



# 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

**December 20, 2023**

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

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#### BOARD MEMBERS

Tim Maybee	President
Martin Pohll	Vice President
Linda Butler	Director
Randy Jenco	Director
Stephen Booth	Director

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#### STAFF

Mimi Morris	General Manager
Mark Matulich	Director of Finance and Administration
Michael Fritschi	Director of Operations
Andrew Ramos	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

December 20, 2023  
REGULAR BOARD MEETING  
Call to Order  
Open Session 5:00 p.m.

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

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

## AGENDA

ESTIMATED RUNNING TIME 5:00

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

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

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

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

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

#### A. Approval of Board Meeting and Committee Meeting Minutes

1. November 15, 2023 Regular Board Meeting Minutes
2. December 5, 2023 Personnel Committee Meeting Minutes
3. December 5, 2023 Improvements Committee Meeting Minutes
4. December 5, 2023 Finance Committee Meeting Minutes
5. December 7, 2023 Communication & Technology Committee Meeting Minutes

- B. Bills Paid Listing
- C. Adoption of Resolution R2023-18 Surplus Property

#### **4. STAFF REPORTS** (Receive and File)

- A. General Manager's Report
- B. Finance and Administration Report
- C. Security Report
- D. Utilities Report

#### **5. REVIEW DISTRICT MEETING DATES/TIMES FOR JANUARY 2023**

- A. Special Improvements – January 9, 2023 at 8:00 a.m.
- B. Special Finance – January 9, 2023 at 10:00 a.m.
- C. Special Communications – January 16, 2023 at 8:30 a.m.
- D. Security – Committee will meet as needed
- E. Regular Board Meeting – January 17, 2023 - Open Session at 5:00 p.m.

#### **6. CORRESPONDENCE**

- A. Email from Janis Eckard
- B. Email from John Merchant
- C. Email from Brad Beer

#### **7. *Action Item* CONSIDER ADOPTION OF POLICY P2023-02 INVESTMENT POLICY** (Discussion/Action) (Motion) **(Roll Call Vote)**

#### **8. *Action Item* CONSIDER APPROVAL OF INFORMATION TECHNOLOGY MANAGER JOB DESCRIPTION** (Discussion/Action) (Motion) **(Roll Call Vote)**

#### **9. *Discussion Item* CONSIDER 2024-2025 COMMITTEE ASSIGNMENTS** (Discussion/Action) (Motion) **(Roll Call Vote)**

#### **10. COMMENTS FROM THE PUBLIC**

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

*If you wish to speak during Comments from the Public or would like to comment regarding an item appearing on the meeting agenda, please complete a public comment card and submit to the Board Secretary prior to the point in the meeting at which the item is called. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.*

#### **11. 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.*

## **12. ADJOURNMENT (Motion)**

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

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is December 15, 2023. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.