



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

May 20, 2020

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

This meeting will be held remotely in accordance with Governor Newsom Executive Order N-29-20.

See instructions on page two.

BOARD MEMBERS

Vacant	President
Randy Jenco	Vice President
Linda Butler	Director
Tim Maybee	Director
John Merchant	Director

STAFF

Mark Martin	General Manager
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Tom Hennig	Director of Administration
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

May 20, 2020

REGULAR BOARD MEETING

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

This meeting will be held via ZOOM video conference only pursuant to Governor Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/89450018417>, entering Meeting ID no. 894 5001 8417, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 894 5001 8417. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing *67 from their phone. **PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.**

AGENDA

ESTIMATED RUNNING TIME 5:00

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

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

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

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

3. CLOSED SESSION

Closed session for public employee appointment or employment of the General Manager position.

Closed session conference with Directors Maybee and Merchant as designated labor negotiators regarding the unrepresented General Manager position.

Closed session conference with legal counsel for anticipated litigation (Government Code section 54956.9(d)(2)) - significant exposure to litigation involving one potential case relating to special tax refund claim filed by MRK Development, Inc.

4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

5. SPECIAL ANNOUNCEMENTS AND ACTIVITIES (Discussion)

- A. Board President Lester D. Clark Resignation

6. ELECTION OF BOARD OFFICERS (5 min.)

- A. President
- B. Vice President

7. APPOINTMENT OF BOARD MEMBER(S) TO SERVE AS ALTERNATE TO GENERAL MANAGER ON REGIONAL WATER AUTHORITY (RWA) AND SACRAMENTO GROUNDWATER AUTHORITY (SCGA) BOARDS (5 min.)

8. APPOINT RESERVOIR SIGNAGE AND EDUCATION AD HOC COMMITTEE MEMBERS (Discussion/Action)

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

- A. Approval of Board Meeting and Committee Meeting Minutes
 - 1. April 15, 2020 Regular Board Meeting Minutes
 - 2. May 5, 2020 Improvements Committee Meeting Minutes
 - 3. May 5, 2020 Finance Committee Meeting Minutes
 - 4. May 6, 2020 Special Board Meeting Minutes
 - 5. May 7, 2020 Communications and Technology Committee Meeting Minutes
 - 6. May 7, 2020 Security Committee Meeting Minutes (No Minutes – Meeting Cancelled)
- B. Approval of Bills Paid Listing

10. STAFF REPORTS (Receive and File)

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

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

12. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

13. REVIEW DISTRICT MEETING DATES/TIMES FOR MAY 2020

- A. Personnel – June 2, 2020 at 7:30 a.m.
- B. Improvements – June 2, 2020 at 8:00 a.m.
- C. Finance – June 2, 2020 at 10:00 a.m.
- D. Communications – June 4, 2020 at 8:30 a.m.

E. Security – June 4, 2020 at 10:00 a.m.

F. Regular Board Meeting – June 17, 2020 - Open Session at 5:00 p.m.

14. CORRESPONDENCE

15. COMMENTS FROM THE PUBLIC

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

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

16. RECEIVE AND FILE THE 2018-2019 ANNUAL RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUDIT REPORT AND THE COMMUNITY FACILITIES DISTRICT #2014-1 AUDIT REPORT (Receive and File) (10 min.)

17. DISCUSS RAW WATER RATE STUDY (Receive and File)

18. CONSIDER CLAIM FOR REFUND OF SPECIAL TAXES FILED BY MRK DEVELOPMENT, INC. (Discussion/Action) (Motion) (Roll Call Vote)

19. CONSIDER APPROVAL OF AMENDMENT NO. 2 TO GENERAL MANAGER EMPLOYMENT AGREEMENT WITH MARK MARTIN (Discussion/Action) (Motion) (Roll Call Vote)

20. CONSIDER APPROVAL OF GENERAL MANAGER EMPLOYMENT AGREEMENT WITH THOMAS HENNIG (Discussion/Action) (Motion) (Roll Call Vote)

21. CONSIDER APPROVAL OF DISTRICT APPOINTMENTS (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)

A. Tom Hennig as District Treasurer

22. CONSIDER ADOPTION OF RESOLUTION R2020-03 APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2020-21, INCLUDING CAPITAL PROJECTS (20 min.) (Discussion/Action) (Motion) (Roll Call Vote) .) (Time is approximate but will not be conducted before 6:00 p.m.

A. Presentation by Staff

B. Public Comment on the Fiscal Year 2020-21 Budget, Including Capital Projects

C. Board Discussion/Adoption of Resolution R2020-03, a Resolution Approving the Proposed Budget for Fiscal Year 2020-21, Including Capital Project

23. PUBLIC HEARING TO CONSIDER ADOPTION OF THE PROPOSED SERVICE CHARGE INCREASES AND SPECIAL TAX ADJUSTMENTS (10 min.)

A. Presentation by Staff

B. The Board President will open the Public Hearing for public comment on Ordinance O2020-02, Amending Chapter 14 of the District Code, Relating to Water service charges; Amending Chapter 15 of the District Code Relating to Sewer service charges; Amending Chapter 16 and Chapter 16A of the District Code Relating to Drainage Tax; Amending Chapter 21 of the District Code Relating to Security tax; and Amending Chapter 31 of the District Code Relating to Solid Waste Collection and Disposal service charges

C. The Board President will close the Public Hearing on Ordinance O2020-02, Amending Chapter 14 of the District Code, Relating to Water service charges; Amending Chapter 15 of the District Code Relating to Sewer service charges; Amending Chapter 16 and Chapter 16A of the District Code Relating to Drainage Tax; Amending Chapter 21 of the District Code Relating to Security tax; and Amending Chapter 31 of the District Code Relating to Solid Waste Collection and Disposal service charges

D. Board Discussion/Introduction of Ordinance O2020-02, an Ordinance Amending Chapter 14 of the District Code, Relating to Water service charges; Amending Chapter 15 of the District Code Relating to Sewer service charges; Amending Chapter 16 and Chapter 16A of the District Code Relating to Drainage Tax; Amending Chapter 21 of the District Code Relating to Security tax; and Amending Chapter 31 of the District Code Relating to Solid Waste Collection and Disposal service charges. *(Discussion/Action) (Motion) (Roll Call Vote)*

24. CONFIRM DISTRICT'S PREFERRED GROUNDWATER SUSTAINABILITY AGENCY (GSA) PREFERENCE FOR SOUTH AMERICAN SUB-BASIN (Discussion/Action) (Motion) (Roll Call Vote)

25. CONSIDER ADOPTION OF ORDINANCE 2020-01 AMENDING DISTRICT CODE CHAPTER 21 (SECURITY SERVICES) REGARDING UPDATES AND REVISIONS TO VARIOUS PROVISIONS (Discussion/Action) (Motion) (Roll Call Vote)

26. CONSIDER APPROVAL OF ENVIRONMENTAL COMPLIANCE CONSULTING SERVICES (Discussion/Action) (Motion) (Roll Call Vote)

27. DIRECTOR COMMENTS/SUGGESTIONS

In accordance with Government Code 54954.2(a), directors and staff may make brief announcements or brief reports of their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

28. ADJOURNMENT (Motion)

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

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is May 15, 2020. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

Memorandum

Date: May 15, 2020
To: Board of Directors
From: Amelia Wilder, District Secretary
Subject: Appointment of New Board Member

With the resignation of Les Clark on May 7, 2020, there is an open seat on the Board of Directors. This seat must be filled as follows according to Government Code section 1780:

“The notice of vacancy must be posted in three or more conspicuous places within the District at least 15 days before the District Board makes the appointment. This posting must be done in addition to including the notice in your monthly newspaper.”

The vacancy must be filled within 60 days of Mr. Clark’s resignation, and the new Director will complete the term of office until the next general election, November 4, 2020. The Board has indicated they would like candidates to submit a written letter of interest for appointment, along with a completed questionnaire to the District at P.O. Box 1050, Rancho Murieta, CA 95683 no later than _____. This questionnaire will be posted on the front page of the District’s website at www.rmcsd.com May 21, 2020.

The Board will appoint the chosen candidate at the Regular Board meeting June 17, 2020.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
NOTICE OF VACANCY ON THE BOARD OF DIRECTORS

NOTICE IS HEREBY GIVEN that a vacancy exists on the Board of Directors of the Rancho Murieta Community Services District. This Director position's term ends December 2020.

The remaining members of the Board of Directors intend to fill the vacancy by appointment, in accordance with California Government Code Section 1780.

Please submit a written letter of interest for appointment, addressed to the District at its mailing address, P.O. Box 1050, Rancho Murieta, CA 95683, no later than [REDACTED]. The letter of interest should discuss qualifications for the position of Director and responses to the attached questions. The Community Services District law requires that Directors reside in the District and be registered to vote therein.

Date: May 8, 2020

Amelia Wilder, District Secretary



RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING MINUTES

April 15, 2020

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

1. CALL TO ORDER/ROLL CALL

President Clark called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 3:30 p.m. via ZOOM conference per Governor Newsom Executive Order N-29-20. Directors present were Les Clark, Randy Jenco, Linda Butler, Tim Maybee and John Merchant. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; Richard Shanahan, District General Counsel; Cindy Chao, Controller and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

Motion/Clark to adopt the agenda with change in the order, moving Item #12 after Item # 9. Second/Jenco. Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:03 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Conference with legal counsel for existing litigation (Government Code section 54956.9(d)(1)) – G. Ansari v. Rancho Murieta Community Services District.

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

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

Conference with legal counsel for existing litigation (Government Code section 54956.9(d)(1)) – G. Ansari v. Rancho Murieta Community Services District.

