



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CALIFORNIA 95683
916-354-3700
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AGENDA

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

REGULAR BOARD MEETING

August 15, 2018

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

BOARD MEMBERS

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

STAFF

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

AUGUST 15, 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>Closed session for public employee discipline/dismissal/release.</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. CONSIDER ADOPTION OF RESOLUTION R2018-07, IN HONOR OF JOYCE CZERWINSKY, OFFICE ASSISTANT (Discussion/Action) (<i>Motion</i>) (Roll Call Vote) (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>

<i>If you wish to address the Board at this time or at the time of an agendized 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.</i> | |

- 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. *July 18, 2018 Regular Board Meeting Minutes*
 - 2. *July 18, 2018 Special Board Meeting Minutes*
 - 3. *July 24, 20 18 Special Board Meeting Minutes*
 - 4. *August 2, 2018 Special Board Meeting Minutes*
 - 5. *August 7, 2018 Improvements Committee Meeting Minutes*
 - 6. *August 7, 2018 Personnel 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**
- A. Correspondence from Carolyn Kuhnz, Dated July 16, 2018
 - B. Email from Rob Allen, Received July 20, 2018
 - C. Email from Bill and Pat Kelly, Received August 7, 2018
- 11. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES (Discussion/Action) (Motion)**
- 12. REVIEW DISTRICT SEPTEMBER MEETING DATES/TIMES**
- A. Improvements – September 4, 2018 at 8:30 a.m.
 - B. Finance – September 4, 2018 at 9:30 a.m.
 - C. Personnel – September 4, 2018 at 10:30 a.m.
 - D. Security – September 6, 2018 at 4:00 p.m.
 - E. Communications – September 6, 2018 at 4:30 p.m.
 - F. Regular Board Meeting – September 19, 2018 - Open Session at 5:00 p.m.
- 13. CONSIDER ADOPTION OF REVISED JOB DESCRIPTIONS (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)**
- A. General Manager
 - B. Director of Administration
 - C. Controller
 - D. Accounting Supervisor

14. **CONSIDER APPROVAL OF PROPOSED SALARY RANGE FOR DIRECTOR OF ADMINISTRATION POSITION** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
15. **PUBLIC HEARING TO CONSIDER PLACING DELINQUENT ACCOUNTS ON TAX ROLLS OF SACRAMENTO COUNTY FOR COLLECTION** (Time is approximate but will not be conducted before 5:00 p.m.)
 - A. Presentation by Eric Thompson, Controller.
 - B. The Board President will open a public hearing for public comment on placing delinquent accounts on the tax rolls of Sacramento County for collection.
 - C. The Board President will close the public hearing on placing delinquent accounts on the tax rolls of Sacramento County for collection.
 - D. Board Discussion/Approval of Resolution R2018-05, a Resolution Authorizing Collection and Requesting Inclusion of Delinquent Rates, Special Taxes, Charges and Penalties for Water, Sewer, Solid Waste, Drainage and Security Service on the Tax Roll for the Forthcoming Fiscal Year in the Same Manner as the General Taxes. (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
16. **CONSIDER ADOPTION OF DISTRICT RESOLUTION R2018-06, COMMUNITY FACILITIES DISTRICT NO. 2014-1 ANNUAL SPECIAL TAX LEVIES** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
17. **CONSIDER APPROVAL OF PROPOSAL FOR LAGUNA JOAQUIN WATER LEVEL MEASUREMENT STATION INSTALLATION** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
18. **CONSIDER APPROVAL OF PROPOSAL FOR MAIN LIFT SOUTH STORMWATER PUMPS 4 AND 5 REPAIRS** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
19. **CONSIDER ADOPTION OF RESOLUTION R2018-08 DECIDING GAMAL ANSARI GRIEVANCE** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
20. **DIRECTOR COMMENTS/SUGGESTIONS**

*In accordance with Government Code 54954.2(a), **Directors** 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.*
21. **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 August 10, 2018. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

RESOLUTION 2018-07

IN HONOR OF Joyce Czerwinsky

WHEREAS, Joyce Czerwinsky first worked with Rancho Murieta Community Services District in 2008 as a temporary employee through Act 1 Personnel Service; and

WHEREAS, Joyce became a permanent employee with Rancho Murieta Community Services District on January 24, 2009 as Office Assistant I; and

WHEREAS, Joyce was promoted January 24, 2011 to Office Assistant II; and

WHEREAS, Joyce has been a part of the success of the Community Services District; and

WHEREAS, Joyce has endeared herself with many friends and acquaintances in the District and Rancho Murieta community; and

WHEREAS, Joyce will retire on August 15, 2018 after nine (9) years of service to the residents and employees of the Rancho Murieta Community Services District; and

NOW THEREFORE BE IT PROCLAIMED, this 15th day of August in the year 2018, that the Board of Directors of the Rancho Murieta Community Services District, recognizes, appreciates, and commends Joyce for her nine (9) years of service to the community and District, and wishes her well in her future endeavors.

Mark Pecotich, Board President

Morrison Graf, Vice - President

Les Clark, Director

John Merchant, Director

Gerald Pasek, Director



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Regular BOARD MEETING

July 18, 2018

Call to Order 5:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Mark Martin, General Manager; Eric Thompson, Controller; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

2. ADOPT AGENDA

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

3. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

Mark Martin, General Manager, stated that on June 23, 2018 Patrol Officer Rick Tompkins became the District's new Security Patrol Sergeant. He has received several off-line comments from individuals stating that they respect Officer Tompkins and appreciate what he has done for the community. Chief Werblun gave a brief overview of Officer Tompkins' law enforcement/security experience. Keith Tompkins, Officer Tompkins' father, had the honor of pinning the Sergeant's badge on Officer Tompkins.

4. PUBLIC COMMENT

Dick Brandt commented on water augmentation, the well, issues relating to groundwater districts, the 1990 and 1991 Acquisition and Services Agreement concerning the water supply augmentation fee and suggested the District review these agreements and look at the current policies regarding developers receiving credit for laying purple pipe.

Jay Solomon commented on his security concerns including guests on the back lake fishing, swimming, and boating not accompanied by a resident; residents getting into the community claiming they are going to go play golf and suggested Rancho Murieta Country Club (RMCC) provide a list of guests along with their tee-time to the Gates; vendors and workers have been fishing; guest boats are being allowed into the community without getting an Rancho Murieta Association (RMA) boat pass; more patrol is needed at the lakes and suggested there should be three (3) Patrol Officers per shift.

President Pecotich stated that there is only so much of the Security team available every day; part of it is upon residents to let us know if they are seeing something like that happen. President Pecotich also stated that one of the things that came out of the Security Assessment Survey is the fact that people want more but they do not want to pay for it.

Director Merchant commented that due to the lack of funding and resources for the Security Department, they are unable to do more.

Director Pasek stated that the security tax was voted in 1994 and is a fixed rate and can only increase by no more than two percent (2%) a year and cannot be increased above that unless it is goes out for vote.

Bill Ossolinski commented on his concerns regarding security, the need for at least one (1) more patrol officer, non-residents fishing, and suggested that guests wanting to fish should be required to get a permit from RMA, and the need for fines for rule violations.

Robin Alby Kesich commented on an incident at the Plaza last week regarding a golf cart with an infant strapped into a car seat, placed between two (2) gas cans and left unattended. Security was called but the owner of the vehicle returned and left before Security appeared. Ms. Kesich stated she waited around for Security, but they did not respond.

5. CONSENT CALENDAR

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

6. STAFF REPORTS

Agenda Item 6b, Director Pasek commented on the budget. Eric Thompson, Controller, stated that the numbers are very preliminary as we do not get our final distribution of property tax allocation until August. Property values have gone up and turn over in the market has increased and the savings from the solar is estimated at around \$40,000 from the waste water treatment plant for last year and about \$7,100 from the water treatment plant for the past four months.

Under Agenda Item 6c, Director Clark asked what the anticipated schedule for the Security Assessment Report to go to the Security Committee for review. Mark Martin, General Manager, stated the goal is to have it to the Security Committee in August.

7. CORRESPONDENCE

Letter from Bill and Pat Kelly

Mark Martin, General Manager, gave a summary of the concerns Mr. and Mrs. Kelly have regarding responsibility for repair of a break in a sewer line. At the March 21, 2018 District Board meeting, the Board and Mr. Kelly agreed to allow District staff to dig up the ground to verify the location of the break and where responsibility lies. Once responsibility is established, the responsible party would pay for that work along with the necessary repairs. It was assessed that the party responsible to pay is the homeowner. Mr. Kelly is contesting the bill the District sent for the work done and requests the Board intervene on their behalf and have the District pay for the work already done and the costs for repairs. Director Merchant stated that the District did what they said they would do. The Board, by consensus, agreed that the homeowner is the responsible party for all costs as agreed to.

E-Mail from Dawn Klein

Mark Martin, General Manager, stated that the District has received other emails regarding the speeding issue and has met with RMA's General Manager, Greg Vorster, and Assistant General Manager, Danise Hetland, to discuss various security concerns including the use of the new radar guns and redirecting the allotted RMA security time to cover issues as they arise.

Director Clark stated that the District needs to clarify to the community what services the Security Department is allowed to do and that the residents need to engage itself in talking to their neighbors and their friends when they see a violation being committed.

Denise Hayes commented on her concern regarding the increase of speeders, the possibility of use of speed bumps, and feels the community needs to be part of the solution by reporting incidents.

Director Clark commented on the District having no jurisdiction over any type of physical improvements/modifications to the roads. That is RMA's responsibility.

Rob Allen commented on his concern with speeders, specifically teenage drivers, and suggested that Sacramento County Sheriff's Department (SSD) and California Highway Patrol (CHP) be allowed to patrol and enforce the vehicle code inside the community.

Director Clark stated that RMA streets are private streets and SSD and CHP cannot enforce traffic within the gates. To change that, RMA would have to adopt enforcement of the vehicle code. Chief Werblun stated that the streets are privately owned, and the vehicle code does not apply. Director Merchant stated that for the 25 years he has lived here, residents have insisted that it not be adopted.

Mark Martin, General Manager stated that there is an RMA Complaint Form (pink form) that anyone can fill out and submit to RMA regarding any CC&R violations they see. You can pick one up at either gate.

Cheri Ozorak commented on Mr. Allen's concern, fines not working to deter, and asked about placing speed bumps on the roads.

Dawn Klein thanked the Board for all the responses to the email and asked Director Merchant how residents can go about making a change. Director Merchant stated that residents need to force RMA's hand and suggest speed traps.

President Pecotich commented on the Joint Security Committee re-starting meetings and these concerns can also be addressed there. Jim Crowder, RMA Director, stated that RMA will be contacting the District to get a meeting scheduled.

Cheri Ozorak commented on media discussion regarding the water quality and the residents not being notified of a violation right away. Mark Martin, General Manager, stated that the Sacramento Bee article being referred to did not have the correct information. The violation was corrected immediately but the State of California did not report the correction on their website.

Paul Siebensohn stated that residents should contact the District regarding any concerns anytime.

8. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

Mark Martin, General Manager stated that he and Eric Thompson, Controller will be attending an upcoming finance management training and Debby Bradberry, Accounting Supervisor, will be attending an HR Bootcamp.

9. REVIEW JUNE BOARD/COMMITTEE MEETING DATES/TIMES

Director Clark stated that the Special Improvements Committee meeting schedule for tomorrow is to introduce and review the Rancho Murieta North infrastructure planning. And the Special Board meeting on July 24, 2018 is a closed session meeting. Mark Martin stated that the Special Board meeting has been changed to an open session, per the individual's request.

Matt Brenan apologized for being late, thanked the District for all they do and feels the Security Department is doing a fantastic job. Mr. Brennan also commented on speeding and noise issues in the community and suggested a task force be formed to discuss these security concerns.

10. CONSIDER ADOPTION OF NON-REPRESENTED EMPLOYEE 2017 SALARY RANGE ADJUSTMENT

Mark Martin, General Manager, gave a summary of the recommendation to adopt the salary range adjustments for the non-represented employees. An adjustment to the salary range does not result in an automatic adjustment to any employee's rate of pay; unless the employee's current rate of pay falls below the minimum of their new salary range. The last adjustment was made in 2014.

Director Clark stated that the District needs to be competitive in the market in order to provide services to the community and maintain good employees.

Motion/Clark to adopt the 2017 Non-represented Salary Ranges. The new non-represented salary ranges will be retroactive, effective May 1, 2017 to align with the April annual review date approved in the Pay for Performance Manual update. **Second/Merchant. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

11. CONSIDER APPROVAL OF PROPOSAL FROM JENSEN PRECAST FOR THE PURCHASE OF WATER PLANT BOX CULVERT

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the proposal from Jensen Precast for the purchase of water plant box culvert.

Motion/Clark to approve the proposal from Jensen Precast for the purchase of a water plant box culvert in an amount not to exceed \$11,816. Funding to come from Water Capital Improvement Reserves as part of project No. 18-06-04 (Coastland #17-1-04). **Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

12. CONSIDER APPROVAL OF PROPOSAL FROM AMERICAN CRANE FOR CRANE RENTAL FOR WATER PLANT BOX CULVERT OFFLOADING AND PLACEMENT

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the proposal from American Crane for Crane Rental. Director Clark stated that the correct amount for this project should be \$3,565.

Motion/Clark to approve the proposal American Crane for Crane Rental in an amount not to exceed \$3,565 including a 15% contingency. Funding to come from Water Capital Improvement Reserves as part of project No. 18-06-04 (Coastland #17-1-04). **Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

13. CONSIDER APPROVAL OF PROPOSAL FROM XYLEM FOR CANTOVA PUMP AND RAIL REPLACEMENT

Paul Siebensohn, Director of Field Operations, gave a summary of the recommendation to approve the proposal from Xylem for Cantova pump and rail replacements.

Motion/Clark to approve the proposal from Xylem for Cantova pump and rail replacements in an amount not to exceed \$41,722.36. Funding to come from Sewer Capital Replacement Reserves. **Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

14. CONSIDER APPROVAL OF PROPOSAL FROM PAC MACHINE FOR CANTOVA PUMP STATION BYPASS DURING PUMP REPLACEMENT

Paul Siebensohn, Director of Field Operations, gave a summary of the recommendation to approve the proposal from PAC Machine for the Cantova Pump Station bypass during pump replacement.

Director Clark stated the amount does not include delivery, installation, and start up. Paul Siebensohn stated that he has two (2) requests in regarding this and feels that the cost should not be substantial enough to exceed the approved costs.

Motion/Clark to approve the proposal from PAC Machine for Cantova Pump Station bypass during pump replacement in an amount not to exceed \$10,000. Funding to come from Sewer Capital Replacement Reserves. **Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

15. CONSIDER APPROVAL OF REIMBURSEMENT REQUESTED BY DEVELOPER FOR RECYCLED WATER LINE FROM MURIETA GARDENS TO CANTOVA LIFT STATION – 78 LOTS

Paul Siebensohn, Director of Field Operations, gave a brief PowerPoint presentation regarding the developer reimbursement request relating to recycled water and the recommendation to authorize the General Manager to enter into a Facilities Extension Agreement (FEA) negotiations for Highway 16 Bore/Casing and commercial loop (Cantova) extension including a reimbursement mechanism in amount not to exceed what has been proposed as well as sign the encroachment permit; have Coastland Engineering review the FEA and confirm what pro-rata share of infrastructure is appropriate, and bring the agreement back to the Improvements Committee for review and approval.

Motion/Graf to authorize the General Manager to enter into a Facilities Extension Agreement (FEA) for Highway 16 Bore/Casing and commercial loop (Cantova) extension including a reimbursement mechanism in amounts not to exceed what has been proposed as well as sign the encroachment permit, return Improvements Committee for review and approval.

Director Merchant stated that he would like the draft agreement to go before the Board for final review and approval. The Board agreed.

Amended Motion/Merchant to authorize the General Manager to enter into a Facilities Extension Agreement (FEA) for Highway 16 Bore/Casing and commercial loop (Cantova) extension including a reimbursement mechanism in amounts not to exceed what has been proposed as well as sign the encroachment permit, return Improvements Committee then the full Board for review and approval. **Second/Pasek. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

John Sullivan commented on the backbone infrastructure is the District's responsibility, the in-tract purple pipe inside the subdivisions is the developer's responsibility.

16. CONSIDER APPROVAL OF REIMBURSEMENT REQUESTED BY DEVELOPER FOR RECYCLED WATER LINE FROM MURIETA GARDENS TO CANTOVA LIST STATION – 78 LOTS.

This item was included in the motion from Agenda Item #15.

17. DIRECTOR COMMENTS/SUGGESTIONS

Paul Siebensohn, Director of Field Operations, asked that the public contact the District directly regarding any issues or concerns.

Chief Werblun reported that a new Patrol Officer has been hired and will begin training in the next few weeks. Interviews for Gate Officer positions are scheduled.

Director Merchant commented on a Sacramento County Board of Supervisors meeting scheduled for July 24, 2018 regarding the County dump and asked for in the future staff explain payment for reclaimed water

discharge, what the District's rights are, what the District owns and not own, where the water goes, who decides where it goes, who decides who pays for it.

Director Pasek suggested staff look at the various social media sites to address issues.

Director Clark stated that the assessor dwelling unit presentation by the County at the RMA Board meeting last night was confusing and suggested the District keep up on the issue.

President Pecotich thanked Jim Crowder for attending the meeting and stated that the community needs to take advantage of all the residents volunteering to help with issues.

18. ADJOURNMENT

Motion/Pecotich to adjourn at 7:27 p.m. Second/Clark. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary



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

July 18, 2018

Call to Order and Closed Session 6:30 p.m.

1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 7:28 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Mark Martin, General Manager; Eric Thompson, Controller; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

2. ADOPT AGENDA

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

3. COMMENTS FROM THE PUBLIC

None.

4. BOARD ADJOURNED TO CLOSED SESSION AT 7:29 P.M. TO DISCUSS THE FOLLOWING ITEMS

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

BOARD RECONVENED TO OPEN SESSION AT 7:49 P.M. AND REPORTED THE FOLLOWING

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

Nothing to report.

5. ADJOURNMENT

Motion/Clark to adjourn at 7:50 p.m. Second/Pasek. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary



RANCHO MURIETA COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

July 24, 2018

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

1. CALL TO ORDER/ROLL CALL

Vice President Morrison Graf called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:30 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. President Mark Pecotich was absent. Also, present were Mark Martin, General Manager; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel; Darren Semore, Union Representative; and Gamal Ansari.

2. ADOPT AGENDA

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

3. STEP 3 – GRIEVANCE CONCERNING EMPLOYEE GAMAL ANSARI DISCIPLINE

A. Board President Introductory Comments

Vice President Morrison Graf gave a brief introductory statement.

B. General Manager, Mark Martin, Presentation of Pertinent Documents and Comments

General Manager, Mark Martin gave a presentation to the Board, including oral and written comments. Union Representative Darren Semore asked a few questions for clarification.

C. Gamal Ansari Presentation of Pertinent Documents and Comments

Union Representative Darren Semore gave a verbal presentation to the Board. Gamal Ansari gave a presentation to the Board, including oral and written comments. General Manager Mark Martin asked a few questions for clarification.

D. General Manager, Mark Martin, Rebuttal and Closing Comments

General Manager, Mark Martin, gave a verbal rebuttal statement and closing comments.

E. Gamal Ansari Rebuttal and Closing Comments

Union Representative, Darren Semore, gave a verbal rebuttal statement and closing comments. Gamal Ansari gave a rebuttal statement and closing comments.

F. Board President Closing Comments

Vice President Morrison Graf gave a brief closing statement.

G. Public Comments

Vice President Morrison Graf asked for any public comments. There were none.

4. BOARD ADJOURNED TO CLOSED SESSION AT 6:54 P.M. TO DISCUSS THE FOLLOWING ITEMS

Closed Session for Public Employee Discipline/Dismissal/Release

BOARD RECONVENED TO OPEN SESSION AT 7:52 P.M. AND REPORTED THE FOLLOWING

Closed Session for Public Employee Discipline/Dismissal/Release. Nothing to report.

5. ADJOURNMENT

Motion/Clark to adjourn at 7:53 p.m. Second/Pasek. Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

DRAFT



RANCHO MURIETA COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

August 2, 2018

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

1. CALL TO ORDER/ROLL CALL

Vice President Morrison Graf called the Special 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, Les Clark, John Merchant, and Gerald Pasek. President Mark Pecotich was absent. Also, present were Mark Martin, General Manager; Jeff Werblun, Security Chief; and Suzanne Lindenfeld, District Secretary.

2. ADOPT AGENDA

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

3. COMMENTS FROM THE PUBLIC

No comments.

4. REVIEW SECURITY ASSESSMENT REPORT DRAFT ACTION PLAN

Mark Martin, General Manager, gave a summary of the Security Department Assessment Report and Recommendations along with an overview of the Draft Action Plan. Mr. Martin stated that the one thing to keep in mind is what are we trying to solve.

Mike Martel commented on the 360 reviews the District previously conducted, traffic studies that have been done, vandalism reports, and the lack of follow through from the District.

Rita Schroeder commented on her concerns regarding cameras not working, speeding, Security Officer's hands are tied, drug transactions occurring behind Raley's, the Country Story, and the Gazebo, three (3) prostitutes living in the community, and taking guns away from Patrol Officers will lower costs.

