with savings across most expense categories, the largest being salaries, wages and employer costs. General Security expenses are **below** budget by \$19,852 for the year, due primarily to the vacancy in the (permanent) Chief position earlier in the year.

Solid Waste Expenses, year-to-date, are **above** budget by \$2,338 or 0.6%. Solid waste revenues and expenses are driven by service requests from the community and are both slightly over budget through February.

General Expenses, year-to-date, are **above budget by \$62,658 or 7.7%**. Legal expenses, general manager recruitment, salaries, wages, and consulting expenses are the biggest contributors to the overage in general expenses.

Net Income: Year-to-date unadjusted net income, before depreciation, is \$299,821 versus a budget of \$187,006. Net income/(Loss) adjusted for estimated depreciation expense is (\$641,186). The full-year expected net operating income (loss) before depreciation, per the 2017-2018 budget is (\$181). Including inter-fund borrowing interest expenses and tax revenues allocated to the Drainage Department, the expected net operating loss is (\$6,833), as shown on the financial statements.

Rancho Murieta Community Services District

Summary Budget Performance Report For the Month Ending February 28, 2018

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	%
REVENUES								
Water Charges	32.5%	\$1,982,280	33.0%	\$1,349,774	\$1,417,795	33.4%	\$68,021	5.0%
Sewer Charges	21.6%	1,317,230	21.4%	876,911	867,442	20.4%	(9,469)	(1.1%)
Drainage Charges	3.2%	197,610	3.2%	131,736	130,255	3.1%	(1,481)	(1.1%)
Security Charges	21.6%	1,321,377	21.5%	880,910	873,789	20.6%	(7,121)	(0.8%)
Solid Waste Charges	10.6%	646,796	10.5%	431,192	434,903	10.2%	3,711	0.9%
Other Income	1.8%	110,430	1.7%	69,464	173,675	4.1%	104,211	150.0%
Interest Earnings	0.1%	8,370	0.1%	5,255	3,496	0.1%	(1,759)	(33.5%)
Property Taxes	9.8%	598,680	9.8%	399,120	399,120	9.4%	0	0.0%
Property Tax (Reserve Alloc)	-1.3%	(77,220)	-1.3%	(51,480)	(51,480)	-1.2%	(0)	0.0%
Total Revenues	100.0%	6,105,554	100.0%	4,092,883	4,248,996	100.0%	156,113	3.8%
OPERATING EXPENSES								
Water/Sewer/Drainage								
Salaries & Wages	15.6%	951,320	15.3%	597,100	561,502	14.2%	(35,598)	(6.0%)
Employer Costs	7.6%	466,890	7.8%	306,081	288,631	7.3%	(17,450)	(5.7%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(248)	0.0%	(248)	0.0%
Power	5.5%	333,950	5.4%	211,630	232,904	5.9%	21,274	10.1%
Chemicals	2.8%	169,540	2.3%	88,695	98,410	2.5%	9,715	11.0%
Maintenance/Repairs	5.6%	340,500	5.0%	194,420	242,059	6.1%	47,639	24.5%
Water Meters/Boxes	0.9%	54,000	0.8%	31,750	6,142	0.2%	(25,608)	(80.7%)
Lab Tests	0.7%	44,200	0.7%	25,800	19,199	0.5%	(6,601)	(25.6%)
Permits	1.2%	73,640	1.5%	60,025	69,650	1.8%	9,625	16.0%
Training/Safety	0.3%	19,300	0.3%	10,075	12,718	0.3%	2,643	26.2%
Equipment Rental	0.6%	35,930	0.5%	19,550	8,070	0.2%	(11,481)	(58.7%)
Other Direct Costs	8.5%	519,810	8.8%	342,395	348,830	8.8%	6,435	1.9%
Subtotal Water/Sewer/Drainage	49.3%	3,009,080	48.3%	1,887,521	1,887,867	47.8%	346	0.0%
Security								
Salaries & Wages	10.8%	659,800	10.8%	420,200	352,699	8.9%	(67,501)	(16.1%)
Employer Costs	7.7%	470,700	7.9%	308,700	269,372	6.8%	(39,328)	(12.7%)
Off Duty Sheriff	0.1%	4,000	0.1%	4,000	6,895	0.2%	2,895	72.4%
Other	1.8%	107,954	1.8%	70,038	151,927	3.8%	81,889	116.9%
Subtotal Security	20.3%	1,242,454	20.6%	802,938	780,893	19.8%	(22,045)	(2.7%)
Solid Waste								
CWRS Contract	9.2%	561,100	9.6%	374,064	376,596	9.5%	2,532	0.7%
Sacramento County Admin Fee	0.6%	35,500	0.6%	23,664	23,470	0.6%	(194)	(0.8%)
HHW Event	0.2%	14,730	0.0%	0	0	0.0%	0	0.0%
Subtotal Solid Waste	10.0%	611,330	10.2%	397,728	400,066	10.1%	2,338	0.6%
General / Admin								
Salaries & Wages	8.7%	531,300	8.7%	339,600	363,512	9.2%	23,912	7.0%
Employer Costs	4.9%	297,200	5.0%	195,850	180,763	4.6%	(15,087)	(7.7%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Insurance	1.6%	95,296	1.6%	63,530	60,882	1.5%	(2,648)	(4.2%)
Legal	1.0%	60,000	1.0%	40,000	51,787	1.3%	11,787	29.5%
Office Supplies	0.3%	21,300	0.3%	12,000	16,700	0.4%	4,700	39.2%
Director Meeting Payments	0.3%	18,000	0.3%	12,000	7,054	0.2%	(4,946)	(41.2%)
Telephones	0.1%	4,780	0.1%	3,249	4,580	0.1%	1,331	41.0%
IT Systems Maintenance	1.4%	88,096	1.8%	68,561	66,095	1.7%	(2,466)	(3.6%)
Community Communications	0.1%	4,550	0.0%	1,100	3,907	0.1%	2,807	255.2%
Postage	0.3%	20,400	0.3%	13,300	11,803	0.3%	(1,497)	(11.3%)
Bld/Grounds Maint/Pest Cntr	0.3%	17,400	0.3%	10,205	14,591	0.4%	4,386	43.0%
Other	1.5%	91,200	1.5%	58,295	98,674	2.5%	40,379	69.3%
Subtotal General / Admin	20.5%	1,249,522	20.9%	817,690	880,348	22.3%	62,658	7.7%
Total Operating Expenses	100.1%	6,112,387	100.0%	3,905,877	3,949,174	100.0%	43,297	1.1%
Operating Income (Loss)	100.0%	(6,833)	100.0%	187,006	299,821	100.0%	112,816	60.3%

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
Non-Operating Expenses								
Water Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Sewer Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Drainage Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Non-Operating Expenses	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Net Income (Loss)	100.0%	(6,833)	100.0%	187,006	299,821	100.0%	112,816	60.3%

Rancho Murieta Community Services District

Budget Performance Report by FUND For the Month Ending February 28, 2018

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
WATER								
REVENUES								
Water Charges	98.4%	\$1,982,280	98.6%	\$1,349,774	\$1,417,795	93.3%	\$68,021	5.0%
Interest Earnings	0.2%	3,900	0.2%	2,400	1,925	0.1%	(475)	(19.8%)
Other Income	1.4%	28,770	1.3%	17,240	100,679	6.6%	83,439	484.0%
Total Water Revenues	100.0%	2,014,950	100.0%	1,369,414	1,520,398	100.0%	150,984	11.0%
EXPENSES (excluding depreciation)								
Salaries & Wages	26.4%	532,740	24.4%	334,376	313,875	20.6%	(20,501)	(6.1%)
Employer Costs	13.0%	261,740	12.5%	171,550	160,821	10.6%	(10,729)	(6.3%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(248)	0.0%	(248)	0.0%
Power	10.2%	204,970	9.1%	124,775	138,949	9.1%	14,174	11.4%
Chemicals	4.6%	93,000	4.2%	56,955	61,704	4.1%	4,749	8.3%
Chemicals - T&O	0.5%	9,500	0.3%	4,740	3,701	0.2%	(1,039)	(21.9%)
Maintenance/Repairs	7.0%	142,000	6.0%	82,420	122,150	8.0%	39,730	48.2%
Water Meters/Boxes	2.7%	54,000	2.3%	31,750	6,142	0.4%	(25,608)	(80.7%)
Lab Tests	1.4%	28,000	1.1%	15,000	10,245	0.7%	(4,755)	(31.7%)
Permits	1.6%	32,000	1.5%	20,000	27,822	1.8%	7,822	39.1%
Training/Safety	0.5%	9,300	0.4%	5,400	5,636	0.4%	236	4.4%
Equipment Rental	1.0%	21,000	0.8%	11,000	3,640	0.2%	(7,360)	(66.9%)
Other Direct Costs	17.3%	348,880	17.4%	238,348	274,553	18.1%	36,205	15.2%
Operational Expenses	86.2%	1,737,130	80.1%	1,096,314	1,128,988	74.3%	32,674	3.0%
Water Income (Loss)	13.8%	277,820	19.9%	273,100	391,410	25.7%	118,310	43.3%
38.9% Net Admin Alloc	14.2%	286,212	13.5%	185,365	208,835	13.7%	23,470	12.7%
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	-0.4%	(8,392)	6.4%	87,735	182,575	12.0%	94,840	108.1%
SEWER								
REVENUES								
Sewer Charges	98.4%	1,317,230	98.5%	876,911	867,442	98.1%	(9,469)	(1.1%)
Interest Earnings	0.2%	2,920	0.2%	1,720	164	0.0%	(1,556)	(90.5%)
Other Income	1.4%	18,500	1.3%	11,456	16,209	1.8%	4,753	41.5%
Total Sewer Revenues	100.0%	1,338,650	100.0%	890,087	883,815	100.0%	(6,272)	(0.7%)
EXPENSES (excluding depreciation)								
Salaries & Wages	26.3%	351,990	24.8%	220,927	197,298	22.3%	(23,629)	(10.7%)
Employer Costs	8.6%	172,510	8.3%	113,128	103,092	6.8%	(10,036)	(8.9%)
Power	8.9%	118,600	9.1%	80,975	88,819	10.0%	7,844	9.7%
Chemicals	4.2%	56,040	2.6%	23,500	22,755	2.6%	(745)	(3.2%)
Maintenance/Repairs	13.9%	186,500	11.7%	104,000	116,439	13.2%	12,439	12.0%
Lab Tests	1.2%	16,200	1.2%	10,800	8,954	1.0%	(1,846)	(17.1%)
Permits	2.6%	35,140	3.8%	33,525	36,136	4.1%	2,611	7.8%
Training/Safety	0.7%	10,000	0.5%	4,675	7,082	0.8%	2,407	51.5%
Equipment Rental	0.8%	10,200	0.8%	7,050	1,477	0.2%	(5,573)	(79.0%)
Other Direct Costs	12.2%	162,950	10.6%	94,337	70,382	8.0%	(23,955)	(25.4%)
Operational Expenses	83.7%	1,120,130	77.8%	692,917	652,435	73.8%	(40,482)	(5.8%)
Sewer Income (Loss)	16.3%	218,520	22.2%	197,170	231,380	26.2%	34,209	17.4%
29.7% Net Admin Alloc	16.3%	218,521	15.9%	141,525	159,445	18.0%	17,919	12.7%
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	0.0%	(1)	6.3%	55,645	71,935	8.1%	16,290	29.3%
DRAINAGE								
REVENUES								
Drainage Charges	99.0%	197,610	99.0%	131,736	130,255	99.0%	(1,481)	(1.1%)
Property Tax	2.4%	33,580	2.4%	22,387	22,387	2.4%	0	0.0%
Property Tax (Reserve Alloc)	-2.3%	(31,540)	-2.3%	(21,027)	(21,027)	-2.3%	0	0.0%
Interest Earnings	0.0%	50	0.0%	35	10	0.0%	(25)	(70.5%)
Total Drainage Revenues	100.0%	199,700	100.0%	133,131	131,626	100.0%	(1,505)	(1.1%)

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
EXPENSES (excluding depreciation)								
Salaries & Wages	33.3%	66,590	31.4%	41,797	50,329	38.2%	8,532	20.4%
Employer Costs	1.6%	32,640	1.6%	21,403	24,719	1.6%	3,316	15.5%
Power	5.2%	10,380	4.4%	5,880	5,137	3.9%	(743)	(12.6%)
Chemicals	5.5%	11,000	2.6%	3,500	10,250	7.8%	6,750	192.9%
Maintenance/Repairs	6.0%	12,000	6.0%	8,000	3,470	2.6%	(4,530)	(56.6%)
Permits	3.3%	6,500	4.9%	6,500	5,692	4.3%	(808)	(12.4%)
Equipment Rental	2.4%	4,730	1.1%	1,500	2,953	2.2%	1,453	96.8%
Other Direct Costs	4.0%	7,980	7.3%	9,710	3,895	3.0%	(5,815)	(59.9%)
Operational Expenses	76.0%	151,820	73.8%	98,290	106,444	80.9%	8,154	8.3%
Drainage Income (Loss)	24.0%	47,880	26.2%	34,841	25,182	19.1%	(9,659)	(27.7%)
6.1% Net Admin Alloc	22.5%	44,882	21.8%	29,068	32,748	24.9%	3,680	12.7%
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	1.5%	2,998	4.3%	5,773	(7,566)	-5.7%	(13,339)	(231.0%)
SECURITY REVENUES								
Security Charges	95.0%	1,321,377	95.0%	880,910	873,789	93.6%	(7,121)	(0.8%)
Interest Earnings	0.0%	600	0.0%	450	326	0.0%	(124)	(27.6%)
Property Tax	4.7%	65,040	4.7%	43,360	43,360	4.6%	0	0.0%
Property Tax (Reserve Alloc)	-3.3%	(45,680)	-3.3%	(30,453)	(30,453)	-3.3%	(0)	0.0%
Other Income	3.6%	49,760	3.6%	33,168	46,874	5.0%	13,706	41.3%
Total Security Revenues	100.0%	1,391,097	100.0%	927,435	933,895	100.0%	6,461	0.7%
EXPENSES (excluding depreciation)								
Salaries & Wages	47.4%	659,800	45.3%	420,200	352,699	37.8%	(67,501)	(16.1%)
Employer Costs	23.4%	470,700	22.5%	308,700	269,372	17.7%	(39,328)	(12.7%)
Equipment Repairs	0.4%	4,900	0.3%	2,936	6,829	0.7%	3,893	132.6%
Vehicle Maintenance	0.4%	6,000	0.4%	4,000	4,168	0.4%	168	4.2%
Vehicle Fuel	1.0%	14,000	1.0%	9,333	9,358	1.0%	25	0.3%
Off Duty Sheriff	0.3%	4,000	0.4%	4,000	6,895	0.7%	2,895	72.4%
Other	6.0%	83,054	5.8%	53,769	131,572	14.1%	77,803	144.7%
Operational Expenses	89.3%	1,242,454	86.6%	802,938	780,893	83.6%	(22,045)	(2.7%)
Security Income (Loss)	10.7%	148,643	13.4%	124,497	153,002	16.4%	28,505	22.9%
20.3% Net Admin Alloc	10.7%	149,360	10.4%	96,733	108,981	11.7%	12,248	12.7%
Total Net Income (Loss)	-0.1%	(716)	3.0%	27,764	44,021	4.7%	16,257	58.6%
SOLID WASTE REVENUES								
Solid Waste Charges	99.9%	646,796	99.9%	431,192	434,903	99.8%	3,711	0.9%
Interest Earnings	0.1%	600	0.1%	450	861	0.2%	411	91.4%
Total Solid Waste Revenues	100.0%	647,396	100.0%	431,642	435,764	100.0%	4,122	1.0%
EXPENSES (excluding depreciation)								
CWRS Contract	86.7%	561,100	86.7%	374,064	376,596	86.4%	2,532	0.7%
Sacramento County Admin Fee	5.5%	35,500	5.5%	23,664	23,470	5.4%	(194)	(0.8%)
HHW Event	2.3%	14,730	0.0%	0	0	0.0%	0	0.0%
Operational Expenses	94.4%	611,330	92.1%	397,728	400,066	91.8%	2,338	0.6%
Solid Waste Income (Loss)	5.6%	36,066	7.9%	33,914	35,698	8.2%	1,784	5.3%
5.0% Net Admin Alloc	5.7%	36,788	5.5%	23,826	26,843	6.2%	3,017	12.7%
Total Net Income (Loss)	-0.1%	(722)	2.3%	10,088	8,856	2.0%	(1,232)	(12.2%)
OVERALL NET INCOME(LOSS)	-0.1%	(6,833)	5.0%	187,006	299,821	7.7%	112,816	60.3%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF FEBRUARY 28, 2018

INSTITUTION	YIELD		BALANCE
CSD FUNDS			
EL DORADO SAVINGS BANK			
SAVINGS	0.03%	x	\$ 671,306.36
CHECKING	0.02%	x	\$ 432,783.73
PAYROLL	0.02%	x	\$ 13,785.20
BANNER BANK			
EFT	0.00%		\$ 15,551.18
LOCAL AGENCY INVESTMENT FUND (LAIF)			
UNRESTRICTED	1.35%		\$ 449,883.35
RESTRICTED RESERVES	1.35%		\$ 5,053,313.15
CALIFORNIA ASSET MGMT (CAMP)			
OPERATION ACCOUNT	1.50%		\$ 610,104.61
UNION BANK			
PARS GASB45 TRUST (balance as of 1/31/18)	2.45%		\$ 1,684,128.18
TOTAL CSD			\$ 8,930,855.76

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

BANK OF AMERICA			
CHECKING	0.00%		\$ 331,036.27
WILMINGTON TRUST (balance as of 11/30/17)			
BOND RESERVE FUND	0.53%		\$ 393,348.16
BOND ADMIN EXPENSE	0.53%		\$ 24.31
BOND SPECIAL TAX FUND	0.53%		\$ 130,787.56
BOND ACQ & CONSTRUCTION	0.53%		\$ 1,965.70
BOND REDEMPTION ACCOUNT	0.53%		\$ -
BOND COI	0.53%		\$ -
BOND SURPLUS	0.53%		\$ 59.69
TOTAL CFD			\$ 857,221.69
TOTAL ALL FUNDS			\$ 9,788,077.45

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

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: March 5, 2018
To: Board of Directors
From: Jeffery Werblun, Security Chief
Subject: Security Report for February 2018

OPERATIONS UPDATES

Currently there are two (2) Security Gate Officer, one (1) Security Sergeant, and one (1) Patrol Officer position open. Interviews were conducted for Gate Officer and we have a few candidates currently in the hiring process. Recruitment is open for the Security Sergeant position and the Patrol Officer position, with Patrol Officer interviews scheduled. Contract security PDF has provided support staff to fill the gate vacancies in the meantime.