Richard Shanahan, District General Counsel, reported the Board unanimously approved a settlement agreement and release of all claims with former employee Gamal Ansari that settles various termination related claims that Mr. Ansari had against the District.

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

Director Clark reported that the Board unanimously agreed to move forward a draft amendment to the employment agreement number two for General Manager Mark Martin, that will be coming forward in a subsequent Board meeting for Open Session consideration.

5. CONSENT CALENDAR

Director Maybee commented on the public comment section of the April 7, 2020 Finance Committee Meeting Minutes, noting that as a result of citizen's comments the District had to spend resources to research the allocations made. Director Butler questioned the budgetary process, and Director Maybee clarified. Director Butler also clarified that the intent of the Communications/Technology Committee topic concerning calling Lakes Reservoirs included not just making new signs but educating the Community on the use of the water in the Reservoirs. **Motion/Clark to adopt the consent calendar. Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

6. STAFF REPORTS

Under Agenda Item 6a, Mark Martin, General Manager, gave a brief summary of activities during the previous month, including that most Administrative Personnel are working off site and the District has purchased washable masks in response to COVID-19. He recapped the District's efforts to ease the impact of the pandemic within the Community, including suspending all lock-offs, implementing Pay Agreements, and informing residents of the District's efforts. He continued with an update on the Regional Water Authority (RWA) Water Efficiency Plan (WEP) sponsorship of rebates on Rachio Irrigation Controllers. More information is available at www.rmcsd.com. Paul Siebensohn has signed the District on to CalWarn.org, to partner with other water agencies in their network to share staff and resources during an emergency. Mr. Martin also reported to the Board the events of the meeting with Sacramento Central Ground Authority (SCGA) and Sloughhouse Resource Conservation District GSA Boundary MOU Working Group and the District's desire to remain with SCGA. Director Maybee asked that the District prepare a report to memorialize that fact. He finished with an update on the 670 FSA. The District has met with Legal Counsel, and Economic and Planning Systems (EPS) has been engaged as the fund manager.

Under Agenda Item 4b, Tom Hennig, Director of Administration, updated the Board on the status of the District's finances, noting that we have zero water lock offs and we are prepared to enter into Pay Agreements with residents who may be financially affected by the Coronavirus Pandemic. He fielded questions from the Board concerning reserve funds and consulting companies the District is currently engaged with. He continued with an update on the Prop 218 notice that was sent to residents and the District's receipt of four protest letters to date. Mr. Hennig also informed the Board that per guidelines of the Families First Coronavirus Response Act, the District has placed 80 hours of sick leave in employees sick leave accounts in the event that the employee meets the criteria defined therein. The estimated cost to the District could be between \$10,000 and \$20,000.

Under Agenda Item 4c, Chief Werblun gave a brief overview of the operations updates and incidents of note, stating that the Customer Service Training has been postponed. Director Butler commented on the lack of social distancing by some residents and spoke about thefts at the mini-storage and airport.

Under Agenda Item 4d, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update, including an update that water usage was up in February and March due the lack of rain, and that we have resumed pumping to fill the Reservoirs now that stop-logs have been installed in the reservoir spillways. He discussed RMA's comments about drainage into the Reservoirs from the Rancho Murieta North development. Coastland will provide comments to the County clarifying this. Director Merchant clarified inquired about if the Rancho Murieta North Infrastructure Master Plan from 2003 has been submitted to the County and the prohibited drainage into the Reservoirs was discussed. Paul commented, yes it was mentioned in the letter submitted by Coastland, confirmed by Laurie Loiza of Coastland. The update continued with a discussion of the signs being placed at Murieta Gardens Highway 16 without District review and being done so "at risk" to the developer, and the potential impacts to the CIA Ditch. The discussion turned to Staff being asked to track time spent on Developer projects that are happening without prior District approval so that time can be charged back to the Developer. Director Clark asked that we consider closer coordination with the County to ensure that plans are being review and accepted by the District.

Mr. Siebensohn continued with two updates to the Packet: 1. In the Murieta Gardens II Infrastructure, there is a manhole on lot 66 which the District needs access to. 2. The Effluent Pumps for the Water Plant have been manufactured and are waiting to be shipped.

7. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

No Updates

8. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

General Manager Mark Martin commented that Staff has done a great job during the Coronavirus pandemic.

9. REVIEW APRIL 2020 BOARD/COMMITTEE MEETING DATES/TIMES

Director Maybee will not be able to attend the Finance Committee Meeting May 5, 2020.

10. COST ALLOCATION PLAN REPORT AND PRESENTATION

Tom Hennig introduced Terry Madsen from ClearSource Financial Consultants, whose firm prepared a Cost Allocation Plan for the District. Mr. Madsen presented the findings from his study detailing the breakdown of Administrative costs to each of the following departments: Water; Sewer; Drainage; Solid Waste and Security. This prompted a discussion by the Board and community members. The findings of the report will be discussed further at Finance Committee. Mr. Shanahan noted that the Drainage and Security programs are not subject to the same cost allocations as they are special taxes and not a charge for services. Resident Richard Gehrs asked for clarification on the methodology of the allocations. Mr. Madsen used a method for the costs of the efforts expended to run each of the departments.

11. CORRESPONDENCE

Mark Martin reviewed a letter from Murieta Village resident Richard Gehrs expressing concerns about Security costs and how they are allocated. This brought about public comment from Mr. Gehrs. Dick Shanahan reviewed these concerns and determined that General Funds are to be used at the discretion of the District. Mr. Gehrs commented on his concerns that General Funds were being used to fund RMA's private gates.

Mr. Martin continued with his review of a Prop 218 protest letter received from Jerry Pasek.

He continued with a letter received from John Seigal, who coordinates voting at the District offices and thanked the District for its participation.

12. COMMENTS FROM THE PUBLIC

None.

13. REVIEW SECURITY'S ANNUAL REPORT

Chief Werblun presented the Board with the 2019 Annual Security Report, detailing the breadth of services provided by Security, including events attended by the Security Department, goals and accomplishments, gate operations, patrol operations, calls for service, crime complaints, observe and report citations, non-arch rules complaints/admonishments, the Safety Center, and the ability for residents to update their guests online. A question and answer period followed.

14. REVIEW CAL-WASTE REQUEST FOR DISTRICT SUPPORT OF PROPOSED STATE EMERGENCY FUNDING RELATED TO COVID-19 FINANCIAL IMPACTS TO SOLID WASTE RECOVERY COMPANIES

Mr. Martin reviewed the request by Cal-Waste for the District to write a letter voicing our support for Cal-Waste asking for funding to cover employee wages and benefits for a year, when there is no determination of how long they will remain impacted, and there is no legislation currently in place. The Board discussed this issue and instructed Staff to compose a letter that gives general support for reimbursement related to the level of impact.

15. CONSIDER ADOPTION OF RESOLUTION R2020-02, ACCEPTING TWO GRANTS OF EASEMENT FROM MURIETA MARKETPLACE, LLC

Laurie Loaiza, Coastland Engineering, gave a brief overview of the Easements. These are utilities easements located in the parking lot of Murieta Marketplace, and contain specific language stating, *“The District will not restore or replace in kind any other improvement, structure, or features located in the District easements area that needs to be cut or removed to access the underground facility, including but not limited to: concrete curb, landscaping, irrigation, decorative paving, concrete pavement, walls, fences, signs etc. The District is additionally not responsible for any damages or costs associated with any adjacent business interruption or loss of use or access due to the need to access District facilities.”* **Motion/Jenco to adopt Resolution R2020-02 accepting two Grant Easements from Murieta Marketplace, LLC. Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

16. CONSIDER APPROVAL OF 6B SEWER LIFT STATION PLC REPLACEMENT

Paul Siebensohn gave a brief update on the age of the 6B Sewer Lift Station and its need for PLC and backpan replacement due to numerous problems. It was not identified as a Capital Replacement Project, and the District used a single source bid allowable by District Code, returning to Tesco, the company that originally installed the equipment in 1991, as they are well qualified and poised to quickly replace the equipment. **Motion/Clark to approve bid from Tesco Controls, Inc. in an amount not to exceed \$22,825 plus a 15% contingency for \$26,248.75 for the replacement of 6B Sewer Lift Station Programmable Logic Controller. Funding to come from Sewer Replacement Reserves. Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

17. CONSIDER APPROVAL OF WEST DAF ELECTRICAL PANEL REPLACEMENT

Paul Siebensohn discussed the need to replace the West Dissolved Air Flootation System (DAF) Electrical Panel due to its age and non-standard work done on it in the past. This was not on the Capital Replacement Plan (CRP), and Director Clark asked for a more comprehensive CRP. **Motion/Jenco to approve the bid from Telstar Instruments for the replacement of West DAF Electrical Panel in an amount not to exceed \$78,258 plus a 15% contingency for a total of \$89,996.70. Funding to come from Sewer Capital Replacement Reserves. Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

18. CONSIDER APPROVAL OF ADDITIONAL FUNDING TO DOMINICHELLI & ASSOCIATES FOR DAM EMERGENCY ACTION PLANS

Mr. Siebensohn updated the Board on the changing regulations around Dam Inundation Mapping and Emergency Service Plan Requirements. The District had awarded a contract for the preparation these plans to Dominichelli and Associates in 2018. With the additional requirements that are now in place, the required work for Dominichelli and Associates has increased, and they are requesting additional funds to cover their

costs. **Motion/Clark** to approve \$12,573 to Dominichelli and Associates to cover the increased costs of preparation of Dam Inundation and Emergency Action Plans. Funding to come ¼ from Sewer Replacements Reserves and ¾ from Water Replacement Reserves. **Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

19. RECEIVE LAFCO MUNICIPAL SERVICES REVIEW (MSR)

Mark Martin gave a review of the role of LAFCo relating to CSD. A discussion followed regarding the Parks Plan in place with the District, and while the CSD has a function in Parks in the Community it has not been exercised and is unfunded. Director Merchant commented that he would like to keep this power.