Jeff Werblun, Security Chief, commented on how the demographics of the community have changed but the resources/funding for the Security Department has not increased. The Draft Action Plan recommends public meetings to go over the Security Department's role and authority.

Director Merchant commented on residents not happy that the Security Officers are not peace officers but also do not want to pay for them to be, the need for Rancho Murieta Association (RMA) to hire another compliance officer as most issues are compliance issues, and suggested staff focus on the issues in the community and include the cost to address those issues, and changing the Gate Officers' uniforms to a more private security type uniform like a blazer.

Director Clark commented on Security Officers not being peace officers and their role is to observe and report, suggested partnering with Sacramento Sheriff's Department (SSD) for more patrols in the community (inside and outside the gates), special event notifications, and privacy concerns regarding cameras and drone use.

Director Pasek suggested that the District lay out what they can and cannot do regarding the various type of calls for service received along with what the costs would be to be able to do more. Director Pasek suggested staff review the 1994 proposition that voted in the District to provide security services.

Vice President Graf suggested a review of the contracts with the various agencies to see what it is we are contractually obligated to do. Director Clark agreed.

Mark Martin, General Manager, commented on holding townhall meetings, joint board meetings with RMA and various stakeholders, and pursuing requiring golf carts to have license plates.

Staff will enhance the Draft Action Plan and distribute to the various stakeholders for review and comment prior to the joint meeting.

5. DIRECTOR COMMENTS

Mrs. Kelly commented on the River Valley Times publishing incorrect information about them. Vice President Graf stated that as stated on the agenda, any public comments need to be related to the item on the agenda. If she wished to address the Board on any other item, it should be done at the August 15, 2018 Regular Board meeting. Mr. Kelly stated they would attend the August 15, 2018 meeting.

6. ADJOURNMENT

Motion/Pasek to adjourn at 5:56 p.m. Second/Clark. Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: August 7, 2018
To: Board of Directors
From: Improvements Committee Staff
Subject: August 7, 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; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Development

The Retreats East and North

No update.

The Retreats West

Three (3) homes being built are in the process of tying in water and sewer connections with oversight from District staff.

The Murieta Gardens - Murieta Marketplace

This project is still on hold.

The Murieta Gardens – Highway 16 Off-Site Improvements

The Highway 16 road widening and development of an entrance in to the Murieta Gardens development is continuing.

The Murieta Gardens II – Subdivision

The contractor has installed the bore casing and sewer line under Murieta Drive that will connect the subdivision's sewer to the Districts Cantova sewer lift station. They are working back towards the location of the subdivision and have installed, and pressure tested the first manhole installation. No schedule has been received from the project manager, however, our inspector from Coastland reports that it should be approximately three (3) more weeks of sewer line and manhole installations before they begin work on the storm drain lines or recycled water infrastructure.

Rancho Murieta North – Development Project

The project engineer has submitted a preliminary water study and a preliminary sewer study for the Rancho Murieta North Project. We are working to have the developer enter into a Facilities Extension Agreement to support the District's request to review these documents.

FAA Business Park

This project has not started yet and no word has been received from the project.

The Greens Neighborhood Park

No update.

DISTRICT PROJECTS

Emergency Well Project

A contract for Integra Realty Resources has been submitted to them to sign and return for the work for land site appraisal. A letter of intent to appraise the potential well site has been submitted to the land owners asking to access the land to conduct an appraisal. Developer John Sullivan commented that the water beneath the land needs to be appraised also.

Cantova Pump Replacements

After Board approval to proceed, a contract was signed and submitted to Xylem to manufacture and deliver the new pumps and related appurtenances for the Cantova lift station. They reported that delivery was estimated to be twelve (12) weeks out.

4. APPROVE PROPOSAL FOR LAGUNA JOAQUIN MEASUREMENT STATION INSTALLATION

Paul Siebensohn, Director of Field Operations, gave a summary of the recommendation to approve the proposal from Telstar, Inc. for Laguna Joaquin level monitoring station installation. This will provide continuous level monitoring and capture that data as required for reporting to the State Water Board, Department of Water Resources. ***This item will be on the August 15, 2018 Regular Board Meeting agenda.***

5. APPROVE MAIN LIFT SOUTH – STORMWATER PUMPS 4 AND 5 REPAIRS

Paul Siebensohn, Director of Field Operations, gave a summary of the recommendation to approve the proposal from Delta Pump Co. for Main Lift South stormwater pump and motor for 4 & 5 repairs. ***This item will be on the August 15, 2018 Regular Board Meeting agenda.***

6. AUTHORIZE GENERAL MANAGER TO APPROVE A CONTRACT TO INSTALL RECYCLED WATER LINE INSTALLATION FROM SOBON LANE TO MURIETA DRIVE, WATER SUPPLY AUGMENTATION PROJECT 17-5-11, CIP 19-11-1 COMMERCIAL LOOK CONVERSION

Paul Siebensohn, Director of Field Operations, gave a summary of the recommendation to authorize the District's General Manager to enter into a contract to install a recycled water line from the Murieta Gardens II development at Sobon Lane to Cantova Lift Station site. After a discussion, the Committee agreed for the project to be broken into two (2) separate projects and bring back to the Improvements Committee in September 2018.

7. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

Mark Martin, General Manager, stated that he is working with legal counsel on drafting the FSA extension agreements allowing for reimbursement to the developer.

John Sullivan asked staff to consider if any additional pavement is wanted at the access fence off of Highway 16 to the CIA ditch.

Director Clark suggested that once a project is completed, a report back be given to the Board stating the date of approval, amount approved, actual cost and date completed. Director Graf agreed.

8. ADJOURNMENT

The meeting was adjourned at 9:33 a.m.

MEMORANDUM

Date: August 7, 2018
To: Board of Directors
From: Personnel Committee Staff
Subject: August 7, 2018 Personnel Committee Meeting Minutes

1. CALL TO ORDER

Director Pasek called the meeting to order at 10:30 a.m. Present were Directors Graf and Pasek. Present from District staff was Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; Suzanne Lindenfeld, District Secretary; Debby Bradberry, Accounting Supervisor.

2. COMMENTS FROM THE PUBLIC

None.

3. REVIEW REVISED JOB DESCRIPTIONS AND PROPOSED SALARY RANGE ADJUSTMENT TIED TO REINSTATING DIRECTOR OF ADMINISTRATION POSITION

Mark Martin, General Manager, gave a brief summary of the recommended revised job descriptions for the General Manager, Director of Administration, Controller, and Accounting Supervisor and the Director of Administration salary range adjustment related to reinstatement of the District's Director of Administration position. The Director of Administration's main focus will be on HR and customer service. **This item will be on the August 15, 2018 Board of Directors Meeting Agenda.**

4. DIRECTOR & STAFF COMMENTS/SUGGESTIONS

None.

5. ADJOURNMENT

The meeting was adjourned at 10:54 a.m.

MEMORANDUM

Date: August 7, 2018
To: Board of Directors
From: Eric Thompson, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **July 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>
Borges & Mahoney	Repairs & Maintenance	\$ 8,041.92	Operating Expense
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 47,317.87	Operating Expense
Caltronics Business Systems	Electronic Data Storage Software	\$ 7,940.00	Operating Expense
Coastland Civil Engineering	Engineering Services	\$ 7,953.75	Operating Expense, Developer Deposits
GSRMA	Insurance	\$ 63,700.50	Operating Expense
Kirby's Pump & Mechanical	Repairs & Maintenance	\$ 33,514.50	Operating Expense, Water Capital Replacement Reserves
Public Agency Retirement Services	OPEB	\$ 31,500.03	Operating Expense
Regional Water Authority	Membership	\$ 14,533.00	Operating Expense
Domino Solar LTD	Purchased Power	\$ 5,004.54	Operating Expense
Wilbur-Ellis Company	Chemicals	\$ 5,078.04	Operating Expense
Chemtrade Chemicals US LLC	Chemicals	\$ 5,157.81	Operating Expense
Coastland Civil Engineering	Engineering Services	\$ 8,242.36	Operating Expense, Developer Deposits
County of Sacramento	Permits	\$ 8,052.00	Operating Expense
S. M. U. D.	Purchased Power	\$ 16,015.19	Operating Expense

PREPARED BY: *Eric Thompson, Controller*

REVIEWED BY:  _____, *District Treasurer*

Rancho Murieta Community Services District

Bills Paid Listing for July 2018

Ck Number	Date	Vendor	Amount	Purpose
EFT	7/1/2018	CalPERS	\$49,479.72	Payroll - PERS Medical
EFT	7/1/2018	CalPERS	\$15,050.96	Payroll - PERS Unfunded
EFT	7/2/2018	EDD	\$1,183.57	Payroll - Taxes - SUTA
EFT	7/9/2018	EFTPS	\$9,905.26	Payroll - Taxes - Fed
EFT	7/9/2018	EDD	\$2,612.28	Payroll - Taxes - CA
CM33647	7/3/2018	Guardian Life Insurance	\$5,858.59	Payroll - Benefits
CM33648	7/3/2018	Vision Service Plan (CA)	\$465.62	Payroll - Benefits
EFT	7/13/2018	CalPERS	\$10,514.08	Payroll - PERS PR
CM33649	7/13/2018	Costco Membership	\$776.80	Monthly Supplies
CM33650	7/13/2018	A Leap Ahead IT	\$4,404.98	IT Support
CM33651	7/13/2018	Aestiva Software, Inc.	\$1,146.75	IT Support
CM33652	7/13/2018	American Family Life Assurance Co.	\$450.63	Payroll - Benefits
CM33653	7/13/2018	Applications By Design, Inc.	\$520.00	IT Support
CM33654	7/13/2018	Aramark Uniform & Career Apparel, LLC	\$354.71	Uniform Service - Water
CM33655	7/13/2018	Bartkiewicz, Kronick & Shanahan	\$3,238.25	Legal Services
CM33656	7/13/2018	Borges & Mahoney	\$8,041.92	Repairs & Maintenance
CM33657	7/13/2018	Brower Mechanical, Inc	\$140.00	Repairs & Maintenance
CM33658	7/13/2018	California State Disbursement Unit	\$52.15	Payroll - Other
CM33659	7/13/2018	California Waste Recovery Systems	\$47,317.87	Solid Waste Monthly Contract
CM33660	7/13/2018	Caltronics Business Systems	\$7,940.00	Electronic Data Storage Software
CM33661	7/13/2018	Chrysler Capital	\$156.80	Security Vehicle Lease
CM33662	7/13/2018	Coastland Civil Engineering	\$7,953.75	Engineering Services
CM33663	7/13/2018	Costco Membership	\$540.00	Membership
CM33664	7/13/2018	Dublin San Ramon Services District	\$510.00	Chemicals
CM33665	7/13/2018	Express Office Products, Inc.	\$169.94	Office Supplies
CM33666	7/13/2018	Ferguson Enterprises, Inc 1423	\$252.28	Repairs & Maintenance
CM33667	7/13/2018	Franchise Tax Board	\$60.00	Payroll - Other
CM33668	7/13/2018	Fred Pryor Seminars/CareerTrack	\$99.00	Training/Safety
CM33669	7/13/2018	Galls/Quartermaster	\$450.96	Uniforms - Security
CM33670	7/13/2018	GSRMA	\$63,700.50	Insurance
CM33671	7/13/2018	Hastie's Capitol Sand and Gravel Co.	\$371.03	Repairs & Maintenance
CM33672	7/13/2018	Hazard Management Service Inc	\$1,550.00	Training/Safety
CM33673	7/13/2018	Industrial Electrical Company	\$1,693.10	Repairs & Maintenance
CM33674	7/13/2018	Kirby's Pump & Mechanical	\$33,514.50	Repairs & Maintenance
CM33675	7/13/2018	Legal Shield	\$31.26	Payroll - Benefits
CM33676	7/13/2018	George Mezzio	\$100.00	Conservation
CM33677	7/13/2018	Nationwide Retirement Solution	\$1,115.00	Payroll - Benefits
CM33678	7/13/2018	Operating Engineers Local Union No. 3	\$615.71	Payroll - Union Dues
CM33679	7/13/2018	PDF Tactical	\$3,248.75	Contract Staffing - Security
CM33680	7/13/2018	Peopleready	\$1,422.15	Contract Staffing - Utility

Rancho Murieta Community Services District

Bills Paid Listing for July 2018

Ck Number	Date	Vendor	Amount	Purpose
CM33681	7/13/2018	Public Agency Retirement Services	\$31,500.03	OPEB
CM33682	7/13/2018	Rancho Murieta Ace Hardware	\$40.13	Repairs & Maintenance
CM33683	7/13/2018	Rawles Engineering	\$540.00	Repairs & Maintenance
CM33684	7/13/2018	Regional Water Authority	\$14,533.00	Membership
CM33685	7/13/2018	Rico's Window Coverings and Films	\$2,106.46	Repairs & Maintenance
CM33686	7/13/2018	Romo Landscaping	\$385.00	Landscaping
CM33687	7/13/2018	Patrick Salo	\$100.00	Conservation
CM33688	7/13/2018	Santander Leasing	\$240.00	Security Vehicle Lease
CM33689	7/13/2018	Dale Skoda	\$100.00	Conservation
CM33690	7/13/2018	Domino Solar LTD	\$5,004.54	Solar Power
CM33691	7/13/2018	Sparling Instruments, LLC	\$1,520.00	Repairs & Maintenance
CM33692	7/13/2018	State of California	\$32.00	Pre-Employment Screening
CM33693	7/13/2018	TASC	\$196.14	Payroll - Benefits
CM33694	7/13/2018	Telstar Instruments, Inc.	\$1,096.00	Repairs & Maintenance
CM33695	7/13/2018	Thatcher Company of California, Inc	\$1,873.13	Chemicals
CM33696	7/13/2018	U.S. Bank Corp. Payment System	\$3,243.55	Fuel & Supplies
CM33697	7/13/2018	Univar USA Inc.	\$2,034.54	Chemicals
CM33698	7/13/2018	UPS	\$22.79	Postage
CM33699	7/13/2018	W.W. Grainger Inc.	\$3,544.95	Repairs & Maintenance
CM33700	7/13/2018	Watchdogs Surveillance	\$3,234.94	Repairs & Maintenance
CM33701	7/13/2018	Wilbur-Ellis Company	\$5,078.04	Chemicals
EFT	7/17/2018	EFTPS	\$79.29	Payroll - Taxes - Fed
EFT	7/17/2018	EDD	\$7.79	Payroll - Taxes - CA
EFT	7/25/2018	CalPERS	\$41,344.62	Payroll - PERS Medical
EFT	7/26/2018	Pitney Bowes	\$1,500.00	Postage
EFT	7/27/2018	EFTPS	\$8,028.00	Payroll - Taxes - Fed
EFT	7/27/2018	EDD	\$2,456.62	Payroll - Taxes - CA
CM33702	7/27/2018	A&D Automatic Gate and Access	\$232.50	Repairs & Maintenance
CM33703	7/27/2018	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Cleaning Services
CM33704	7/27/2018	American Family Life Assurance Co.	\$450.63	Payroll - Benefits
CM33705	7/27/2018	Apple One Employment Services	\$1,024.00	Contract Staffing - Admin
CM33706	7/27/2018	Aramark Uniform & Career Apparel, LLC	\$338.50	Uniform Service - Water
CM33707	7/27/2018	AT&T	\$944.57	Cell Phones
CM33708	7/27/2018	Borges & Mahoney	\$151.00	Repairs & Maintenance
CM33709	7/27/2018	California Laboratory Services	\$1,999.20	Lab Testing
CM33710	7/27/2018	California State Disbursement Unit	\$52.15	Payroll - Other
CM33711	7/27/2018	Caltronics Business Systems	\$1,020.11	Copier - Admin
CM33712	7/27/2018	Cell Energy Inc.	\$637.50	Repairs & Maintenance
CM33713	7/27/2018	Chemtrade Chemicals US LLC	\$5,157.81	Chemicals
CM33714	7/27/2018	Coastland Civil Engineering	\$8,242.36	Engineering Services

Rancho Murieta Community Services District Bills Paid Listing for July 2018

Ck Number	Date	Vendor	Amount	Purpose
CM33715	7/27/2018	County of Sacramento	\$8,052.00	Permits
CM33716	7/27/2018	County of Sacramento	\$37.00	Pre-Employment Screening
CM33717	7/27/2018	Domenichelli and Associates, Inc	\$2,660.00	Emergency Well
CM33718	7/27/2018	Express Office Products, Inc.	\$90.34	Office Supplies
CM33719	7/27/2018	FloSafe Consulting	\$2,300.00	Consulting
CM33720	7/27/2018	Franchise Tax Board	\$60.00	Payroll - Other
CM33721	7/27/2018	Greenfield Communications	\$460.97	Internet
CM33722	7/27/2018	Lee's Automotive Repair Inc	\$3,326.34	Vehicle Service #221
CM33723	7/27/2018	Legal Shield	\$31.26	Payroll - Benefits
CM33724	7/27/2018	Anne H Long (DBA) Marion Leasing	\$526.90	Copier - Admin
CM33725	7/27/2018	Nationwide Retirement Solution	\$1,145.00	Payroll - Benefits
CM33726	7/27/2018	Operating Engineers Local Union No. 3	\$508.63	Payroll - Union Dues
CM33727	7/27/2018	PDF Tactical	\$2,311.50	Contract Staffing - Security
CM33728	7/27/2018	Peopleready	\$1,721.55	Contract Staffing - Utility
CM33729	7/27/2018	Pitney Bowes	\$695.23	Postage Machine Lease
CM33730	7/27/2018	Public Agency Retirement Services	\$354.79	Payroll - Benefits
CM33731	7/27/2018	Rancho Murieta Association	\$150.00	Landscaping
CM33732	7/27/2018	Rancho Murieta Association	\$372.44	Purchased Power
CM33733	7/27/2018	Roto Rooter Service & Plumbing	\$278.08	Repairs & Maintenance
CM33734	7/27/2018	S. M. U. D.	\$16,015.19	Purchased Power
CM33735	7/27/2018	Sacramento Bee	\$1,548.00	Employment Advertising
CM33736	7/27/2018	Sprint	\$189.95	Air Cards
CM33737	7/27/2018	Streamline	\$300.00	Website Hosting
CM33738	7/27/2018	TASC	\$69.91	Payroll - Benefits
CM33739	7/27/2018	TASC	\$196.14	Payroll - Benefits
CM33740	7/27/2018	Thatcher Company of California, Inc	\$2,219.87	Chemicals
CM33741	7/27/2018	U.S. HealthWorks Medical Group, PC	\$94.00	Pre-Employment Screening
CM33742	7/27/2018	Underground Service Alert of N. Cal and Nev	\$310.65	Membership
CM33743	7/27/2018	USA Blue Book	\$804.52	Repairs & Maintenance
CM33744	7/27/2018	W.W. Grainger Inc.	\$193.24	Repairs & Maintenance
CM33745	7/27/2018	Waterwise Consulting, INC	\$280.00	Conservation
CM33746	7/27/2018	Western Exterminator Co.	\$547.00	Monthly Service
CM33747	7/27/2018	AT&T	\$2,216.82	Telephones
		TOTAL	\$488,340.08	

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

Ck Number	Date	Vendor	Amount	Purpose
		<u>CFD 2014-1 Bank of America Checking</u>		
CM2068	7/13/2018	Corelogic Solutions, LLC	\$206.00	CFD 2014-1 Admin Cost
		TOTAL	\$206.00	
		<u>EL DORADO PAYROLL</u>		
Checks: CM11811 to CM11823 and Direct Deposits: DD10610 to DD10671			\$ 112,509.19	Payroll
EFT	Various	National Payment Corp	\$126.98	Payroll
		TOTAL	\$112,636.17	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: August 9, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: General Manager's Report

EMPLOYEE RELATIONS/DEVELOPMENT

Long time District Administrative Office front counter employee, Joyce Czerwinsky, retires on June 15, 2018. We would like to thank Joyce for her service to the District and wish her the best in her retirement.

SACRAMENTO CENTRAL GROUNDWATER AUTHORITY

On July 31, 2018, I met with Darrell Eck, Executive Director of the Sacramento Central Groundwater Authority (SCGA) to discuss the SCGA's role and help the District on some details of the groundwater basin for which SCGA plans. Mr. Eck provided some very useful insight about the basin's extent in the Rancho Murieta area and hydrology as it relates to groundwater. We discussed SCGA's opposition to Sloughhouse Resource Conservation District's (SRCD) proposed boundary adjustment related to groundwater management authority. SCGA argues the groundwater basin should be under one authority as a whole with many members and tied to the groundwater basin's perimeter and not based on watershed boundaries as proposed by the SRCD and Omochumne-Hartnell Water District (OHWD). Attached is a copy of the SCGA's public comment letter submitted to SRCD as to why the SCGA opposes the proposed boundary adjustments.

SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT (SRCD)

Related to the District's membership in SCGA is Sloughhouse Resource Conservation District's (SRCD) proposed boundary adjustment for the local groundwater sub-basin. If approved, this would move the District from under SCGA's groundwater management authority to under SRCD.

I attended the SRCD's meeting of July 25, 2018 to better understand the reasoning behind the proposal and potential impacts to the District. SRCD argues for proper representation of the *watershed* basin, whereas SCGA argues for proper management within the boundary of the *groundwater* basin. The impact of concern to the District, if it were to fall under SRCD, is that the District would be a larger player under the SRCD groundwater management responsibility than it currently is under SCGA, leading to a potentially greater cost share of producing groundwater management planning documents and other ongoing costs tied to groundwater basin management. The upside could be the District could play a larger role in the management of local groundwater and have more local control versus larger agencies that tend to dominate the SCGA. Based on the information gained to date, I believe the proposal that would remove the District from the SCGA boundary will face difficulty in gaining formal approval.