The new portable radios are on hold due to a compatibility issue with the County radio system. We are working with our Motorola vendor to arrange a refund and credit towards the purchase of the new radios.

We are still awaiting delivery of the new LIDAR guns to RMA and then training will begin.

INCIDENTS OF NOTE

February 3, at 1225 hours: Report of shots heard in the Clementia Lake area. Patrol responded and the area checked clear. A few days later, that same Patrol Officer was opening the gate at the end of the Clementia Dam Road and noticed the back side of the "Notice" sign had what appeared to be bullet marks or dents in it. The bullets did not penetrate the sign but did put approximately 16 dents into the sign. No evidence was located and no suspect(s) information. The bullet marks appeared to have come from a small caliber weapon as they did not penetrate the sign and were small in size; possible bird shot from a shotgun.

February 6, at 1110 hours: A vehicle accident, vehicle into a house, was reported on Terrino Drive. A mechanical problem caused the vehicle to accelerate in reverse at a high rate of speed out of the owner's garage where the owner was working on the car. The owner was in the driver's seat. He could not get the car to stop. The vehicle continued across the street and ended up coming to rest into the house directly across the street from where the car was being worked on. The car penetrated the wall of the house and caused substantial damage to the house and the vehicle itself. There were no injuries and the residents of the damaged house were not home at the time.

February 8, 1528 hours: Lake Chesbro. A male resident, approx. 60 years old, saw what he thought was a dog being chased by two (2) other dogs into the water. The two (2) other dogs ran away. The man went into the water to try and save it. When he swam up to it he realized it was a deer. He grabbed the deer and started to swim ashore. While struggling to hold onto the deer, the deer was struggling with him. When he got about 10 yards from the shore, he released the deer. He was over exerted and exhausted. He crawled to shore himself and collapsed. Passerby people called us and 911. The deer apparently turned and went back into the water instead of climbing ashore. The deer was later located deceased from apparent drowning. The man did not get bit or injured from the dogs or deer. He was transported to the hospital for treatment.

February 22, at 0852 hours: Solo vehicle accident. An elderly female driver in a golf cart was involved in a single vehicle accident on Murieta Parkway at Domingo when for unknown reasons she lost control of her cart and flipped it over. The cart landed on top of her pinning her underneath it. District water employees came across the accident and lifted the cart off of her. Sac Metro Fire Department (SMFD) and California Highway Patrol (CHP) responded in addition to District Security. The female driver was transported to the hospital with a head injury. CHP is investigating. No witnesses and no other vehicles involved.

RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

I attended the meeting on February 6, 2018. Several violation appeals were brought to the Committee for review. Some operational issues were brought to my attention regarding gate operations that caused some issues with parking citations being processed by RMA. Those issues will be addressed in part when we fill the vacancies with our own staff and not use contract employees.

CONTRACT SECURITY

We are currently using PDF Security to supplement open positions at both gates. We also used a PDF employee that was patrol trained, to cover graveyard patrol shifts periodically when we had a patrol officer on modified duty due to an injury. PDF has been responsive to our needs.

SECURITY CONCERNS MEETING

Nothing new to report.

SECURITY ASSESSMENT REPORT

We have received the revised report. Staff is preparing a report summary.



**Rancho Murieta Association
Rule Violations/Admonishments/Complaints
February 2018**

Gate Entrance Refusals	21
Parking	0
Unsafe Driving	0
Open Garage Door	2
Park Hours	0
Speeding	5
Loose/Off Leash Dogs	12
Barking Dogs	16
Unlicensed Driver	2
Stop Sign	0
<hr/>	
Total	58

Note: A *complaint* of a violation does NOT necessarily mean a violation occurred. The complaint may have been unfounded, officers were unable to locate the complaint, or the complaint was not actually in fact a RMA Rule violation at all.



RMA Rule Violations / Citations February 2018

Driveway Parking	60
Park Hours	5
Stop Sign	2
Unsafe Driving	1
Speeding	9
Unlicensed Driver	0
Overnight Street Parking	24
<hr/>	
Total	101

MEMORANDUM

Date: March 13, 2018
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Water/Wastewater/Drainage Report

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

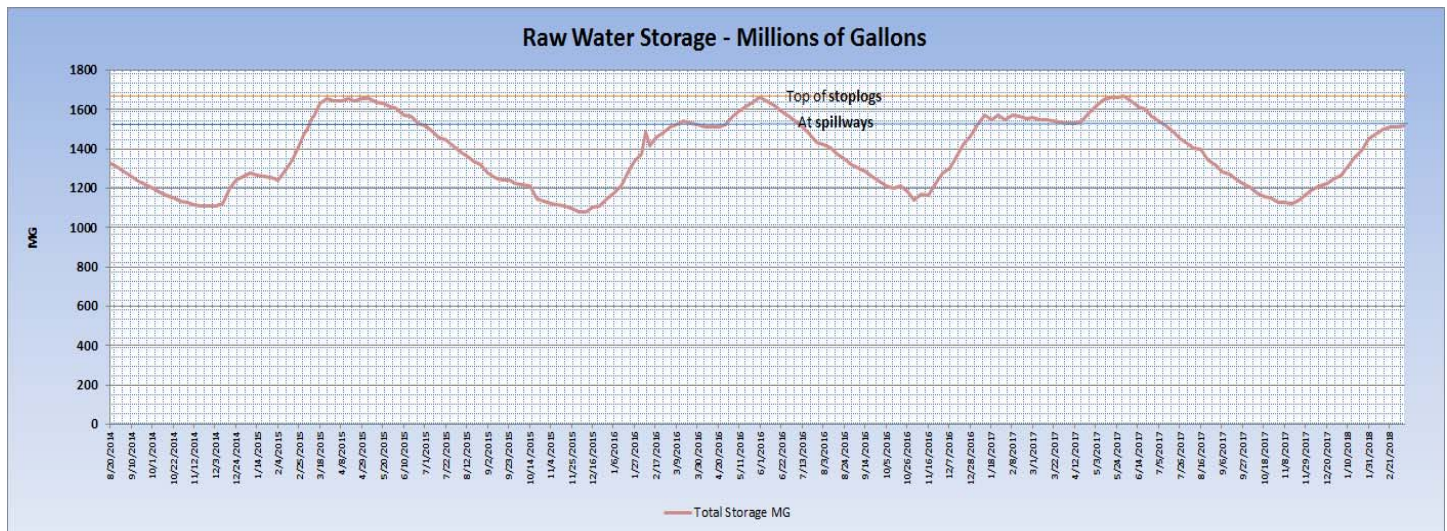
WATER

Water Treatment Plant (WTP) #1 is currently set to run at 1.0 million gallons per day (mgd), averaging a production volume of 0.615 mgd. Water Treatment Plant #2 remains off but ready for operation. Total water production for February 2018 was 21,160,386 gallons.

WATER SOURCE OF SUPPLY

On March 7, 2018, all raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,518.3 MG (4,659.7 AF) of which 1,354.3 MG (4,156.6) is usable due to dead storage. This is approximately 99.49% full to the spillways. For Calero and Chesbro Reservoirs alone, storage measured 1,213.3 MG (3,723.8 AF), or 2,071.1 MG (3,270.8 AF) usable. In February 2018 there was only 1.12" of rainfall and evaporation was 2.25". So far this season, we have pumped 433.583 MG (1,330.7 AF) to storage.

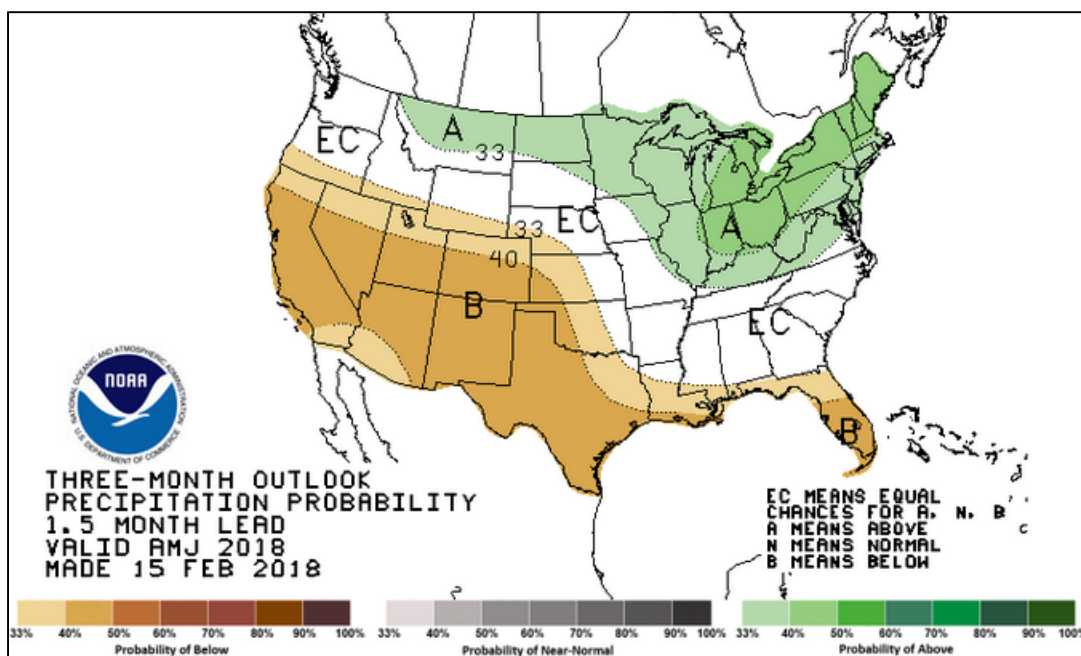
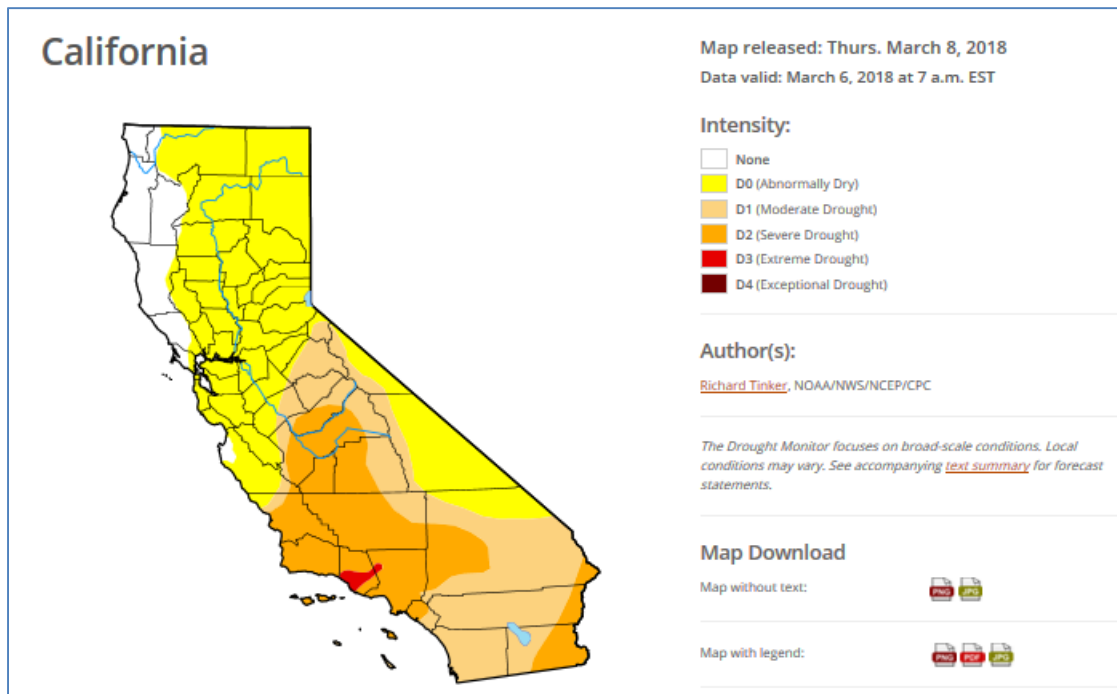
Below is a graphic representation of the water storage reservoir levels this year to date.



DROUGHT WATCH

Recent rains have turned around the drought outlook for our area. With our reservoirs fairly topped off to the spillways and awaiting April 15th to install stop-logs and continue filling, the District is in a good position with its community water supply. At this point, I do not foresee recommending implementing a drought stage; however, the State may require it.

Based on the outlook, the precipitation for our area should be in the below normal range. However, based on current rainfall and snowpack, we most likely will be able to fill our reservoirs as we are typically able to do (see graphics from NOAA below).

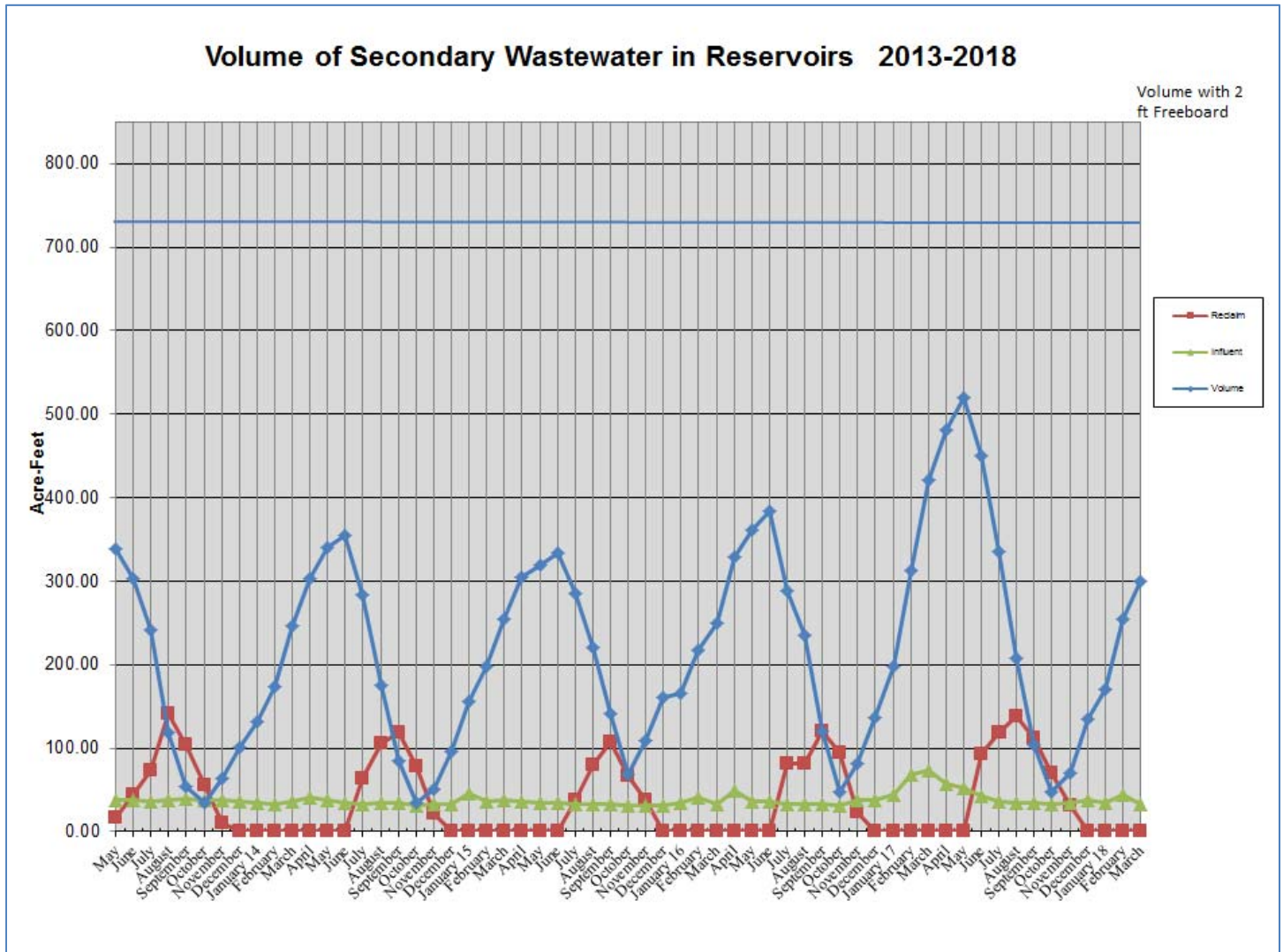


WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

Influent wastewater flow averaged 0.384 million gallons a day, for a total of 10.75 MG, (45 AF). This is approximately 149 gpd per sewer connection. Secondary wastewater storage measured 97.6 MG (299.52 AF) on March 7, 2018, vs 313.22 AF as measured at this time last years due to heavy rains. The reclamation system remains off for the winter season.

Maintenance this past month included beginning to prepare the sludge drying beds for operation for the upcoming reclamation season.

The graph below shows where our secondary storage volume is compared to previous years, as measured on the first Wednesday of each month. I have informed the Rancho Murieta Country Club (RMCC) that use of the river pump will most likely be needed to supplement their normal year's irrigation demand based on current and anticipated storage level volumes being less than their average irrigations.