20. PROPOSED AD HOC COMMITTEE FOR RESERVOIR SIGNAGE

Paul Siebensohn provided a brief review of the discussions in the Communication/Technology Committee regarding the signage at the reservoirs noting them as being lakes. The committee would like to inform the Community of the highest use and ultimate purpose of the water in the Reservoirs, which is for the use of the Community for drinking, and that these facilities need to be preserved and protected. Directors Butler and Merchant, who sit on this Committee would like a more comprehensive educational approach to the water, to update signs, and to coordinate those efforts with other organizations in Rancho Murieta. **Motion/Merchant to form an ad hoc committee to further investigate better ways to protect our water supplies. Second/Butler. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

21. CONSIDER INTRODUCTION OF ORDINANCE O2020-01 AMENDING DISTRICT CODE CHAPTER 21 (SECURITY SERVICES) REGARDING UPDATES AND REVISIONS TO VARIOUS PROVISIONS

Chief Werblun gave a detailed summary of the events leading to the need to amend the wording of the Code. The Security Committee has discussed this and recommended it be heard by the Board. While the Agenda shows this to be the Adoption of this Ordinance, review by the Districts Legal Counsel found that this item must be Introduced at one meeting and Adopted at a subsequent meeting. **Motion/Clark to introduce Ordinance O2020-01 amending District Code Chapter 21 (Security Services) regarding updates and revisions to various provisions. Second/Butler Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

22. DISCUSS POTENTIAL APPROACHES TO COVID-19 FINANCIAL RELIEF TO RATEPAYERS VIA PROPOSED FISCAL YEAR 2020-21 BUDGET ADJUSTMENTS

General Manager Mark Martin introduced the idea, presented to him by Director Merchant, for the District to provide relief to ratepayers with an abeyance of repayment of \$6.00 monthly reserve contribution to the Water Treatment Plant. Director Merchant led the discussion of the Board around replacing reserves, and the impact this would have on this year's Budget and the potential actual relief a savings of \$6.00 a month would be to residents. A robust discussion followed, and the Board decided to move this item to the Finance Committee for further review.

23. DIRECTOR COMMENTS/SUGGESTIONS

Director Maybee thanked Staff for all of their efforts.

Mark Martin announced that he has informed the Board of his plans to retire in mid-July 2020.

24. ADJOURNMENT

Motion/Clark to adjourn at 10:02 p.m. Second/Maybee. Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

DRAFT

MEMORANDUM

Date: May 5, 2020
To: Board of Directors
From: Improvements Committee Staff
Subject: May 5, 2020 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Clark called the meeting to order at 8:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Directors Clark and Jenco. Present from District staff were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; Tom Hennig, Director of Administration; Jeff Werblun, Security Chief; and Amelia Wilder, District Secretary. Also, in attendance was Laurie Loaiza, Coastland Engineering, the District's Engineer.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Paul Siebensohn, Director of Field Operations, gave a brief overview of project updates including an the addition development descriptions and plans, and a master map included in this month's updates, created by Coastland Engineering. The information provided included the current progress on developments in the District plus links to Sacramento County's Planning Department, where project information can be found. This information will be shared on the District's website.

Director Clark gave some updates on the maps stating that the Lakeview map was missing the link to the vesting tentative map and Residence East has a prior map available on the County's website.

Mr. Siebensohn continued with his updates, stating the Recycled Water Rate Study has been placed on hold as there is no set amount of recycled water for delivery with the Rancho Murieta Country Club. He and John Sullivan had a discussion of the Murieta Equestrian Center (MEC) concession services and sewer connections at the MEC. They will continue this discussion at a meeting scheduled for later this week.

4. DISCUSS MURIETA MARKETPLACE ACCEPTANCE

Laurie Loaiza, Coastland Engineering, reviewed the items and conditions needed for approval from the development. The installation of monument signs was discussed and the easements on which they are being placed. Developer John Sullivan joined the conversation stating that it is understood that should there be any need to repair or maintain the CIA Ditch Murieta Marketplace has accepted responsibility for the removal and replacement of the signs. Ms. Loaiza asked for foundation plans for the signs. Mr. Sullivan said he would send them.

5. FISCAL YEAR 2020-21 CIP/CRP REVIEW

Mr. Siebensohn updated the Committee on the proposed Capital Improvement Projects and Capital Replacement projects for the 2020-21 Fiscal Year. Clarifications were made concerning the Murieta Village Distribution System Replacement. The PVC pipe will be replaced with C-900 pipe, and the repaving of the trench work will need to be negotiated with the Village.

Richard Gehrs asked for clarification on the replacement of water meters during the proposed PVC pipe replacements in Murieta Village. Mr. Siebensohn noted if they are an older version, they will be replaced as needed.

Tom Hennig, Director of Administration stated that we have the money in our reserve funds to do the necessary improvements/replacements, but it will greatly deplete our reserves. We plan to do a reserve study.

Director Clark asked that the District remain aware of the potential noise requirements that may need to be considered as part of the generator replacement. He also asked that the District to consider outlining the full process of developing the reserve study from a formal process of updating and maintaining the CRP/CIP program.

6. RMA WOODEN PEDESTRIAN BRIDGE PARCEL CONVEYANCE UPDATE

Laurie Loaiza updated the Committee on the progress of the conveyance, stating they are continuing to work with surveyors to get costs and will be delivering it to the District shortly.

7. GROUNDWATER SUSTAINABILITY AGENCY SCGA/SRCD UPDATE

Mark Martin updated the Committee on his recommendation for RMCSO to remain in the Sacramento Central Groundwater Authority (SCGA) as it's Groundwater Sustainability Agency (GSA), and the benefits over aligning itself with Sloughhouse Resource Conservation District (SRCD). An MOU has been written and the Board of Directors' of RMCSO has been asked for its official decision about which GSA it would like to remain with. ***This item will be on the May 20, 2020 Regular Board Meeting agenda.***

8. RESIDENCES EAST AND 670 FSA UPDATE

General Manager Martin informed the Committee that he has been working with District Counsel and EPS the fund manager. John Sullivan commented on the topic, that the FSA exhibit H was just a placeholder for the Water Treatment Plant expansion cost, and the discussion will continue at a meeting that is scheduled.

9. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

None.

10. ADJOURNMENT

Director Jenco moved to adjourn the meeting at 9:15 a.m. Director Clark seconded the motion, and the meeting was adjourned.

MEMORANDUM

Date: May 11, 2020
To: Board of Directors
From: Finance Committee Staff
Subject: May 5, 2020 Finance Committee Meeting Minutes

1. CALL TO ORDER (0:00 Min)

Director Merchant called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Directors Merchant and Maybee. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; Cindy Chao, District Controller; and Amelia Wilder, District Secretary, Larry Bain, An Accounting Corporation, District Auditor; Jeanette Hahn, ClearSource Financial Services, District Consultant.

Director Merchant announced that Item #3, Consider Approval of Environmental Compliance Consulting Services, would be heard after Item #5, FY 2019-20 Annual Audit Review for Board Meeting.

2. COMMENTS FROM THE PUBLIC (1:00)

None.

3. FY 2019-20 ANNUAL AUDIT REVIEW FOR BOARD MEETING (1:30)

Tom Hennig, Director of Administration introduced Larry Bain, District Auditor, who reviewed his findings in the Audit of the District's 2019-20 Draft Audit Report, noting the delay in preparation due to the recent employment turnover. Mr. Bain will be present at the May 20, 2020 Board of Directors Meeting to present the Final Audit Report. ***This item will be on the May 20, 2020 Regular Board Meeting agenda***

4. CONSIDER APPROVAL OF ENVIRONMENTAL COMPLIANCE CONSULTING SERVICES (14:35)

Paul Siebensohn provided the Committee with an update on the inability of the District to hire an Environmental Compliance Worker, due to lack of qualified applicants. The Field Operations Department would like to put the position on hold for two years, and hire a consulting firm instead so that a framework can be put in place to manage the regulatory requirements this position would be responsible for. The District accepted bids for the services, and the lowest qualified bid was Stratus Environmental, Inc., in the amount of \$38,955 plus a 15% contingency, a total of \$44,798. Funding to come two-thirds from Sewer operations budget, and one third from Drainage operations budget, under consulting. ***This item will be on the May 20, 2020 Regular Board Meeting agenda.***

5. FY 2020-21 BUDGET REVISION FOR BOARD ADOPTION (17:42)

Mr. Hennig reviewed the revisions made to the FY 2020-21 Budget, and its reductions to rates. Due to the recent COVID-19 Pandemic the Board asked for a reduction. The majority of the reductions were to move planned consulting agreements for reserve analysis and the financial system replacement from General Fund expenses to Reserve Funds. The other major reductions came from salary cuts. This discussion also included a detailed conversation about CIA Ditch repairs at Lone Pine Drive. John Sullivan joined in this conversation which provided background related to the urgency of the proposed repair. The discussion related to the CIA Ditch will be scheduled as a separate meeting. The final changes came from enhancements to the Security Camera

program which involved moving replacement expenditures to the Security Reserve account. ***This item will be on the May 20, 2020 Regular Board Meeting agenda.***

6. MRK DEVELOPMENT TAX PAYMENT REFUND (1:03:30)

Mr. Hennig updated the Committee concerning the Residences East parcel of land. It was discovered that a previous lot line adjustment was not properly made by the County, and the previous owner of Residences East has paid taxes on the unrecorded 15 acres. The amount of the refund is in question. ***This item will be on the May 20, 2020 Regular Board Meeting agenda.***

7. UTILITY BILLING UPDATE – MASTER ACCOUNTS (1:07:00)

Mr. Hennig discussed the addition of a link to the Pipeline newsletter to the electronic bill that customers receive as well as the work the Finance Department is doing to consolidate master accounts.