WATEREUSE ORGANIZATION

I plan to attend the August 24, 2018 WateReuse Norcal Chapter meeting in San Jose. We are closely monitoring efforts to advocate for legislation allowing dispersing of reclaimed water into raw water surface bodies as a means of more effectively utilizing reclaimed water.

MOUNTAIN COUNTIES WATER RESOURCES ASSOCIATION – BAY-DELTA PLAN UNIMPAIRED FLOW REQUIREMENTS

The District is continuing to monitor Mountain Counties Water Resources Association (MCWRA) concerns about proposed Bay-Delta Plan Amendments requiring unimpaired water flows through the Delta including possibly the Cosumnes River. Right now, the first phase of the plan focuses on Stanislaus, Tuolumne, and Merced rivers, however, the next phase will focus on Sacramento River and its tributaries including the Calaveras, Cosumnes, and Mokelumne rivers.

Attached is a letter by MCWRA to the State Water Resources Control Board (SWRCB) on the topic expressing member organizations' concerns, and a press release by the State Water Board on the current status of the State's effort to create a framework on increase water flows as part of the Bay-Delta Water Quality Control Plan.

JOINT BOARD SECURITY TOWN HALL MEETING – RANCHO MURIETA ASSOCIATION'S RESPONSE TO DISTRICT'S PROPOSAL TO SET DATE

On August 3, 2018 I sent an email to Rancho Murieta Association's (RMA) General Manager, Greg Vorster, to see when the RMA Board was available to participate in a joint Board town hall meeting on security. On August 7, 2018 I received a response from Mr. Vorster that RMA's Board was not interested in a joint Security town hall meeting and that they preferred we instead reinstate the Joint Security Committee.



SCGA Sacramento Central Groundwater Authority
 Managing Groundwater Resources
 in Central Sacramento County

Darrell K. Eck
 Executive Director

California-American
 Water Company

City of Elk Grove

City of Folsom

City of Rancho Cordova

City of Sacramento

County of Sacramento

Florin Resource Conservation
 District/Elk Grove Water
 Service

Golden State Water Company

Omochumne-Hartnell
 Water District

Rancho Murieta Community
 Services District

Sacramento Regional
 County Sanitation District

Agricultural Representative

Agricultural-Residential
 Representative

Commercial/Industrial
 Representative

Conservation Landowners

Public Agencies/Self-
 Supplied Representative

July 25, 2018

Mr. Jay Schneider, Chair
 Sloughhouse Resource Conservation District (SRCD)
 8698 Elk Grove Blvd., Suite 1-207
 Elk Grove, CA 95624

Subject: Sacramento Central Groundwater Authority Opposition to
 Proposed SRCD Basin Boundary Modification

Letter submitted in person at July 25, 2018, SRCD Board Meeting

Dear Mr. Schneider:

Thank you for providing the July 3, 2018 initial notification on your Board's intent to submit a Basin Boundary Modification (BBM) affecting the South American Subbasin. The proposal is to remove significant portions of SRCD and Omochumne-Hartnell Water District (OHWD) currently within the South American Subbasin and adjoining the Cosumnes River. In compliance with the Basin Boundary Modification Regulations (23 CCR §344.8(b) Local Agency Input), the Executive Director has been authorized by the Sacramento Central Groundwater Authority (SCGA) Board of Directors (February 10, 2016 Board meeting) to file a letter in opposition to the proposed SRCD BBM.

The SCGA was established in August 2006 after an extensive regional stakeholder collaboration effort that was coordinated through the Central Sacramento County Groundwater Forum (CSCGF), including County, agricultural, agricultural-residential, and OHWD stakeholders, all of who represent portions of the South American Subbasin affected by the BBM. The CSCGF, in conjunction with the assembled stakeholder group, used the scientific studies developed by the Water Forum and negotiated the policies establishing the long term average sustainable yield of the groundwater basin, as defined by the Water Forum Agreement, to develop a sustainable groundwater management program in accordance with the California Water Code. These policies and management plan include Basin Management Goals, Minimum Thresholds,

SCGA Opposition to SRCD BBM

July 25, 2018

Page 2 of 2

Groundwater Management Actions, a Monitoring Plan, and a Reporting Structure with a Joint Powers Authority (JPA) governance structure that was specifically built around basin stakeholder interests and long-term, successful, sustainable management. The SCGA's proven effectiveness, based on scientifically-established sustainable groundwater management over the past 11 years, is the outcome of active participation of all stakeholders affecting groundwater conditions in the subbasin, including the aforementioned stakeholder interests affected by the BBM area who now make up four of the 16 SCGA Board Members.

The SRCD's proposed BBM, already denied by State DWR in 2016, is recommending that a jurisdictional BBM is paramount to sustainable groundwater management within the affected area, and for the Cosumnes Subbasin. As an Affected Agency, SCGA has not been provided evidence or outreach by the submitting agency to conclude this to be the case. Conversely, SRCD's proposal to submit the BBM would significantly impact SCGA insofar as disparate governance within the hydrogeologic boundaries of the South American Subbasin area could potentially jeopardize sustainable management (e.g., changing the sustainable yield, and redefining sources of recharge and subsurface flows) and the pending Alternative Submittal, currently under review by State DWR. This would be a disservice to many years of investment and hard work by the SCGA members and their governing entities and stakeholders, and would impede efficient SGMA implementation in the South American Subbasin.

SCGA is an interested and invested groundwater management authority in the SRCD area. SCGA urges the SRCD Board to conduct regional stakeholder engagement and collaboration prior to any action to submit a BBM, providing sufficient scientific and factual data to determine if the proposed BBM creates "no harm" to SCGA and the South American Subbasin. Please contact Darrell Eck at 916-874-5039 with any questions about these comments, and to collaborate on SGMA compliance and further requirements of the BBM Regulations.



Darrell K. Eck

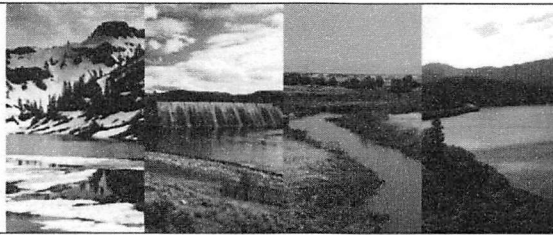
Executive Director

Sacramento Central Groundwater Authority

cc: SCGA Board of Directors
Alison Tang, California State Department of Water Resources



www.mountaincountieswater.com



Board of Directors and Officials

- Barbara Balen, (TUD) – President
- Neil Cochran (FPUD) – Treasurer
- Jim Holmes (County of Placer) – Director
- Mike Lee (PCWA) – Director
- Brian Oneto (County of Amador) – Director
- Michael Ranalli (County of El Dorado/EDCWA) – Vice President
- Scott Ratterman (CCWD) – Director

- Bill George, past (EID) – Ex Officio
- Norm Krizl, past (GDPUD) – Ex Officio

Dave Breninger, retired (PCWA) – Ambassador

John Kingsbury – Executive Director

Executive Members

- Amador Water Agency (AWA)
- Calaveras County Water District (CCWD)
- Calaveras Public Utility District (CPUD)
- County of Alpine
- County of Amador
- County of Calaveras
- County of El Dorado
- County of Nevada
- County of Placer
- County of Tuolumne
- County of Yuba
- El Dorado County Water Agency (EDCWA)
- El Dorado Irrigation District (EID)
- Foresthill Public Utility District (FPUD)
- Georgetown Divide Public Utility District (GDPUD)
- Grizzly Flats Community Services District (GFCSD)
- Jackson Valley Irrigation District (JVID)
- Nevada Irrigation District (NID)
- Placer County Water Agency (PCWA)
- South Tahoe Public Utility District (STPUD)
- Tuolumne Utilities District (TUD)
- Twain Harte Community Services District (THCSD)
- Utica Water & Power Authority (UWPA)
- Weimar Water Company
- Yuba Water Agency (YWA)

Affiliate Member

- City of Folsom
- Rancho Murieta Community Services District

July 26, 2018

State Water Resources Control Board

- Felicia Marcus, Chair
- Steven Moore, Vice-Chair
- Tam M. Dudoc
- Dorene D' Adamo
- E. Joaquin Esquivel

*Transmitted via email to Jeanine Townsend, Clerk to the Board
LSJR-SD-comments@waterboards.ca.gov*

Regarding: "Comment Letter – Revisions to Proposed Bay-Delta Plan Amendments."

Dear Board Members:

I write on behalf of Mountain Counties Water Resources Association (MCWRA) which represents the headwaters, forests and water supplies so critically important to the counties, cities and water districts/agencies that have long depended upon the water resources of the Sierra Nevada.

We want to inform you of significant concerns related to your staff's development and public release of the Framework on July 9, 2018.

The Framework includes details about the preferred project alternative (45%-65%) unimpaired inflow objective, outflow objective, coldwater habitat objective, etc.), the need benefits and supposed scientific justification for the preferred project, and the water supply "costs" at different levels of unimpaired flow. These details were provided before your consideration and public release for review and comment of a draft substitute environmental document (Draft SED) that must fully examine the environmental consequences of the project and alternatives in its entirety.

The unimpaired flows would impose unique hardships and significant impacts on foothills and mountain communities. This is not understood by many of those who do not live or work in the foothills and the headwaters of California.

The adoption of this Framework will penalize rural disadvantaged communities in the Mountain Counties, increase fire-prone vegetation, exacerbate tree mortality and the risk of catastrophic fire in the Wildland Urban Interface (WUI), degrade air quality, and increase ground temperature. As presently constituted, this Framework will harm the residents, wildlife, aquatic plants and fish species, endangered species, and the overall health of the Sierra Nevada environment. A wrong decision that results in curtailing rural water usage that is inextricably integrated within the natural environment, is a failure to understand the value of this water being kept in circulation, its role in decreasing the risk of catastrophic fire, and the potential long-term costs to the state for impairing its water sources.

For example:

Increased Risk of Catastrophic Wildfires

The mountain communities face significant annual threats of wildfire. Customers within these fire prone areas rely on stock ponds, vegetation fire buffers, canals, all used to lessen the risk of catastrophic fire in their communities. The establishment of an unimpaired flow approach, will reduce greenspace, negatively impact fire prevention efforts, and put lives at risk from fire if the Board adopts the Framework.

Impacts to Hydroelectric Generation and the Energy Grid

There are more hydroelectric generation facilities in the mountain counties than in any other area of the State. Storage facilities to provide hydro power utilize the water diverted from storage. The unimpaired flow approach would cause harm to hydro power operations as it would prevent the capture and storage of water for the peak summer months when energy demands are the highest.

Lack of Groundwater or other Readily Available Alternative Water Supplies

As you all know, our foothill and mountain communities do not have available groundwater supplies or the ability to import water from out-of-basin or other readily available alternative water supplies. Water districts serve communities in the watersheds and areas-of-origin and rely exclusively on local precipitation and runoff into storage reservoirs because that is the only source of water available to them. This unimpaired flow approach, if applied to these water districts and their communities, would require them to forego some amount of water available for diversion to storage, thus exposing these areas to potentially catastrophic and unnecessary man-made water shortages and further exposing them to droughts (in terms of lower year end carryover storage). Essentially, permanent water rationing.

Impacts to Recreational Facilities and Opportunities

Water districts throughout this Mountain Counties region maintain and operate various campgrounds, day use facilities, parks and reservoirs that allow for a variety of terrestrial and water-based recreational opportunities. These facilities are in a mountain setting at or on the shoreline of their reservoirs. These recreational opportunities serve people from all parts of California and from around the world. An unimpaired flow approach reduces the ability to store water for summer recreation, which would have significant impact on communities that survive on summer tourism, while reducing recreational opportunities for the public.

The Human Right to Water

Crucially, the past several years of drought have had devastating impacts on people in the Mountain Counties area. Wells have gone dry. Gardens that people rely on for sustenance have withered. Wildfires have raged. Streams have disappeared. This is not a matter of preserving green lawns and palm trees – we are talking here about people's livelihoods and their ability to live a dignified life.

While the State Water Board may have an obligation apart from the California Department of Fish and Wildlife to protect fish from harm, the California Legislature has made it clear that the people of California have a right to reliable water supplies. At the very least, this right must mean that those who live where the water begins – namely, the streams, rivers, and snowpacks of the Mountain Counties – have a viable claim to a reliable water supply. The imposition of minimum instream flows done in the name of protecting fish at the expense of people's right to reliable water is reckless, and, with Water Code section 106.3, likely unlawful.

The Mountain Counties ARE the Area of Origin

As California developed its water resources to carry water from what was then misunderstood to be areas of excess to areas of need, it provided certain protections generally referred to as the "Area of Origin" laws. In the words of the former Delta Watermaster, these laws were developed to "ensure that areas in which water originates shall have an adequate water supply for present and future needs." While the method of protection afforded by the different laws varies, "the needs of the Area of Origin take priority if and when they arise." Those needs have arisen, and demand that they be given the appropriate attention in the State Water Board's actions.

The Mountain Counties does not see water as a commodity to be bought, sold, or traded, but a resource of limited supply that requires the upmost stewardship by our regional managers. All the beneficial uses in this mountain counties region deserve the same level of attention and study your staff has devoted to instream fishery needs. This robust assessment of other beneficial uses can and should be done in the SED.

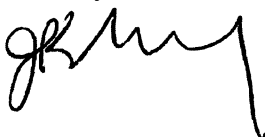
Ensuring reasonable protection of all beneficial uses requires a holistic analysis to understand the unintended consequences and effects to the Delta watershed. Determining what is reasonable cannot be done in a vacuum. The State Water Board is required by law to establish flow and other objectives that ensure the reasonable protection of beneficial uses.

There has been little or no regard to the impacts to the Sierra Nevada ecosystem, the endangered aquatic plant and animal species, including endemic and migrating species that are already stressed by forest fires and drought above the rim dams. We can not sacrifice the Sierra Nevada, plain and simple.

Echoing the comments of many other water users and scientists throughout the state, more instream flow for the sake of instream flow has not and will not work in the future to stabilize or restore the fishery. We support a critical reassessment of decisions in the last 20 years that resulted in approximately 1.3 million acre-feet of water that has been dedicated to instream flows annually. It may be possible to use that same water in a manner that more directly and concretely benefits the fishery.

Your leadership is requested to retract this staff Framework and reset the path we are on. While instream fishery needs are certainly important and worthy of reasonable protection, so too are all other beneficial uses in the mountain counties region. We encourage the Water Board to adopt a new approach to address all the beneficial uses of water, satisfy the Co-Equal goals, which includes water reliability for all of California, or show findings that this approach will not sacrifice or harm the Mountain Counties region and its water resources.

Sincerely,



John Kingsbury, Executive Director
Mountain Counties Water Resources Association

c: Andrew Wheeler, Acting Administrator US Environmental Protection Agency
Ryan Zinke, Secretary, Department of the Interior
Brenda Burman, Commissioner, US Bureau of Reclamation
Congressman Doug LaMalfa
Congressman Tom McClintock
Senator Tom Berryhill
Senator Ted Gaines
Senator Jim Nielsen
Assembly Member Frank Bigelow
Assembly Member Brian Dahle
Assembly Member James Gallagher
Assembly Member Kevin Kiley
Board of Directors, Mountain Counties Water Resources Association
Eileen Sobeck, Executive Director, State Water Resources Control Board
Michael George, Delta Watermaster



Media Release

State Water Board Seeks Public Comment on Final Draft Bay-Delta Plan Update for the Lower San Joaquin River and Southern Delta

Framework for updating Sacramento/Delta flow requirements also released

**For Release:
July 6, 2018**

Contact: Tim Moran
Timothy.Moran@waterboards.ca.gov

SACRAMENTO – Following nine years of research and extensive public outreach, the State Water Resources Control Board today released a final draft plan to increase water flows through the Lower San Joaquin River and its tributaries—the Stanislaus, Tuolumne and Merced rivers—to prevent an ecological crisis, including the total collapse of fisheries.

“The San Francisco Bay-Delta is an ecosystem in crisis. The Board’s challenge is to balance multiple valuable uses of water—for fish and wildlife, agriculture, urban, recreation, and other uses,” said State Water Board Chair Felicia Marcus. “Californians want a healthy environment, healthy agriculture, and healthy communities, not one at the expense of the others. That requires the water wars to yield to collective efforts to help fish and wildlife through voluntary action, which the proposed plan seeks to reward.”

Release of the third and final draft of the Bay-Delta Water Quality Control Plan update for the Lower San Joaquin River and Southern Delta, and an accompanying Substitute Environmental Document, follows a nine-year process during which the Board studied and analyzed options, conducted extensive public outreach, including public hearings in the area, and reviewed more than 1,400 comment letters. The Board will begin consideration of the final draft plan in August.

The State Water Board also announced further progress on its effort to update flow requirements for the Sacramento River, its tributaries, and the Delta and its tributaries, including the Calaveras, Cosumnes and Mokelumne rivers. This update is at an earlier stage procedurally than the Lower San Joaquin River/Southern Delta plan update; a draft proposed plan and staff report analyzing alternatives will be released later this year for public review and comment.

The two Bay-Delta Plan updates are aimed at addressing an ecological crisis in the Delta and preventing further collapse of Bay-Delta fisheries. A dramatic decline in the populations of native fish species that migrate through and inhabit the Delta has brought some species to the brink of extinction. Approximately 70,000 fall-run Chinook salmon adults returned to the San Joaquin Basin in 1984. The number of returning adults dropped to approximately 40,000 in 2010 and again to 8,000 returning adults in 2014.

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY



STATE WATER RESOURCES CONTROL BOARD

1001 I Street, Sacramento, CA 95814 • Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 • www.waterboards.ca.gov



While multiple factors are to blame for the decline, the magnitude of diversions out of the Sacramento, San Joaquin, and other rivers feeding into the Bay-Delta is a major factor in the ecosystem decline.

The draft final Lower San Joaquin River/Southern Delta update includes improved instream flows February through June, which are the critical months for protecting migrating fish on the Stanislaus, Tuolumne and Merced rivers. These flows are measured as a percentage of “unimpaired flow,” the amount of water that would come down the river if there were no dams or other diversions.

A 40 percent of unimpaired flow requirement, within a range of 30 to 50 percent, is proposed as an appropriate balance for this plan update because it can improve conditions for fish and wildlife considerably without more challenging impacts on other water users. Currently, flows remaining in the rivers can run as low as 10 to 20 percent of unimpaired flow at critical times of the year and range from 21 to 40 percent on average for the three tributaries.

The unimpaired flow requirement is not intended to be a rigid and fixed percent of flow. The proposal provides for and encourages collaboration to use the flows as a block of water or “water budget” that can be allocated to “shape” or shift flows in time to better achieve ecological functions such as increased habitat, more optimal temperatures, or migration cues.

The draft plan recognizes that other “non-flow” factors, such as habitat loss, predation and pollution, affect survival rates of fish and other species. The plan would allow reduced river flows if stakeholders step up to pursue non-flow measures to improve conditions for fish and wildlife. Negotiations for voluntary agreements are taking place between stakeholders and the California Natural Resources Agency and its departments.

The draft final update also includes a revision of the salinity standard for the southern Delta. Maintaining an adequate amount of fresh water in the southern Delta is critical to protecting agriculture in the region. The year-round salinity standard in the draft final update increases slightly from the current seasonal standards, based on salinity tolerance studies of sensitive crops.

After consideration of public input, the draft text of the Proposed Final Amendments was modified. Those revisions can be found in Appendix K of the Draft Final Substitute Environmental Document [here](#). The State Water Board is accepting written comments on those changes until 12 p.m. (noon) on Friday, July 27, 2018. The public notice and instructions for submitting comments on the revisions can be found [here](#).

A summary of the modifications and discussion of the changes can also be found in Volume 3, Master Response 2.1, *Amendments to the Water Quality Control Plan* [here](#). Board consideration of the Bay-Delta Water Quality Control Plan Update for the Lower San Joaquin River and Southern Delta will begin in August.

MEMORANDUM

Date: August 8, 2018
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary for **July 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 down 2.0% versus budget through July. 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	0.1%	2,539											
	Weighted Average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	2,672	2,672											
Gallons per day	666	666											
Planned Usage GPD	627												

Commercial/Other Water Consumption – Year-to-date commercial water usage was up 1.1% versus budget through July. 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	136,243	136,243											
Parks	88,540	88,540											
Raw Water	37,475	37,475											
CSD	21,501	21,501											
Totals	283,859	283,859											

Lock-Offs – During the month of July, there were 15 lock-offs.

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

Aging Report – Delinquent accounts totaled \$296,308 which was 29.0% of the total accounts receivable balance of \$1,021,163. Past due receivables increased \$25,149 or 9.3% from the prior month. Of the total delinquent amount \$284,755 was related to undeveloped property. The District will be submitting its delinquent accounts to Sacramento County under the Teeter plan in August, which will drastically reduce the past due balances.