SEWER COLLECTION

Ragging issues continue at the Cantova sewer lift station despite community notification about “Wipes in Pipes.” Staff is looking to devise a solution to capture and remove rags and large debris to prevent the frequently required pulling of the sewer pumps to de-rag them.

DRAINAGE / STORMWATER

Utilities staff redefined a drainage ditch running off of Playa Del Rey and down to the Chesbro Protection Ditch (aka the cement ditch on the west side of Chesbro Reservoir). Drainage had no clear path to the Chesbro

Protection Ditch and had erosion that was encroaching up towards a house. A notch was cut into the Chesbro Protection Ditch to accommodate this drainage flow off of Playa Del Rey Drive.

Stormwater inspections continue before, during, and after rain events as well as making sure contractors are utilizing BMPs (best management practices) around construction sites to keep soils from washing into our stormwater system. Issues discovered at the Escuela Park site were pointed out to Rancho Murieta Association (RMA). Issues for continuing construction at the Retreats West and Murieta Gardens were conveyed to the responsible parties for those projects as well.

WATER METERING AND UTILITY STAFF WORK

In February 2018, fourteen (14) ¾" and one (1") one inch meters were replaced. Fifteen (15) Utility Star reports, three (3) rebate inspection, and fifteen (15) underground service alerts (USAs) were completed. There were two (2) service line leaks repaired this past month along with the replacement of two (2) other adjacent service lines for proactive maintenance.

PROJECTS

Development

The Retreats East and North

No update.

The Retreats West

Home building continues with staff monitoring BMP compliance.

Murieta Gardens

The project continues to be monitored for stormwater Best Management Practice (BMP) for stormwater compliance.

The Murieta Gardens - Murieta Marketplace

The project reported that they will be off this project for a while.

The Murieta Gardens – Inn

I am still waiting to receive the requested as-builts for Murieta Inn's irrigation system in order to finalize a recycled water infrastructure inspection to confirm the installations conform to District Recycled water code. I have requested this information again from the project's engineer who conveyed he is still waiting for the project's manager to supply him "red lined" final plans before he can provide them.

The Murieta Gardens – Highway 16 Off-Site Improvements

This project is proceeding with new storm pipe installation from the drainage ditch that runs from Laguna Joaquin, south of Highway 16, easterly. Proceeding with a drainage system improvement in this area in winter has proved difficult as they have encountered unmarked obstacles, groundwater, rain, and regular drainage intrusion at the worksite.

The Murieta Gardens II – Subdivision

The District and its engineer, Coastland, have supplied all information as requested by the project for the sewer impact study requested of the project's engineer. The project engineer just submitted the sewer impact study on March 14, 2018, which will be reviewed by Coastland Engineering.

Rancho Murieta North – Development Project

No update.

FAA Business Park

Coastland provided some minor plan comments back to the project as it relates to District access to the stormwater and sewer pumping station located adjacent to the project. This project remains on standby to begin around March-April of this year, weather permitting.

The Greens Neighborhood Park

Rancho Murieta Association (RMA) still needs to repair the keystone block wall along the discharge side of the culvert at the park entrance. No news as to when phase II of the project is set to proceed.

EMERGENCY WELL PROJECT

Now that the project's major funding reimbursement is back, the District needs to move forward with negotiation and/or land purchase for the well site. The first step on the District's part is to conduct an appraisal to determine a fair value price for the well site and easements to run temporary emergency lines. Once that is resolved, we can provide a Notice to Proceed to the well driller.

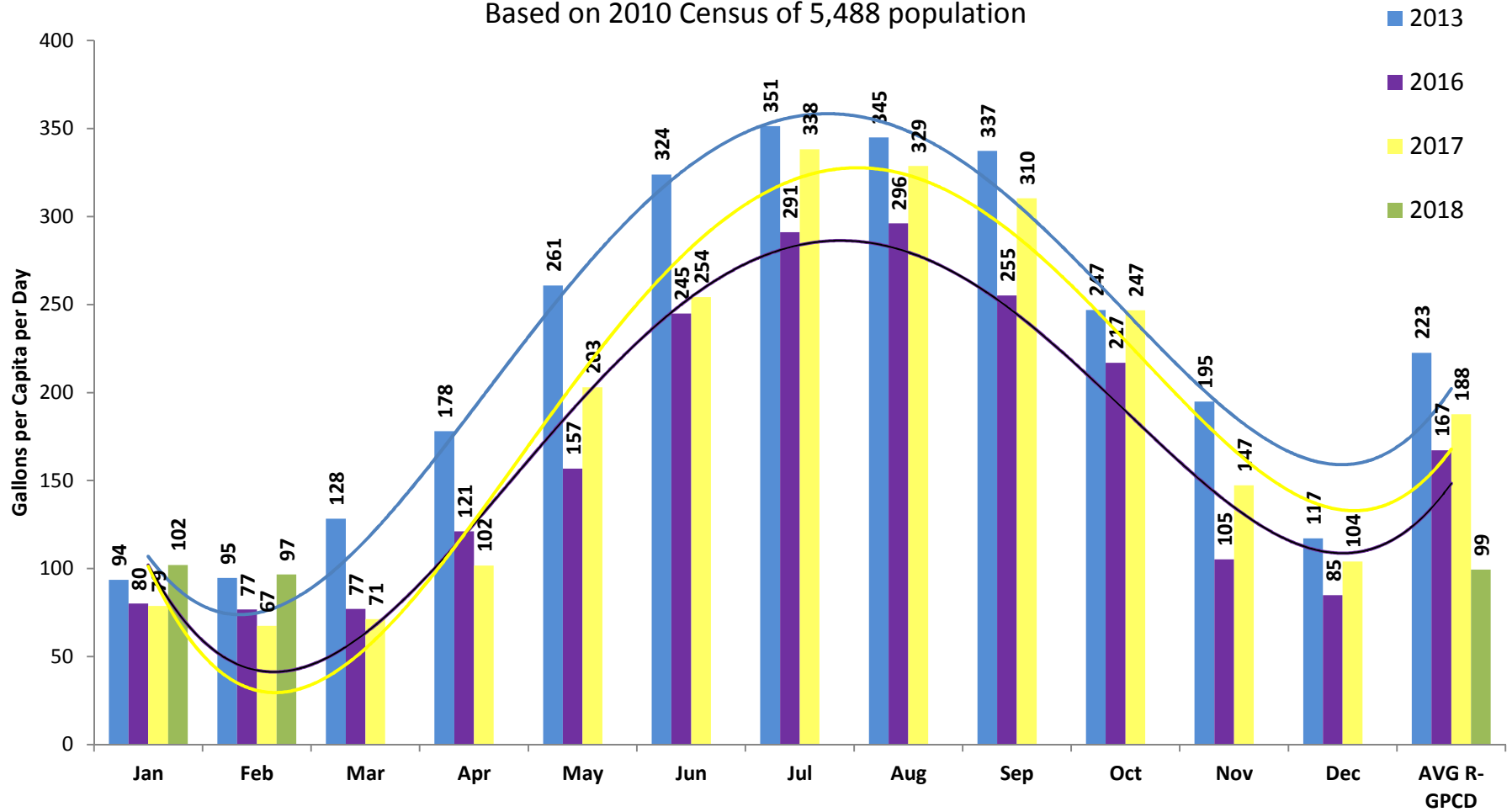
Having a backup water supply is important to be able to supply necessary water for fire suppression and potable use should there be a catastrophic failure or contamination in our system.

Rancho Murieta - Residential Gallons per Capita per Day

Comparison of 2013 (drought base yr) to 2016, 2017 and 2018

Residential Potable Water Consumption

Based on 2010 Census of 5,488 population



Conservation achieved February 2016 versus January 2013: 19%
 Conservation achieved February 2017 versus January 2013: 29%
 Conservation achieved February 2018 versus January 2013: (2%)

2016 versus 2013 YTD conservation: 17%
 2017 versus 2013 YTD conservation: 22%
 2018 versus 2013 YTD conservation: (6%)

MEMORANDUM

Date: March 19, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: Update on Sewer Lateral Issue – Lot 1709

RECOMMENDED ACTION

Receive update – no action.

BACKGROUND

This is a follow-up to the homeowner's sewer line concern from the Board meeting of February 21, 2018.

At the last Board meeting, it was agreed the District would inspect the line from the cleanout closest to the sewer main, to the sewer main to determine where a line breakage may exist and to help determine the responsibility for the repair of such a breakage.

The District pursued a legal counsel review of District code to determine what are the limits of the District and the homeowner respectively.

It was my intent to establish the District's legal counsel opinion on the District's responsibility for maintenance of sewer lines before the District conducted the inspection of the homeowner's line, so that we would have a more clear picture of that responsibility. We received legal counsel's opinion on March 9 (See Attachment A). The District's legal counsel findings support that District responsibility generally extends from the sewer main up to the last cleanout closest to the sewer main. Per his review, District code itself *does* reflect a conflict within the code itself which in one sentence states District responsibility is up to the cleanout with another sentence stating it is up to and including the cleanout. Standard operating policy has been up to the cleanout but not including. The District's adopted standard specifications (drawing) from May of 1993, although not code, clearly shows the cleanout as the private property owner's responsibility with the sewer stub the responsibility of the District. So, it is reasonable to conclude the District's responsibility is from the main up to the nearest cleanout outside of District easements. Please see District standard specifications S-10 and S-13 (Attachments B & C).

With this opinion and with rains expected the rest of the week of March 12-16, 2-18 on March 12, I requested staff contact the homeowner to schedule an inspection of the line. Unfortunately, the homeowner was unable to meet that day. Due to rains, the next inspection window would be the following week.

On March 16, 2018, I met with the homeowners to discuss the matter and let them know that I would attend the scoping inspection from the last cleanout to the sewer main. Attachment E is a copy of correspondence handed me by the homeowner at that meeting.

On March 19, 2-18, District staff met with the homeowner and family members to scope the line. District staff included the General Manager, Utilities Supervisor, and a Utility Worker. The General Manager observed the activity of the placement of the scope and watched the video monitor as the scope traveled down the line.

The scope traveled down the shaft of the cleanout and upon approaching the “Y” of the cleanout structure evidenced an apparent breakage at the point the horizontal portion of the line carries effluent to the main. The breakage was immediate to the “Y” indicating the area of the break is within the cleanout structure and therefore is the responsibility of the homeowner for maintenance and repair. (See Attachment D screenshots, particularly 4B, 5, and 6). Staff continued to scope the remainder of the line which appeared to be in good shape including revealing what appears to be a successfully performing joint that is likely where the flexible coupling from the District’s sewer stub is located. After reviewing the video a number of times, it is my conclusion the break is within the area of responsibility of the homeowner to repair.

ATTACHMENT A

BARTKIEWICZ, KRONICK & SHANAHAN

RICHARD P. SHANAHAN
ALAN B. LILLY
RYAN S. BEZERRA
JOSHUA M. HOROWITZ
ANDREW J. RAMOS
PATRICK K. FITZGERALD

A PROFESSIONAL CORPORATION
1011 TWENTY-SECOND STREET
SACRAMENTO, CALIFORNIA 95816-4907
TEL. (916) 446-4254
FAX (916) 446-4018
EMAIL bks@bkslawfirm.com

Retired
PAUL M. BARTKIEWICZ
STEPHEN A. KRONICK

Of Counsel
JENNIFER T. BUCKMAN

MEMORANDUM

TO: Mark Martin, General Manager

FROM: Richard P. Shanahan, General Counsel

RE: Sewer Service to Kelly Property - Customer/District Responsibility for Sewer Line Maintenance

DATE: March 11, 2018

ISSUE

This memo responds to your request for advice concerning the sewer pipeline maintenance responsibilities of the District and the customer concerning sewer service to the property at 6411 Lobo Drive.

CONCLUSION

The District is responsible for maintenance of the sewer service pipeline up to the sewer cleanout located closest to the main and the customer is responsible from that point to the house plumbing. However, if the facts show that the customer or its contractor or landscaper caused damage to the pipeline, then the customer would be liable for the repair costs.

BACKGROUND FACTS

District staff have informed me about the following background facts. I assume these facts to be true. I have not conducted any independent investigation or verification of these facts. Please inform me if my understanding of the facts is incorrect or if the facts change because different facts could affect the legal analysis.

District customers Bill and Pat Kelly own a house in the District at 6411 Lobo Drive. It is a zero-lot-line house, meaning that the structure comes up to, or very near to, the edge of the parcel property line. The sewer main is behind (to the east of) the house. There is a sewer service pipeline that runs from the house to the main. There are two sewer cleanouts on the Kelly sewer service pipeline, one about five feet from the house and a second located

between the house and the sewer main near the end of the Kelly's landscaping. There is a drainage ditch that runs generally parallel to the main and that lies between the main and the Kelly house.

The property between the Kelly parcel and the District sewer main easement is owned by the Rancho Murieta Association. The District is not aware of any written sewer easement from RMA to the Kelly's or the District. Since the Kelly's have been using the sewer pipeline for decades, I assume that they have a license or prescriptive easement authorizing that use.

In 2001, the Kelly's applied to RMA for permission to landscape the RMA property behind their house. RMA approved a landscape plan and the Kelly's then installed and began maintaining (including irrigation) a variety of landscaping in the area, including a redwood tree located close to the sewer service pipeline. In the District's review of the landscape plan, it expressed concern about the redwood tree being located close to the lateral and recommended that the tree be moved away from the pipeline.

The sewer pipeline serving the Kelly house is shattered in part and needs to be repaired. There is a dispute between the District and the Kelly's regarding the exact location of the damaged pipeline. At the last District Board meeting, the Board directed staff to further investigate the pipeline in an effort to more precisely determine the location of the crushed pipe requiring repair. The Kelly's assert that the District is responsible for the repair work.

ANALYSIS

District Code, chapter 15, section 3.02 governs the District and customer maintenance responsibilities relating to the customer's sewer service pipeline:

3.02 Responsibility for Sewer System

- a. The customer served by the District's collection system shall be responsible for the installation, operation and maintenance, and costs thereof, of the private sewer line, and all other devices or safeguards required by this Chapter, which are located upon the property owned by the customer and which are outside the District's right-of-ways or easements. The District's responsibility for maintenance extends only to the sewer cleanout; the responsibility beyond the sewer cleanout is born by the customer. The installation of a District device upon private property or within a portion of the collection system not owned by the District shall not obligate the District to operate, maintain, or replace works or facilities not otherwise owned by the District.
- b. District shall be responsible for operation and maintenance of that portion of the collection system, which is in the District's right-of-way, which has been dedicated to the District, or which is not located upon property of the customer served by the District's collection system.
- c. The customer served by the District's collection system shall be responsible for and liable for all costs involved in the repair of all damage caused by the customer or

agent thereof, to the collection system, wherever located, including but not limited to sewer obstructions.

The following are some related definitions from chapter 15:

“Private sewer line” means that portion of the collection system owned by the customer and running from the property line to the customer’s individual premises receiving sewer service. (Sec. 2.14.)

“Lateral sewer” means that portion of the collection system owned by the District, located in the street or public way, and running between the main line and the customer's property. (Sec. 2.09.)

Regarding the customer, the “customer ... shall be responsible for the ... operation and maintenance, and costs thereof, of the private sewer line, ... which are located upon the property owned by the customer and which are outside the District’s right-of-ways or easements.... the responsibility beyond the sewer cleanout is born [sic] by the customer.”

For the District, its “responsibility for maintenance extends only to the sewer cleanout.... District shall be responsible for operation and maintenance of that portion of the collection system, which is in the District's right-of-way, which has been dedicated to the District, or which is not located upon property of the customer served by the District's collection system.”

In the usual Rancho Murieta house/sewer service situation, the customer’s house sits on a standard lot that extends into front and back yards and there is a sewer cleanout located near the customer property line. In that situation, the division of responsibility between the District and customer is relatively clear. The District is responsible from the sewer main up to the first cleanout near the property line and the customer is responsible from that cleanout to the house.

Section 3.02 does not apply neatly to a zero-lot-line house. The Code provisions refer to both the property line and sewer cleanouts. In the Kelly property situation, the house property is limited to the land underneath the structure, yet the Kelly’s hold a license or prescriptive easement from RMA to use the sewer pipeline (with the license/easement area essentially becoming part of the customer/Kelly property). The Kelly’s also have RMA permission to landscape and use the RMA property behind their house (which made the area part of the house backyard and arguably extended the property line for sewer maintenance purposes). The two sewer cleanouts are located outside the house parcel, but within the license/easement area. The disputed sewer line sits on RMA property. The District does not hold an easement to the Kelly service line. How should section 3.02 be construed and applied to these facts?

In the zero-lot-line house situation, it seems most reasonable to focus on the sewer cleanouts. If, instead, one focuses on the house property line, then the District would be responsible for both sewer cleanouts and the entire service line up to the house. This construction would be inconsistent with the apparent intention behind section 3.02 and

would place the zero-lot-line house customers in a much different situation as compared to the standard house customer.