8. DISCUSS RAW WATER RATE STUDY (1:09:00)

Paul Siebensohn noted that the Recycled Water Rate Study which was originally included in this study has been postponed. Jeanette Hahn, ClearSource Financial Services, joined the call and discussed the findings of the Raw Water Rate Study. There was a lengthy discussion which included staff, Committee members, Ms. Hahn and John Sullivan. Participants in the discussion will reconvene to continue the discussion. ***This item will be on the May 20, 2020 Regular Board Meeting agenda.***

9. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS (1:55:25)

Director Maybee thanked Staff for their efforts in this budgetary process. The Board will relook at some of the items and projects what the priorities will be for staff for this fiscal cycle.

10. ADJOURNMENT (1:56:46)

The meeting was adjourned at 11:56 a.m.

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

April 6, 2020 – 11:00 a.m.



1. CALL TO ORDER/ROLL CALL

President Les Clark called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 11:00 a.m. via ZOOM video conference pursuant to Governor Newsom Executive Order N-29-20. Directors present were Les Clark, Randy Jenco, Tim Maybee, Linda Butler, and John Merchant. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Richard Shanahan, District General Counsel and Amelia Wilder, District Secretary.

2. ADOPT AGENDA

Motion/Clark to adopt the agenda. Second/Merchant. Ayes: Clark, Jenco, Maybee, Butler, Merchant. Noes: None. Absent: None. Abstain: None.

3. COMMENTS FROM THE PUBLIC

No comments.

4. BOARD ADJOURNED TO CLOSED SESSION AT 11:01 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Closed session for public employee appointment or employment of the General Manager position.

5. BOARD RECONVENED TO OPEN SESSION AT 12:40 P.M. AND REPORTED THE FOLLOWING:

Closed session for public employee appointment or employment of the General Manager position.

No action to report back.

6. DIRECTOR COMMENTS AND SUGGESTIONS

None.

7. ADJOURNMENT

Motion/Butler to adjourn at 12:42 p.m. Second/Maybee. Ayes: Clark, Jenco, Maybee, Butler, Merchant. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
District Secretary

MEMORANDUM

Date: May 7, 2020
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: May 7, 2020 Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER (0:00)

Director Merchant called the meeting to order at 8:30 a.m via ZOOM video conference pursuant to Governor Newsom's Executive Order N-29-20. Present were Directors Merchant and Butler. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; and Amelia Wilder, District Secretary.

2. COMMENTS FROM THE PUBLIC (0:15)

None.

3. QUARTERLY UPDATE TO OUTREACH AND TECHNOLOGY ITEMS (1:15)

Tom Hennig, Director of Administration, gave an update of the projects listed to be to be updated, and their progress. Director Butler asked that these items be called "Projects" instead of "Initiatives".

4. MONTHLY WEBSITE AND FACEBOOK STATISTICS (18:00)

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCSD.com. Director Merchant asked Staff to make items more easily searchable on www.rmcsd.com, specifically the link to the Scott Road Flow Gauge and to add a link to the Gauge at Michigan Bar.

5. COVID-19 COMMUNICATION PLAN (26:10)

Mark Martin updated the Committee on the District's communication during COVID-19. Administrative Staff is having a ZOOM Meeting three times a week to keep informed of current events. There have not been any requests from the community for pay agreements.

6. DEVELOPMENT PROJECTS OUTREACH UPDATE (29:30)

Paul Siebensohn, Director of Field Operations presented a document to the Committee which details the current development in the community, including links to Sacramento County's Planning Department with all of the current developments. This will be added to www.rmcsd.com.

7. COMMUNICATION REGARDING BUDGET (33:55)

Director Butler initiated a discussion concerning the letter sent to residents detailing the annual rate increase, asking that more detail be added to the letter so that residents could have a clearer understanding of the projects that are being done, and what the costs are. She also asked that the Board pick one project annually to focus on, i.e. the Midge Flies. Director Merchant called for better disclosure on the amount of District funds that are allocated to the Security Department, so that residents are aware of the cost of this service. Mr. Hennig reminded the Committee that the District is having a Security Rate Study done in the next fiscal year.

8. DISCUSS PROCESS FOR COMMUNICATION DURING EMERGENCY AND NON-EMERGENCY SITUATIONS (59:10)

Director Butler led a discussion about putting a process in place to notify the public of developing situations. She would like to start preparing a plan. The conversation morphed into a discussion of the Ad Hoc Committee designed to educate the community about the use of water in the reservoirs. Mr. Martin let her know that the Board President needs to appoint members to the Committee. A communication will be sent to Board members to see who would like to be part of the Committee. Linda Butler would like to be on the Committee.

9. DIRECTOR & STAFF COMMENTS (1:04:50)

Director Merchant mentioned that he had spoken with RMA about calling lakes reservoirs and realized that all of the literature refers to the reservoirs as lakes. He continued to elaborate on his ideas for educational signs and their placement.

Mark Martin mentioned that the Security Committee Meeting scheduled today at 10:00 a.m. has been cancelled, due to a lack of Committee member availability.

10. Adjournment (1:08:10)

The meeting was adjourned at 9:38 a.m.

MEMORANDUM

Date: May 12, 2020
To: Board of Directors
From: Tom Hennig, Director of Administration
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for April 2020. 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 for April:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
State of California	Dam Fees Clementia, Michigan Bar 1&2, Calero, Chesbro, Granlees	\$66,055	Operating Expense
Golden State Risk Management Authority	Worker's Comp Quarterly Bill	\$65,222	Operating Expense
California Waste Recovery Systems	Solid Waste Contract	\$52,393	Operating Expense
The Pun Group, LLC	Financial Service Consulting	\$37,268	Operating Expense
S. M. U. D.	Utilities	\$22,584	Operating Expense
ClearSource Financial Consulting	Raw Water Rate Study	\$11,700	Operating Expense
Domino Solar LTD	Solar - WTP & WWTP	\$10,864	Operating Expense

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  _____, District Treasurer

Rancho Murieta Community Services District
Bills Paid Listing for April 2020

CHECK	Date	Vendor	Amount	Purpose
CHK	4/3/2020	A Leap Ahead IT	4,939.77	IT Support
CHK	4/3/2020	ABS Direct	1,327.71	Monthly Statements Printing
CHK	4/3/2020	Accountemps	656.94	Contract Staffing - Admin
CHK	4/3/2020	Accounting & Association Software Group	866.25	GP Dynamics Consulting
CHK	4/3/2020	American Family Life Assurance Co.	788.85	Payroll - Aflac
CHK	4/3/2020	Aramark Uniform & Career Apparel, LLC	123.33	Uniforms
CHK	4/3/2020	Brower Mechanical, Inc	761.00	Repairs & Maintenance
CHK	4/3/2020	California Waste Recovery Systems	52,393.00	Solid Waste Contract
CHK	4/3/2020	Callahan, Kevin	93.52	Rebate
CHK	4/3/2020	Chrysler Capital	156.80	Patrol Vehicle Lease
CHK	4/3/2020	Cisco Air Systems, Inc	1,486.88	Maint Service Air Compressor
CHK	4/3/2020	Clark Pest Control	723.66	District Facilities Pest Control
CHK	4/3/2020	ClearSource Financial Consulting	11,700.00	Raw Water Rate Study
CHK	4/3/2020	Coastland Civil Engineering	3,478.60	Engineering Services
CHK	4/3/2020	Concentra DBA Occupational Health Centers of CA, A Medical Corp	163.50	Pre Employment Screening
CHK	4/3/2020	County of Sacramento	601.00	Off Duty Sheriff
CHK	4/3/2020	Domino Solar LTD	10,864.46	Solar - WTP & WWTP
CHK	4/3/2020	Ferguson Enterprises	590.45	Repairs & Maintenance
CHK	4/3/2020	Galls/Quartermaster	666.99	Uniforms
CHK	4/3/2020	Golden State Flow Measurement	2,627.79	Perl Meter 1"
CHK	4/3/2020	Guardian Life Insurance	5,015.45	Payroll - Dental/Life
CHK	4/3/2020	Hach Company	123.75	Repairs & Maintenance
CHK	4/3/2020	Home Depot	384.47	Rpr & Maint Suppl CIP 18-07-2
CHK	4/3/2020	Legal Shield	11.95	Payroll - Legal
CHK	4/3/2020	Nationwide Retirement Solution	3,443.17	Payroll - Deferred Comp
CHK	4/3/2020	Operating Engineers Local Union No. 3	365.95	Payroll - Union Dues
CHK	4/3/2020	PDF Tactical	1,653.75	Contract Staffing - Security
CHK	4/3/2020	Pitney Bowes	695.23	Postage Machine Lease
CHK	4/3/2020	Porter Scott	125.00	Legal Services
CHK	4/3/2020	Prodigy Electric & Controls Inc.	1,100.00	Repairs & Maintenance
CHK	4/3/2020	Rancho Murieta Association	366.29	SMUD @ N.Gate
CHK	4/3/2020	Santander Leasing	240.00	Patrol Vehicle Lease
CHK	4/3/2020	Sierra Foothill Fire Extinguisher Service	894.86	Annual Fire Extinguisher Maint
CHK	4/3/2020	State of California	32.00	Pre Employment Screening
CHK	4/3/2020	Thatcher Company of California, Inc	1,532.63	Chlorine
CHK	4/3/2020	Tiner, Shauna	300.00	Toilet Rebate
CHK	4/3/2020	U.S. Bank Corp. Payment System	6,241.73	Monthly Gasoline Bill
CHK	4/3/2020	USA Blue Book	93.72	Repairs & Maintenance Supplies
CHK	4/3/2020	Vision Service Plan (CA)	420.56	Payroll - Vision
CHK	4/3/2020	W.W. Grainger Inc.	78.02	Repairs & Maintenance
CHK	4/3/2020	Walker's Office Supplies, Inc	382.00	Office Supplies
CHK	4/17/2020	ABS Direct	1,141.40	Postage
CHK	4/17/2020	Accounting & Association Software Group	1,732.50	GP Dynamics Consulting
CHK	4/17/2020	Applications By Design, Inc.	1,085.00	Security Barcodes
CHK	4/17/2020	Aramark Uniform & Career Apparel, LLC	291.53	Uniforms
CHK	4/17/2020	AT&T	1,018.05	District Cells Phones
CHK	4/17/2020	AT&T	2,492.73	Telephone - Auto Dialer
CHK	4/17/2020	Caltronics Business Systems	338.64	Supplies for Copier
CHK	4/17/2020	Cell Energy Inc.	147.76	Battery for Truck #814
CHK	4/17/2020	Digital Deployment	300.00	Website Hosting