Summary of Reserve Accounts as of July 31, 2018 – The District’s reserve accounts began this fiscal year with a balance of \$5,825,224 and increased \$30,226 during the month of July. The only reserve transactions, other than recurring monthly reserve contributions and normal inter-fund borrowing repayments, were \$31,138 reimbursed from Water Capital Reserves for water treatment plant booster pumps and \$2,691 reimbursed from Water Augmentation Reserves for the emergency well site appraisal and related labor. The total amount of

reserves held by the District on July 31, 2018 was \$5,855,449. See the following table for information by specific reserve account.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2018</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance July 31, 2018</i>
Water Capital Replacement (200-2505)	1,375,775	21,948	(31,138)	1,366,585
Sewer Capital Replacement (250-2505)	2,745,922	32,980	(0)	2,778,902
Drainage Capital Replacement (260-2505)	108,771	2,750	(0)	111,521
Security Capital Replacement (500-2505)	121,869	4,083	(1,968)	123,984
Admin Capital Replacement (xxx-2505-99)	87,096	0	(0)	87,096
Sewer Capital Improvement Connection (250-2500)	4,134	0	(0)	4,134
Capital Improvement (xxx-2510)	349,075	1,968	(0)	351,043
Water Supply Augmentation (200-2511)	1,744,938	4,446	(2,691)	1,746,693
WTP Construction Fund Reserve (200-2513)	(702,387)	15,633	(17,786)	(704,540)
Security Impact Fee Reserves (500-2513)	(9,969)	0	(0)	(9,969)
Total Reserves	5,825,224	83,808	(53,583)	5,855,449

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2018</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance July 31, 2018</i>
Sewer Loan to WTP Construction Fund	996,749	1,615	(13,339)	985,025
WSA Loan to WTP Construction Fund	332,250	538	(4,446)	328,342
N. Gate Security Loan from Drainage Fund	40,367	65	(1,968)	38,464
Total Inter-fund Borrowing	1,369,366	2,218	(19,753)	1,351,831

Financial Items of Note

None as yet

Financial Summary Report (year-to-date through July 31, 2018)

Revenues:

Water Charges, year-to-date, are **below** budget \$13,855 or (5.5%)

Sewer Charges, year-to-date, are **above** budget \$263 or 0.2%

Drainage Charges, year-to-date, are **below** budget \$149 or (0.9%)

Security Charges, year-to-date, are **below** budget \$28 or (0.0%)

Solid Waste Charges, year-to-date, are **above** budget \$445 or 0.8%

Total Revenue, which includes other income, property taxes, and interest income is **below budget \$10,418 or 1.7%**.

Expenses: Year-to-date total operating expenses are **below budget \$142,627 or (23.8%)**. There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

Water Expenses (*including wages and employer costs*) year-to-date, are **below budget \$50,890 or (24.1%)**. The Water Department underspent budget on repair & maintenance items and chemicals in July. Purchased power was also well below budget due to accruals that were made at the end of Fiscal Year 2017-18.

Sewer Expenses, year-to-date, are **below budget by \$32,315 or (36.4%)**. Much like the Water Department, Sewer underspent on repairs & maintenance items and was favorably affected by FY 2017-18 accruals. In addition, permit expenses were also well below budget.

Drainage Expenses, year-to-date, are **below budget by \$9,352 or (69.0%)**. Drainage saw savings across all expense categories in July.

Combined Water/Sewer/Drainage Wages, year-to-date, are **below budget by \$14,930 or (24.1%)**. The bulk of this savings, however, is due to the accruals required at Fiscal Year-end 2017-18. 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 \$28,663 or (25.3%)**. Security Gate expenses are **below budget by \$11,854 or (24.1%)** due to the effect of FY 2017-18 payroll accruals. Security Patrol expenses are **below budget by \$17,305 or (35.0%)** for the same reason. General Security expenses are **above budget by \$496 or 3.4%** in July, with savings in wages being offset by legal expenses related to personnel issues.

Solid Waste Expenses, year-to-date, are **above budget by \$828 or 1.6%**. Solid waste revenues and expenses are driven by service requests from the community and are both slightly over budget in July.

General Expenses, year-to-date, are **below budget by \$22,235 or (18.2%)**. Administration wages benefited from the same payroll accruals as the other departments but also from the unfilled Director of Administration position. Additional savings were seen in recruitment, benefits, travel, memberships and office supplies.

Net Income: Year-to-date unadjusted net income, before depreciation, is \$141,969 versus a budget of \$9,760. Net income/(Loss) adjusted for estimated depreciation expense is \$22,988. The full-year expected net operating income (loss) before depreciation, per the 2018-2019 budget, is (\$35,573). Including non-operating reserve expenditures (inter-fund borrowing interest expenses) the total expected net loss for the year is (\$54,882).

Rancho Murieta Community Services District

Budget Performance Report by FUND For the Month Ending July 31, 2018

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
WATER								
REVENUES								
Water Charges	98.3%	\$2,180,141	98.8%	\$253,635	\$239,780	97.8%	(\$13,855)	(5.5%)
Interest Earnings	0.2%	4,700	0.0%	0	0	0.0%	0	0.0%
Other Income	1.5%	33,521	1.2%	3,144	5,329	2.2%	2,184	69.5%
Total Water Revenues	100.0%	2,218,362	100.0%	256,779	245,108	100.0%	(11,671)	(4.5%)
EXPENSES (excluding depreciation)								
Salaries & Wages	25.8%	572,778	13.0%	33,480	26,119	10.7%	(7,361)	(22.0%)
Employer Costs	11.1%	247,005	7.0%	17,990	19,602	8.0%	1,611	9.0%
Capital Project Labor Alloc	0.0%	0	0.0%	0	(31)	0.0%	(31)	0.0%
Power	8.7%	193,401	5.1%	12,984	2,861	1.2%	(10,124)	(78.0%)
Chemicals	4.4%	96,636	4.1%	10,553	6,540	2.7%	(4,013)	(38.0%)
Chemicals - T&O	0.5%	10,000	1.4%	3,500	0	0.0%	(3,500)	(100.0%)
Maintenance/Repairs	10.0%	220,814	7.8%	20,100	6,605	2.7%	(13,495)	(67.1%)
Water Meters/Boxes	1.6%	36,000	1.2%	3,000	0	0.0%	(3,000)	(100.0%)
Lab Tests	0.8%	17,000	0.6%	1,500	1,500	0.6%	0	0.0%
Permits	1.3%	28,044	1.1%	2,850	2,261	0.9%	(589)	(20.7%)
Training/Safety	0.4%	8,100	0.2%	500	88	0.0%	(412)	(82.4%)
Equipment Rental	0.6%	13,800	0.4%	900	0	0.0%	(900)	(100.0%)
Other Direct Costs	14.8%	327,598	40.3%	103,383	94,305	38.5%	(9,077)	(8.8%)
Operational Expenses	79.8%	1,771,175	82.1%	210,740	159,850	65.2%	(50,890)	(24.1%)
Water Income (Loss)	20.2%	447,187	17.9%	46,039	85,258	34.8%	39,219	85.2%
38.9% Net Admin Alloc	20.8%	461,159	14.5%	37,294	28,721	11.7%	(8,573)	(23.0%)
Reserve Expenditures	0.8%	18,619	0.5%	1,350	1,615	0.7%	265	19.6%
Total Net Income (Loss)	-1.5%	(32,591)	2.9%	7,395	54,923	22.4%	47,528	642.7%
SEWER								
REVENUES								
Sewer Charges	98.6%	1,355,461	98.6%	112,849	113,112	98.1%	263	0.2%
Interest Earnings	0.0%	490	0.0%	0	0	0.0%	0	0.0%
Other Income	1.4%	18,743	1.4%	1,559	2,142	1.9%	583	37.4%
Total Sewer Revenues	100.0%	1,374,694	100.0%	114,408	115,254	100.0%	846	0.7%
EXPENSES (excluding depreciation)								
Salaries & Wages	28.8%	395,641	20.2%	23,126	19,046	16.5%	(4,080)	(17.6%)
Employer Costs	7.7%	170,660	4.8%	12,407	14,629	6.0%	2,222	17.9%
Power	8.2%	112,301	8.9%	10,208	818	0.7%	(9,389)	(92.0%)
Chemicals	2.7%	37,500	3.5%	4,000	4,046	3.5%	46	1.2%
Maintenance/Repairs	11.4%	157,000	10.7%	12,250	2,325	2.0%	(9,925)	(81.0%)
Lab Tests	1.1%	15,000	1.1%	1,250	1,259	1.1%	9	0.7%
Permits	3.0%	41,492	11.8%	13,525	6,019	5.2%	(7,506)	(55.5%)
Training/Safety	0.7%	9,700	0.5%	600	63	0.1%	(537)	(89.5%)
Equipment Rental	0.3%	4,800	0.3%	400	0	0.0%	(400)	(100.0%)
Other Direct Costs	7.3%	100,114	9.5%	10,926	8,170	7.1%	(2,755)	(25.2%)
Operational Expenses	76.0%	1,044,208	77.5%	88,691	56,376	48.9%	(32,315)	(36.4%)
Sewer Income (Loss)	24.0%	330,486	22.5%	25,717	58,878	51.1%	33,161	128.9%
29.7% Net Admin Alloc	25.6%	352,093	24.9%	28,474	21,928	19.0%	(6,546)	(23.0%)
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	-1.6%	(21,607)	-2.4%	(2,757)	36,950	32.1%	39,707	(1,440.1%)
DRAINAGE								
REVENUES								
Drainage Charges	75.0%	201,670	75.1%	16,796	16,647	74.9%	(149)	(0.9%)
Property Tax	6.2%	100,000	6.2%	8,333	8,333	6.2%	0	0.0%
Property Tax (Reserve Alloc)	-2.1%	(33,000)	-2.1%	(2,750)	(2,750)	-2.1%	0	0.0%
Interest Earnings	0.0%	60	0.0%	0	0	0.0%	0	0.0%
Total Drainage Revenues	100.0%	268,730	100.0%	22,379	22,230	100.0%	(149)	(0.7%)

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
EXPENSES (excluding depreciation)								
Salaries & Wages	34.3%	92,282	24.1%	5,394	1,936	8.7%	(3,458)	(64.1%)
Employer Costs	1.8%	39,233	1.1%	2,865	2,043	0.8%	(822)	(28.7%)
Power	3.7%	10,039	1.8%	400	228	1.0%	(172)	(43.0%)
Chemicals	5.5%	14,812	6.7%	1,500	0	0.0%	(1,500)	(100.0%)
Maintenance/Repairs	5.6%	15,000	8.9%	2,000	0	0.0%	(2,000)	(100.0%)
Permits	2.4%	6,500	0.0%	0	0	0.0%	0	0.0%
Equipment Rental	1.1%	3,000	0.0%	0	0	0.0%	0	0.0%
Other Direct Costs	5.8%	15,544	6.3%	1,400	0	0.0%	(1,400)	(100.0%)
Operational Expenses	73.1%	196,410	60.6%	13,559	4,207	18.9%	(9,352)	(69.0%)
Drainage Income (Loss)	26.9%	72,320	39.4%	8,820	18,023	81.1%	9,203	104.3%
6.1% Net Admin Alloc	26.9%	72,315	26.1%	5,848	4,504	20.3%	(1,344)	(23.0%)
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	0.0%	4	13.3%	2,972	13,519	60.8%	10,548	354.9%
SECURITY REVENUES								
Security Charges	84.0%	1,348,017	84.1%	112,281	112,253	83.9%	(28)	(0.0%)
Interest Earnings	0.0%	500	0.0%	0	0	0.0%	0	0.0%
Property Tax	15.3%	245,000	15.3%	20,417	20,417	15.3%	(0)	(0.0%)
Property Tax (Reserve Alloc)	-3.1%	(49,000)	-3.1%	(4,083)	(4,083)	-3.1%	(0)	0.0%
Other Income	3.7%	60,100	3.6%	4,825	5,160	3.9%	335	6.9%
Total Security Revenues	100.0%	1,604,617	100.0%	133,440	133,746	100.0%	306	0.2%
EXPENSES (excluding depreciation)								
Salaries & Wages	43.2%	692,801	42.4%	56,631	30,499	22.8%	(26,132)	(46.1%)
Employer Costs	24.4%	540,763	16.9%	43,345	37,907	15.5%	(5,438)	(12.5%)
Equipment Repairs	0.3%	4,800	0.3%	400	233	0.2%	(168)	(41.9%)
Vehicle Maintenance	0.6%	9,000	0.6%	750	0	0.0%	(750)	(100.0%)
Vehicle Fuel	1.0%	16,200	1.0%	1,350	987	0.7%	(363)	(26.9%)
Off Duty Sheriff	0.5%	8,000	0.0%	0	0	0.0%	0	0.0%
Other	5.8%	92,393	8.0%	10,735	14,923	11.2%	4,188	39.0%
Operational Expenses	85.0%	1,363,958	84.8%	113,211	84,548	63.2%	(28,663)	(25.3%)
Security Income (Loss)	15.0%	240,660	15.2%	20,229	49,199	36.8%	28,970	143.2%
20.3% Net Admin Alloc	15.0%	240,656	14.6%	19,462	14,988	11.2%	(4,474)	(23.0%)
Reserve Expenditures	0.0%	690	0.0%	55	65	0.0%	10	18.9%
Total Net Income (Loss)	0.0%	(687)	0.5%	712	34,145	25.5%	33,433	4,695.7%
SOLID WASTE REVENUES								
Solid Waste Charges	99.8%	673,988	100.0%	56,123	56,567	100.0%	445	0.8%
Interest Earnings	0.2%	1,229	0.0%	0	0	0.0%	0	0.0%
Total Solid Waste Revenues	100.0%	675,217	100.0%	56,123	56,567	100.0%	445	0.8%
EXPENSES (excluding depreciation)								
CWRS Contract	85.9%	579,691	86.0%	48,274	49,074	86.8%	800	1.7%
Sacramento County Admin Fee	5.4%	36,252	5.4%	3,022	3,050	5.4%	28	0.9%
HHW Event	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Operational Expenses	91.2%	615,944	91.4%	51,296	52,124	92.1%	828	1.6%
Solid Waste Income (Loss)	8.8%	59,273	8.6%	4,827	4,443	7.9%	(384)	(7.9%)
5.0% Net Admin Alloc	8.8%	59,275	8.5%	4,794	3,692	6.5%	(1,102)	(23.0%)
Total Net Income (Loss)	0.0%	(2)	0.1%	33	752	1.3%	718	2,161.3%
OVERALL NET INCOME(LOSS)	-0.9%	(54,882)	1.4%	8,355	140,288	24.5%	131,934	1,579.1%

Rancho Murieta Community Services District

Summary Budget Performance Report For the Month Ending July 31, 2018

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	YTD VARIANCE %
REVENUES								
Water Charges	33.7%	\$2,180,141	41.6%	\$253,635	\$239,780	40.0%	(\$13,855)	(5.5%)
Sewer Charges	21.0%	1,355,461	18.5%	112,849	113,112	18.9%	263	0.2%
Drainage Charges	3.1%	201,670	2.8%	16,796	16,647	2.8%	(149)	(0.9%)
Security Charges	20.9%	1,348,017	18.4%	112,281	112,253	18.7%	(28)	(0.0%)
Solid Waste Charges	10.4%	673,988	9.2%	56,123	56,567	9.4%	445	0.8%
Other Income	2.0%	126,464	1.7%	10,553	13,468	2.2%	2,915	27.6%
Interest Earnings	0.1%	7,219	0.0%	20	13	0.0%	(7)	(35.0%)
Property Taxes	10.1%	650,000	8.9%	54,167	54,167	9.0%	(0)	(0.0%)
Property Tax (Reserve Alloc)	-1.3%	(82,000)	-1.1%	(6,833)	(6,833)	-1.1%	(0)	0.0%
Total Revenues	100.0%	6,460,960	100.0%	609,591	599,173	100.0%	(10,418)	(1.7%)
OPERATING EXPENSES								
Water/Sewer/Drainage								
Salaries & Wages	16.4%	1,060,701	10.3%	62,000	47,101	10.3%	(14,899)	(24.0%)
Employer Costs	7.1%	456,898	5.5%	33,262	36,274	7.9%	3,011	9.1%
Capital Project Labor Alloc	0.0%	0	0.0%	0	(31)	0.0%	(31)	0.0%
Power	4.9%	315,741	3.9%	23,592	3,907	0.9%	(19,685)	(83.4%)
Chemicals	2.5%	158,948	3.3%	19,553	10,587	2.3%	(8,966)	(45.9%)
Maintenance/Repairs	6.1%	392,814	5.7%	34,350	8,930	2.0%	(25,420)	(74.0%)
Water Meters/Boxes	0.6%	36,000	0.5%	3,000	0	0.0%	(3,000)	(100.0%)
Lab Tests	0.5%	32,000	0.5%	2,750	2,759	0.6%	9	0.3%
Permits	1.2%	76,036	2.7%	16,375	8,280	1.8%	(8,095)	(49.4%)
Training/Safety	0.3%	17,800	0.2%	1,100	151	0.0%	(949)	(86.2%)
Equipment Rental	0.3%	21,600	0.2%	1,300	0	0.0%	(1,300)	(100.0%)
Other Direct Costs	6.9%	443,256	19.3%	115,708	102,475	22.4%	(13,233)	(11.4%)
Subtotal Water/Sewer/Drainage	46.6%	3,011,793	52.2%	312,990	220,433	48.2%	(92,557)	(29.6%)
Security								
Salaries & Wages	10.7%	692,801	9.4%	56,631	30,499	6.7%	(26,132)	(46.1%)
Employer Costs	8.4%	540,763	7.2%	43,345	37,907	8.3%	(5,438)	(12.5%)
Off Duty Sheriff	0.1%	8,000	0.0%	0	0	0.0%	0	0.0%
Other	1.9%	122,393	2.2%	13,235	16,142	3.5%	2,907	22.0%
Subtotal Security	21.1%	1,363,958	18.9%	113,211	84,548	18.5%	(28,663)	(25.3%)
Solid Waste								
CWRS Contract	9.0%	579,691	8.0%	48,274	49,074	10.7%	800	1.7%
Sacramento County Admin Fee	0.6%	36,252	0.5%	3,022	3,050	0.7%	28	0.9%
HHW Event	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Subtotal Solid Waste	9.5%	615,944	8.6%	51,296	52,124	11.4%	828	1.6%
General / Admin								
Salaries & Wages	9.8%	632,600	5.9%	35,600	29,328	6.4%	(6,272)	(17.6%)
Employer Costs	5.4%	349,880	4.3%	25,606	23,632	5.2%	(1,974)	(7.7%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Insurance	1.7%	109,588	1.5%	9,132	9,773	2.1%	641	7.0%
Legal	1.2%	74,400	1.0%	6,200	5,059	1.1%	(1,141)	(18.4%)
Office Supplies	0.3%	22,450	0.3%	1,825	595	0.1%	(1,230)	(67.4%)
Director Meeting Payments	0.3%	18,000	0.3%	1,500	700	0.2%	(800)	(53.3%)
Telephones	0.1%	7,759	0.1%	647	1,334	0.3%	687	106.3%
IT Systems Maintenance	1.4%	90,962	2.9%	17,556	23,144	5.1%	5,588	31.8%
Community Communications	0.1%	5,200	0.0%	100	0	0.0%	(100)	(100.0%)
Postage	0.3%	20,160	0.3%	1,680	1,500	0.3%	(180)	(10.7%)
Bld/Grounds Maint/Pest Cntr	0.3%	20,560	0.3%	1,685	808	0.2%	(877)	(52.0%)
Other	2.4%	153,280	3.5%	20,804	4,226	0.9%	(16,578)	(79.7%)
Subtotal General / Admin	23.3%	1,504,839	20.4%	122,334	100,100	21.9%	(22,235)	(18.2%)
Total Operating Expenses	100.6%	6,496,533	100.0%	599,831	457,204	100.0%	(142,627)	(23.8%)
Operating Income (Loss)	100.0%	(35,573)	100.0%	9,760	141,969	100.0%	132,209	N/A

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	%
Non-Operating Expenses								
Water Reserve Expenditure	0.3%	18,619	0.2%	1,350	1,615	96.1%	265	19.6%
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%
Security Reserve Expenditure	0.0%	690	0.0%	55	65	3.9%	10	18.9%
Total Non-Operating Expenses	0.3%	19,309	0.2%	1,405	1,680	100.0%	275	19.6%
Net Income (Loss)	100.0%	(54,882)	100.0%	8,355	140,288	100.0%	131,934	N/A

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF JULY 31, 2018

INSTITUTION	YIELD	BALANCE
CSD FUNDS		
<i>EL DORADO SAVINGS BANK</i>		
SAVINGS	0.03%	\$ 520,988.66
CHECKING	0.02%	\$ 104,935.55
PAYROLL	0.02%	\$ 37,684.83
<i>BANNER BANK</i>		
EFT	0.00%	\$ 10,555.38
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>		
UNRESTRICTED	1.94%	\$ 756,825.49
RESTRICTED RESERVES	1.94%	\$ 5,243,126.90
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
OPERATION ACCOUNT	2.11%	\$ 615,014.68
<i>UNION BANK</i>		
PARS GASB45 TRUST (balance as of 6/30/18)	0.02%	\$ 1,702,941.30
TOTAL CSD		\$ 8,992,072.79

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

<i>BANK OF AMERICA</i>		
CHECKING	0.00%	\$ 440,629.16
<i>WILMINGTON TRUST</i> (balance as of 11/30/17)		
BOND RESERVE FUND	0.95%	\$ 393,826.00
BOND ADMIN EXPENSE	0.95%	\$ 24.31
BOND SPECIAL TAX FUND	0.95%	\$ 7.56
BOND ACQ & CONSTRUCTION	0.95%	\$ 3,775.42
BOND REDEMPTION ACCOUNT	0.95%	\$ -
BOND COI	0.95%	\$ -
BOND SURPLUS	0.95%	\$ 59.69
TOTAL CFD		\$ 838,322.14
TOTAL ALL FUNDS		\$ 9,830,394.93

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

PREPARED BY: *Eric Thompson, Controller*

REVIEWED BY: _____, District Treasurer

MEMORANDUM

Date: July 31, 2018
To: Board of Directors
From: Jeffery Werblun, Security Chief
Subject: Security Report for the Month of July 2018

OPERATIONS UPDATES

Patrol Officer Kindle completed training and was assigned a shift. We have a candidate going through the hiring process for Patrol Officer and he will start August 18, 2018. There is one (1) remaining Patrol Officer position open to replace the vacancy left by the promotion of Sergeant Tompkins. There is one (1) Temporary Security Gate Officer position open.