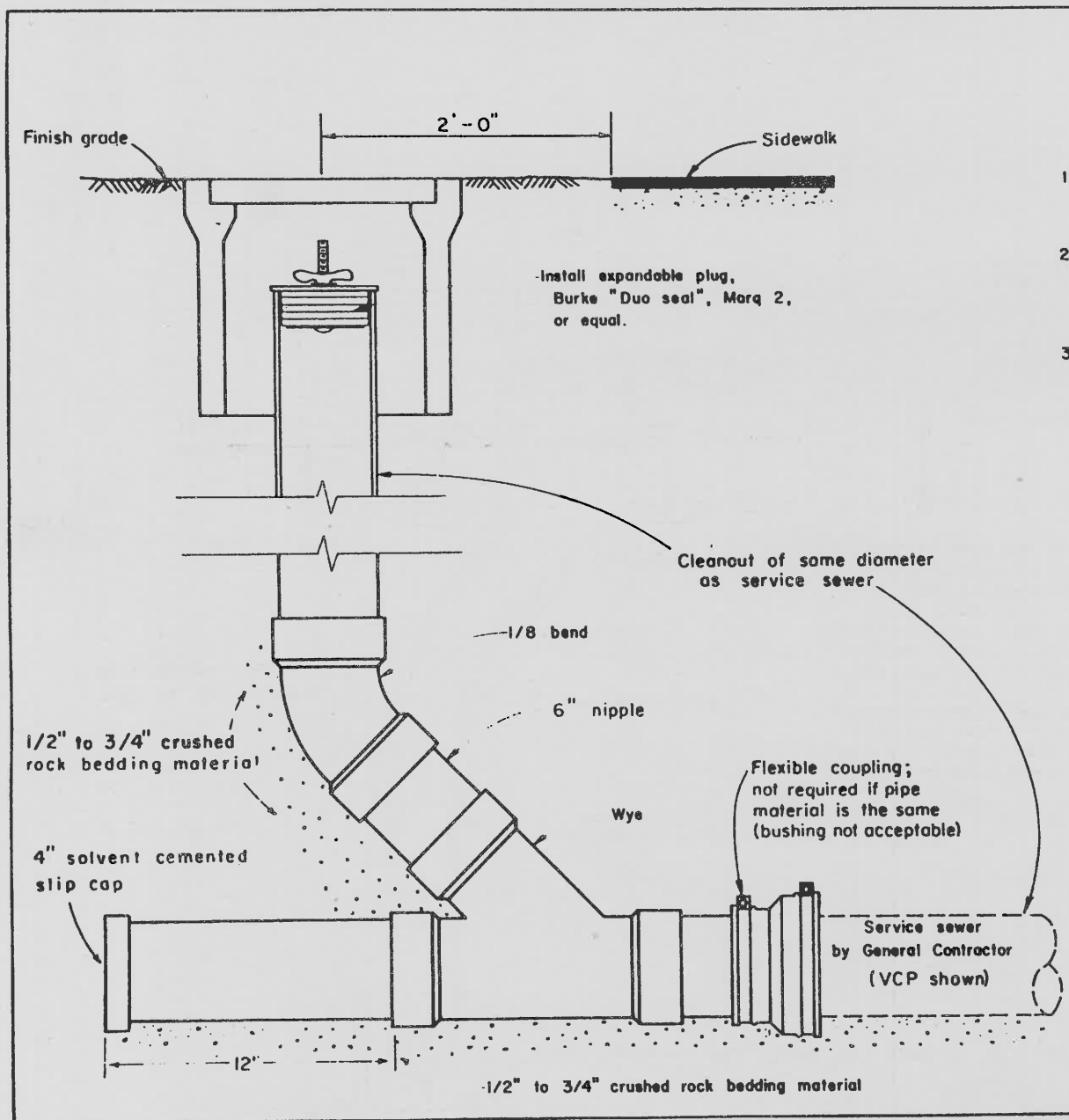
In many communities, the entire sewer pipeline from the sewer main to the house is owned and maintained by the property owner. However, in other communities (including Rancho Murieta CSD and Sacramento Area Sewer District) the public sewer service agency is responsible for the lower portion of the lateral closest to the sewer main. (See the Bay Area Clean Water Agencies factsheet at <https://bacwa.org/wp-content/uploads/2008/11/BACWA-Sewer-Laterals-Factsheet.pdf>.) I am not aware of any community sewer system where the local sewer agency is responsible for the sewer service pipeline all the way up to the house. Such an arrangement would be extraordinary and highly unusual.

Section 3.02(a) refers to “the sewer cleanout.” How should this phrase be construed in multiple cleanout situations? The District consistently has applied and construed the phrase to mean the sewer cleanout located closest to the sewer main. Additionally, consistent with this practice, District standard drawing S-13 shows the District/customer line of responsibility at the cleanout located closest to the main. This is a reasonable construction and consistent with the apparent intent behind section 3.02.

I therefore conclude that the District is responsible for sewer maintenance up to the sewer cleanout located closest to the sewer main and that the Kelly’s are responsible from that point to the house plumbing. If the investigation determines that the area of the shattered pipeline is between the main and that first cleanout, then the District is responsible for the repair work (except as noted below).

The discussion above focuses on the usual maintenance situation under section 3.02, subsections (a) and (b). Under subsection (c), though, the “customer ... shall be responsible for and liable for all costs involved in the repair of all damage caused by the customer or agent thereof, to the collection system, wherever located, including but not limited to sewer obstructions.” Therefore, if the facts show that the Kelly’s or their contractor or landscaper caused the damage to the pipeline, then the customer would be liable for the repair costs under subsection (c).

ATTACHMENT B



- 1) Cleanout to grade to be plastic DWV type PVC (ASTM D2665) or ABS (ASTM D2661) with solvent weld joints.
- 2) For 4" services, install round, non-traffic type, concrete or PVC valve box and cover, marked "Sewer". Box inside diameter to be a minimum of 7" and a maximum of 10".
- 3) For services 6" or larger, install round, concrete, traffic type valve box with cast iron cover. Cover to be marked "Sewer".

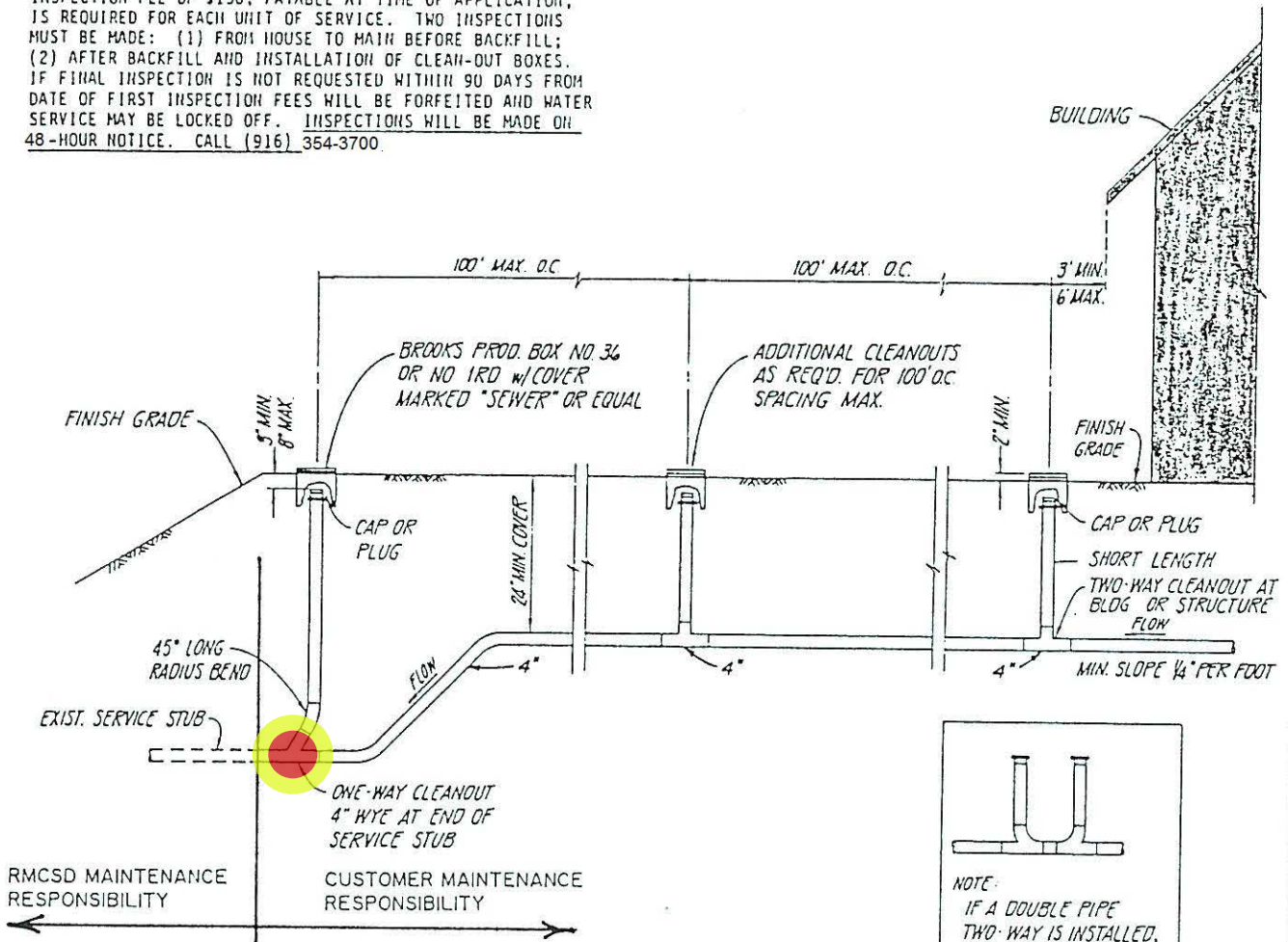
APPROVED BY: *K. J. Hill*

RANCHO MURIETA COMMUNITY SERVICES DISTRICT	
ABS OR PVC CLEANOUT TO GRADE	
NO SCALE DATE: DRAWN BY:	S-10

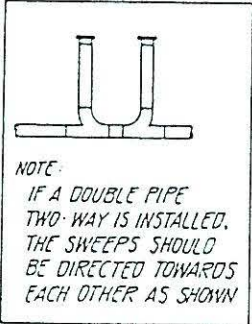
ATTACHMENT C

SEWER SYSTEM AND INSPECTION REQUIREMENTS

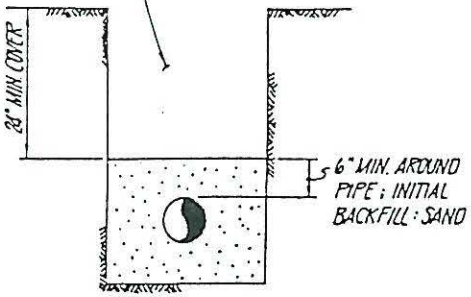
INSPECTION FEE OF \$150, PAYABLE AT TIME OF APPLICATION, IS REQUIRED FOR EACH UNIT OF SERVICE. TWO INSPECTIONS MUST BE MADE: (1) FROM HOUSE TO MAIN BEFORE BACKFILL; (2) AFTER BACKFILL AND INSTALLATION OF CLEAN-OUT BOXES. IF FINAL INSPECTION IS NOT REQUESTED WITHIN 90 DAYS FROM DATE OF FIRST INSPECTION FEES WILL BE FORFEITED AND WATER SERVICE MAY BE LOCKED OFF. INSPECTIONS WILL BE MADE ON 48-HOUR NOTICE. CALL (916) 354-3700.



- NOTE:
1. CAST IRON LIDS ON CLEANOUT WILL BE USED IN TRAFFIC AREAS.
 2. ALL PIPE AND CLEAN-OUTS WILL BE 4".



BACKFILL WITH JOBSITE EXCAVATED LOOSE MATERIAL MAX. OF 1" IN SIZE AND FREE OF ORGANIC MATERIAL, 90% COMPACTION



TRENCH DETAIL
NO SCALE

RANCHO MURIETA COMMUNITY SERVICES DISTRICT	
SEWER SERVICE DETAIL ONE-WAY & TWO-WAY CLEANOUT FULL SEWERAGE	
Scale NONE Date Drawn By	S-13

APPROVED BY:

ATTACHMENT D – VIDEO CAPTURE SCREENSHOTS

Capture #1: Scope being lowered down shaft of cleanout (note absence of effluent along pipe)



Capture #2: Scope being lowered down shaft of cleanout



Capture #3: Scope being lowered down shaft of cleanout approaching cleanout "Y"



Capture #4A: Scope being lowered down shaft of cleanout at cleanout "Y"



Capture #4B: Same photo of Capture 4A with annotation – Area of failure



Capture #5: Close-up of area of failure



Capture #6: Shot of failure area taken by prior scoping – apparent jagged edges (January 22, 2018)



Capture #7: Beyond area of failure toward sewer main



Capture #8: Beyond area of failure toward sewer main (continued)



Capture #9: Beyond area of failure toward sewer main



Capture #10: Beyond area of failure toward sewer main (further)



Capture #11: Beyond area of failure toward sewer main (further)



Capture #12: Clear shot of joint likely where flexible coupling to stub exists



Capture #13: Beyond coupler joint to right to main



Capture #14: Beyond area of failure toward sewer main (further)



Capture #15: Clear shot of sewer main



ATTACHMENT E

Subject: RMCS D Damaged lateral sewer line beyond the 2nd cleanout (CO) on North RM Lot 1709
From: Bill Kelly (@sbcglobal.net)
To: @sbcglobal.net;
Date: Friday, March 16, 2018 8:52 AM

RECEIVED

MAR 16 2018

Rancho Murieta
Community Services District

ORIGINAL DRAFT HANDED TO MARK MARTIN ON 3/16/18

Gentlemen, attached are five pictures I took on 3/09/18 of the two holes dug by CSD personnel in their attempt to locate a 2nd CO for Lot 1709. On 1/10/18 the first hole dug is two foot North of CO and is five foot long and two foot deep. The CO was not found. On 1/22/18 the second hole dug was started two foot South of CO and is two foot long and two foot deep. Digging two foot North from this starting point the CO was finally uncovered five inches from the surface. The plumber I hired prior to either of the above dates mentioned he had found and clearly marked the direction of the lateral line from the first CO near the zero lot line house on Lot 1709 and is exactly where CSD found the 2nd CO. This plumber also discovered the collapsed lateral beyond the 2nd CO.

Each of you was given a hand delivered letter from me dated February 13, 2018. Except for Mark Pecotich all of you were at the RMCS D Board Meeting of February 21, 2018 and heard my presentation and reasons for declining any further responsibility to repair RMCS D damaged sewer lateral. Les Clark suggested RMCS D personnel bring their Camera to determine where the lateral is damaged and he and John Merchant would be present.

As of 3/09/18, I had not heard from any of you except CSD attorney Richard Shanahan.

This issue started 2 1/2months ago on 12/29/17 and the issue is still unresolved. Hopefully todays meeting of 3/16/18 with Mark Martin will resolve our original denial of any further responsibility to repair the damaged lateral pipe underneath and within RMCS D storm water ditch located upon RMA properties.

Respectively Submitted,

Bill & Pat Kelly

Sent from my iPhone

Attachments

- IMG_1026.JPG (54.21KB)
- IMG_1027.JPG (52.93KB)
- IMG_1028.JPG (52.80KB)
- IMG_1029.JPG (54.27KB)
- IMG_1030.JPG (52.25KB)

MEMORANDUM

Date: March 15, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: Discuss Changing the Start Time of the District's Regular Monthly Board Meeting Open Session to 6:00 p.m.

RECOMMENDED ACTION

No recommendation – provide direction to staff.

BACKGROUND

At the February 21, 2018 Regular Board Meeting, resident Ted Hart requested the Board consider changing the open session start time from 5:00 p.m. to 6:00 p.m. to allow for more resident participation. Director Merchant requested this item be put on the March 21, 2018 Board meeting agenda for discussion.

MEMORANDUM

Date: March 21, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: Update on Acquisition of Rancho Murieta Country Club Golf Course and Open Space

There is no update for this meeting.

MEMORANDUM

Date: March 20, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: Review Fiscal Year 2018-2019 Draft Budget

RECOMMENDED ACTION

Authorize staff to mail the Proposition 218 Notice of Proposed Rate Increase and Notice of Hearing by April 1, 2018.

BACKGROUND AND BUDGET OVERVIEW

As a reminder, the authorization of mailing the Proposition 218 Notice based on the proposed draft budget does not adopt these rates for implementation on July 1, 2018. The final rates adopted for the 2018-2019 fiscal year can be lower than the rates noticed in compliance with Proposition 218 but cannot be higher.

A brief update on the status of preparation of the draft budget was provided at the February Board meeting. A more complete update and review of historical values of the General Fund budget were reviewed at the March 6, 2018 Finance Committee Meeting. This review constitutes the Board's first review of a comprehensive draft budget.

The Board has provided direction to the General Manager to assess and recommend strategic new positions to enhance the organizational structure of the District to ensure proper administration and increase staff capacity so that enough resources are available to meet existing new operating and regulatory requirements while helping to not overload existing staff. From my assessment of the District's operations, I propose the following two (2) new permanent positions for Fiscal Year 2018-2019.

The new Director of Business Operations position is expected to help free the General Manager from day to day detailed administrative tasks, allowing him to tackle higher level issues of most concern to the Board and residents, provide an operational backup for the General Manager, and retain institutional knowledge across all District functions in a manner that assists the General Manager or in the event of a turnover of General Manager. This Director would assist the General Manager on special projects, and oversee daily functions of finance, payroll, human resources, IT, and customer service. This position could also be assigned special projects working with the Director of Field Operations to help that individual gain capacity. An additional focus would be to help organize and manage District files/records to ensure proper archives are kept and updated.

The requested position of Utility Worker III would be partially focused on stormwater management and drainage and assist with water and sewer responsibilities. Greater regulatory requirements have created a demand for this added position. Like the Director of Business Operations, this position would help gain additional administrative capacity for the Director of Field Operations to focus on the regulatory requirements of water and sewer and management of the overall Field Operations function. Some of the specific responsibilities envisioned are MS4 permit compliance, Illicit discharge detection, and elimination inspections, public outreach involvement and participation, construction site stormwater runoff control, stormwater pollution prevention, post construction stormwater management, water quality monitoring in detention basins and outfalls, and addressing emerging stormwater regulations as they arise.

Additional initiatives include completing provision of desktop scanners for every administrative staff to further the paperless initiative and increase staff efficiency.

Below is more detail on proposed budget changes for Fiscal Year 2018-2019.