**Rancho Murieta Community Services District
Bills Paid Listing for April 2020**

CHECK	Date	Vendor	Amount	Purpose
CHK	4/17/2020	Ferguson Enterprises	976.31	Repairs & Maintenance
CHK	4/17/2020	Galls/Quartermaster	68.95	Uniforms
CHK	4/17/2020	Gempler's, Inc.	1,349.60	Repairs & Maintenance
CHK	4/17/2020	Global Equipment Company, Inc	1,513.66	Repairs & Maintenance
CHK	4/17/2020	Golden State Flow Measurement	4,538.43	MXU Meters
CHK	4/17/2020	Golden State Risk Management Authority	65,222.27	Worker's Comp Quarterly Bill
CHK	4/17/2020	Greenfield Communications	449.05	Internet
CHK	4/17/2020	Hastie's Capitol Sand and Gravel Co.	588.76	3/4 Aggregate base #2
CHK	4/17/2020	Home Depot	251.52	Operators office supplies
CHK	4/17/2020	Marion Leasing	526.90	Equipment Rental
CHK	4/17/2020	PDF Tactical	1,680.00	Contract Staffing - Security
CHK	4/17/2020	Pioneer Cleaning Services	475.00	Carpet Cleaning Adm Building
CHK	4/17/2020	Pirtek Power Inn	787.93	Service Backhoe
CHK	4/17/2020	Rancho Murieta Ace Hardware	535.06	Repairs & Maintenance
CHK	4/17/2020	Rancho Murieta Association	150.00	Landscaping
CHK	4/17/2020	S. M. U. D.	22,583.59	Utilities
CHK	4/17/2020	Sacramento Bee	1,045.00	Recruitment
CHK	4/17/2020	Sierra Office Supplies	192.88	Office Supplies
CHK	4/17/2020	Skillpath Seminars	119.00	Training
CHK	4/17/2020	Spec West Concrete	140.34	Sprayer CIP 18-07-2
CHK	4/17/2020	Sprint	189.95	Security Patrol Air Cards
CHK	4/17/2020	State of California	66,055.00	Dam Fee
CHK	4/17/2020	The Pun Group, LLC	37,267.50	Financial Service Consulting
CHK	4/17/2020	USA Blue Book	1,059.18	Supplies
CHK	4/17/2020	Walker's Office Supplies, Inc	281.88	Office Supplies
CHK	4/17/2020	American Family Life Assurance Co.	788.85	Payroll - Aflac
CHK	4/17/2020	Legal Shield	11.95	Payroll - Legal
CHK	4/17/2020	Nationwide Retirement Solution	3,303.56	Payroll - Deferred Comp
CHK	4/17/2020	Operating Engineers Local Union No. 3	365.95	Payroll - Union Dues
		Total	339,576.71	
		CFD 2014-1 Bank of America Checking		
CHK	4/17/2020	Corelogic Solutions, LLC	206.00	CFD 2014-1 Admin Cost
			206.00	
		EL DORADO PAYROLL		
Direct Deposits by PayChex:			184,871.21	Payroll
			184,871.21	

PREPARED BY: Tom Hennis, Director of Administration

REVIEWED BY:  , District Treasurer

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

INSTITUTION	CASH BALANCE AS OF APRIL 30, 2020	YIELD	BALANCE
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CSD FUNDS

EL DORADO SAVINGS BANK			
SAVINGS		0.03%	\$ 1,406,204.89
CHECKING		0.02%	\$ 292,856.95
PAYROLL		0.02%	\$ 24,418.76
BANNER BANK			
EFT		0.00%	\$ 567,649.25
LOCAL AGENCY INVESTMENT FUND (LAIF)			
UNRESTRICTED		2.43%	\$ 354,524.05
RESTRICTED RESERVES		2.43%	\$ 5,896,262.63
CALIFORNIA ASSET MGMT (CAMP)			
OPERATION ACCOUNT		2.48%	\$ 638,725.33
US BANK			
PARS GASB45 TRUST		4.17%	\$ 1,841,582.61 *
TOTAL CSD			\$ 11,022,224.47

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

BANK OF AMERICA			
CHECKING		0.00%	\$ 149,744.16
WILMINGTON TRUST - 9/30/19 est.			
BOND SPECIAL TAX FUND			\$ 58,942.14
BOND REDEMPTION ACCOUNT			\$ -
BOND ACQ & CONSTRUCTION		2.08%	\$ 17,303.85
BOND RESERVE FUND		2.08%	\$ 391,758.67
BOND SURPLUS		2.08%	\$ 59.71
BOND ADMIN EXPENSE		2.10%	\$ 20,550.45
BOND COI			\$ -
TOTAL CFD			\$ 638,358.98
TOTAL ALL FUNDS			\$ 11,660,583.45

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

* April statement is not ready yet; number is March ending balance

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

MEMORANDUM

Date: May 15, 2020
To: Board of Directors
From: Mark Martin, General Manager
Subject: General Manager's Report

COVID-19 RESPONSE

District offices continue to be closed to the public. The latest Sacramento County Health directive has extended the stay-at-home/essential services mandate through May 22, 2020. Administration staff are holding remote tailgate meetings three times a week to ensure contact and coordination along with use of other technology to maximize efficiency while working remotely. Washable facemasks have been delivered to District staff.

COMMUNITY PROGRAMS

Rachio Smart Irrigation Controller Program – Began April 14, 2020 – While Supplies Last!

The Regional Water Authority (RWA) Water Efficiency Program (WEP) is sponsoring a partnership with Rachio Controllers to allow RWA member residents to purchase first-come first-serve smart wi-fi irrigation controllers at a very reduced price. A total of 1,500 controllers will be available across all participating RWA agencies at the reduced price as long as supplies last. Controllers for either 8-zones or 16-zones typically costing up to \$279.99 retail each have been reduced to \$74.99 with free shipping.

As of May 14, 2020

- 59 Controller Rebates already granted to RMCS D residents.
- 500 of 1,500 available claimed region-wide
- While supplies last

Below is the website for the program:

<https://rwa.rachio.com/>

Residents will be required to input their name, email, zip code and select Rancho Murieta CSD as the water provider to access the purchase site.

Background

Smart irrigation controllers are the new wave of the Internet of Things (IOT) allowing homeowners to control their landscaping irrigation controller remotely using their smart devices along with other smart features such as rain delay due to actual weather observations and easy scheduling of intermittent watering programs. RWA went out to bid for vendors to participate and Rachio was the only vendor who responded. The program is only available to residents and not commercial properties.

OUTREACH/ADVOCACY

April 28, 2020 – **CSD/RMCC (Country Club) General Manager’s Meeting** – Phone discussion on continued access of Club restaurant employees to prepare take-out orders, the Club’s effort to keep operating during the crisis and the re-implementation of a course Marshall.

April 28, 2020 – **CSD/MVA (Murieta Village) General Manager’s Meeting** – Communication by email on April 29 about follow-up outreach with questions from MVA Board. May 5, responded to questions on road infrastructure and if the County handles documents on the roads around Murieta Village. Responded that counties do not typically maintain official roadway documents for private roadways.

May 4, 2020 – **CSD/RMA General Manager’s Meeting** – Briefly touched bases on both agencies’ ongoing efforts meeting the COVID-19 crisis. Discussed retirement and succession of RMCSGD GM.

May 13, 2020 - **Sacramento Central Groundwater Authority (SCGA)** – Regular Board meeting. John Woodling, former RWA Executive Director and now with GEI Consultants was appointed as interim Executive Director of SCGA. There was an update on the Groundwater Sustainability Agency (GSA) MOU finalized among various GSA’s that is necessary to have in place for SCGA to be able to start preparation of the South American Sub-basin Groundwater Sustainability Plan (GSP). RMCSGD’s selection of a preferred GSA, an item on tonight’s agenda, is a key component of that MOU.

May 13, 2020 –**Sloughhouse Resource Conservation District (SRCD) Board Meeting** – Participated in discussion on RMCSGD’s preference for GSA within the South American Sub-Basin. Jay Schneider of SRCD again argued for SRCD to be the GSA for RMCSGD. He then introduced a last-minute concept of the RMCSGD becoming a GSA over the entire District. This concept is very late in the MOU negotiations to implement and not practical to add this, what is expected to be a complex responsibility to limited RMCSGD staff and resources. I reiterated our justification to have one GSA for the South-American Sub-Basin area of RMCSGD and reminded the SRCD board of prior requests for SRCD to submit in writing the pros of RMCSGD having SRCD as GSA.