INCIDENTS OF NOTE

July 4, 2018: Busy day and night with illegal fireworks calls and disturbances. We handled a variety of disturbances such as; wreckless driving, neighbor argument over loud music, fireworks, parking complaints and under age alcohol possession and drinking including intoxication at the South Beach. Fortunately, the juveniles left the beaches before dark and we did not have any bon fires. Most of the juveniles that caused problems for security were not residents, however they were not with their resident either. They got into the community and then ran amuck without staying with the resident who allowed them in as a guest. During the fireworks show, we had some issues with juveniles lighting off illegal fireworks from the Gazebo. One subject jumped off the railing and went into Laguna Joaquin. He was ejected out of the park. We had another unknown juvenile throw a roll of fire crackers onto the dance floor where a group was dancing and hanging out. No one was injured.

We had five (5) Sacramento Sheriff's Deputies (SSD) working with us that assisted on disturbance calls, the calls to the South Beach, traffic control, and visible presence in the community. No arrests were made.

July 8, 2018: 1020 Hours. Patrol responded to a call of an unknown male suspect attempting to enter a residence on Guadalupe Drive. The suspect was trying doors and windows to get in. The resident calling was scared as the suspect was in the back yard trying to get in through the back door. SSD was notified and responded. The suspect fled the area prior to SSD Officers arriving. Patrol located the suspect hiding in some bushes near the North Gate. SSD arrived and arrested the suspect for public intoxication and possession of methamphetamine. The suspect turned out to be a guest of a resident in the Villas. Deputies returned on July 10 to conduct a follow up investigation. They arrested a female who was a guest at the same Villa on outstanding warrants. More charges may be filed in connection with this incident on the original suspect.

July 23, 2018: Stolen vehicle from 14000 block of Guadalupe Drive. Victim was out of town and left the vehicle parked in front of his house with the keys inside of it. When he returned, the car was gone. Reported to CHP.

RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

The meeting was held July 10, 2018. Nothing to report.

SECURITY ASSESSMENT REPORT

We are currently working on the Action Plan as the next step in response to the Assessment Report.



RMA Rule Violations / Citations July 2018

Driveway Parking	138
Park Hours	2
Stop Sign	26
Unsafe Driving	1
Speeding	70
Unlicensed Driver	1
Overnight Street Parking	36
<hr/>	
Total	151

*Note: These citation totals are citations issued by CSD Security; they do not reflect citations issued by RMA.



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

Gate Entrance Refusals	39
Parking	3
Unsafe Driving	6
Open Garage Door	-
Park Hours	2
Speeding	4
Loose/Off Leash Dogs	7
Barking Dogs	5
Unlicensed Driver	2
Stop Sign	-
<hr/>	
Total	68

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.

MEMORANDUM

Date: August 8, 2018
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Utilities Report

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

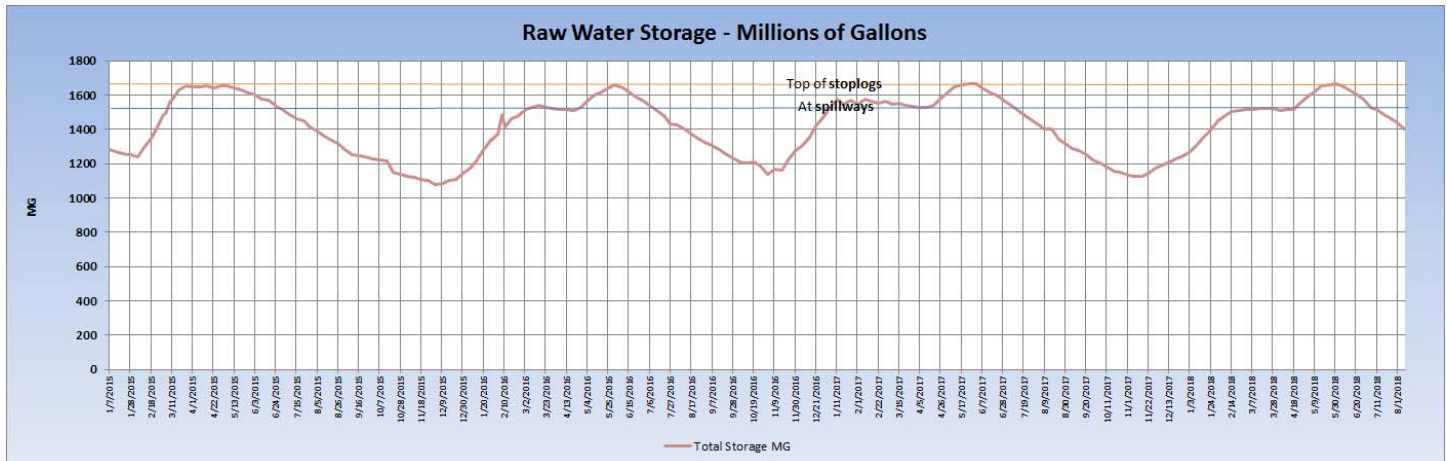
WATER TREATMENT

Water Treatment Plant (WTP) #1 is set at 1.44 million gallons per day (mgd), averaging a production volume of 1.32 mgd. WTP #2 is in operation at 1.0 mgd, producing an average of 1.0 mgd. Total daily demand is currently averaging 2.32 mgd. Total water production for July 2018 was 70,231,000 gallons, which averaged approximately 856 gallons per day per water connection.

WATER SOURCE OF SUPPLY

On August 8, 2018, all raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,402.8 MG (4,305.2 AF) of which 1,238.8 MG (3,802.1 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, storage measured 1,095.3 MG (3,361.6 AF), or 1,046 MG (2,908.6 AF) usable. In July 2018 there was 0.0" of rainfall and evaporation was 10.26".

Below is a graphic representation of the water storage reservoir levels from 2014 to date.

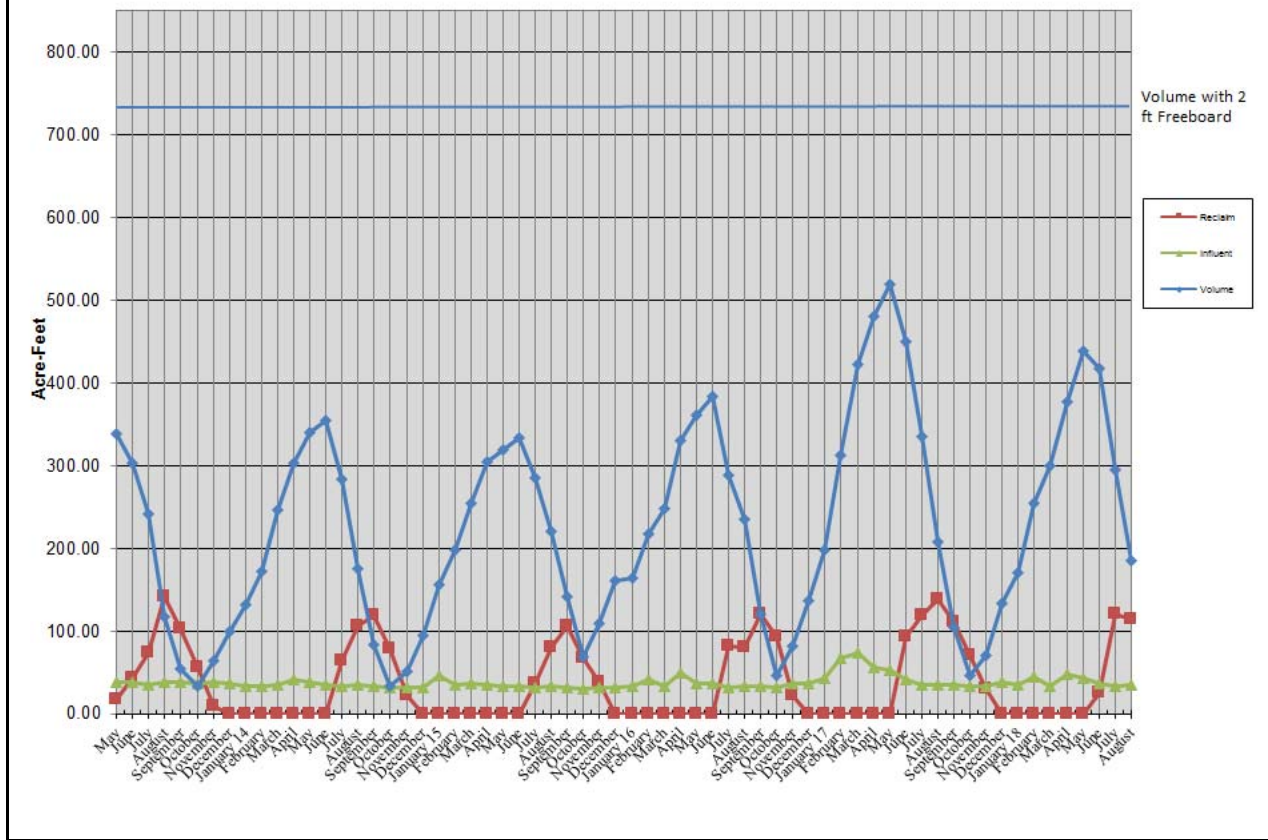


WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

Influent wastewater flow averaged 0.371 million gallons a day, for a total of 11.5 MG, (35.28 AF). This is approximately 144 gpd per sewer connection. Secondary wastewater storage measured 60.3 MG (185.2 AF) on August 8, 2018. In July, we supplied 37,108,229 gallons of recycled water to the Rancho Murieta Country Club (RMCC) for their irrigation needs.

Gary Skolnik is the new Recycled Water Supervisor per the District's User Reclamation Plan, to ensure that proper use and reporting for recycled water is followed per the District's Recycled Water Standards and the Master Reclamation Permit and Waste Discharge Requirements of the California Regional Water Quality Control Board. Below is a graph of the District's secondary storage of wastewater to date.

Volume of Secondary Wastewater in Reservoirs 2013-2018



SEWER COLLECTION

As normal preventative maintenance, District Utility staff CCTV'd 316 feet and cleaned 316 feet of the sewer collection system line this past month on lateral "J" in the North. Maintenance staff had to pull pump #1 at the Cantova sewer lift station several times due to "ragging" issues. The new pumps for Cantova Lift Station are on order and should arrive approximately 10 weeks from the date of this report.

DRAINAGE / STORMWATER

Utility staff has finished weed abatement in all of the south basins including excavations at inflows and outflows. Staff has continued drainage work in the North community to remove sediment buildup of inflow and outflows of culverts and weed abatement. The Sacramento Yolo Vector Control District was out on August 6, 2018 to harvest mosquito fish from our reservoirs for their mosquito fish breeding program. I requested that they put some of the mosquito fish into the Laguna Joaquin Reservoir, which they said they were going to do.

WATER METERING AND UTILITY STAFF WORK

In July 2018, three (3) water meters were replaced. Sixteen (16) Utility Star reports and thirteen (13) underground service alerts (USAs) were completed. Staff also had six (6) calls for high water use on the bills which turned out to be homeowner irrigation leaks. There were also four (4) service line leaks and one end of water line blow off repaired.



Water service line leaking near connection to water main – Puerto Drive

PROJECTS

Development

The Retreats East and North

No update.

The Retreats West

Three (3) homes being built are in the process of tying in water and sewer connections with oversight from District staff.

The Murieta Gardens - Murieta Marketplace

This project is still on hold.

The Murieta Gardens – Highway 16 Off-Site Improvements

The Highway 16 road widening and development of an entrance in to the Murieta Gardens development is continuing.

The Murieta Gardens II – Subdivision

The contractor has installed the bore casing and sewer line under Murieta Drive that will connect the subdivisions sewer to the Districts Cantova sewer lift station. They are working back towards the location of the subdivision and have installed, and pressure tested the first manhole installation. No schedule has been received from the project manager, however our inspector from Coastland reports that it should be approximately three more weeks of sewer line and manhole installations before they begin work on the storm drain lines or recycled water infrastructure.

Rancho Murieta North – Development Project

The projects engineer has submitted a preliminary Water Study and a preliminary Sewer Study for the Rancho Murieta North Project. We are working to have the developer enter into a Facilities Extension Agreement to support the District's requested review of these documents.

FAA Business Park

This project has not started yet and no word has been received from the project.

The Greens Neighborhood Park

No update.

DISTRICT PROJECTS

Emergency Well Project

A contract for Integra Realty Resources (IRR) has been submitted to them for signature and return for the work for land site appraisal. Staff is ensuring that the value of use of the underlying groundwater be factored into the appraisal effort.

Cantova Pump Replacements

After Board approval to proceed, a contract was signed and submitted to Xylem to manufacture and deliver the new pumps and related appurtenances for the Cantova Lift Station. They reported that delivery was estimated to be twelve (12) weeks out.

Dam Inundation Mapping

Dominichelli & Associates have reported that they are continuing work on finalizing the models and have provided draft map of three (3) the four (4) reservoir failures that are being required for evaluation. They are in the process of writing the reports for each reservoir. The dams being evaluated are Calero, Chesbro, Clementia, and Michigan Bar 1.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
MONTH BY MONTH RESIDENTIAL WATER CONSUMPTION

FISCAL YEAR 2018-19

RESIDENTIAL TOTALS		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
TOTAL # RESIDENTIAL WATER CUSTOMERS		2,542	-	-	-	-	-	-	-	-	-	-	-
WEIGHTED AVG. RESIDENTIAL USAGE IN CU. FT.	2,672	2,672											
WEIGHTED AVG. RESIDENTIAL USAGE IN GPD	666	666											
WEIGHTED AVG. RESIDENTIAL PLANNING USAGE-GPD	627												
same period last year		2,539	2,539	2,539	2,539	2,539	2,539	2,539	2,539	2,540	2,540	2,540	2,542
% Increase from same period last year		0.1%											

RESIDENTIAL

CIRCLE LOTS (CIR)

	MONTHLY AVERAGE				
# OF WATER CUSTOMERS	447	447			
AVG MONTHLY WATER USAGE IN CU. FT.	2,980	2,980			
AVG WATER USAGE IN GPD	743	743			
AVG WATER BILL IN DOLLARS	\$ 91.74	\$ 91.74			

COTTAGE LOTS (COT)

# OF WATER CUSTOMERS	296	296			
AVG MONTHLY WATER USAGE IN CU. FT.	2,286	2,286			
AVG WATER USAGE IN GPD	570	570			
AVG WATER BILL IN DOLLARS	\$ 80.22	\$ 80.22			

ESTATE LOTS>12,000 sq. ft. (EST1)

# OF WATER CUSTOMERS	737	737			
AVG MONTHLY WATER USAGE IN CU. FT.	3,983	3,983			
AVG WATER USAGE IN GPD	993	993			
AVG WATER BILL IN DOLLARS	\$ 108.38	\$ 108.38			

ESTATE LOTS<12,000 sq. ft. (EST2)

# OF WATER CUSTOMERS	559	559			
AVG MONTHLY WATER USAGE IN CU. FT.	2,603	2,603			
AVG WATER USAGE IN GPD	649	649			
AVG WATER BILL IN DOLLARS	\$ 85.48	\$ 85.48			

HALF PLEX LOTS (HPLX)

# OF WATER CUSTOMERS	58	58			
AVG MONTHLY WATER USAGE IN CU. FT.	1,636	1,636			
AVG WATER USAGE IN GPD	408	408			
AVG WATER BILL IN DOLLARS	\$ 69.43	\$ 69.43			

MURIETA VILLAGE LOTS (MV)

# OF WATER CUSTOMERS	189	189			
AVG MONTHLY WATER USAGE IN CU. FT.	582	582			
AVG WATER USAGE IN GPD	145	145			
AVG WATER BILL IN DOLLARS	\$ 51.92	\$ 51.92			

		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
TOWNHOUSE LOTS (TWN)													
# OF WATER CUSTOMERS	218	218											
AVG MONTHLY WATER USAGE IN CU. FT.	746	746											
AVG WATER USAGE IN GPD	186	186											
AVG WATER BILL IN DOLLARS	\$ 54.65	\$ 54.65											

VILLA LOTS (VIL)													
# OF WATER CUSTOMERS	38	38											
AVG MONTHLY WATER USAGE IN CU. FT.	309	309											
AVG WATER USAGE IN GPD	77	77											
AVG WATER BILL IN DOLLARS	\$ 47.40	\$ 47.40											

COMMERCIAL

SMALL USERS (CSM)

# OF WATER CUSTOMERS	32	32											
AVG MONTHLY WATER USAGE IN CU. FT.	1,047	1,047											
AVG WATER USAGE IN GPD	261	261											
AVG WATER BILL IN DOLLARS	\$ 59.65	\$ 59.65											

IRRIGATION USERS (CIRR)

# OF WATER CUSTOMERS	40	40											
AVG MONTHLY WATER USAGE IN CU. FT.	16,817	16,817											
AVG WATER USAGE IN GPD	4,193	4,193											
AVG WATER BILL IN DOLLARS	\$ 321.43	\$ 321.43											

LARGE USERS (CLG)

# OF WATER CUSTOMERS	11	11											
AVG MONTHLY WATER USAGE IN CU. FT.	47,182	47,182											
AVG WATER USAGE IN GPD	11,764	11,764											
AVG WATER BILL IN DOLLARS	\$ 825.49	\$ 825.49											

HOTEL (HOTL)

# OF WATER CUSTOMERS	1	1											
AVG MONTHLY WATER USAGE IN CU. FT.	29,900	29,900											
AVG WATER USAGE IN GPD	7,455	7,455											
AVG WATER BILL IN DOLLARS	\$ 538.61	\$ 538.61											

PARKS (PARK)

# OF WATER CUSTOMERS	5	5											
AVG MONTHLY WATER USAGE IN CU. FT.	88,540	88,540											
AVG WATER USAGE IN GPD	22,076	22,076											
AVG WATER BILL IN DOLLARS	\$ 1,512.04	\$ 1,512.04											

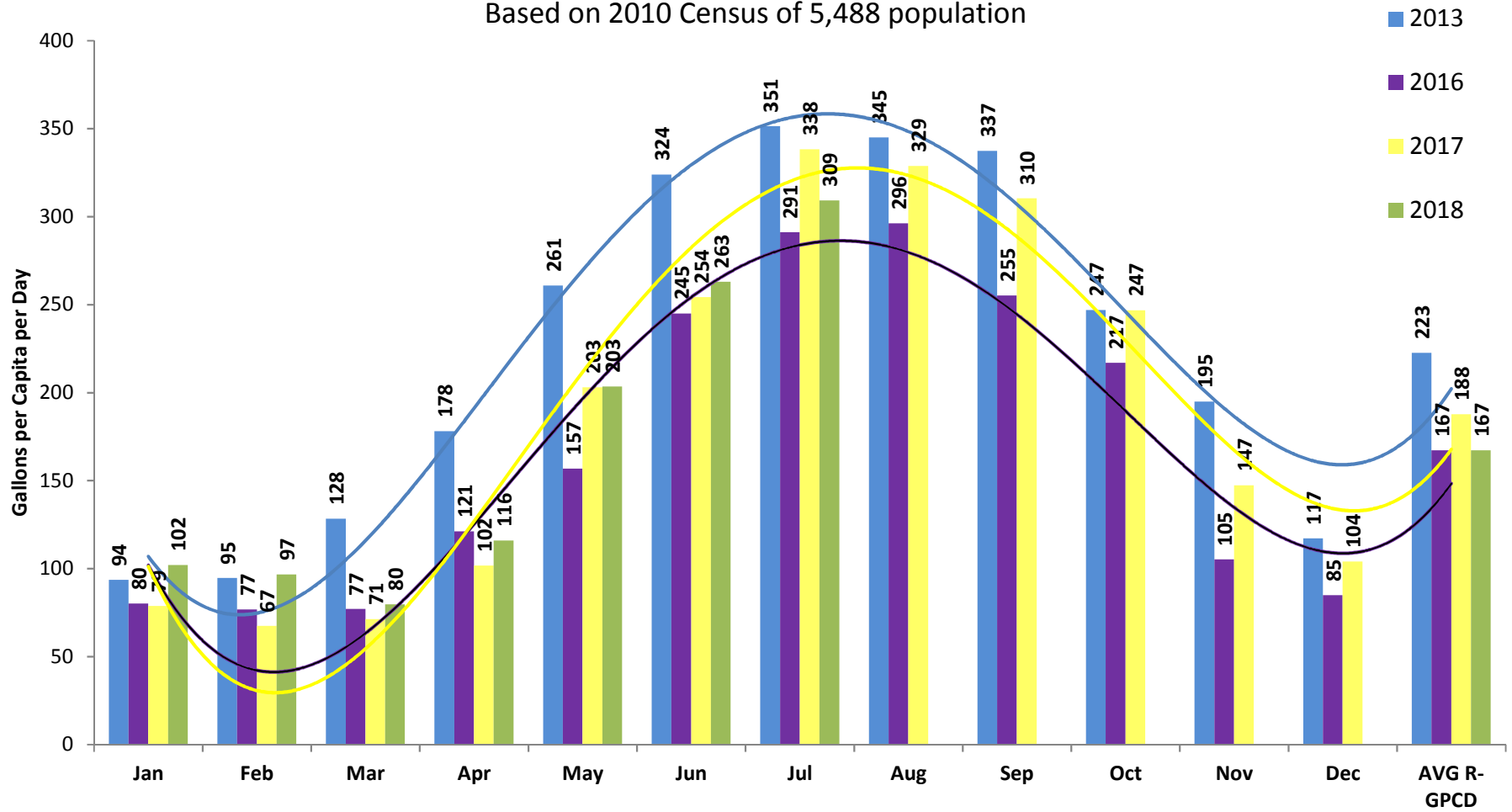
All lots are counted in number of customers, water usage and water dollars even if they had zero usage for the month (irrigation meters, new customers, etc.)