DETAILED BUDGET UPDATES/CHANGES

- The overall monthly customer bill under the proposed budget is anticipated to increase by \$5.66, or 3.31%. Details of each service/tax increase is as follows:
 - o Water - \$3.02 or 4.3% increase (including WTP Debt Service)
 - o Sewer - \$1.22 or 2.7% increase
 - o Solid Waste - \$0.75 or 3.6% increase (which is a pass-through to CWRS)
 - o Security - \$0.57 or 2.0% (maximum allowable)
 - o Drainage - \$0.10 or 2.0% (maximum allowable)

- The historical 10-Year average overall monthly customer bill increase is 2.6%. Details of each service/tax increase is as follows:
 - o Water – 3.4%
 - o Sewer – 1.3%
 - o Solid Waste – 1.9%
 - o Security – 2.0% (maximum allowable)
 - o Drainage – 2.0% (maximum allowable)

- Capital Replacement Reserve contributions across all funds/departments are budgeted at \$575,193, versus \$548,948 for FY2017/18. The \$26,245 increase in Reserve contributions represents a 4.8% annual increase. Details of Capital Replacement Reserve contribution changes by fund are as follows:
 - o Water – **(\$566)** or **(0.2%)**, this decrease is due to fewer new connections than were budgeted for in FY2017/18.
 - o Sewer – \$17,699 or 8.5%, this budget-over-budget increase is actually incorrect. Due to a reporting error, Sewer Capital Replacement Reserve contributions for FY2017/18 were shown as \$208,851 when they should have been \$227,125. Had this been reported correctly, the change would have been **(\$575)** or **(0.3%)**, which is in-line with the decrease Water Reserves.
 - o Solid Waste – N/A.
 - o Security – \$4,952 or 10.8%, due to increased property taxes being allocated to the Department.
 - o Drainage – \$4,160 or 13.2%, due to increased property taxes being allocated to the Department.

- Historically consolidated Employer Costs expenses for each department have now been broken out into four (4) separate expense line items:
 - o Health, Dental, & Vision
 - o Pension Costs
 - o Payroll Taxes
 - o Other Employer Costs

- The following items, which were historically grouped together in each department’s Miscellaneous Costs line item, have been reclassified as described below:
 - o Recruitment Expenses now has its own account in each department.
 - o Contract/Temporary Staffing now has its own account in each department.
 - o TASC (Beneflex) Administration Fees are now being coded to the Other Employer Costs line.
 - o Annual required GASB/PERS reports are now being coded to the Other Employer Costs line.
 - o Payroll Direct Deposit fees are now being coded to the Other Employer Costs line.

- Purchased Power from SMUD is budgeted at a 1.0% increase in all departments. Both solar arrays (WTP & WWTP) are budgeted at their contracted rates and will reduce the impact of the increase in SMUD rates.
- Payroll items of Note:
 - o One (1) additional position was added to the Administration Department.
 - o One (1) additional position was added to the Water/Sewer/Drainage department.
 - o Health Insurance rates were budgeted for a 10% increase, with no increase in the Opt-Out monthly rate. Dental and Vision rates were rounded up to the next nearest \$5.00.
 - o OPEB contributions were held steady at \$189,000 for the year.
 - o Negotiations with OE3 on wage rate increases are still in process, but have been factored into the budget.
- Information Systems Maintenance & Telephone line items have been updated to reflect the District's move to fiber internet and the upgrade to the new RingCentral VOIP system.
- Property Tax allocations to Security and Drainage were increased as follows:
 - o Security: \$65,040 in FY2017/18 (of which \$45,680 was allocated to Reserves)
\$225,000 in FY2018/19 (of which \$50,632 is allocated to Reserves)
 - o Drainage: \$33,580 in FY2017/18 (of which \$31,540 was allocated to Reserves)
\$85,000 in FY2018/19 (of which \$35,700 is allocated to Reserves)
- Administration Department items of Note:
 - o Contract/Temporary Staffing is budgeted \$15,000 for front desk coverage while staff works to complete the scanning of historical data into the Electronic Data Management System.
 - o Recruitment is budgeted \$8,000 for the recruitment for the before mentioned additional position.
 - o Legal expenses are budgeted \$74,400, versus \$60,000 in FY2017/18.
 - o Election costs are budgeted at \$6,000.
 - o New Initiatives (Director Initiatives) is budgeted at \$35,000 for the potential purchase of the Country Club and open space, and other initiatives that may arise.
 - o Insurance rates are budgeted for a 10% increase due to increased focus by the state, regulatory agencies, and the media on dam safety, drainage, and stormwater/flooding preparedness.
 - o Property Tax Revenue is budgeted at \$315,000, versus \$500,060 in FY2017/18, due to the increased allocations to both Security and Drainage.
 - o Total Administration Expenses are budgeted at \$1,494,581, versus \$1,305,222 for FY2017/18, predominantly due to the additional position being added.
- Solid Waste Department items of Note:
 - o Jack Fiori with Cal Waste (CWRS) is estimating between a 3.0% - 3.5% increase in the structured pricing of our solid waste contract for FY2018/19.
 - o Staff assumed a 3.5% increase in both the CWRS contract rate and in Sacramento County's landfill surcharge.
 - o No Household Hazardous Waste collection event(s) were budgeted for FY2018/19. The FY2017/18 budget includes \$13,580 in June of 2018 for this collection.
- Drainage Department items of Note:
 - o The allocation of utility personnel wages and employer costs for Drainage was increased from 7.0% to 10.0%. It was this increase that necessitated the increase in the allocation of Property Tax revenues.

- Water Department items of Note:
 - o The proposed (worst-case scenario) budget for Water assumes no increase in residential or commercial connections for FY2018/19.
 - o Projected water consumption (both residential and commercial) is budgeted for a 2.5% increase.
 - o No increase in non-service revenues are included in this draft budget.
 - o Dam Inspection costs are budgeted at \$45,000, versus \$39,300 for FY2017/18.

- Sewer Department items of Note:
 - o The proposed (worst-case scenario) budget for Sewer assumes no increase in residential or commercial connections for FY2018/19.

- Security Department items of Note:
 - o Security Patrol Wages and Employer Costs are budgeted fully-staffed. Currently the Patrol Sergeant and one (1) Patrol position are vacant.
 - o Security Gate Wages and Employer Costs are budgeted fully-staffed. Currently there are two (2) full-time Gate positions open.
 - o Gate Information Systems Maintenance is budgeted at \$6,900, versus \$2,700 for FY2017/18. The online resident access program that was rolled out this year added an additional \$400/month in costs to this line item.

Rancho Murieta Community Services District

Average Monthly Customer Bill

		Current	Adopted Monthly		
		Monthly Rates	Rates		
		July 1, 2017	July 1, 2017		\$ %
				Change	Change
<i>Residential Metered Lot</i>					
Water	Average Usage in CF	1426	1426		
	Residential Base (excluding reserves)	\$ 32.79	\$ 34.52	1.73	5.3%
	Reserve Contribution	\$ 7.75	\$ 7.75	-	0.0%
	Total Residential Base	\$ 40.54	\$ 42.27	1.73	4.3%
old rate	Water Usage \$.0166 per cubic foot	23.67			
new rate	Water Usage \$.0175 per cubic foot		24.96	1.29	5.4%
	Total Water	\$ 64.21	\$ 67.23	3.02	4.7%
	WTP Debt Service Charge (interfund borrowing)	\$ 6.00	\$ 6.00	-	0.0%
Sewer					
	Residential Base (excluding reserves)	\$ 39.19	\$ 40.41	1.22	3.1%
	Reserve Contribution	\$ 6.76	\$ 6.76	-	0.0%
	Total Residential Base	\$ 45.95	\$ 47.17	1.22	2.7%
	Solid Waste (avg. 64 Gallon Container)	\$ 21.01	\$ 21.76	0.75	3.6%
	Security Tax (Maximum Tax Ceiling \$29.15)	\$ 28.58	\$ 29.15	0.57	2.0%
	Drainage Tax (Maximum Tax Ceiling \$5.12)	\$ 5.02	\$ 5.12	0.10	2.0%
		\$ 170.77	\$ 176.43	\$ 5.66	
% Change over prior year				3.31%	

Murieta Village Lot

Water	Average Usage in CF	418	418		
	Residential Base	\$ 32.79	\$ 34.52	1.73	5.3%
	Reserve Contribution	\$ 7.75	\$ 7.75	-	0.0%
	Total Residential Base	\$ 40.54	\$ 42.27	1.73	4.3%
old rate	Water Usage \$.0166 per cubic foot	\$ 6.94			
new rate	Water Usage \$.0175 per cubic foot		6.94	-	0.0%
	Total Water	\$ 47.48	\$ 49.21	1.73	3.6%
	WTP Debt Service Charge (interfund borrowing)	\$ 6.00	\$ 6.00	-	0.0%
Sewer					
	Residential Base (excluding reserves)	\$ 39.19	\$ 40.41	1.22	3.1%
	Reserve Contribution	\$ 6.76	\$ 6.76	-	0.0%
	Total Residential Base	\$ 45.95	\$ 47.17	1.22	2.7%
	Solid Waste (avg. 64 Gallon Container)	\$ 21.01	\$ 21.76	0.75	3.6%
	Security Tax (Maximum Tax Ceiling \$7.03)	\$ 6.89	\$ 7.03	0.14	2.0%
	Drainage Tax (Maximum Tax Ceiling \$3.42)	\$ 3.35	\$ 3.42	0.07	2.0%
		\$ 130.68	\$ 134.59	\$ 3.90	
% Change over prior year				2.99%	

Vacant or Unmetered Lot

	Security Tax (Maximum Tax Ceiling \$23.32)	\$ 22.86	\$ 23.32		2.0%
*	Water Standby \$10.00 PER YEAR	\$ 0.83	\$ 0.83		0.0%
*	Sewer Standby \$10.00 PER YEAR	\$ 0.83	\$ 0.83		0.0%
	Drainage Tax (Maximum Tax Ceiling \$5.12)	\$ 5.02	\$ 5.12		2.0%
		\$ 29.54	\$ 30.10		

% Change over prior year **1.90%**

* This fee is billed annually at \$10.00 and is shown as a monthly rate for comparison purposes only.

denotes increase in rates



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY COMBINED FUNDS

	<i>Actual</i> 2016-17	<i>Adopted</i> <i>Budget</i> 2017-18	<i>Projected</i> 2017-18	<i>%</i> <i>Variance</i> 2017-18	<i>Draft</i> <i>Budget</i> 2018-19	<i>% Change</i> <i>Budget</i> 2017-18
Revenues:						
Service Charges	5,346,022	5,466,018	5,181,662	-5.2%	5,805,217	6.2%
Property Taxes	562,920	521,460	521,460	0.0	538,660	3.3%
Interest Earnings	56,662	32,630	109,930	236.9	5,990	-81.6%
Other Charges / Reimbursements	153,747	111,020	203,705	83.5	127,731	15.1%
Total Revenues:	6,119,351	6,131,128	6,016,757	-1.9%	6,477,598	5.7%
Expenditures:						
Total Operating Expenses:	5,631,120	6,171,090	5,911,699	-4.2%	6,477,598	5.0%
<i>Initial Overage (Deficit)</i>	488,231	(39,962)	105,058	-362.9	(0)	-100.0
<i>Transfer from Fund Balance</i>	30,192	0	0	0.0	0	0.0
Net Income (Loss)	518,423	(39,962)	105,058	-362.9	(0)	-100.0
Security Reserve Collection	45,684	45,680	45,678		45,680	
Drainage Reserve Collection	0	31,540	31,540		35,700	
Add'l Transfers to Repl Reserves	360,000	0	0		0	
Inter-fund Borrowing Repaymen	210,209	210,108	209,952		210,108	
Depreciation	1,484,465	1,491,005	1,439,883	-3.4%	1,440,000	0.0%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - WATER FUND

March 19, 2018

	<i>Actual</i> 2016-17	<i>Adopted</i> Budget 2017-18	<i>Projected</i> 2017-18	<i>%</i> Variance 2017-18	Draft Budget 2018-19	% Change Projected 2017-18	% Change Budget 2017-18
Revenues:							
Residential Sales	1,757,711	1,776,830	1,827,934	2.9%	1,961,629	7.3%	10.4%
Commercial Sales	178,409	196,680	201,137	2.3	208,512	3.7	6.0%
Other Sales	10,067	8,410	8,404	-0.1	8,400	0.0	-0.1%
Availability Fees	310	360	360	0.0	360	0.0	0.0%
Late Charges	17,831	15,800	18,797	19.0	18,000	-4.2	13.9%
Telephone Line Contracts	5,798	5,760	5,366	-6.8	5,966	11.2	3.6%
Meter Installation Fees	6,011	1,600	3,200	100.0	1,600	-50.0	0.0%
Interest Income	5,476	3,900	3,536	-9.3	4,700	32.9	20.5%
Inspection Fees	1,891	500	1,133	126.5	506	-55.3	1.2%
Project Reimbursement	10,020	0	75,166	0.0	2,400	-96.8	0.0%
Other	8,309	5,100	5,138	0.7	4,800	-6.6	-5.9%
Operating Revenues	2,001,832	2,014,940	2,150,171	6.7%	2,216,873	3.1%	10.0%

Expenditures:

Water Source of Supply	16-17 Actual	17-18 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	21,211	19,030	37,823	98.8%	21,070	-44.3%	10.7%
Employers Costs	9,098	9,300	17,223	85.2	25,763	49.6	177.0%
Power	51,202	72,500	73,569	1.5	63,111	-14.2	-13.0%
Dam Inspection	37,402	39,300	39,687	1.0	45,000	13.4	14.5%
Chemicals - Routine	6,975	9,000	5,698	-36.7	6,636	16.5	-26.3%
Chemicals - Taste & Odor	7,375	9,500	8,461	-10.9	10,000	18.2	5.3%
Maint/Repairs	10,895	10,000	25,457	154.6	10,800	-57.6	8.0%
Equipment Rental	0	3,000	5,163	72.1	3,000	-41.9	0.0%
Supplies	472	600	1,199	99.8	1,500	25.1	150.0%
Other	0	250	500	100.0	250	-50.0	0.0%
Subtotals	144,630	172,480	214,779	24.5%	187,130	-12.9%	8.5%

Water Treatment	16-17 Actual	17-18 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	243,711	228,320	217,385	-4.8%	221,235	1.8%	-3.1%
Employers Costs	102,679	111,530	101,370	-9.1	94,505	-6.8	-15.3%
Power	91,759	82,870	99,079	19.6	82,017	-17.2	-1.0%
Chemicals	67,361	84,000	98,506	17.3	90,000	-8.6	7.1%
Maint/Repairs	95,957	51,000	82,367	61.5	120,000	45.7	135.3%
Lab Tests	13,653	28,000	23,807	-15.0	17,000	-28.6	-39.3%
Equipment Rental	614	8,000	4,000	-50.0	4,800	20.0	-40.0%
Taste & Odor Treatment	0	0	0	0.0	0	0.0	0.0%
Supplies	10,561	500	6,910	1281.9	16,800	143.1	3260.0%
Other	0	500	500	0.0	500	0.0	0.0%
Subtotals	626,295	594,720	633,923	6.6%	646,857	2.0%	8.8%

Water Transmission & Distr	16-17 Actual	17-18 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	194,654	190,260	194,616	2.3%	221,235	13.7%	16.3%
Employers Costs	84,049	92,940	90,307	-2.8	94,505	4.6	1.7%
Maint/Repairs	40,747	48,000	38,079	-20.7	50,400	32.4	5.0%
Meters/Box/Valve	39,315	54,000	31,910	-40.9	36,000	12.8	-33.3%
Power	46,449	49,600	48,174	-2.9	49,843	3.5	0.5%
Equipment Rental	0	10,000	6,477	-35.2	6,000	-7.4	-40.0%
Post Repair Road Paving	24,886	36,000	34,025	-5.5	36,000	5.8	0.0%
Supplies	272	4,000	2,099	-47.5	1,200	-42.8	-70.0%
Other	59	8,200	500	-93.9	600	20.0	-92.7%
Subtotals	430,431	493,000	446,188	-9.5%	495,783	11.1%	0.6%

Water Administration	16-17 Actual	17-18 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	69,429	95,130	85,899	-9.7%	105,350	22.6%	10.7%
Employers Costs	31,373	47,970	42,462	-11.5	47,423	11.7	-1.1%
Permits	44,021	32,000	32,603	1.9	28,044	-14.0	-12.4%
Equipment Maint	19,124	8,000	9,757	22.0	16,006	64.0	100.1%
Legal/Consulting	21,417	62,000	49,801	-19.7	59,650	19.8	-3.8%
Vehicle Fuel	8,784	9,300	10,721	15.3	10,500	-2.1	12.9%
Training/Safety	5,602	9,300	10,954	17.8	8,100	-26.1	-12.9%
Regional Water Authority	8,521	7,500	9,188	22.5	9,500	0.0	26.7%
Central Ground Water Authority	10,511	13,000	12,000	-7.7	9,500	-20.8	-26.9%
Supplies	3,261	5,500	4,530	-17.6	4,020	-11.3	-26.9%
Dam Liability Coverage	11,000	11,400	11,200	-1.8	12,000	7.1	5.3%
Telephones	9,120	6,600	12,638	91.5	6,156	-51.3	-6.7%
Information Systems Maint	5,326	40,930	25,314	-38.2	8,995	-64.5	-78.0%
Vehicle Maint.	15,066	20,000	26,105	30.5	21,000	-19.6	5.0%
Tools	5,753	4,000	2,742	-31.4	6,000	118.8	50.0%
CIA Ditch Operations	0	3,500	77,067	2101.9	3,600	-95.3	2.9%
Uniforms	4,419	5,040	5,383	6.8	4,800	-10.8	-4.8%
Conservation	17,731	50,000	32,756	-34.5	13,260	-59.5	-73.5%
Travel/Meetings	1,646	1,800	1,544	-14.2	1,800	16.6	0.0%
Copier Maintenance	77	120	85	-29.6	120	42.0	0.0%
Memberships	1,346	3,950	7,874	99.3	5,395	-31.5	36.6%
Building Maint	1,714	1,690	1,665	-1.5	1,795	7.8	6.2%
Nonroutine Maint/Repair	26,863	25,000	25,000	0.0	24,000	-4.0	-4.0%
Other	46,477	4,800	22,218	362.9	8,190	-63.1	70.6%
Subtotals	368,580	468,530	519,506	10.9%	415,204	-20.1%	-11.4%
Operating Expenses	1,569,936	1,728,730	1,814,395	5.0%	1,744,974	-3.8%	0.9%
Reserve Expenditures	9,074	8,400	10,472		18,619		
General Fund Net Alloc	248,439	286,210	307,880	7.6	453,280	47.2	58.4%
Total Expenses	1,827,449	2,023,340	2,132,747	5.4%	2,216,873	3.9%	9.6%
Initial Overage(Deficit)	174,383	(8,400)	17,423	-307.4%	0	-100.0%	-100.0%
<i>Transfer from Fund Balance</i>	0	0	0		0		
<i>Transfer from Rate Stab Resr</i>	0	0	0		0		
Net Income (Loss)	174,383	(8,400)	17,423		0		
Depreciation	829,781	840,000	817,666	-2.7%	840,000		
Replacement Reserves and Debt Service Summary							
Interfund Borrowing Repayment		187,272			182,808		
Water Reserves Collected		262,877			262,311		