May 14, 2020 – **Regional Water Authority (RWA) Regular Board Meeting** – A majority of the meeting focused on RWA budget approval. The budget for FY 2020-21 was approved with a 5% increase. This increase is inline with RMCSGD budget expectations. The RWA is setting up a special committee to consider Federal advocacy. The State Legislature has been in recess so the introduction of new legislation has been reduced from typical.

DEVELOPMENT RELATED

Residences East – 670 Financing and Services Agreement (FSA) – Staff and District Legal counsel continue to work diligently to assess FSA obligations of 670 FSA parties related to obligations to fund the water treatment plant expansion and recycled water spray-fields. The most recent meeting was held May 7 with District legal counsel to review the latest iteration of their analysis of the 670 FSA and Rancho Murieta North/Murieta Gardens FSA which interrelate. Staff received the latest revision to the analysis the afternoon of May 15 and plan to have review completed shortly.

Unless there are significant concerns with the latest analysis, we expect to have a letter out to MRK Development within a week or so outlining: 1) Whether or not MRK Development is obligated to reimburse the full commitment of 99 units as defined at time of signature of the 670 FSA given the developer’s proposal to develop at least in the interim a reduced lot scenario. Staff understands that as of now, the vesting tentative

map on the property describing the 99 units remains in-force; 2) What would be the reimbursement rate and obligation for capacity of the WTP plant reserved by Residences East?; 3) How is Residences East obligation for the Van Vleck sprayfield to be accounted for given the exhibit within the 670 FSA which describes the obligations as “For Illustrative Purposes Only” along with the transaction having been conducted by private parties without transparent financials being provided to the District who is obligated by the 670 FSA to appoint a fund manager to handle the accounting of Van Vleck sprayfield obligations?

MEMORANDUM

Date: May 12, 2020
 To: Board of Directors
 From: Tom Hennig, Director of Administration
 Subject: Administration / Financial Update

Finance staff has completed our work with The Pun Group to address specific matters of concern as approved by the Board in August. We are providing annual audit documents tonight. We continue working with various financial system vendors to complete system integrations and upgrades as recommended by The Pun Group.

Residential Water Consumption – Residential water usage in April 2020 was approximately 26% over April 2019 and 1% over March 2020. Listed below are year-to-date water consumption numbers using weighted averages. Listed below are the year-to-date water consumption numbers in cubic feet. There are Ninety - seven (97) more homes receiving water services than April 2019.

												Last FY	Last FY	Last FY	
												2019	2019	2019	
												Jun	May	Apr	
	12 month rolling % increase	2020	2020	2020	2020	2019	2019	2019	2019	2019	2019				
		Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul				
Residences	4%	2,643	2,632	2,620	2,602	2,600	2,594	2,587	2,546	2,549	2,550	2,547	2,547	2,546	
										Sep	Aug	Jul	Jun	May	Apr
	Weighted Average														
Cubic Feet	1,606	1,054	1,042	901	688	868	1,618	1,956	2,727	2,668	2,537	2,194	1,528	837	
Gallons Per Day	400	263	260	225	172	217	404	488	680	665	633	547	381	209	
Same Period Last	372														

Commercial/Other Water Consumption – Commercial water usage in April 2020 was 68% lower compared with last month. Year-to-date commercial water usage was approximately 21% over projections. This increase is mainly due to large user accounts. Listed below are year-to-date water consumption numbers in cubic feet.

												Last FY	Last FY	Last FY
												2019	2019	2019
												Jun	May	Apr
	YTD	2020	2020	2020	2020	2019	2019	2019	2019	2019	2019			
	Totals	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul			
Commercial	923,291	31,889	55,829	59,900	40,676	48,201	77,507	112,163	144,774	223,508	128,844	114,939	86,611	53,880
Parks	290,577	1,821	11,799	7,600	501	2,459	24,858	33,020	58,660	83,041	66,818	58,540	36,481	3,561
Raw Water	1,479,899	2,102	49,701	10,949	0	17,599	178,849	191,799	328,901	333,951	366,048	104,751	73,701	2,451
CSD	68,382	2,274	1,492	2,226	1,721	1,464	2,655	7,295	13,981	16,941	18,333	13,255	7,632	5,330
Totals	2,762,149	38,086	118,821	80,675	42,898	69,723	283,869	344,277	546,316	657,441	580,043	291,485	204,425	65,222

Lock-Offs – During the month of April 2020, there was zero (0) lock-off.

Connection Fees – There were no connection fees paid in April 2020.

Pay Agreements – There were no pay agreement requests in April 2020.

Aging Report – Amounts past due of more than sixty (60) days totals \$14,199. \$7,291 of this total is owed by three future development sites.

Summary of Reserve Accounts as of April 30, 2020 – The ending balance of the District’s reserve accounts is \$6,505,140 as of April 30, 2020, and it is a decrease of \$4,868 compared with last month. Staff adjusted the beginning balance as of July 1, 2019 during the audit prep. Staff continues to validate all reserve contributions and expects there will be additional adjustments as we continue to identify past practices for allocation of monthly interest and sales revenue. Staff continues to work on a detailed analysis of all reserve funds and plans to prepare a report for the Finance Committee review.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance 7/1/2019</i>	<i>Increases</i>	<i>Decreases</i>	<i>Period End Balance 04/30/2020</i>
Water Capital Replacement (200-2505)	1,588,505	257,389	49,673	1,796,221
Sewer Capital Replacement (250-2505)	2,851,863	406,266	152,789	3,105,340
Drainage Capital Replacement (260-2505)	29,165	541	17,297	12,409
Security Capital Replacement (500-2505)	101,341	4,397	21,214	84,523
Admin Capital Replacement (xxx-2505-99)	87,210	0	0	87,210
Sewer Capital Improvement Connection (250-2500)	4,236	99	27	4,308
Capital Improvement (xxx-2510)	390,976	355,719	5,229	741,466
Water Supply Augmentation (200-2511)	1,730,698	393,541	706,663	1,417,576
WTP Construction Fund Reserve (200-2513)	-748,054	181,250	214,935	-781,740
Security Impact Fee Reserves (500-2513)	-7,498	51,222	5,898	37,827
Total Reserves	6,028,442	1,650,423	1,173,725	6,505,140

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance 7/1/2019</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance 04/30/2020</i>
WTP Construction Loan from Sewer	856,042	13,866	117,454	738,587
WTP Construction Loan from WSA	285,353	4,622	39,151	246,202
Security N. Gate Loan from Drainage Fund *	18,341	178	18,341	0
Total Inter-fund Borrowing	1,159,736	18,667	174,947	984,789

*Paid off April 2020

Budget to Actual Comparison Details (year-to-date through April 30, 2020)

Revenues

Water Charges, year-to-date, are **above** budget \$50,114 or 2.3%

Sewer Charges, year-to-date, are **below** budget \$15,916 or **(1.2%)**

Drainage Charges, year-to-date, are **above** budget \$6,262 or 3.7%

Solid Waste Charges, year-to-date, are **above** budget \$8,462 or 1.2%

Security Charges, year-to-date, are **above** budget \$6,272 or 0.5%

Expenses

The District's overall expenditures for FY 2019-20 are \$337,729 below budget through April 2020 after \$112,500 contribution the PARS OPEB trust.

Reserve Fund Purchases authorized by the General Manager

- Water Replacement Reserve purchase of \$40,719 for Fire Hydrant Replacement Project
- Sewer Replacement Reserve purchase of 38,144 for Sewer Capital Improvement Project
- Sewer Replacement Reserve purchase of 7,565 for WWRP Hypo Project

These purchases were made April and checks were cut in May. They will show up on the Bills Paid Listing in May.

Finance Committee Update

Staff met with the Finance committee on May 5, 2020.

1. FY 2019-20 ANNUAL AUDIT REVIEW FOR BOARD MEETING

Tom Hennig, Director of Administration, introduced Larry Bain, District Auditor, who reviewed his findings in the Audit of the District's 2018-19 Draft Audit Report. Mr. Bain will be present at the May 20, 2020 Board of Directors Meeting to present the Final Audit Report. ***This item will be on the May 20, 2020 Regular Board Meeting agenda***

2. CONSIDER APPROVAL OF ENVIRONMENTAL COMPLIANCE CONSULTING SERVICES

Paul Siebensohn provided the Committee with an update on the inability of the District to hire an Environmental Compliance Worker, due to lack of qualified applicants. The Field Operations Department would like to put the position on hold for two years and hire a consulting firm instead so that a framework can be put in place to manage the regulatory requirements this position would be responsible for. The District accepted bids for the services, and the lowest qualified bid was Stratus Environmental, Inc., in the amount of \$38,955 plus a 15% contingency, a total of \$44,798. Funding to come two-thirds from Sewer operations budget, and one third from Drainage operations budget, under consulting. ***This item will be on the May 20, 2020 Regular Board Meeting agenda.***

3. FY 2020-21 BUDGET REVISION FOR BOARD ADOPTION

Tom Hennig reviewed the revisions made to the FY 2020-21 Budget, and its reductions to rates. Due to the recent COVID-19 Pandemic the Board asked for a reduction. This discussion included a detailed conversation about the CIA Ditch and John Sullivan joined in the conversation. The discussion will be continued during a separate meeting. Additionally, the Security Cameras were discussed. ***This item will be on the May 20, 2020 Regular Board Meeting agenda.***

4. MRK DEVELOPMENT TAX PAYMENT REFUND

Tom Hennig updated the Committee concerning the Residences East parcel of land. It was discovered that a previous lot line adjustment was not properly made by the County, and the previous owner of Residences East has paid taxes on the unrecorded 15 acres. The amount of the refund is in question. ***This item will be on the May 20, 2020 Regular Board Meeting agenda.***

5. UTILITY BILLING UPDATE – MASTER ACCOUNTS

Tom Hennig discussed the addition of a link to the Pipeline newsletter to the electronic bill that customers receive as well as the work the Finance Department is doing to consolidate master accounts.