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 July 2016 versus June 2013: 17%
 Conservation achieved July 2017 versus June 2013: 4%
 Conservation achieved July 2018 versus June 2013: 12%

2016 versus 2013 YTD conservation: 27%
 2017 versus 2013 YTD conservation: 22%
 2018 versus 2013 YTD conservation: 18%

Carolyn Kuhnz
6800 Domingo Drive
Rancho Murieta, CA 95683
CKuhnz@ranchomurieta.org

July 16, 2018

To: RMA Board of Directors and
CSD Board of Directors
RE: Speeding and Stop Sign violations

I see there is a campaign to complain about these issues and ask for something to be done.

My opinion is that I want my dues and fees spent on security not speeding and stop sign compliance.

My husband and I have lived in the community for 15 years and find it very peaceful and law abiding, in most ways. We have had vandalism to our property about 4 times within 15 years. I am much more concerned about our safety and the safety of our home than a few golf carts running stop signs. (I don't have one.) We are more irritated for those who drive under 25 mph than those that drive 30 mph!

I read about the accidents that we have had since living here and most of them involve drugs and alcohol, whether on golf carts or cars, not speeding or rolling through a stop sign.

Thank you for considering a balance of opinions.

Carolyn Kuhnz

Suzanne Lindenfeld

From: Rob Allen <robbyallen@icloud.com>
Sent: Friday, July 20, 2018 3:52 PM
To: Scott Tippet; markp@rma-hoa.org; RMA COMPLIANCE; gregv@rma-hoa.org; Morrison Graf; Les Clark; John Merchant; Jerry Pasek; Mark Martin; Suzanne Lindenfeld; Jeff Werblun; rmadirectors@rma-hoa.org
Subject: Roadway Safety in Rancho Murieta

Good Afternoon,

My name is Rob Allen and I am a homeowner located at 15215 Medella Circle.

I wanted to say thank you for not only hearing our recent safety concerns but actually taking immediate action. The RMA compliance officer reached out to me yesterday to advise that he had already ticketed a few speeding drivers.

I have not attended a single RMA or CSD meeting in my 6 years of living in Rancho Murieta. My family and I absolutely love living in this community and we typically keep a low profile. As some of you may have heard at the CSD meeting, I witnessed a horrific chain of events involving my 8 year old son. My son was nearly hit by a speeding young driver who was driving at a high rate of speed on the wrong side of the road only inches from the sidewalk where my son was riding his bike. My son was shaken up and very scared. I eventually caught up with the vehicle and copied the plate number. I reported the complaint to the South Gate where they confirmed that the driver was a guest. The gate officer said he would have an officer advise the homeowners to have their guests slow down. Sadly, the young drivers of this very residence have been the subject of several online forums lately. I am betting that the warning from security must have not been taken seriously.

I did not mention in public the other night that I worked at a local County Coroners office during my college years. I have personally responded to some of the most tragic scenes that no human should ever have to deal with. Some of these accidents happened in very nice, quiet, safe communities.....communities just like ours. My wife and I care about our son and our neighbors enough to speak up and ask the tough questions that need to be asked. We will not sit back and wait for a tragedy to happen behind our gates before action is taken to make our roadways safe. Let's work together to prevent an accident versus react after it is too late.

I believe that it is a shame that some of our residents and their guests do not have enough respect for one another to follow the rules. I have a hard time understanding how some of these parents have taught their children that our CSD officers are nothing more than security guards that have no authority or jurisdiction to enforce the law.

I volunteered as a resident to reach out to see what kind of help was available from our local law enforcement. I understand that most California vehicle code moving violations cannot be enforced by law enforcement inside the gates while some can be enforced. According to the officers that I spoke with, It takes a minimum of two moving violations and the opinion of the officer to press charges for reckless driving. Our local paper reports weekly about bad drivers, reckless drivers, road rage incidents, speeding etc. Reckless driving that I have observed in my short 6 years have included the following: spinning donuts out by the lakes, speeding on the wrong side of the road, drag racing, drifting, and riding wheelies on dirt-bikes on the street. These examples could all be considered reckless driving and could/should be enforced behind our gates. Our local CHP office stated that they could and would help if they were invited to do so by the governing boards.

I am confident that the RMA and CSD will work together to figure out the perfect solution to keep us all safe. I am hopeful and optimistic that we can come up with a reasonable solution and prevent a tragedy.

My wife and I are here to help in any way possible so please do not hesitate to reach out.

Thanks again for your help, understanding and commitment to keeping all of us safe!

Rob Allen
15215 Medella Circle
Rancho Murieta, Ca
95683
robbyallen@icloud.com
916.761.3767

From: Bill Kelly <kellyx8@sbcglobal.net>

Sent: Tuesday, August 7, 2018 2:29 PM

To: Debby Bradberry <dbradberry@ranchomurietacsd.com>; Mark Martin <MMartin@ranchomurietacsd.com>

Cc: Mark Pecotich <mpecotich@ranchomurietacsd.com>; Morrison Graf <mgraf@ranchomurietacsd.com>; Les Clark <lclark@ranchomurietacsd.com>; John Merchant <jmerchant@ranchomurietacsd.com>; Jerry Pasek <jpasek@ranchomurietacsd.com>

Subject: YOUR AUGUST 1, 2018 LETTER

Good afternoon Debby, attached is a scanned copy of your August 1, 2018 letter which we received via certified mail on August 6, 2018.

We reject any responsibility to pay CSD \$3901.45 for the same five(5) reasons expressed within our July 3, 2018 letter to the CSD Board of Directors.

Additionally:

1. We believe your amount due does not reflect our July 6, 2018 payment of \$185.28 for current charges reflected on the CSD June 26, 2018 statement.
2. The \$390.15 late charge for a 30 day past due invoice is preposterous.
3. We will for the third time appeal any responsibility to CSD for the \$3901.45 at the August 15, 2018 Board of Directors meeting.

Sincerely,

Pat and Bill Kelly



Rancho Murieta Community Services District

15160 Jackson Road • P.O. Box 1050 Rancho Murieta, CA 95683 • 916-354-3700 • Fax 916-354-2082

Visit our website www.rmcsd.com

August 1, 2018

Wilbur Kelly

6411 Lobo Dr.
Rancho Murieta, CA 95683

Account Number: 4170901

Parcel Number: 073-0730-077

Service Address: 6411 Lobo Dr.

Delinquent Amount due by July 25, 2018 **\$3,901.45**

Dear Customer:

As of today, we have not received your payment for delinquent amounts due by July 25, 2018.

The Board of Directors will convene a public hearing on August 15, 2018 at 5:30 p.m., to authorize placing delinquent accounts on the property tax rolls of Sacramento County for collection.

Your delinquent amount, including all amounts billed through June 25, 2018, will be placed on the tax roll if not received at the District Administration Office by August 15, 2018.

Please call the District Office if you wish to discuss your account or if you have any questions regarding your bill.

Sincerely,

Debby Bradberry
Accounting Supervisor

Serving the Community for over 30 years

Board of Directors: Mark Pecotich, *President* • Morrison Graf, *Vice-President* • Les Clark • John Merchant • Gerald Pasek
General Manager • Mark Martin

SENT BY E-MAIL

JULY 3, 2018

SEWER SERVICE TO 6411 LOBO

TO: Mark Pecotich, Morrison Graf, Les Clark, John Merchant,
Gerald Pasek

“The affairs of the District are directed by a five member Board of Directors elected at-large by the registered voters residing in the District. The people who are elected are residents and have the same concerns as residents.”

CSD's 3/27/2018 proposal to dig up and repair our damaged sewer wye was completed on 5/24/2018. Since the damaged wye revealed the actual cause of the damage, the Kelly's have attempted without success to negotiate these findings with CSD General Manager Mark Martin. On 6/07/2018 we received the attached CSD invoice no.1335. for the amount of \$3,876.45. **Exhibit A**

We respectively reject any responsibility to pay this invoice amount for the following reason(s):

1. The amount exceeds CSD 3/27/18 proposed time and material estimate of \$2000-\$3000 by \$876-\$1876. At least \$764. Is due to billing 15.0 excess labor hours (We observed and recorded all arrival and departing times of CSD personnel).
2. CSD General Counsel 3/11/2018 letter to Mark Martin and his conclusion the District is responsible for our damaged sewer pipeline. (There was no damage caused by any of the parties mentioned in his letter.) **Exhibit B**
3. The damage to the wye was due to the faulty installation of the cleanout and wye directly to the CSD green lateral pipe (i.e. There was no flexible coupling used and the glued connection was not the same grade as the green lateral.) This excessive weight and

pressure of the cleanout and wye upon the glued connection caused it to break into two pieces at the point of the connection to the CSD lateral. (We saved the two broken pieces). Thus the wye dropped into the dirt or sand and allowed the passage of water and etc. to flow into the main sewer line until it was repaired on 5/24/2018. **Exhibit C**

4. Under District code Chapter 15 Section 3.02, we have no ownership of any property beyond our house foundation. The damage is all within the districts right-of-way, easements and storm drain ditch. **Exhibit D.**
5. Under DCC 15 Section 4.06, 4.12, 4.13, and 4.14 the District failed in their procedural inspection of the McKim Homes faulty installed wye which lead to the damage and the replacement of our sewer service.

For your information, attaching the 2nd cleanout and wye directly to the green CSD lateral is rarely used within Rancho Murieta homes. The majority of homes have their wye at least 5-15 feet away and many 20-50 or more feet away from their connection to the CSD lateral. The wye for the two houses due North of ours are 12-15 feet from the CSD main sewer line and run under CSD's storm ditch. Wonder why ours was not installed the same distances????.

We have clearly stated all the above reason(s) to the CSD General Manager for rejecting any further responsibility for the costs to repair our homes damaged sewer system.

We are asking the current CSD board members to intervene on our behalf and help resolve this issue in our favor.

Respectfully submitted,

Bill and Pat Kelly



- A -

Rancho Murieta Community Services District

15160 Jackson Road • P.O. Box 1050 Rancho Murieta, CA 95683 • 916-354-3700 • Fax 916-354-2082

Visit our website www.rmcsd.com

June 1, 2018

Wilbur & Patricia Kelly
6411 Lobo
Rancho Murieta, CA 95683

Account: 4170901

INVOICE NO. 1335

This bill is for the agreement with the District for services provided in regard to the private Sewer issue:

UTILITY WORKER I	<i>Andreas + Refan</i>	33.5 HR	X	\$	47.00	HR=	1,574.50	
UTILITY WORKER II	<i>James</i>	29 HR	X	\$	54.00	HR=	1,566.00	
UTILITY WORKER III		0 HR	X	\$	59.00	HR=	-	
UTILITY SUPERVISOR	<i>Ron</i>	8 HR	X	\$	84.00	HR=	672.00	
DIRECTOR OF FIELD OPERATIONS	<i>Paul</i>	4 HR	X	\$	-	HR=	-	
SUBTOTALS							\$	3,812.50

Materials & Equipment \$ 62.09

OVERHEAD (3%) \$ 1.86

(ON MATERIAL/CONTRACTORS ONLY)

TOTAL DUE: \$ 3,876.45

This amount is due and payable upon receipt of this invoice. You will see this charge on your statement dated June 25, 2018. If this amount is not paid in full no later than July 25, 2018 you will start incurring late charges and follow the District delinquency process.

Sincerely,

Debby Bradberry
Accounting Supervisor

Serving the Community for over 30 years

Board of Directors: Mark Pecotich, *President* • Morrison Graf, *Vice-President* • Les Clark • John Merchant • Gerald Pasek
General Manager • Mark Martin

-B-

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 916 354-3700
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

-B-

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

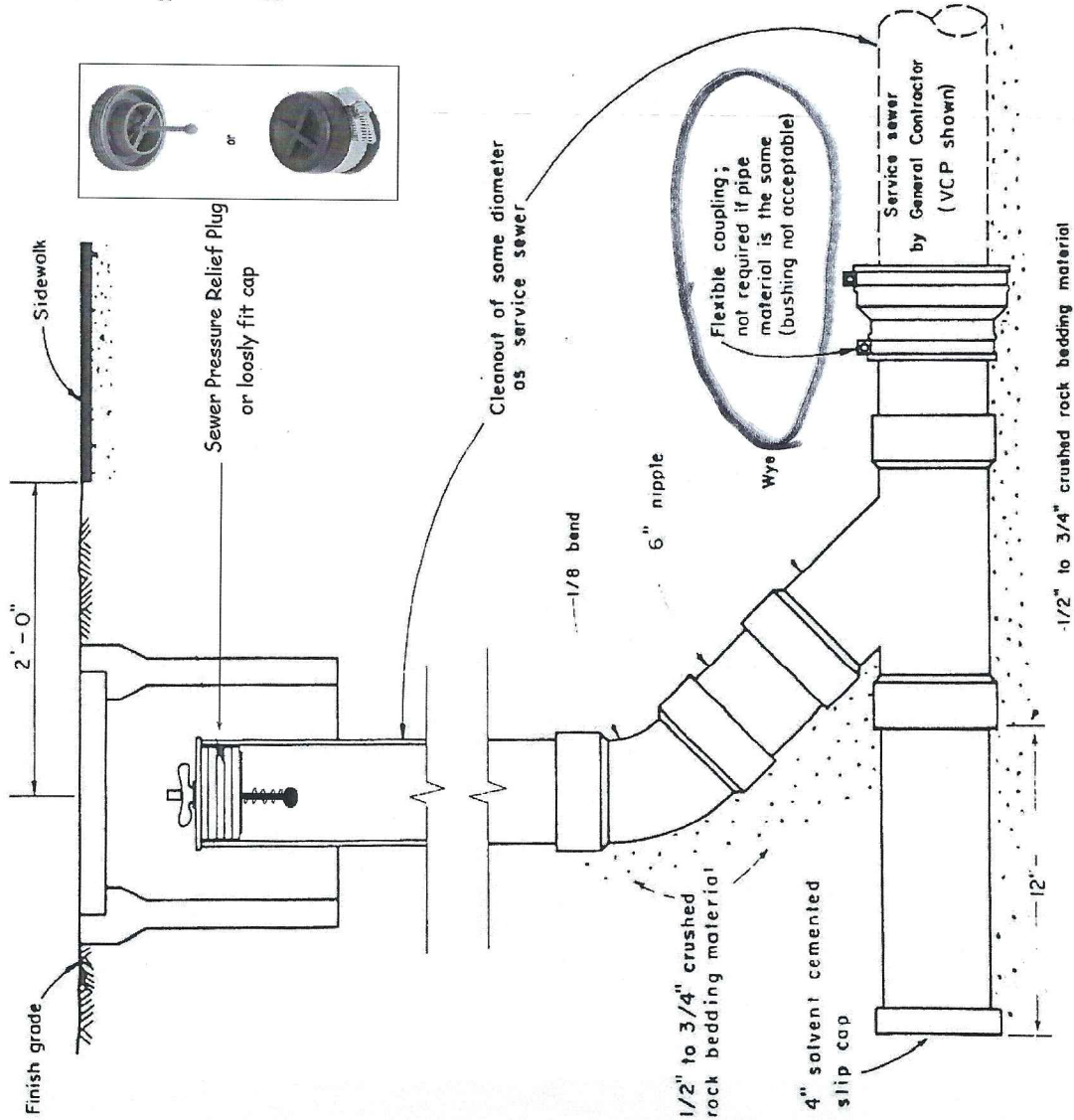
would place the zero-lot-line house customers in a much different situation as compared to the standard house customer.

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.

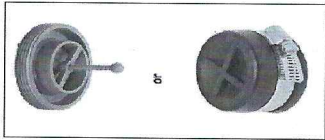
Section 3.02(a) refers to "the sewer cleanout." How should this phrase be construed in multiple cleanout situations? The District consistently has applied and construed the phrase to mean the sewer cleanout located closest to the sewer main. Additionally, consistent with this practice, District standard 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).



- 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: *[Signature]*

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

10

-D-

- e. Debt service;
- f. In lieu taxes;
- g. Replacement and maintenance of facilities, and
- h. All other necessary and appropriate expenses.

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. *(Amended by Ordinance 85-5)*
- 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. *(Amended by Ordinance 85-5)*
- 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. *(Amended by Ordinance 85-5)*

3.03 Unauthorized Use of District Sewer Service

No person shall supply sewer service to any person or to any premises except with prior authorization by District permit or with prior approval in writing by the District. *(Amended by Ordinance 85-5)*

3.04 Sewer Required

The owner of any existing building situated within the District and abutting on any street in which there is now located or may in the future be located a main line or lateral of the District, is hereby required at the owner's expense to connect the building directly with the District's collection system in accordance with the provisions of this Chapter within ninety (90) days after date of official notice to do so, provided that the main line or lateral is within two hundred (200) feet of the nearest point of the property. *(Amended by Ordinance 85-5)*

3.05 Access to and Inspection of the Collection System

- a. The District shall have access at all reasonable times to the collection system, whether located on or off the customer's premises, for the purpose of inspecting, installing, maintaining, operating, removing, or taking other necessary actions relating to the collection system. *(Amended by Ordinance 85-5)*
- b. Whenever reasonably possible, the District shall obtain the customer's consent or give twenty-four hours advance notice of the District's intent to enter and inspect a customer's private sewer line. *(Amended by Ordinance 85-5)*

CONFERENCE/EDUCATION SCHEDULE

Date: August 10, 2018
To: Board of Directors
From: Suzanne Lindendorf, District Secretary
Subject: Review Upcoming Conference/Education Opportunities

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

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)

2018 Annual Conference & Show	September 24, 2018	Indian Wells
Disaster Planning	October 10, 2018	Webinar
Board Secretary/Clerk Conference	October 22-24, 2018	South Lake Tahoe

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

Golden State Risk Management Authority – 14 th Annual Training Conference	October 18, -19, 2018	Corning
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ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

25 th Annual Water Conference	September 11-12, 2018	Irwindale, CA
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AMERICAN WATER WORKS ASSOCIATION (AWWA)

Chlorine Dioxide: Measurements & Protocols to Successfully Manage Residuals	September 6, 2018	Webinar
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Rancho Murieta Community Services District
September 2018 Board/Committee Meeting Schedule

September 4, 2018

Improvements @ 8:30 a.m.

Finance @ 9:30 a.m.

Personnel @ 10:00 a.m.

September 6, 2018

Security @ 4:00 p.m.

Communications @ 4:30 p.m.

Board Meeting – September 19, 2018 Open Session @ 5:00 p.m.



September

MEMORANDUM

Date: August 7, 2018
To: Board of Director
From: Mark Martin, General Manager
Subject: Consider Approval of Revised Job Descriptions and Proposed Salary Range Tied to Reinstating Director of Administration Position

RECOMMENDED ACTION

Approve revised job descriptions for Director of Administration, General Manager, Controller, and Accounting Supervisor and the Director of Administration salary range adjustment related to reinstatement of the District's Director of Administration position.

BACKGROUND

In June, the Board voted to allocate budget in FY 2018-19 to reinstate the position of Director of Administration. To reinstate the position, the job descriptions of General Manager, Controller, and Accounting Supervisor need to be modified to reflect the reassignment of reporting responsibilities where the Controller and Accounting Supervisor now report to the Director of Administration and handing some responsibilities from the General Manager back to the Director of Administration. The Director of Administration job description itself was further scrutinized to update the responsibilities to reflect the fact a Controller is now a regular position at the District and has assumed some of the responsibilities once held by the Director of Administration. The description was also modified to reflect an enhanced focus on HR/Personnel and other updated priorities of the District.

Salary Range Adjustment

The request to adjust the Director of Administration salary range is in recognition that the salary range for this position was not updated as part of the recent adjustments to unrepresented salary ranges. The request is for a 5% increase commensurate with most of the recently approved unrepresented staff salary range increases, most importantly adjusting the range more closely to the Director of Field Operations range.