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - GENERAL FUND

March 19, 2018

	<i>Actual</i> 2016-17	<i>Adopted</i> <i>Budget</i> 2017-18	<i>Projected</i> 2017-18	<i>%</i> <i>Variance</i> 2017-18	<i>DRAFT</i> <i>Budget</i> 2018-19	<i>% Change</i> <i>Projected</i> 2017-18	<i>% Change</i> <i>Budget</i> 2017-18
Revenues:							
Property Taxes	543,560	500,060	500,060	-2.4%	315,000	-37.0%	-37.0%
Title Transfer Fees	10,433	10,400	10,433	0.1	10,800	3.5	3.8
Interest	2,435	300	220	0.8	240	9.3	-20.0
CIA Ditch Admin Service Charges	0	1,800	1,800	0.0	1,800	0.0	0.0
Other	12,609	1,200	4,110	2.4	1,500	-63.5	25.0
Total Operating Revenues	569,037	513,760	516,623	0.6%	329,340	-36.3%	-35.9%

Expenditures:	<i>16-17 Actual</i>	<i>17-18 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>18-19 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	534,357	531,300	553,908	4.3%	631,700	14.0%	18.9%
Director Meeting Stipends	11,500	18,000	14,554	-0.2	18,000	23.7	0.0
Employers Costs	238,119	352,900	306,964	-13.0	366,056	19.3	3.7
Liability Insurance	90,989	95,296	92,978	0.1	100,455	8.0	5.4
Information Systems Maintenance	79,725	88,096	82,150	0.1	82,562	0.5	-6.3
Community Communications	3,744	4,550	7,200	0.2	5,200	-27.8	14.3
Legal	93,819	60,000	74,160	0.2	74,400	0.3	24.0
Office Supplies	19,843	21,300	24,275	0.1	22,450	-7.5	5.4
Building/Grounds Maintenance	16,007	17,400	21,904	0.3	20,560	-6.1	18.2
Postage	19,181	20,400	19,653	-0.1	20,160	2.6	-1.2
Telephones	6,001	4,780	5,768	0.1	7,759	34.5	62.3
New Initiatives	0	11,000	11,000	0.0	35,000	218.2	218.2
Audit	13,900	14,000	14,500	0.1	15,000	3.4	7.1
Consulting	0	3,600	18,675	4.2	5,400	-71.1	50.0
Memberships	6,109	9,600	9,741	0.0	9,271	-4.8	-3.4
Training/Safety	2,467	4,800	9,108	0.9	8,910	-2.2	85.6
Power	7,417	6,730	2,555	-0.6	1,285	-49.7	-80.9
Meetings	9,754	7,970	8,046	-0.1	12,355	53.6	55.0
Director Expense Reimbursement	5,899	4,800	5,079	0.1	5,400	6.3	12.5
Equipment Maint	4,716	2,700	2,996	0.5	2,950	-1.5	9.3
Election Costs	5,452	0	0	-1.0	6,000	0.0	0.0
Mail Machine Lease	2,312	2,800	3,251	0.2	2,800	-13.9	0.0
Copy Machine Maintenance	18,757	16,000	17,358	0.0	19,224	10.8	20.2
Clerical Services	0	0	2,382	0.0	15,000	529.8	0.0
Other	17,632	7,200	23,943	232.5	6,683	-72.1	-7.2
Total Operating Expenses	1,207,698	1,305,222	1,332,147	2.1%	1,494,581	12.2%	14.5%

Overage(Deficit)	(638,661)	(791,462)	(815,524)	3.0%	(1,165,241)	-3.0%	47.2%
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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - SEWER FUND

March 19, 2018

	<i>Actual</i> 2016-17	<i>Adopted</i> Budget 2017-18	<i>Projected</i> 2017-18	<i>%</i> Variance 2017-18	<i>Draft</i> Budget 2018-19	<i>% Change</i> Projected 2017-18	<i>% Change</i> Budget 2017-18
Revenues:							
Residential Service	1,185,170	1,188,520	1,185,693	-0.2%	1,221,928	3.1%	2.8%
Commercial Service	121,256	128,290	124,564	-2.9	132,264	6.2	3.1%
Availability Fees	500	420	420	0.0	380	-9.5	-9.5%
Late Charges	17,831	15,800	18,797	19.0	15,800	-15.9	0.0%
Interest Income	3,376	2,920	444	-84.8	490	10.3	-83.2%
Project Reimbursement	2,184	2,190	2,184	-0.3	2,184	0.0	-0.3%
Inspection Fees	1,138	510	506	-0.8	759	50.0	48.8%
Other	0	0	0	0.0	0	0.0	0.0%
Operating Revenues	1,331,455	1,338,650	1,332,609	-0.5%	1,373,805	3.1%	2.6%

Expenditures:

Sewer Collection	16-17 Actual	17-18 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	104,419	133,180	118,224	-11.2%	136,955	15.8%	2.8%
Employers Costs	44,992	65,060	25,431	-60.9	58,533	130.2	-10.0%
Power	16,231	16,600	16,351	-1.5	16,221	-0.8	-2.3%
Maint/Repairs	62,733	40,000	59,181	48.0	40,000	-32.4	0.0%
Equipment Rental	1,438	3,000	2,977	-0.8	2,400	-19.4	-20.0%
Supplies	4,944	3,300	1,923	-41.7	3,000	56.0	-9.1%
Other	1,000	1,000	1,000	0.0	600	-40.0	-40.0%
Subtotals	235,756	262,140	225,087	-14.1%	257,709	14.5%	-1.7%

Sewer Treatment & Disposal	16-17 Actual	17-18 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	141,484	180,750	171,993	-4.8%	179,095	4.1%	-0.9%
Employers Costs	62,657	88,300	85,588	-3.1	76,515	-10.6	-13.3%
Power	112,859	102,000	119,311	17.0	96,080	-19.5	-5.8%
Maint/Repairs	58,340	75,000	87,576	16.8	69,000	-21.2	-8.0%
Chemicals	29,083	56,040	55,295	-1.3	37,500	-32.2	-33.1%
Lab Tests	14,182	16,200	16,020	-1.1	15,000	-6.4	-7.4%
Supplies	6,034	900	6,021	569.0	5,400	-10.3	500.0%
Equipment Rental	1,319	7,200	0	-100.0	2,400	#DIV/0!	-66.7%
Sludge Removal Off Site	25,563	11,250	10,939	-2.8	11,000	0.6	-2.2%
Other	500	500	500		600		
Subtotals	452,020	538,140	553,244	2.8%	492,590	-11.0%	-8.5%

Sewer Administration	16-17 Actual	17-18 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	53,078	38,060	40,370	6.1%	63,210	56.6%	66.1%
Employers Costs	22,322	19,150	19,857	3.7	29,726	49.7	55.2%
	21,732	18,590	19,575		11,796		
	0	0	0		8,421		
	0	0	0		3,702		
	0	0	0		5,267		
	590	560	282		540		
Equipment Maint	42,600	31,500	19,534	-38.0	30,000	53.6	-4.8%
Vehicle Fuel	16,857	13,500	10,402	-23.0	17,800	71.1	31.9%
Permits	34,143	35,140	37,750	7.4	41,492	9.9	18.1%
Legal/Consulting (Engineer)	5,211	80,000	56,026	-30.0	11,400	-79.7	-85.8%
Training/Safety	8,962	10,000	12,409	24.1	9,700	-21.8	-3.0%
Supplies	3,497	4,200	3,881	-7.6	4,020	3.6	-4.3%
Information Systems Maint	2,616	16,020	3,468	-78.4	4,885	40.9	-69.5%
Vehicle Maint.	12,214	7,000	11,581	65.4	15,000	29.5	114.3%
Tools	3,212	4,200	4,085	-2.7	3,600	-11.9	-14.3%
Telephones	8,323	5,850	8,143	39.2	6,156	-24.4	5.2%
Uniforms	4,588	4,420	5,178	17.2	4,800	-7.3	8.6%
Travel/Meetings	1,646	2,000	1,794	-10.3	1,800	0.4	-10.0%
Building Maint	2,416	1,720	1,683	-2.2	1,855	10.3	7.8%
Copier Maintenance	77	60	55	-9.2	120	120.1	100.0%
Memberships	4,870	5,030	2,514	-50.0	3,180	26.5	-36.8%
Sewer General Fine	0	0	0	0.0	0	0.0	0.0%
Nonroutine Maint/Repair	6,253	40,000	24,000	-40.0	24,000	0.0	-40.0%
Other	42,876	2,000	17,557	777.8	4,682	-73.3	134.1%
Subtotals	275,761	319,850	280,285	-12.4%	277,426	-1.0%	-13.3%
Operating Expenses	963,537	1,120,130	1,058,616	-5.5%	1,027,725	-2.9%	-8.2%
Reserve Expenditures	0	0	0		0		
General Fund Net Allocation	202,370	218,520	242,211	10.8	346,080	42.9	58.4%
Total Expenses	1,165,907	1,338,650	1,300,827	-2.8%	1,373,805	5.6%	2.6%
Initial Overage(Deficit)	165,547	0	31,782		0	-100.0%	
<i>Transfer from Misc Reserves</i>	<i>0</i>	<i>0</i>	<i>0</i>		<i>0</i>		
<i>Transfer from Rate Stab Res</i>	<i>0</i>	<i>0</i>	<i>0</i>		<i>0</i>		
Net Income (Loss)	165,547	0	31,782		0		
Depreciation	609,394	609,160	580,630	-4.7	558,000	-3.9	-8.4
Replacement Reserves and Debt Service Summary							
Sewer Reserves Collected	209,747	208,851	224,831		226,550		

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - DRAINAGE FUND

March 19, 2018

	<i>Actual</i> 2016-17	<i>Adopted</i> <i>Budget</i> 2017-18	<i>Projected</i> 2017-18	<i>%</i> <i>Variance</i> 2017-18	<i>Draft</i> <i>Budget</i> 2018-19	<i>% Change</i> <i>Projected</i> 2017-18	<i>% Change</i> <i>Budget</i> 2017-18
Revenues:							
<i>Residential Special Taxes</i>	157,629	164,030	163,968	0.0%	34,249	-79.1%	-79.1%
<i>Commercial Special Taxes</i>	30,377	33,580	32,579	-3.0	201,554	518.7	500.2%
Property Tax Allocation	0	33,580	33,580		84,996		
Tax Allocation to Reserves	0	(31,540)	(31,540)		(35,700)		
Interest Income	105	50	41	-17.8	60	45.9	20.0%
Other	0	0	0	0.0	0	0.0	0.0%
Operating Revenues	188,111	199,700	198,628	-0.5%	285,160	43.6%	42.8%
Expenditures:							
	<i>16-17 Actual</i>	<i>17-18 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>17-18 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	65,924	66,590	77,327	16.1	105,350	36.2	58.2%
Employers Costs	29,786	32,640	37,205	14.0	45,064	21.1	38.1%
MS4 Permit	6,513	6,500	5,692	-12.4	6,500	14.2	0.0%
MS4 Stormwater Outreach	0	3,000	0		3,000	0.0	100.0%
Power	9,692	10,380	9,768	-5.9	10,039	2.8	-3.3%
Chemicals	11,953	11,000	17,750	61.4	13,877	-21.8	26.2%
Maint/Repairs	20,775	12,000	9,249	-22.9	15,000	62.2	25.0%
Equipment Rental	1,319	4,730	6,683	41.3	3,000	-55.1	-36.6%
Training/Safety	307	700	475	-32.1	600	26.3	-14.3%
Improvements	1,209	3,580	3,580	0.0	5,000	39.7	39.7%
Legal/Consulting	153	2,000	1,204	-39.8	2,000	66.1	0.0%
Uniforms	0	200	0	-100.0	400	0.0	100.0%
Tools	984	400	1,914	378.5	4,250	122.0	962.5%
Other	108	1,100	606	-45.0	0	-100.0	-100.0%
Subtotals	148,723	154,820	171,452	10.7%	214,080	24.9%	38.3%
Operating Expenses	148,723	154,820	171,452	10.7%	214,080	24.9%	38.3%
Reserve Expenditures	0	0	0		0		
General Fund Net Allocation	38,958	44,880	49,747	10.8	71,080	42.9	58.4%
Total Expenses	187,681	199,700	221,199	10.8%	285,160	28.9%	42.8%
Transfer from Fund Balance	30,192	0	0				
Net Income (Loss)	430	(0)	(22,570)	0.0%	(0)	-100.0%	100.0%

Replacement Reserves and Debt Service Summary

Sewer Reserves Collected	0	31,540	31,540	35,700
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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - SOLID WASTE FUND

March 19, 2018

	<i>Actual</i> 2016-17	<i>Adopted</i> <i>Budget</i> 2017-18	<i>Projected</i> 2017-18	<i>%</i> <i>Variance</i> 2017-18	<i>Draft</i> <i>Budget</i> 2018-19	<i>% Change</i> <i>Projected</i> 2017-18	<i>% Change</i> <i>Budget</i> 2017-18
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Revenues:

Solid Waste Charges	643,321	647,520	325,917	-49.7%	676,504	107.6%	4.5%
Other	1,163	600	405	-32.5	1,516	274.0%	152.7%
Operating Revenues	644,483	648,120	326,322	-49.7	678,020	107.8%	4.6%

Expenditures:

	<i>16-17 Actual</i>	<i>17-18 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>17-18 Budget</i>	<i>Variance</i>	<i>Variance</i>
CWRS Contract	559,864	561,652	282,241	-49.7%	583,495	106.7%	3.9%
Sac. County Admin. Fee	35,132	36,100	17,583	-51.3	36,265	106.3%	0.5%
Consulting/Legal	0	0	0	0.0	0	0.0%	0.0%
HHW Event	0	13,580	0	-100.0	0	0.0%	-100.0%
Total Expenses	594,996	611,332	299,824	-51.0	619,760	106.7%	1.4%
Operating Expenses	594,996	611,332	299,824	-51.0	619,760	106.7%	1.4%
General Fund Net Allocation	31,933	36,790	40,776	10.8	58,260	42.9%	58.4%
Total Expenses	626,929	648,122	340,600	-47.4	678,020	99.1%	4.6%
Net Income (Loss)	17,554	(2)	(14,278)	713783.0	(0)	0.0%	-76.2%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

BUDGET SUMMARY - SECURITY FUND

March 19, 2018

	<i>Actual</i> 2016-17	<i>Adopted</i> <i>Budget</i> 2017-18	<i>Projected</i> 2017-18	<i>%</i> <i>Variance</i> 2017-18	<i>Draft</i> <i>Budget</i> 2018-19	<i>% Change</i> <i>Projected</i> 2017-18	<i>% Change</i> <i>Budget</i> 2017-18
Revenues:							
Residential Special Taxes	1,082,218	1,123,748	1,124,270	0.0%	1,145,633	1.9%	1.9%
Commercial Special Taxes	179,055	197,630	186,416	-5.7	213,803	14.7	8.2%
Late Charges	35,662	30,000	35,994	20.0	39,000	8.4	30.0%
Title Transfer Fees	5,217	5,700	5,867	2.9	5,400	-8.0	-5.3%
Bar Code Income	9,040	7,800	8,550	9.6	7,800	-8.8	0.0%
Fines, Enforcement	2,100	2,100	2,100	0.0	2,100	0.0	0.0%
Interest Income	886	600	426	-29.0	500	17.3	-16.7%
Property Tax Allocation	65,040	65,040	65,040	0.0	224,996	245.9	245.9%
Tax Allocation to Reserves	(45,680)	(45,680)	(45,680)	0.0	(50,632)	10.8	10.8%
Gain/(Loss) - Capital Asset	0	0	0		0		
Other	6,510	4,160	4,158	0.0	5,800	39.5	39.4%
Operating Revenues	1,340,049	1,391,096	1,387,141	-0.3%	1,594,400	14.9%	14.6%
Expenditures:							
Security Gates	16-17 Actual	17-18 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	283,797	297,900	289,719	-2.7%	330,540	14.1%	11.0%
Employers Costs	184,555	230,300	202,897	-11.9	237,684	17.1	3.2%
Information Systems Maint	6,687	2,700	7,593	181.2	6,900	-9.1	155.6%
Equipment Repairs	2,052	3,300	5,822	76.4	3,300	-43.3	0.0%
Bar Codes	4,517	8,800	9,017	2.5	6,000	-33.5	-31.8%
Telephones	4,281	3,450	6,855	98.7	3,559	-48.1	3.1%
Building Maint	3,437	3,450	3,358	-2.7	3,600	7.2	4.3%
Power	7,731	8,800	8,122	-7.7	8,680	6.9	-1.4%
Uniforms	3,040	3,000	3,570	19.0	2,400	-32.8	-20.0%
Supplies	438	200	100	-50.0	300	200.0	50.0%
Training/Safety	300	300	300	0.0	0	-100.0	-100.0%
Other	36,443	3,200	49,568	1449.0	600	-98.8	-81.3%
Subtotals	537,278	565,400	586,922	3.8%	603,563	2.8%	6.7%
Security Patrol	16-17 Actual	17-18 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	285,952	276,500	272,260	-1.5%	283,792	4.2%	2.6%
Employers Costs	156,437	196,100	192,788	-1.7	259,970	34.8	32.6%
Vehicle Fuel	15,916	14,000	14,243	1.7	16,200	13.7	15.7%
Off Duty Sheriff Patrol	4,431	4,000	8,195	104.9	7,000	-14.6	75.0%
Vehicle Maint.	2,725	6,000	6,449	7.5	7,200	11.6	20.0%
Vehicle Lease	719	5,880	884	-85.0	617	-30.2	-89.5%
Information Systems Maint	0	2,430	1,000	-58.8	600	-40.0	-75.3%
Training/Safety	1,475	2,400	1,397	-41.8	1,600	14.5	-33.3%
Safety Center	5,128	2,280	2,137	-6.3	3,233	51.3	41.8%
Uniforms	2,496	3,100	5,157	66.3	3,000	-41.8	-3.2%
Telephones	4,314	3,990	5,140	28.8	5,970	16.2	49.6%
Equipment Repairs	510	1,600	1,189	-25.7	1,200	0.9	-25.0%
Supplies	0	300	150	-50.0	300	100.0	0.0%
Other	359	2,000	998	-50.1	0	-100.0	-100.0%
Subtotals	480,461	520,580	511,986	-1.7%	590,681	15.4%	13.5%