6. DISCUSS RAW WATER RATE STUDY

Paul Siebensohn noted that the Recycled Water Rate Study which was originally included in this study has been postponed. Jeanette Hahn, ClearSource Financial Services, joined the call and discussed the findings of the Raw Water Rate Study. There was a lengthy discussion which included staff, Committee members, Ms. Hahn and John Sullivan. Participants in the discussion will reconvene to continue the discussion. ***This item will be on the May 20, 2020 Regular Board Meeting agenda.***

MEMORANDUM

Date: May 13, 2020
To: Board of Directors
From: Jeffery Werblun, Security Chief
Subject: Security Update Report for the Month of April 2020

OPERATIONS UPDATES

We had many calls during April related to juvenile activities and COVID-19 restrictions. Juveniles had been out and about causing disturbances, driving golf carts without driver's licenses, in violation of curfew and park hours rules, and more. We had residents calling complaining that others violated COVID-19 restrictions instituted by the Sacramento County Health Department and the Governor. We responded, and if any violations were observed, we offered educational advice on the rules and reminders of the restrictions. If a resident was insistent that more be done, we directed them to the 311 system for a complaint.

INCIDENTS OF NOTE

April 8 at 0830 hours, OE3 had an attempted burglary, same area as the burglary last month. They were referred to SSD for a report.

April 29 at 1300 hours, Riverview Park: A female resident and her husband were in their golf cart on the dirt trails near Riverview Park. The husband had a cardiac emergency. The female called 911 and then drove out to Riverview Park to meet the Fire Department. Water Department employees Mario Moreno and James Colas were working near the park. They saw the emergency and immediately went to assist the male. Mario began CPR on the male until the Fire Department arrived. The male had a pulse and was breathing when the Fire Department arrived. The male was transported to the hospital. Good job, Mario, and James.

We would like to thank the Amador Dry Diggins Distillery in El Dorado Hills for the five gallons of hand sanitizer. The CSD has been trying to purchase hand sanitizer through our regular commercial suppliers, but everyone is out or on delayed backorder. I met with the owner of the Distillery, Cris Steller, who had converted his operation from a distillery into a hand sanitizer production for hospitals and first responders. He sells the product at cost, actually losing money. I saw a story on the news about this and went to the Distillery on my day off. The owner was very gracious, and following our conversation, he moved us to the top of his waiting list. Two days later, I picked up the product. He is now producing hand sanitizer for hospitals, law enforcement, corrections, and other businesses that need it. He went from storing the product in vats to obtaining a full-size tanker car for storage. Thanks to Cris, we have enough hand sanitizer to last us for a while.

CONTRACT SECURITY

We are still using PDF on a limited basis for the gate.

JOINT SECURITY MEETING

The meeting has been postponed due to the Covid-19 issues.

2019 RMA Rule Violations Enforcement by CSD

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Back Area w/o Resident				1	2	1	1		1	1			7
Basketball Standard											1		1
Barking Dog	14	10	9	12	6	5	11	10	16	15	13	8	129
Open Garage Doors		1	6	8	8	8	1	12	3	4	3	9	63
Curfew							1	1					2
Driveway Parking									1				1
Fishing License/Fish & Wildlife				2									2
Guest Parking								1	1				2
Loose/Off Leash Dog	8	4	13	2	3	7	4	6	8	9	3	3	70
Motorcycle North Streets				1									1
Overloaded Golf Cart										1	1		2
Overnight Street Parking			3					1					4
Park Hours	1			3	16	8	4	2	4	10	2	3	53
Speeding	12		5	4	3	1	1	4	6	7		3	46
Stop Sign	3	1	1						1				6
Unauthorized Vehicle											1	1	2
Unlicensed Driver	1	2	1	1		2		1	4		1		13
Unsafe Driving	5	2	5	2	1	4	5		2	2	4	2	34
Intereference									1				1
Gate Refusals	16	47	29	43	66	59	75	39	23	20	59	24	500
Total	60	67	72	79	105	95	103	77	71	69	88	53	939

2020 RMA Rule Violation Citations by CSD

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Back Area w/o Resident			3	1									
Basketball Standard		1											1
Commercial Vehicle Signage													
Construction Hours/Days													
Curfew			2	4									6
Driveway Parking	31	19	1	2									53
Fishing License/Fish & Wildlife													
Guest Parking		5	2	2									9
Loose/Off Leash Dog													
Motorcycle North Streets													
Overloaded Golf Cart													
Overnight Street Parking	6	5	3	2									16
Park Hours	5	5	6	15									31
Speeding	3	14	16	12									45
Stop Sign			4										4
Unauthorized Vehicle	1	5	1	4									11
Unlicensed Driver	1	2											3
Unsafe Driving	1												1
Intereference													
Parking Citations													
Warning Notice	3	3	5	1									12
Total	48	56	38	42									184

2019 RMA Rule Violation Citations by CSD

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Back Area w/o Resident				1			1			3		1	6
Basketball Standard								8	4	1	2	1	16
Commercial Vehicle Signage								2	2				4
Construction Hours/Days													
Curfew						1							1
Driveway Parking	30	5	2		20	24	8	60	30	21	18	18	236
Fishing License/Fish & Wildlife													
Guest Parking											1		1
Loose/Off Leash Dog		1						1					2
Motorcycle North Streets										1			1
Overloaded Golf Cart													
Overnight Street Parking	7	9			4	19	5	29	7	17	13	4	114
Park Hours					2	6	6	8	15	4	4		45
Speeding	39	39	5	4	7	16	17		13	10	5	2	157
Stop Sign	6	7	1	1	1			2	6	3	1	16	44
Unauthorized Vehicle								1			1	2	4
Unlicensed Driver							1	1					2
Unsafe Driving	1				2	2							5
Intereference													
Parking Citations			12	13	3		1		2	7	2	1	41
Warning Notice							2		4				6
Total	83	61	20	19	39	68	41	112	83	67	47	45	685