Director of Administration	Range #	Minimum	Control Point	Maximum
Existing	NR43	\$8,897	\$10,677	\$11,744
Proposed	NR45	\$9,342	\$11,211	\$12,332

Attached are redlined copies of the proposed job description modifications and a copy of a revised organizational chart to better understand where the Director of Administration position falls within the overall organization.

The Personnel Committee recommends approval.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

GENERAL MANAGER

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS –[XX-XX-XXXX](#)

SUMMARY: In charge of the administrative, legal, engineering, operations, and financial activities of the District; represent the Board's policies and programs with employees, community organizations, and the general public; review budget requests and make recommendations to the Board on final expenditure levels; responsible for employer-employee relations; responsible for development, maintenance, and improvement of District facilities and services; and perform other related duties as required. Interact with county/state/federal agencies to achieve District objectives.

SUPERVISION: Under administrative direction of the Board of Directors. Direct supervision to department heads.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as chief executive officer for the District; sets vision and implements long range Board established goals for District;
- provides advice and consultation on the development and operation of District services, functions, and policies;
- oversees the preparation of the annual budget, making recommendations to the Board on final expenditure levels; reviews and approves purchase order and budget requests;
- coordinates the preparation of the agenda for Board of Directors' meetings.
- conducts a variety of special studies and surveys to determine effectiveness of District programs and services; maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations and services;
- represents the Board's policies and programs with employees, community representatives, developers, and other government agencies;

- oversees the development and administration of capital improvement budgets and plans;
- directs personnel matters, including employment procedures, grievances, affirmative action, and employer-employee relations; oversees negotiations with bargaining groups;
- negotiates leases, agreements, and contracts; oversees and directs legal counsel;
- ~~performs the duties of, and acts as, Director of Administration;~~
- coordinates District engineering functions; confers with developers and contractors as necessary; serves as District representative with other public agencies.
- maintains media and public relations;
- Manage day to day operations of the District.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to plan, organize, direct, communicate, coordinate, and supervise the functions and activities of the organization to achieve efficient operations and meet service goals. Exercise leadership, authority, and management tactfully and effectively. Prepare and administer District budgeting and fiscal control processes. Collect and analyze data on a variety of topics, including compensation and other utility billing rates. Effectively organize and carry out public and media relations. Coordinate the preparation of Board agendas. Administer personnel and employer-employee relations programs. Oversee the development and improvement of District facilities and services. Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, policies, and programs. Prepare comprehensive technical reports and recommendations. Effectively represent and implement District policies, programs, and services with employees, contractors, representatives of other agencies, and the public. Establish and maintain cooperative working relationships.

EDUCATION AND/OR EXPERIENCE:

Minimum Education: Undergraduate degree from an accredited four (4) year college or university with a major in Business Administration, Public Administration, Engineering or a closely related field.

Five (5) years of broad and extensive work experience in a management or administrative position in a private or public utility agency. Background should include responsibility for formulation and implementation of programs, budgets and administrative operations.

LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession of or obtain within 12 months of hire, National Incident Management System (NIMS) IS 100,200 and 700 training.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

COMMENTS:

Appointments to this position are made in accordance with California Government Code section 61240.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DIRECTOR OF ~~FINANCE/ADMINISTRATION~~ADMINISTRATION

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – XX-XX-XXXX

SUMMARY: The Director of ~~Finance/Administration~~Administration supports the General Manager and will coordinate and direct all of the Rancho Murieta Community Services District's (District) ~~human resources; finance~~financial functions including financial analysis, reporting and compliance, financial management, operating and capital spending, analyzing capital investment decisions, and creation of District financial plans and policies;~~risk management; business planning, ; and financial analysis, including: reporting and compliance, financial management, operating and capital spending, analyzing capital investment decisions, reviewing responsible for divisional and overall administrative effectiveness of the District, ; and along with~~ performing ad-hoc analysis on major initiatives. The Director of Administration will oversee Information Technology (IT) implementation, operations and procurement for the District and will serve as lead staff for process improvement initiatives. ~~The position will help with the creation of financial plans and policies for District.~~ This position will act as primary financial contact within the organization.

SUPERVISION: Receives general supervision from the General Manager. Provides direct supervision over the Accounting Supervisor and Controller.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversee District Human Resources function supervising the Human Resources responsibilities of the Accounting Supervisor and taking the lead on personnel matters requiring high-level management oversight;
- Key contact with General Manager to support reporting and business planning requirements and ensure strong financial performance;
- Oversee District risk management function including general risk management and procurement. Work with the District's Risk Management Authority to optimize the District's risk position;
- Lead financial analysis that may include identification and consideration of new District opportunities, operational benchmarking, cost saving/efficiency initiatives;
- Develop the annual budget and business plan;

- Perform daily, weekly, and monthly variance analysis as part of ongoing financial management of the business;
- Participate in the development of the District's annual and 5-year capital plans;
 - Contribute to the business's financial strategies and plans that align with Strategic Objectives and Financial Strategies;
 - Perform Return of Investment (ROI) analysis on District investments;
 - Assist in prioritizing maintenance capital requirements;
- Manage the development of a business forecasting culture which will enable the business to respond to changes and business trends;
- ~~Coordinate and facilitate~~ Review Controller's monthly ~~closes—closing~~ of the accounting records between all of the District operations;
- Review the monthly financial statements for overall reasonableness and accuracy. Coordinate entire process to ensure all month-end deadlines and expectations are met;
- Participate in the review of all month-end reconciliations of all balance sheet accounts to ensure timely and accurate financial information;
- Manage the accurate and timely financial reporting to General Manager and the Board, and other managers on a weekly, monthly, quarterly and annual basis as defined;
 - ~~Verify and ensure~~ Review accurate daily reporting of operations data and key performance indicators;
 - ~~Prepare/R~~review month-end journal entries and assist with the month-end close;
 - ~~Prepare/R~~review ~~and assist with the~~ balance sheet account reconciliations;
 - ~~Prepare/R~~review the operating financial statements for the District;
 - ~~Prepare/R~~review, approve and monitor monthly financial results including the profit and loss balance sheet, and ~~cash flow~~reserve reporting;
 - ~~Prepare/R~~review, approve and monitor working capital reporting;
 - ~~Prepare/R~~review annual and monthly budgets and working capital forecasts;
 - ~~Assist—Provide direction to Controller and review with the~~ year-end audit process;

- Lead the ongoing development of new reports to track key performance measures to aid General Manager in proactively monitoring District performance;
- Ensure support and enforcement of policies, procedures, and internal accounting controls;
- Responsible for handling customer service concerns requiring upper management intervention;
- Direct process improvement initiatives including but not limited to cross-training of staff and transition planning;
- Oversee the District Information Technology (IT) Function including procurement, implementation and operation of the District's technology functions. Work closely with the District's contracted IT support vendor to implement and manage District technology.

QUALIFICATION REQUIREMENTS: Possesses a strong ethical foundation with high integrity; self-motivated and results driven; assertive and decisive; ability to develop, mentor, and grow employees; ability to work with and relate to employees at all levels of the organization; dynamic, pro-active, resourceful and practical; work well as part of a larger team; strong organizational skills with a proven ability to handle multiple tasks in a time sensitive manner; ~~effective~~ excellent written and verbal communication skills. Strong computer software skills, including the MS Office suite, especially Excel and Access. Experience in Accounting/Payroll and utility billing systems such as ,Great Plains, and or Utility Star; ~~including MS Excel, Word and Power Point with intermediate understanding of technology systems and hardware solutions key to a modern office environment. p~~Principles and practices of pertinent Federal, State, and local laws, rules, and regulations governing accountability of public agency funds.

EDUCATION AND EXPERIENCE:

Education: BA/BS degree in accounting, finance, business administration, human resources, public administration or closely related field. Certified CA, CMA, CPA, CGA designation or MBA an advantage.

Experience: Five (5) to seven (7) years of increasingly responsible experience performing effective governmental administration including supervision, budget preparation, personnel management, public program analysis, analytical report preparation, and computer system (hardware, software, network and peripherals) application maintenance.

LICENSE AND/OR CERTIFICATES: Possession of the category of a current California Driver's license required by the State Department of Motor Vehicles to perform the essential

duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS: Ability to operate a variety of automated office machines; ~~reasonable~~significant typing and writing ~~skills~~activity; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

CONTROLLER

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – ~~XX-XX-XXXX~~

SUMMARY: Under general direction, this position performs a variety of difficult and complex accounting work in support of District financial, accounting, payroll, and related administrative and analytical functions; assists with District audits; supports the ~~General Manager~~[Director of Administration](#) in bargaining unit negotiations; and provides accounting training of District staff.

SUPERVISION: Receives general supervision from the ~~General Manager~~[Director of Administration](#).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes, coordinates and assists with daily accounting and payroll functions
- Performs hands-on accounts payable and daily accounts receivables functions
- Reviews and insures the accuracy of ledger postings and makes adjusting and correcting entries
- Manages and maintains general ledger chart of accounts
- Performs fixed asset management, insuring timely and accurate posting to the general and subsidiary ledgers
- Coordinates and organizes the monthly and annual closing process
- Prepares draft monthly Board financial statements for ~~General Manager~~[Director of Administration](#) analytical review and write-up of data changes
- Performs periodic internal audits of accounting records and operational processes to insure control procedures are working as intended
- Assists with annual audits conducted by outside auditors, including preparing the requested audit materials, schedules, and certain reports.
- Supports the ~~General Manager~~[Director of Administration](#) in confidential bargaining unit negotiations by creating financial analysis of MOU costs and budget availability;

- Prepares the financial statements, tables, and other financial data for the annual report
- Performs monthly bank account reconciliations for review by [General Manager](#)~~Director of Administration~~
- Assists District management with development of the annual budget, including rate development, and prepares monthly reports of budget-to-actual results
- Assists other departments with questions on the budget, proper coding, document processing, and other accounting-related activities
- Monitors cash accounts and records monthly disbursements
- Performs financial analysis on annual and periodic reporting
- Researches latest accounting statements and recommends implementation process
- Performs special analytical studies as directed by the [General Manager](#)~~Director of Administration~~

QUALIFICATION REQUIREMENTS: Knowledgeable of principles and practices of Generally Accepted Accounting Principles, governmental fund accounting practices including internal controls, auditing, budgeting and rate setting; payroll processing; cash handling processes, including bank deposits; procedures, policies, rules and practices affecting the development, maintenance and control of fiscal record keeping systems; computer hardware and software programs such as MS Office, Great Plains, and Utility Star; principles and practices of pertinent Federal, State, and local laws, rules, and regulations governing accountability of funds in public agencies; District policies, rules and regulations.

Ability to communicate effectively, both orally and in writing; use independent judgment in fairly non-routine situations, such as but not limited to calculating anticipated revenue and/or expenditures; prioritize workload efficiently, without direct instruction, to meet deadlines under changing conditions; to be detail and results oriented with initiative and follow through; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; establish and maintain effective, cooperative working relationships; and interpret, explain and apply generally accepted accounting and auditing principles.

EDUCATION AND/OR EXPERIENCE: Bachelors degree required, preferably in accounting, business or public administration or related field, and three years of increasingly responsible work experience performing accounting, budget preparation, personnel management, public program analysis, and analytical report preparation.

LICENSE AND/OR CERTIFICATES: Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential

duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS: Ability to operate a variety of automated office machines; reasonable typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT

ACCOUNTING SUPERVISOR

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – ~~XX-XX-XXXX~~

SUMMARY: Uses discretion and independent judgment to perform difficult and responsible clerical accounting work involving planning, organizing, coordinating and supervising of administrative staff assigned to perform functions including purchasing, finance/accounting, payroll, personnel, risk management, customer service and computer network maintenance.

SUPERVISION: Receives general supervision from the ~~General Manager~~[Director of Administration](#). Provides direct supervision over other accounting support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and administers the business and front office operations of the District, providing assignments, direction and evaluation of direct-report department staff members; provides input to the ~~General Manager~~[Director of Administration](#) regarding hiring, firing, and classification changes for direct-report department staff;
- Assists in overseeing and administering accounting activities including accounts payable, accounts receivable, payroll, bank deposits, bank reconciliation and associated general journal preparation and entry;
- Oversees and administers District payroll processing; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues;
- Assists in planning, organizing and directing all phases of the District's Human Resources Department, including recruitment and selection, policy and procedure development, classification and compensation analysis, employee training and development, labor relations, risk management and safety;

- Provides information to District departments, staff and the general public on human resources law, policies, and procedures; develops manuals, policies, procedures and forms necessary to the effective operation of the office;
- Conducts compensation and classifications studies and provides results to the [General Manager/Director of Administration](#);
- [Supports the Director of Administration in confidential bargaining unit negotiations](#);
- Maintains required reports for the District Safety Committee;
- Manages and monitors the performance evaluation system of the District insuring the completion of accurate, objective and timely performance evaluations;
- Coordinates and monitors the worker's compensation claims of the District acting as a liaison with the department head, supervisor, employee and the District's risk management program director;
- Assists in the preparation and distribution of Personnel Employee Manuals; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues;
- Maintains computer network with assistance from outside vendor.

QUALIFICATION REQUIREMENTS:

Knowledgeable in processing payroll, accounts payable, accounts receivable, enforcement of cash handling process and bank deposits. Procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel record keeping systems. Principles and practices of governmental accounting, auditing, and budgeting. Federal, state, and local laws, rules, regulations governing accountability of funds in public agencies. District policies, rules and regulations. Basic budget preparation procedures.

SUPERVISORY RESPONSIBILITIES:

Ability to assign, review, plan, coordinate and guide the work of other employees; evaluate the work of employees and assist in the preparation of performance appraisals; promote staff development and motivation and to train staff; analyze problems that arise in the areas under supervision and recommend solutions.

EDUCATION AND/OR EXPERIENCE:

Any combination of training and experience providing the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent; although a Bachelor's degree in business or accounting (or closely related field) is highly desirable.

Two (2) years of technical experience in financial, accounting, or personnel recordkeeping activities and one year of experience in general office administration sufficient to demonstrate the ability to perform a variety of administrative, personnel, customer services, and computer network maintenance in an independent manner; *or*

Possession of a four-year (4) college degree with a major emphasis in accounting, business management, or a closely related field (Two (2) years of experience performing duties comparable to the Accounting Assistant II at Rancho Murieta Community Services District may be substituted for the college degree).

LICENSE AND/OR CERTIFICATES:

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

OTHER SKILLS AND ABILITIES:

Knowledge of supervisory principles and practices; operation, administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheet and data base principles; and computer network maintenance.

PHYSICAL DEMANDS:

Ability to operate a variety of automated office machines; reasonable typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time, but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

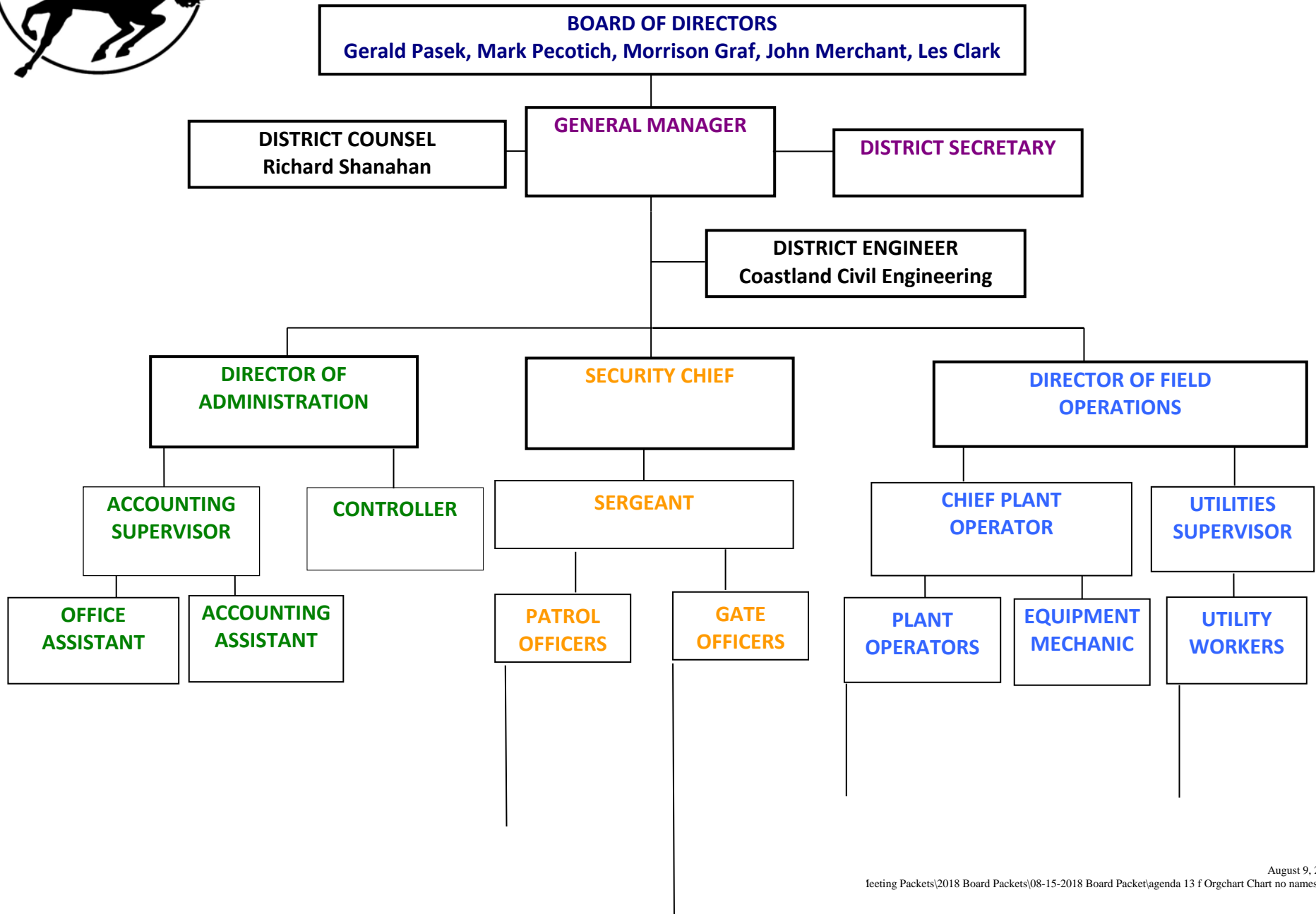
WORK ENVIRONMENT:

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RANCHO MURIETA COMMUNITY SERVICES DISTRICT ORGANIZATIONAL CHART



MEMORANDUM

Date: August 7, 2018
To: Board of Director
From: Mark Martin, General Manager
Subject: Consider Approval of Revised Job Descriptions and Proposed Salary Range Tied to Reinstating Director of Administration Position

RECOMMENDED ACTION

Approve revised job descriptions for Director of Administration, General Manager, Controller, and Accounting Supervisor and the Director of Administration salary range adjustment related to reinstatement of the District's Director of Administration position.

BACKGROUND

In June, the Board voted to allocate budget in FY 2018-19 to reinstate the position of Director of Administration. To reinstate the position, the job descriptions of General Manager, Controller, and Accounting Supervisor need to be modified to reflect the reassignment of reporting responsibilities where the Controller and Accounting Supervisor now report to the Director of Administration and handing some responsibilities from the General Manager back to the Director of Administration. The Director of Administration job description itself was further scrutinized to update the responsibilities to reflect the fact a Controller is now a regular position at the District and has assumed some of the responsibilities once held by the Director of Administration. The description was also modified to reflect an enhanced focus on HR/Personnel and other updated priorities of the District.

Salary Range Adjustment

The request to adjust the Director of Administration salary range is in recognition that the salary range for this position was not updated as part of the recent adjustments to unrepresented salary ranges. The request is for a 5% increase commensurate with most of the recently approved unrepresented staff salary range increases, most importantly adjusting the range more closely to the Director of Field Operations range.

Director of Administration	Range #	Minimum	Control Point	Maximum
Existing	NR43	\$8,897	\$10,677	\$11,744
Proposed	NR45	\$9,342	\$11,211	\$12,332

Attached are redlined copies of the proposed job description modifications and a copy of a revised organizational chart to better understand where the Director of Administration position falls within the overall organization.

The Personnel Committee recommends approval.

MEMORANDUM

Date: August 7, 2017
To: Board of Directors
From: Mark Martin, General Manager
Subject: Consider Adoption of Resolution R2018-05 Placing Delinquent Charges/Taxes on the Tax Rolls of Sacramento County for Collection

RECOMMENDED ACTION

Adopt Resolution R2018-05 placing delinquent water, sewer, solid waste, security and/or drainage charges/taxes on the Sacramento County tax rolls to be purchased by Sacramento County under the Teeter Plan.

BACKGROUND

The Board adopts this Resolution annually placing any delinquent water, sewer, garbage, security and/or drainage charges/taxes on the Sacramento County (County) tax rolls. The County has the option to purchase these charges from the District under the Teeter Plan thereby shifting responsibility for collection to the County. In exchange, the County receives all penalties and interest incurred after the charges are billed to the property owner via the property tax bills.

The Exhibit A, prepared on August 1, 2018, was published as required by regulations in the Daily Recorder. An updated Exhibit A will be provided at the August 15, 2018 Board meeting which will reflect the then most current delinquent accounts. The final Exhibit A and data file will be filed with the County on August 17, 2018 for collection through the County tax rolls.