Security Administration	16-17 Actual	17-18 Budget	Projected	Variance	17-18 Budget	Variance	Variance
Wages	75,600	85,400	59,715	-30.1%	79,278	32.8%	-7.2%
Employers Costs	50,795	44,300	26,209	-40.8	56,669	116.2	27.9%
	50,403	44,300	23,313	-47.4	28,524		
	0	0	0		12,356		
	0	0	0		4,528		
	0	0	0		11,261		
	0	0	0		0		
	392	0	2,897		0		
Legal/Consulting	6,774	8,000	21,094	163.7	6,000	-71.6	-25.0%
Supplies	6,501	6,000	5,723	-4.6	6,000	4.8	0.0%
Telephones	1,036	885	1,203	36.0	1,197	-0.5	35.3%
Information System Maint	6,163	7,590	4,622	-39.1	5,768	24.8	-24.0%
Training/Safety	2,482	1,200	2,216	84.7	2,350	6.0	95.8%
Travel/Meetings	534	480	279	-41.9	600	115.1	25.0%
Uniforms	646	400	885	121.2	600	-32.2	50.0%
Equipment Maint	1,904	600	693	15.4	600	-13.4	0.0%
Other	6,458	1,080	2,584	139.3	3,865	49.6	257.9%
Subtotals	158,891	155,935	125,223	-19.7%	162,927	30.1%	4.5%
Operating Expenses	1,176,630	1,241,914	1,224,130	-1.4%	1,357,170	10.9%	9.3%
Reserve Expenditures	560	540	663	22.7	690	4.1	27.8%
General Fund Net Allocation	129,648	149,360	165,551	10.8	236,540	42.9	58.4%
Total Expenses	1,306,838	1,391,814	1,390,345	-0.1%	1,594,400	14.7%	14.6%
Initial Overage(Deficit)	33,211	(718)	(3,204)		(0)	-100.0%	608.0%
Transfer from Fund Balance	0	0	0				
Net Income (Loss)	33,211	(718)	(3,204)		(0)		
Depreciation	45,289	41,845	41,587	-0.6	42,000	1.0%	0.4%
Security Reserves	45,684	45,680	45,678		45,680		

MEMORANDUM

Date: March 16, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: Consider Adoption of Resolution R2018-01, A Resolution Calling the General District Election and Consolidation with the Statewide Election to be Held on November 6, 2018

RECOMMENDED ACTION

Adopt Resolution R2018-01, a resolution calling the General District Election and consolidation with the Statewide election to be held on November 6, 2018 for the purpose of electing three (3) candidates whose terms expire in 2018.

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 6, 2018 for the purpose of electing three (3) candidates whose terms expire in 2018; 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 R2018-01

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 6, 2018, 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 6, 2018; 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 21, 2018, by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

(Seal)

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

Attest:

Suzanne Lindenfeld, District Secretary

MEMORANDUM

Date: March 15, 2018
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Adoption of Ordinance O2018-01 Amending District Code Chapter 14, Water Code

RECOMMENDED ACTION

Adopt District Ordinance O2018-01 amending District Code Chapter 14, Water Code.

BACKGROUND

Invasive species are becoming a major problem in waters around the US. They are being spread into waterways and reservoirs. Access to Rancho Murieta's reservoirs is a benefit of residents and their guests, not only for its aesthetic qualities, but for its recreational possibilities. One of the most popular forms of recreation is fishing. It is a concern of the District that an invasive species may be accidentally introduced into the reservoirs, such as quagga or zebra mussels, from fishing boats that have been in infected waters. These invasive species of mussels have been spreading westward causing extensive damage to the ecology as well as infrastructure of reservoirs. Infestation of the mussels threatens water delivery systems, plugging up pipes and equipment. Significant costs may occur due to lost piping capacity and equipment damage from their infestation, as well as environmental damage. It is a violation of California DFW Code CHAPTER 3.5. Aquatic Invasive Species sections [2300 - 2302] to introduce them.

The minor change requested to the District's Water Code to protect the community's reservoirs is to add that invasive species and non-native species as well as pet waste, sewage, and any non-approved materials including highly turbid waters of >100 NTU should not be introduced.

One such non-native species we are trying to avoid is the Zebra Mussels. Below is a photo of a fishing bait box that's been covered by them after being left in infested water. This is what may happen to the interiors of water intakes and screens.



Pipe cross-section inundated with invasive Mussels



Before zebra mussels After zebra mussels

ORDINANCE NO. O2018-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AMENDING DISTRICT CODE CHAPTER 14 THE DISTRICT WATER CODE

The Board of Directors of the Rancho Murieta Community Services District hereby ordains as follows:

SECTION 1. PURPOSE AND AUTHORITY. The purpose of this Ordinance is to update District Code Chapter 14, Section 3.17, Lake Use Regulations.

SECTION 2. FINDINGS. The Board of Directors finds and determines as follows:

District Code Chapter 14, District Water Code, Section 3.17 Regarding Lake Use Regulations is amended as follows:

(a) Wastes Prohibited into Lakes: No person shall discharge or cause to be discharged any of the following wastes in any of the lakes/reservoirs:

1. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive solid, liquid or gas.
2. Any waste containing toxic or poisonous solids, liquids or gases.
3. Any waste having a pH lower than 5.5 or having any other corrosive properties.
4. Any waste such as, but not limited to: rubbish, ashes, shavings, metals, glass, lawn clippings, leaves, plastics, woods, garbage, pet waste, sewage, etc.
5. Any waste such as insecticides, pesticides, fertilizers weed killers, etc.
6. Any material or substance without prior District approval, including highly turbid water, a measured value of >100 NTU or as Determined by District.

(b) Activities Prohibited in Lakes: The following activities are either prohibited or restricted as described on or in the lakes/reservoirs as follows:

1. Fishing with live bait (all lakes/reservoirs).
2. Boating with any motor other than an electric (all lakes/reservoirs).
3. Swimming or wading by humans and domestic animals (all lakes/reservoirs).
4. Any introduction of invasive or non-native species.

SECTION 3. EFFECTIVE DATE. This Ordinance shall take effect 30 days after its final passage.

SECTION 4. SEVERABILITY. If any section or provision of this Ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this Ordinance are declared to be severable.

INTRODUCED by the Board of Directors on the 21st day of February, 2018.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 21st day of March 2018 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mark Pecotich
President, Board of Directors

Attest:

Suzanne Lindenfeld
District Secretary

DRAFT

MEMORANDUM

Date: March 5, 2018
To: Board of Directors
From: Security Committee Staff
Subject: Consider Approval of Additional Costs for Security Portable Radio Purchase

RECOMMENDED ACTION

Approve the additional costs for the purchase of six (6) new *Motorola APX-4000* portable radios from Motorola Solutions, in an amount not to exceed \$7,663.44 and \$511.63 to Delta Wireless for programming the radios (total of \$8,175.07). Funding to come from Security Replacement Reserves.

BACKGROUND

In August 2017, the Board approved the purchase of five (5) new radios and (5) chargers in the amount of \$12,376.27, including tax. The five (5) radios that were purchased were not the correct ones; they are not compatible with the SRRCS system. Additionally, five (5) radios is not a sufficient number to meet the Security Department's needs. The recommended number of radios is six (6). This allows for one (1) radio at the North Gate, four (4) for Patrol, and one (1) additional radio to be used in an emergency situation or as a spare back up radio if one of the other radios needs to be sent out for repairs. Without a spare radio, we could not have enough radios for on duty Patrol Officers.

The original order did not take into account that additional batteries were needed. Because the radios will be passed along from shift to shift, additional batteries are needed to ensure that each Patrol Officer has a fully charged battery at the beginning of their shift, plus one additional battery at the North Gate for that radio. Batteries will be alternated between the radio being used and a spare in the charger. With additional batteries, there should always be freshly charged batteries for use.

Additionally, the original request did not include the cost for the programming of the radios by Delta Wireless. Programming needs to be done to each radio to set up the frequencies and channels the radios will use on the SRRCS system.

We will return the already purchased radios and receive a full credit in the amount of \$12,376.27. The credit will be applied to the new purchase of the correct radios, spare batteries, and charging units. This revised purchase along with other operationally necessary items left out of the prior procurement, represents an increased cost of \$7,663.44 plus \$511.63 for programming fees for a total of \$8,175.07, which brings the total amount for the radios to \$20,551.34, including tax.

The Security Committee recommends approval.



RANCHO MURIETA CSD

02/16/2018

02/16/2018

RANCHO MURIETA CSD
15160 JACKSON RD
RANCHO MURIETA, CA 95683

Dear Jeff Werblun,

Motorola Solutions, Inc. is pleased to present RANCHO MURIETA CSD with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide RANCHO MURIETA CSD with the best products and services available in the communications industry. Please direct any questions to Brian Wahl at brian.wahl@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Brian Wahl
Inside Sales

Motorola Solutions, Inc.

RANCHO MURIETA CSD
 15160 JACKSON RD
 RANCHO MURIETA, CA 95683
 US

02/16/2018
 05/17/2018

Brian Wahl
 brian.wahl@
 motorolasolutions.com
 3127184635

RANCHO MURIETA CSD
 Jeff Werblun
 jWerblun@rmcsd.com

APX™ 4000 Series APX4000						
1	H51UCF9PW6AN	APX 4000 7/800 MHZ MODEL 2 PORTABLE	6	\$1,963.00	\$1,472.25	\$8,833.50
1a	QA02756AB	ENH: 3600 OR 9600 TRUNKING BAUD SINGLE SYSTEM	6	\$1,570.00	\$1,177.50	\$7,065.00
1b	G996AZ	ADD: PROGRAMMING OVER P25 (OTAP)	6	\$100.00	\$75.00	\$450.00
1c	H885BK	ENH: 3 YR SFS LITE	6	\$90.00	\$90.00	\$540.00
1d	QA04865AA	ADD: TWO KNOB CONFIGURATION	6	\$0.00	\$0.00	\$0.00
2	NNTN8128BR	BATT IMPRES LIION 2000T	5	\$102.00	\$81.59	\$407.95
3	PMMN4069A	MICROPHONE,IMPRES RSM, 3.5MM JACK, IP55	6	\$121.00	\$96.79	\$580.74
4	PMPN4284A	CHARGER DESKTOP MULTI- UNIT IMPRES 2 1 DISPLAY EXT PS 100-240VAC US/NA	1	\$595.00	\$446.25	\$446.25
5	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, US/NA	2	\$69.25	\$51.94	\$103.88

\$18,427.32

\$1,612.39



Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

\$20,039.71

Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.



Project Number: 154000348

Delta Wireless Inc
 1170 National Drive, Ste 60
 Sacramento, CA 95834
 Phone: 916-928-1200 Fax: 916-928-6062
 Contract Lic: 748224 Tax ID: 680371097

SALES QUOTE

Bill To
 Rancho Murieta CSD
 15160 Jackson Rd.
 Rancho Murieta, CA 95683

Dates
 Quote Issued 08/09/2017
 Customer P.O.

Product/Service Name	Quantity	Unit Price	Extended
New Radio Programming (Taxable)	5	\$25.00	\$125.00
Travel Labor	1	\$115.00	\$115.00
Tech Labor Line	5	\$130.00	\$650.00

SCOPE OF WORK:
Build Codeplugs and coordinate for SRRCS, program radios to spec. See standard programming layout under Rancho Murieta MT2000 portable radios. Customer needs to provide the flash upgrade for the XTL 1500 base station.

Charges: \$0.00
Taxable Subtotal: \$0.00
Tax: \$9.69
Labor: \$890.00
TOTAL : \$899.69

Sales/Offered By: John Howard *
 Title: Sr. Communications Consultant
 Phone Number: 916-928-1200
 Engineered By (Initials): JDH

THIS QUOTE REPRESENTS AN ENGINEERED SOLUTION AND IS PROPRIETARY AND CONFIDENTIAL

Quote valid for 30 days after receipt

John Howard e Delta Wireless.com



Project Number: 154000348

TERMS and Conditions

Customer		Dates	
Name	Rancho Murieta CSD	Quote Issued	08/09/2017
Contact		Customer P.O.	
Project	154000348		
Phone			

TERMS AND CONDITIONS (Initial And Accept or Deny in the places provided)

- 1) Installation contract: This quote is based upon detailed information provided to Delta Wireless, Inc. by the quoted customer. Signing this quote formally constitutes a signed contract for products and services between Delta Wireless, Inc. and the customer. _____ Initial
- 2) Adds, moves and changes to the scope of work described within this quote must result in a written change order signed by both parties, prior to the re-ordering or reconfiguration of any product or service provided on this quote. _____ Initial
- 3) Remobilization charges (depending on distance) will be added to this quote if the vehicle and/or site are not available at the time and place scheduled with the customer, or is not in the condition or configuration described by the customer. _____ Initial
- 4) Used equipment will be installed at the customer's own risk. Appearance and performance will not be improved by installation. Customers have the responsibility to inform Delta of equipment deficiencies prior to installation. Delta will be glad to provide a quote for the repair and/or replacement of any equipment. _____ Initial
- 5) Work Delay: Installation will begin only after all equipment to be installed is physically on hand and ready for installation. A delay in the work schedule may occur if the customer requests "Adds, moves or changes" to this quotation or if a previously unknown or undisclosed condition is discovered during installation that alters the work required. If a "change order" results, a minimum of one hour may be charged and/or travel time assessed for the remobilization of labor on the project. _____ Initial
- 6) Restocking and freight: A 25 % restocking fee will be added to the change order for any product returned by Delta, on the customer's behalf. If the equipment has already been installed and the product cannot be returned to the manufacturer, the customer must pay in full. Additional freight charges, if required, will be added to the change order. _____ Initial
- 7) Payment for equipment due upon receipt of equipment. _____ Initial
- 8) Labor payment due upon completion of contract.
- 9) Labor warranty 30 days. Does not cover labor required to troubleshoot and repair/replace defective equipment. _____ Initial
- 10) Video system extended labor warranty: Delta offers an extended labor warranty to bridge the gap between the video equipment manufacturer's parts warranty and the cost of triage, analyzing, tracking, shipping, interfacing with the manufacturer, re-installing and testing the repaired video equipment. Each system is specific and unique requiring a quote. Please contact Delta Wireless at the number above. Accept Decline _____ Initial
- 11) Equipment warranty: Manufacturer's warranty applies. All labor to troubleshoot, reprogram, and reinstall equipment will not be included in the warranty. Freight charges to the manufacturer will not be included. _____ Initial
- 12) Non-Solicitation: Customer shall not, during the term of this Agreement and for a period of two (2) years immediately following the termination of the contract, or any extension hereof, for any reason, either directly or indirectly: (a) call on, solicit, induce, recruit, or encourage any of Delta Wireless employees to leave their employment or terminate their contracts or take away such employees; (b) attempt to solicit, induce, recruit, encourage or take away employees for the customer or any other person or entity; (c) call on solicit, induce, recruit or encourage any of the customers to terminate their relationships with Delta Wireless or take away such customers or (d) attempt to solicit, induce, recruit, encourage or take customer of Delta Wireless for the customer or any other person or entity. _____ Initial
- 13) Integration: Delta has provided a diligent work effort to identify the complexity, reliability and compatibility of the integration required within the system design of this surveillance video solution. Manufacturers differ on their understanding, interpretation and documentation level of their equipment and software. Therefore, Delta is not liable for the written or verbal information provided to Delta and presented to our clients through manufacturers, vendors and suppliers while integrating existing or future equipment and/or systems. Change orders may occur when these factors result in additional labor hours, or if additional equipment or software is required to provide the level of integration desired or to remedy a situation caused by the integrated product. _____ Initial
- 14) Server warranty: Any attempt to alter software configuration or settings after server installation by other than Delta Wireless may void the server warranty and result in additional billing to restore proper system operation. An extended warranty through a Service Level Agreement (SLA) is available Call Delta Wireless for a quote. Accept Decline _____ Initial
- 15) Environmental limitations of video: Variations in video quality due to changes in sun position, weather, lighting or housing cleanliness are a function of equipment limitations and are not a responsibility of Delta Wireless. Manufacturer's warranty provides for component repair at a Depot only and does not cover troubleshooting labor, shipping costs or restoration labor charges. No maintenance, warranty labor or shipping cost is provided by this installation agreement unless the customer purchases an extended labor warranty from Delta Wireless. _____ Initial
- 16) Interference: Interference to licensed or unlicensed frequencies are not the responsibility of Delta Wireless. _____ Initial

CUSTOMER SIGNATURE CONSTITUTES AGREEMENT WITH DELTA WIRELESS AND NETWORK SOLUTIONS TERMS AND CONDITIONS

QUOTE AND TERMS ACCEPTED BY:	Date:
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Project Number: 154000500

Delta Wireless Inc
 1170 National Drive, Ste 60
 Sacramento, CA 95834
 Phone: 916-928-1200 Fax: 916-928-6062
 Contract Lic: 748224 Tax ID: 680371097

SALES QUOTE

Bill To
 Rancho Murieta CSD
 15160 Jackson Rd.
 Rancho Murieta, CA 95683
 Jeff Werblun

 jwerblun@ranchomurietacsd.com

Dates
 Quote Issued 03/13/2018
 Customer P.O.