RESOLUTION R2018-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUTHORIZING COLLECTION AND REQUESTING INCLUSION OF DELINQUENT RATES, SPECIAL TAXES, CHARGES AND PENALTIES FOR WATER, SEWER, SOLID WASTE, DRAINAGE AND SECURITY SERVICE ON THE TAX ROLL FOR THE FORTHCOMING FISCAL YEAR IN THE SAME MANNER AS THE GENERAL TAXES

WHEREAS, the Government Code authorizes the District to establish rates and charges for water, sewer, drainage and security services, prescribed penalties for nonpayment of those charges, and to have delinquent charges and penalties collected on the County tax roll; and

WHEREAS, the Rancho Murieta Community Services District, pursuant to Rancho Murieta Community Services District Code, Chapters 14, 15, 16, 21, and 31 prescribes rates, special taxes, and charges for water, sewer, solid waste, drainage and security service, provide for penalties for delinquent water, sewer, drainage and security rates, special taxes, and charges with the County tax roll; and

WHEREAS, the notices prescribed by law were duly published and mailed, and the Board of Directors held a Public Hearing on August 15, 2018 to consider all objections and protest, if any, to the reports on the delinquent charges prepared pursuant to law;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Rancho Murieta Community Services District hereby;

1. Adopts the written report of delinquent water, sewer, drainage and security rates, special taxes, charges and penalties attached hereto as Exhibit "A" and incorporated herein as of June 30, 2018 and determines that each amount described in said report for each parcel is proper and correct.
2. Request the Sacramento County Board of Supervisors to authorize the Auditor and Tax Collector to perform the functions provided by the Government Code and Rancho Murieta Community Services District Codes; Chapter 14, 15, 16, 21 and 31 respecting the placement of said delinquent charges on the tax roll and collecting said charges with the general taxes, for compensation at a cost not to exceed the amounts set by law.
3. The delinquent charges report, in the form submitted to this meeting and on file with the Board, is hereby approved and adopted. The General Manager of the District, or one or more of his/her designees, is hereby authorized to make changes to the Delinquent Charges Report before it is filed with the Sacramento County Auditor as provided in Section 4 hereof and to make changes in response to payments received from ratepayers.
4. A certified copy of this Resolution together with a list of all delinquent parcels subject to being placed on the tax rolls shall be delivered to the Sacramento County Auditor no later than August 17, 2018 as specified by written consent of the Sacramento County Auditor.

BE IT FURTHER RESOLVED, the Secretary of the Board is hereby directed to transmit a certified copy of this Resolution to the Board of Supervisors, County of Sacramento.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District at their regular meeting held on this 15th day of August 2018 by the following roll call vote:

- Ayes:**
- Noes:**
- Absent:**
- Abstain:**

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

[seal]

Attest:

Suzanne Lindenfeld, District Secretary
Rancho Murieta Community Services District

MEMORANDUM

Date: August 7, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: Consider Adoption of District Resolution R2018-06, Community Facilities District No. 2014-1 Annual Special Tax Levies

RECOMMENDED ACTION

Adopt Resolution R2018-06 for Community Facilities District No. 2014-1 placing the annual bond levies on the Sacramento County Tax Rolls for the 2018-2019 and subsequent fiscal years.

BACKGROUND

Enclosed is a draft resolution which places the 2018-2019 and subsequent year's Community Facilities District (CFD) No. 2014-1 bond levies on the Sacramento County Tax Rolls in the total amount of \$410,000.00. The District (through NBS) submits this levy for CFD 2014-1 annually to Sacramento County to be collected on the Sacramento County Tax Rolls. This levy covers bond interest payments due on September 1, 2018 and March 1, 2019, the first bond principal payment due on September 1, 2018, and administrative costs for the 2018-2019 fiscal year. The amount of the levy is calculated annually by NBS who provides annual administration services for the CFD 2014-1.

The individual parcel levies are currently being calculated by NBS and will accompany the resolution at the August 15, 2018 Board meeting.

RESOLUTION NO. R2018-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUTHORIZING THE ESTABLISHMENT OF AN ANNUAL SPECIAL TAX FOR RANCHO MURIETA CSD COMMUNITY FACILITIES DISTRICT NO. 2014-01 (RANCHO NORTH/MURIETA GARDENS) FOR FISCAL YEAR 2018-2019 AND FUTURE TAX YEARS

WHEREAS, the Board of Directors (the "Board") of the Rancho Murieta Community Services District (the "District") had previously initiated proceedings, held a public hearing, conducted an election and received a favorable vote from the qualified electors to authorize the levy of special taxes in Community Facilities District No. 2014-01 (Rancho North/Murieta Gardens) ("CFD 2014-01"), all as authorized pursuant to the terms and provisions of the Mello-Roos Community Facilities Act of 1982, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California (the "Act");

WHEREAS, the Board, by the adoption of Ordinance No. 2014-03, as authorized by Section 53340 of the Government Code of the State of California, has authorized the levy of such special taxes in CFD 2014-01; and

WHEREAS, Government Code Section 53340 provides that the Board may provide, by resolution, for the levy of the special taxes in CFD 2014-01 in the current tax year and future tax years at the same rates or at a lower rate than the rate provided for in Ordinance No. 2014-03, if such resolution is adopted and a certified list of all parcels in CFD 2014-01 subject to the special tax levy, including the amount of the special tax to be levied on each such parcel for the current tax year (the "Fiscal Year 2018-2019 Certified List") and future tax years, is timely filed by the District Secretary or other official designated by the Board with the Auditor of the County of Sacramento (the "County Auditor").

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The above recitals are all true and correct.

Section 2. The General Manager is hereby authorized and directed to determine or cause to be determined the specific rates and amounts of the special tax to be collected from taxable parcels within CFD 2014-01 for Fiscal Year 2018-19 and in future tax years.

Section 3. The General Manager is hereby authorized and directed to prepare or cause the preparation of the Fiscal Year 2018-19 Certified List and in future tax years and to submit such list to the County Auditor on or before August 17, 2018 or such later date to which the County Auditor may agree.

Section 4. The special tax shall be collected in the same manner as ordinary ad valorem property taxes are collected and shall be subject to the same penalties and same procedure and sale in cases of any delinquency for ad valorem taxes, and the

Sacramento County Tax Collector is hereby authorized to deduct reasonable administrative costs incurred in collecting any said special tax.

Section 5. It is hereby further directed that a certified copy of this Resolution, together with the Certified List for Fiscal Year 2018-19 and future tax years, also be filed with the County Auditor.

Section 6. The County Auditor is hereby directed to enter in the next County assessment roll on which taxes will become due, opposite each lot or parcel of land effected in a space marked "public improvements, special tax" or by any other suitable designation, the installment of the special tax.

Section 7. The County Auditor shall then, at the close of the tax collection period, promptly render to the District a detailed report showing the amount and/or amounts of such special tax installments, interest, penalties and percentages so collected and from what property collected, and also provide a statement of any percentages retained for the expense of making any such collection.

Section 8. This resolution shall become effective upon its adoption.

PASSED, APPROVED AND ADOPTED this 15th day of August, 2018, by the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

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

ATTEST:

Suzanne Lindenfeld, District Secretary

MEMORANDUM

Date: August 7, 2018
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Proposal from Telstar, Inc. for Laguna Joaquin Level Monitoring Station Installation

RECOMMENDED ACTION

Approve the proposal from Telstar Inc. for Laguna Joaquin level monitoring station installation in an amount not to exceed \$26,950.25 including a 15% contingency. Funding to come from Capital Improvement Reserves, CIP 18-05-2.

BACKGROUND

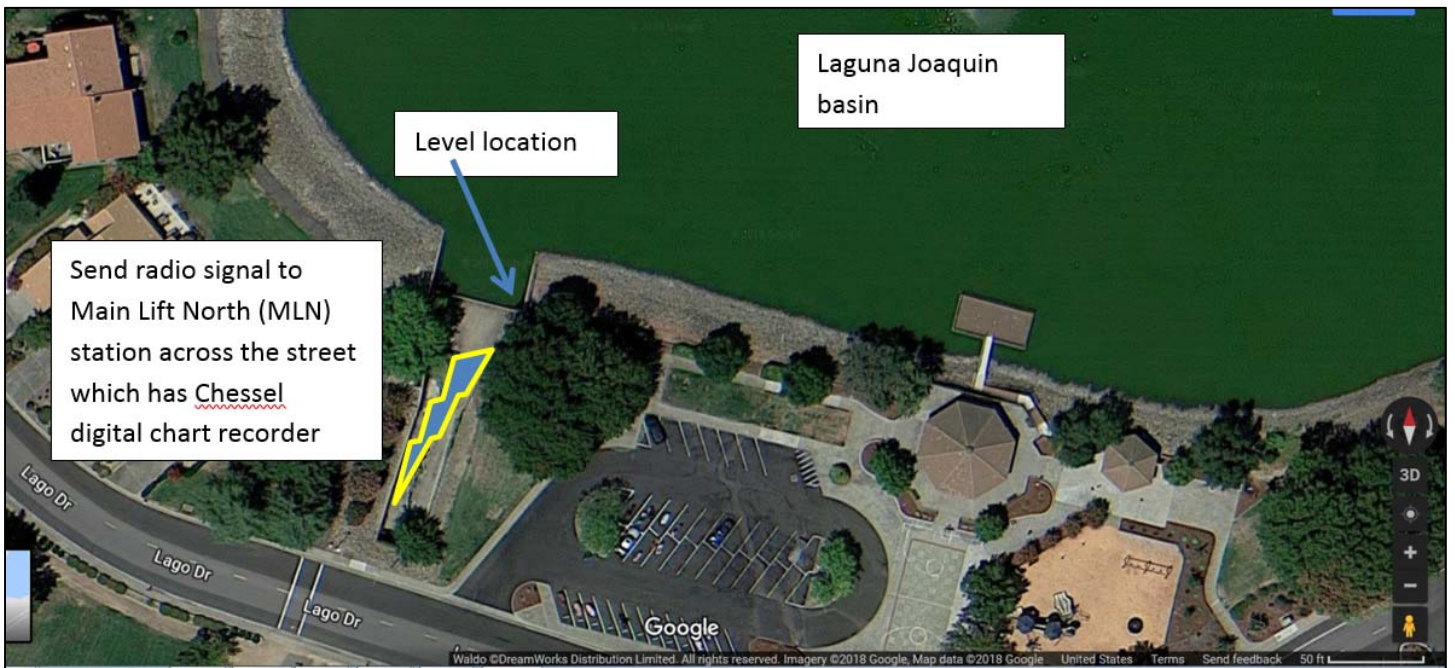
The goal for this site, as outlined in CIP 18-5-2, is to provide continuous level monitoring and capture that data as required for reporting to the State Water Board, Department of Water Resources. Request for quotes to complete this work as visually outlined below.

Zoomed out:



Zoomed in:

z:\board meeting packets\2018 board packets\08-15-2018 board packet\agenda 17 a laguna joaquin measurement cover.docx



A level transducer and RTU will be mounted on the east side of the Laguna Joaquin spillway. It will be powered by a localized solar panel with battery backup system. The information generated will be sent via radio across to the Main Lift North sewer pump station which has an existing digital chart recorder that will be utilized to record the data.

Attached is their quote.

The Improvements Committee recommends approval.



C10 Contractor License #422364

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SALES & SERVICE
SCADA • PLC/HMI • Telemetry • Calibration • Maintenance**

July 13, 2018

Rancho Murieta CSD
Sent via email: psiebensohn@rmcsd.com

Attn: Paul Siebensohn
Subj: Laguna Joaquin Reservoir Level Monitor
Ref: 33251

Dear Paul,

Telstar is pleased to provide the reference quotation for your consideration. The quote consists of measuring the reservoir level near the dam and send it over to the Main Lift North Station. The level will be terminated to the existing Chessell chart recorder. There is no power available in the new panel location. Power needs to be installed from the gazebo to the new level panel location. Alternative option is using solar system to power up the new panel. Our scope of work is as follows:

1. Furnish a control panel with 900 MHz SS radio with 24 V power supply, TBs and accessories.
2. Provide antenna, cable, mast and accessories in both sites. Antenna height will be determined during installation.
3. Provide a submersible level transducer 0-10 feet with surge protector.
4. Install panel, antennas and level transducer.
5. Install radio and antenna in Main Lift North Station control panel
6. Modify Main Lift North Station to incorporate reservoir level to the Chessell recorder.
7. Startup and commissioning of stations.
8. 2 set of O and M manuals and As Build drawings.

The price for this reference quotation as outlined is.....\$18,935.00

Price includes tax and freight. Delivery is 2-4 weeks.

Optional solar system

The solar system consists of 240 W solar panel with 2 each 74AH gel cell batteries and charger in a NEMA 3R enclosure. Install the battery panel next to the level panel.

The cost for solar system is.....\$4,500.00

Price includes tax and S/H. Delivery is 2-4 weeks

Exceptions/ Exclusions/ Clarifications:

TELSTAR

INSTRUMENTS

1. Any task that is not on the SOW is Excluded.
2. Installation of 120 V power to the new location is by Other.
3. Chessell recorder is existing and will need at least 1 spare channel for the reservoir level. Any addition of hardware to the Chessell is Extra.
4. For the solar system: in order to have enough sun light to charge the panel trees may need to trim back. This task is provided by RMCSA.

Terms and Conditions: For your convenience, we now accept all major credit cards. We can commence with this at your direction. This quote is valid for thirty days. This quote is based on information provided to Telstar and may or may not be correct or complete. Please review this proposal for compliance with the complete and final specifications and drawings before acceptance. Our terms are due and payable 30 days from date of invoice. Payments must be made on a minimum of a monthly basis. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. Rates quoted herein will automatically be increased for overhead, and cost of living at a minimum of every year, or at contract renewal, whichever is less. Attorney's fees, court costs and costs of collection will be paid to prevailing party. Permits and bonding are excluded unless otherwise noted herein. Our standard insurance applies unless otherwise, agreed to in writing by Telstar. We accept no responsibility for consequential damages and our standard warranty applies. Telstar does not warranty OEM equipment; the standard manufacturer's warranty applies. Any labor performed by Telstar due to equipment warranty claims, is due and payable as an extra and/or additional charge to the quote noted herein. Please reference the above stated quote number in all correspondence and purchase orders. Unless otherwise noted, this quote is based on standard straight time hours and does not include any prevailing wage rates unless agreed in writing by Telstar. Vehicle expense will be in addition to the price quote, unless specifically included within the body of this quote. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls and time and materials rates carry a 4-hour minimum per person, any time over 4 hours is charged as 8 hours. Cancellation charges apply including engineering, labor, materials, quote and estimating time, markup, % of profit, return goods fees, etc. at the time of written cancellation notice to Telstar.

We can proceed with this at your notice and look forward to working on this project. If you have any questions please do not hesitate to contact me at 916-646-1999.

Sincerely,



Tak Koo,
Project Manager

To: Rancho Murieta Community Services District

Quote Date: June 20, 2018

Attn: Paul Siebensohn

Quote No.: 18E223Q01

Re: Remote Monitoring of Level at Various Locations

Thank you for your interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project. The scope includes continuous and remote level monitoring at various locations for level recording. The scope will include level transmitter packages for the following locations:

- Laguna Joaquin Reservoir
- Calero Reservoir
- Chesbro Reservoir
- Clementia Reservoir
- Pond 17

TESCO's proposal includes remote telemetry panels for wireless transfer of level indication to specific locations allowing the District to access periodic levels for reporting. The locations and scope of work per location is as follows:

Laguna Reservoir Wireless Link to Fire Station Lift Station Chart Recorder:

The scope includes a NEMA 3R Remote Telemetry Panel with I/O module, radio transceiver, and submersible level transmitter with the intent to provide a wireless level signal to the Fire Station Lift Station Chart Recorder. Level data to be accessed at the station chart recorder. The scope also includes an on site radio study for recommended frequency and radio feasibility. Antenna masts to be supplied and installed by others. Price for the wireless link is dependent upon radio connectivity.

Item	Qty	Description
1	1	At Laguna Location: NEMA 3R Telemetry Panel with 120VAC disconnect, remote I/O module, radio transceiver, power supply, submersible level transmitter with termination box, antenna with coaxial cable, (level transmitter and antenna installed by others)
2	1	At Fire Station Location: NEMA 12 Telemetry Panel with 120VAC disconnect, remote I/O module, radio transceiver, power supply, antenna with coaxial cable, (antenna installed by others)
3	Lot	Technical Services: <ul style="list-style-type: none"> ▪ Engineering & Project Management (schematics, submittals, and project coordination) ▪ Programming (setup of I/O module, factory test) ▪ Network & Telemetry (radio study and verification) ▪ Field Service – installation verification, instrument calibrations, field testing, and startup
TOTAL FOR ITEMS 1 - 3:		\$32,265.00

MEMORANDUM

Date: August 7, 2018
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Proposal from Delta Pump for Main Lift South Stormwater Pump Repairs

RECOMMENDED ACTION

Approve the proposal from Delta Pump Co. for Main Lift South stormwater pump 4 & 5 repairs in an amount not to exceed \$93,734.2, which includes a 15% contingency. Funding to come from Drainage Reserves.

BACKGROUND

The Main Lift South storm water pumps pump water that is collected from the interior side of the South community levee and to the Cosumnes River for flood protection. During the course of the heavy storms experienced this past year, four (4) of the five (5) pumps sustained some damage that would not allow them to rotate. Two (2) pumps have already been serviced and reinstalled. Two (2) more need to be serviced in order to operate. Delta pump matched their previous bid for pulling, repairing, and reinstalling two (2) pumps and two (2) motors. Attached is their quote. Photos of the site and pumps are below.

The Improvements Committee recommends approval.



MLS Stormwater Motors, pumps are located beneath the motors.



Corrosion of pipe column



Corrosion of pipe column

DELTA PUMP

646 S. California Stockton, Ca 95203
 PHONE: (209) 466-9625 FAX: (209) 466-1324

QUOTE

CUSTOMER: Rancho Murieta Community Service Dist.
 15160 Jackson Rd.
 PO Box 1050
 Rancho Murieta, Ca 95683

DATE: July 17, 2018
PHONE
CONTACT

JOB SITE: Same 150 hp Cascade Prop # 24ML

Quantity		TOTAL AMT.
	LABOR -- Crane remove two pumps and two motors -- Prevailing Wage	\$ 9,100.00
	LABOR -- Load, bring to shop, clean, measure and inspect all parts, fabricate new anti vortex plates, repair discharge pipes, remove bowl bearings and suction bell bearing, machine, bore diffuser bowl castings, machine and install new bearings, heat and remove propellers from propeller shafts, machine and install new propeller shafts, balance propellers, cut, machine and thread line shafts, remove marine bearings, press in new marine bearings, remove stuffing box bearings, machine and install new bearings, clean and enamel coat pump columns with two coats of epoxy paint, assemble pumps, install packing	\$ 22,784.00
	LABOR -- Deliver and install pump and motor -- Prevailing Wage	\$ 7,630.00
	LABOR -- Sand blast pump column	\$ 2,800.00
	Rented crane fee -- 100 ton, install pumps and motors	\$ 6,000.00
	Freight	\$ 600.00
	Labor subtotal	\$ 48,914.00
	MATERIAL	
40'	Shaft, 2 - 11/16" stainless steel # 416	\$ 6,634.00
1	MSCL epoxy paint	\$ 2,600.00
2	Propeller shafts, stainless steel # 416	\$ 1,234.00
4	Line shaft couplers, 2 - 11/16"	\$ 588.00
2	Line shaft couplers, 2 - 7/16"	\$ 180.00
6	Brass sleeve bearings	\$ 1,854.00
2	Brass sleeve bearings	\$ 618.00
2	Marine bearings	\$ 1,234.00
4	Shaft sleeves, stainless steel	\$ 2,968.00
2	Propeller locks, brass	\$ 160.00
1	Material to fabricate new vortex plates	\$ 800.00
1	Material to repair discharge pipes	\$ 300.00
1	MSCL hardware	\$ 700.00
1	Packing	\$ 260.00
4	Gaskets, 36"	\$ 500.00
	Material subtotal	\$ 20,630.00

DELTA PUMP

646 S. California Stockton, Ca 95203
 PHONE: (209) 466-9625 FAX: (209) 466-1324

QUOTE

CUSTOMER: Rancho Murieta Community Service Dist.
 15160 Jackson Rd.
 PO Box 1050
 Rancho Murieta, Ca 95683

DATE: July 17, 2018
PHONE
CONTACT

JOB SITE: Same 150 hp Cascade Prop # 24ML

Quantity		TOTAL AMT.
	Refurbish both electric motors including --	
	LABOR --	
	Disassemble two electric motors	\$ 1,188.00
	Clean all parts	\$ 792.00
	Remove and install four new bearings	\$ 396.00
	Dip and bake both windings	\$ 2,320.00
	Assemble both motors, add oil	\$ 1,584.00
	Test run and paint both motors	\$ 396.00
	MATERIAL	
8	Gallons ISO 32 turbine oil	\$ 160.00
2	Upper thrust bearings	\$ 2,324.00
2	Lower guide bearings	\$ 424.00
1	Lot enamel	\$ 240.00
	Quote valid for 30 days	
	Material	\$ 23,778.00
	Sales Tax 9.00%	\$ 2,140.02
	Labor	\$ 55,590.00
	Total	\$ 81,508.02