Product/Service Name	Quantity	Unit Price	Extended
New Radio Programming (Taxable)	6	\$25.00	\$150.00 T
Freight Out	1	\$60.00	\$60.00

SCOPE OF WORK:
Build Codeplugs and coordinate for SRRCS, program APX4000 radios to spec. See standard programming layout under Rancho Murieta MT2000 portable radios. Tune, program, optimize to new code plug. Customer to send or drop off radios to our Sacramento location. XTL base station excluded. Customer has flash for future system upgrade which will be charged separately when the system is cut over.

Charges:	\$60.00
Subtotal:	\$0.00
Tax:	\$11.63
Labor:	\$440.00
TOTAL :	\$511.63

Sales/Offered By: John Howard
 Title: Sr. Communications Consultant
 Phone Number: 916-928-1200
 Engineered By (Initials): JDH

THIS QUOTE REPRESENTS AN ENGINEERED SOLUTION AND IS PROPRIETARY AND CONFIDENTIAL

Quote valid for 30 days after receipt



TERMS and Conditions

Table with 2 columns: Customer (Name: Rancho Murieta CSD, Contact: Jeff Werblun) and Dates (Quote Issued: 03/13/2018, Customer P.O.).

TERMS AND CONDITIONS (Initial And Accept or Deny in the places provided)

- 1) Installation contract: This quote is based upon detailed information provided to Delta Wireless, Inc. by the quoted customer. Signing this quote formally constitutes a signed contract for products and services between Delta Wireless, Inc. and the customer. Initial
2) Adds, moves and changes to the scope of work described within this quote must result in a written change order signed by both parties, prior to the re-ordering or reconfiguration of any product or service provided on this quote. Initial
3) Remobilization charges (depending on distance) will be added to this quote if the vehicle and/or site are not available at the time and place scheduled with the customer, or is not in the condition or configuration described by the customer. Initial
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5) Work Delay: Installation will begin only after all equipment to be installed is physically on hand and ready for installation. A delay in the work schedule may occur if the customer requests "Adds, moves or changes" to this quotation or if a previously unknown or undisclosed condition is discovered during installation that alters the work required. If a "change order" results, a minimum of one hour may be charged and/or travel time assessed for the remobilization of labor on the project. Initial
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13) Integration: Delta has provided a diligent work effort to identify the complexity, reliability and compatibility of the integration required within the system design of this surveillance video solution. Manufacturers differ on their understanding, interpretation and documentation level of their equipment and software. Therefore, Delta is not liable for the written or verbal information provided to Delta and presented to our clients through manufacturers, vendors and suppliers while integrating existing or future equipment and/or systems. Change orders may occur when these factors result in additional labor hours, or if additional equipment or software is required to provide the level of integration desired or to remedy a situation caused by the integrated product. Initial
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16) Interference: Interference to licensed or unlicensed frequencies are not the responsibility of Delta Wireless. Initial

CUSTOMER SIGNATURE CONSTITUTES AGREEMENT WITH DELTA WIRELESS AND NETWORK SOLUTIONS TERMS AND CONDITIONS

QUOTE AND TERMS ACCEPTED BY: Date:

MEMORANDUM

Date: March 14, 2018
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Proceeding with Step 1 - Stream Alteration Permit, CIP 17-1-04 for Culvert Crossing Upgrade Adjacent to Water Treatment Plant

RECOMMENDED ACTION

Approve proceeding with Step 1 of the Stream Alteration Permit, CIP 17-1-04, and payment of filing fee not to exceed \$2,109. Funding to come from Water Capital Improvement Reserves.

BACKGROUND

This Capital Improvement Project is to upgrade a roughly built culvert crossing and access to the back of the Water Treatment Plant. The primary need for this upgrade is to allow continued chemical deliveries that are required for the new membrane treatment process. Currently, the culvert crossing consists of two (2) 30" side by side polyethylene pipes covered by compacted soil and rock that was constructed for the Water Treatment Plant Expansion Project. It functioned sufficiently for the project; however it was not anticipated to be used for on-going chemical deliveries. Although this culvert crossing is typically ephemeral, it is fed by over a 2 square mile water shed that has substantial flows during heavy periods of rainfall which overflow the makeshift roadway that was created there. Also, some chemical delivery vendors have refused to use it due to it being narrow, muddy, and not ideal for sufficient load weight support.

This project will install a 4'x6' prefabricated box culvert and roadway in phases. The first phase is to obtain the Stream Alteration Permit; the second phase is to order the box culvert; third phase is to remove the existing pipes and grade the site; fourth phase is to deliver, set, and backfill the box culvert; and the fifth phase is to develop the roadway. My target timeframe to complete this project is late summer of this year when the area should be relatively dry.

As this is in a seasonal stream, a Stream Alteration Permit from the Department of Fish and Wildlife is required. I have gone through this process before and it may take several months for review and approval. Therefore it is prudent to start this process now. The fee for filing is \$2,109. All Capital Improvement costs must be approved by the Board.

Improvements Committee recommends approval.

MEMORANDUM

Date: March 19, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: Review District Goals for 2018

RECOMMENDED ACTION

No action – review Board goal matrix.

BACKGROUND

A Board Goals Workshop was held February 9, 2018. At that workshop, the concept of strategic and operational goals was introduced. Following the workshop, a matrix was created reflecting operational goals tied back to one or more strategic goals. The draft matrix was reviewed at the February 21, 2018 Regular Board meeting. At the meeting, the Board agreed to prioritize between the twenty-one (21) strategic goals identified in the draft matrix and provide that feedback to the General Manager. The General Manager has received prioritization feedback from the Board and offers the attached revised matrix reflecting the Board's combined prioritization.

At this meeting, we expect to review the top goals identified along with required regulatory tasks that may fall outside of the highest Board priorities.

STRATEGIC GOALS							
1. PROVIDE NEEDED COMMUNITY SERVICES							
2. OPTIMIZE LEVEL OF SERVICE							
3. EMPLOY A QUALITY WORKFORCE							
4. MAINTAIN GOOD RELATIONSHIPS							
5. HANDLE FINANCES EFFECTIVELY							
1	2	3	4	5	PRIORITIZATION	OPERATIONAL GOALS (21)	GOAL DETAILS
X	X	X		X	1	Optimize ORGANIZATIONAL STRUCTURE	<ul style="list-style-type: none"> -Address existing staffing level challenges -Optimize organizational form -Accommodate growing regulatory requirements -Accommodate growth of CSD role -Create a model for succession and cross functional learning.
X	X				2	SECURITY Services	<ul style="list-style-type: none"> -Enhance Controlled Community Access -Collaborate with RMA as lead on Escuela Gate access implementation -Security Master Plan Report to Board -Seek appropriate level of SSD Services for growing commercial area
		X			3	Explore INCENTIVES to RETAIN QUALITY WORKFORCE	<ul style="list-style-type: none"> -Incentives can range from financial, to adequate staffing levels, to tools to help accomplish workload. -Tools: desktop scanners, a functional GIS, updated software and training.
			X		4	Facilitate ENHANCED COMMUNITY EDUCATION AND OUTREACH	<ul style="list-style-type: none"> -Sewer (wipes), Recycling, Role of Security, Development etc.
	X			X	5	EVALUATE Funding a NEW BOND FOR FUNDING	<ul style="list-style-type: none"> -Security and drainage services new bond
X					6	WATER Services	<ul style="list-style-type: none"> -Implement Emergency Well -Water Rights Permit Extension (Current permit expires 12/2020) -Plan for and manage aging infrastructure
				X	7	EFFECTIVELY MANAGE DISTRICT FINANCES	<ul style="list-style-type: none"> -RMA Financial obligation for Parks water fee and related charges -Reserve Study -5-Year CIP & CRP rolling plans with projections of funding available
	X				8	Review and reinforce CSD vs. RMA RESPONSIBILITIES	<ul style="list-style-type: none"> -Choice of security enforcement versus full area patrol. Basins, etc.
X					9	AGING INFRASTRUCTURE Management	<ul style="list-style-type: none"> -5-Year Capital Replacement Plan -Update long-term Infrastructure Plan
X	X			X	10	STORMWATER/ DRAINAGE Services	<ul style="list-style-type: none"> -Proactive Storm Water Quality Management Plan -Comprehensive Detention Basin Management Plan
	X		X	X	11	Seek CONTINUOUS COLLABORATIVE EFFORT on common goals	<ul style="list-style-type: none"> -Recognize and respect areas of interest/authority; avoid duplication and potential/perceived encroachment of recognized jurisdictions. -CSD activities should match authorization and funding collected to perform role.

STRATEGIC GOALS							
1. PROVIDE NEEDED COMMUNITY SERVICES							
2. OPTIMIZE LEVEL OF SERVICE							
3. EMPLOY A QUALITY WORKFORCE							
4. MAINTAIN GOOD RELATIONSHIPS							
5. HANDLE FINANCES EFFECTIVELY							
1	2	3	4	5	PRIORITIZATION	OPERATIONAL GOALS (21)	GOAL DETAILS
X				X	12	EXPLORE RMCC AND OPEN SPACE recreational opportunity	-RMCC/Open Space Initiative. Acquisition. Stakeholder outreach in process. Initiative funding not identified in 2017-18 budget. -Determine General Role and source of funding for administration, maintenance and operation
X					13	GENERAL COMMUNITY SERVICES DELIVERY	-Define District's role in Parks & Rec -CSD attendance at RMA and other meetings
X					14	SOLID WASTE Services	-Improve Recycling Event outreach. Consider costs of providing these opportunities versus benefit. -Contract renewal annually by June. Full contract expires October 31, 2025
	X				15	ENHANCE ONLINE SERVICES	-Investigate improved online utility billing and other services
	X				16	Conduct Regular POLICY REVIEW UPDATES	-Review all items requiring update -Staff capacity needed to focus on this effort
X					17	RECYCLED WATER Services	-Develop Facility update/expansion schedule and plan accordingly for compliance with Recycled Water Permit
X					18	DEVELOPMENT PROPOSALS Proactive management, review and comment	-Monitor triggers for Urban Water Supplier 3K+ connections for prep of Urban Water Management Plan -Review existing planned Development mitigations related to CSD role.
X					19	PARKS Services	-Parks Operating Guidelines.
				X	20	Expand Board Policy to ESTABLISH GREATER FIDUCIARY RESPONSIBILITY	-Limit proposals for expanded (not existing) non-budgeted services to only those of emergency or mandated govt. compliance. Require separate supplementary funding to be adopted. -Review Organizational responsibilities against resources and expectations
X	X				21	SINGLE ENTITY GOVERNANCE of RM	-Investigate potential. Perceived as responsive to concerns about no one entity providing governmental services.

X PRIMARY
X SECONDARY



**California Special
Districts Association**
Districts Stronger Together

RECEIVED

FEB 20 2018

Rancho Murieta
Community Services District

DATE: February 16, 2018
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2019 - 2021 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

(over)

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors.

- **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination.**
- **Deadline for receiving nominations is April 18, 2018. Nominations and supporting documentation may be mailed or emailed to Beth Hummel. No faxes please.**

Mail: CSDA Attention: Beth Hummel
1112 I Street, Suite 200, Sacramento, CA 95814

E-mail: bethh@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat A-Ralph Emerson, GM, Garberville Sanitary District*
Sierra Network Seat A-Noelle Mattock, Director, El Dorado Hills CSD*
Bay Area Network Seat A-Robert Silano, Director, Menlo Park Fire Protection District*
Central Network Seat A-Joel Bauer, GM, West Side Cemetery District*
Coastal Network Seat A-Elaine Magner, Director, Pleasant Valley Recreation & Park District*
Southern Network Seat A-Jo MacKenzie, Director, Vista Irrigation District*
(* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or bethh@csda.net.

NEW THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 18, 2018. All votes must be received through the system no later than 5:00 p.m. August 10, 2018.*

*Districts can opt to cast a paper ballot instead; but you must contact Beth by e-mail Bethh@csda.net, by **April 18, 2018** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 10, 2018.

The successful candidates will be notified no later than August 14, 2018. All selected Board Members will be introduced at the Annual Conference in Indian Wells, CA in September 2018.



**California Special
Districts Association**
Districts Stronger Together

2018 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail, or email to:

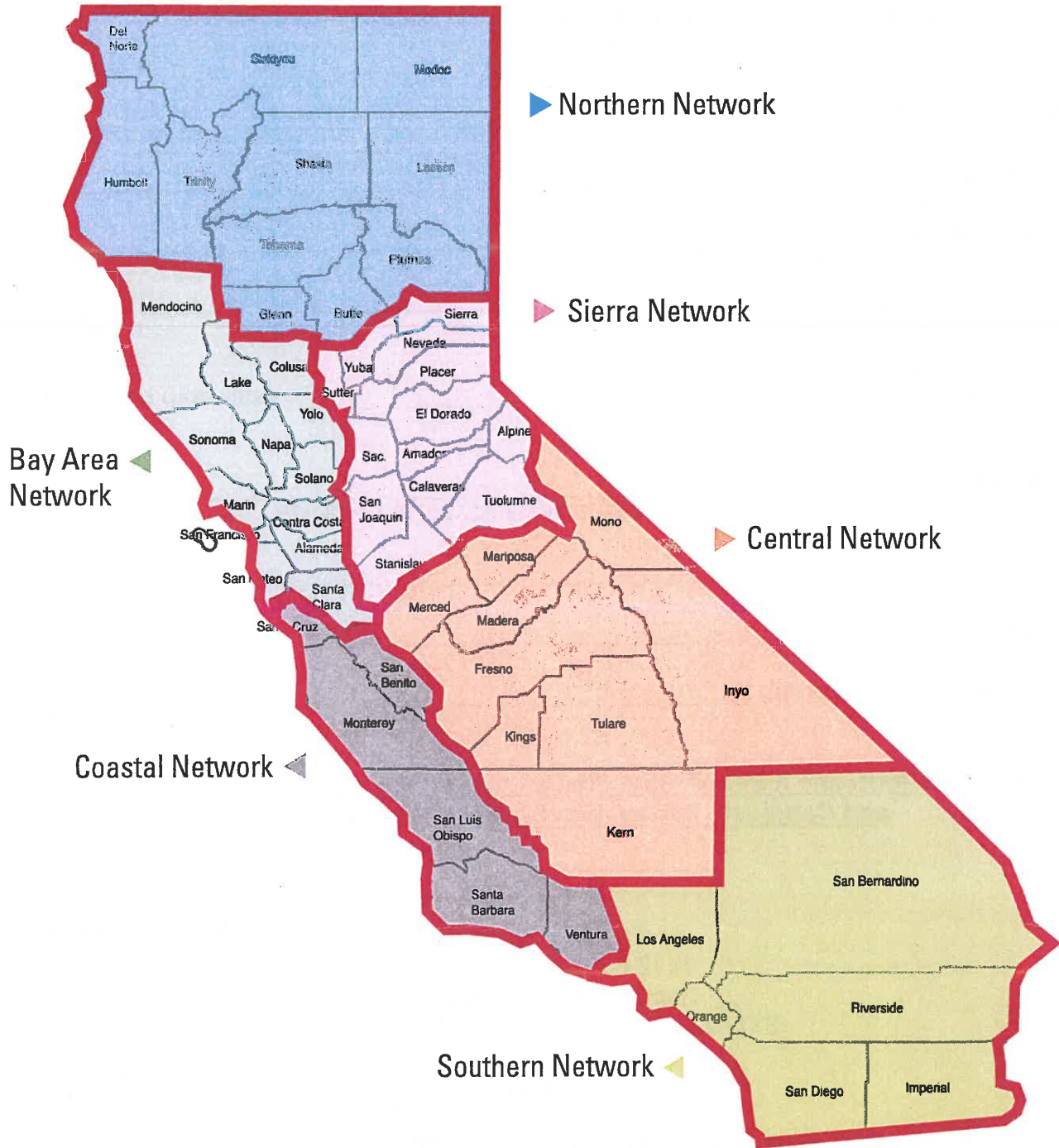
CSDA
Attn: Beth Hummel
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

bethh@csla.net

DEADLINE FOR RECEIVING NOMINATIONS – April 18, 2018



California Special Districts Association
DISTRICT NETWORKS





2018 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2018 will not be included with the ballot.**

CONFERENCE/EDUCATION SCHEDULE

Date: March 14, 2018
To: Board of Directors
From: Suzanne Lindendorf, District Secretary
Subject: Review Upcoming Conference/Education Opportunities

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

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)

2018 Special Districts Legislative Days	May 22, 2018	Sacramento
General Manager Leadership Summit	June 24, 2018	Olympic Valley
Special District Leadership Academy	July 8, 2018	Napa Valley
2018 Annual Conference & Show	September 24, 2018	Indian Wells

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

No Information Currently Available on Upcoming Conferences.

ISC WEST

2018 ISC West Public Security And Safety Expo	April 11 – 13, 2018	Las Vegas
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ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

2018 ACWA Spring Conference	May 8-11, 2018	Sacramento
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AMERICAN WATER WORKS ASSOCIATION (AWWA)

No Information Currently Available on Upcoming Conferences.

WATEREUSE

2018 WateReuse California Annual
Conference

March 25-27, 2018

Monterey