Rancho Murieta Community Services District

Most Common

RMA Rule Violation Sections Enforced by RMCSD Security Department

RULE I SECTION 5: IDENTIFICATION

RULE I SECTION 6: INTERFERENCE WITH CSD/RMA EMPLOYEE

RULE II SECTION 1: USE OF STREETS

RULE II SECTION 2: UNLICENSED DRIVER

RULE II SECTION 3: SPEED LIMIT VIOLATION

RULE II SECTION 4: ENHANCED SPEED

RULE II SECTION 5: STOP SIGN VIOLATION

RULE II SECTION 6: BUS STOP

RULE II SECTION 8: NO BARCODE

RULE II SECTION 9: TRAILERS AND COMMERCIAL VEHICLE PARKING

RULE II SECTION 10: OVERNIGHT STREET PARKING

RULE II SECTION 11: STORING OF VEHICLES

RULE II SECTION 12: MOTOR VEHICLE REPAIRS

RULE II SECTION 14: CARRYING OF PASSENGERS

RULE II SECTION 15: UNAUTHORIZED VEHICLES, NO 24 HR. PASS

RULE III SECTION 2: UNLEASHED PETS

RULE III SECTION 5: PET NOISE

RULE VI SECTION 1: COMMERCIAL SIGNAGE

RULE VII SECTION 6: BASKET BALL STANDARDS

RULE VII SECTION 9: NOXIOUS ACTIVITIES

RULE IX SECTION 1: GUEST WITHOUT RESIDENT

RULE IX SECTION 2: SWIMMING IN CHESBRO/CALERO

RULE IX SECTION 3: PARK HOURS

RULE IX SECTION 5: FISHING VIOLATIONS

RULE IX SECTION 6: FIREWORKS

RULE IX SECTION 8: SKATEBOARDING/SCOOTERS

RULE IX SECTION 9: CURFEW

RULE IX SECTION 10: VANDALISM

RULE XIII SECTION 1: DRIVEWAY PARKING

ARTICLE VII SECTION 12(B): GUEST PARKING

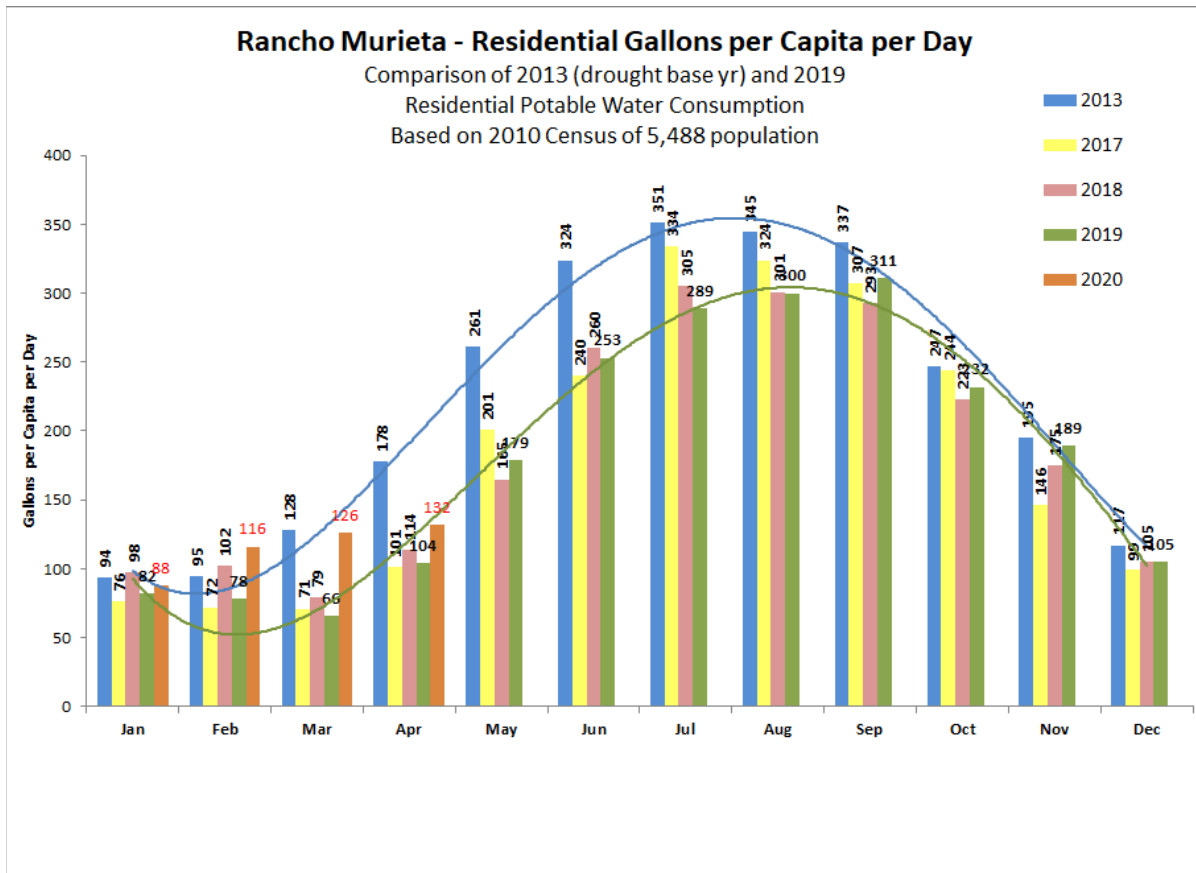
ARTICLE VII SECTION 13: BON FIRE

MEMORANDUM

Date: May 12, 2020
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Utilities Monthly Update

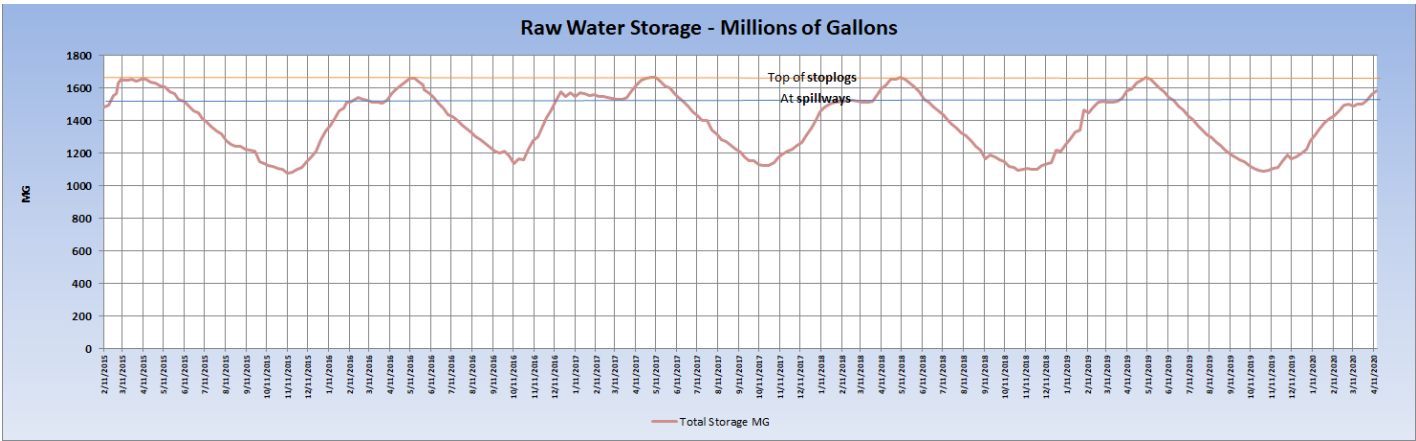
WATER TREATMENT

Water Treatment Plant (WTP) #2 continues to be in sole operation with its water production setpoint raised to 2.0 million gallons per day (mgd) from 1.5 mgd, currently producing an average of 1.84 mgd. Production was higher than average this past April 2020 at 34.7 million gallons (106.6 acre-feet). Plant #1 is being brought online once demand exceeds 2.0 mgd. Gallons of production per connection was 407 gallons per connection per day for April. Gallons of water used per capita per day were 132 vs 178 in 2013, a 25.8% decrease in use in the base comparison year of 2013 as shown in the updated graph below.



WATER SOURCE OF SUPPLY

On May 6, 2020, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,585 million gallons (4,865.3 acre-feet). The volume for Calero and Chesbro alone totaled 1,290.4 million gallons (3,507.3 acre-feet). In April 2.40 inches of rain were received and evaporation measured at 4.61 inches. A graph of the raw water storage volumes is shown below.

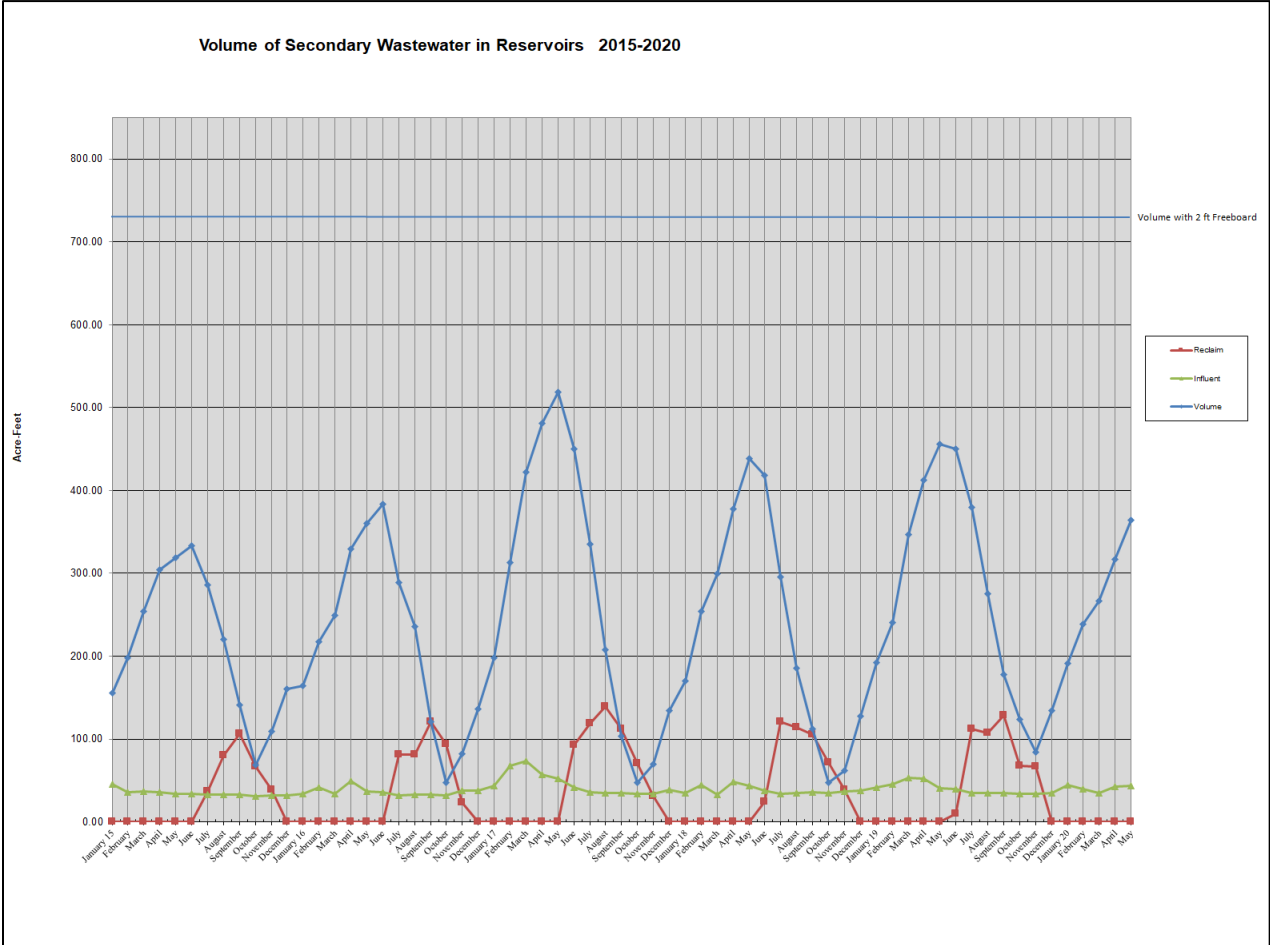


On April 15th staff installed the stop logs in the reservoir spillways at Calero, Chesbro, and Clementia and begin filling them further, as permitted by the Department of Safety of Dams.

WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

For April, the influent wastewater flow averaged 475,933 gallons a day, for a total of 14.28 Million Gallons (MG), (43.8 acre-feet [AF]). This is approximately 181 gallons per day (gpd) per sewer connection. On April 6, 2020, secondary wastewater storage measured 118.7 MG (364.3 AF), of which 113.8 MG (340.3 AF) is usable for reclamation due to dead storage. The Wastewater Reclamation Plant remains off for the season and is continuing to be readied for operation.

Below is a graph of the recent secondary wastewater storage volumes as of April 6, 2020.



SEWER COLLECTION

No issues within the District's sewer collection lines occurred this past month. Utility staff cleaned 6,208 feet of sewer line in April as part of continuing preventative maintenance activities.

DRAINAGE

There were no issues with the drainage system in the month of April. Utilities staff has begun cutting weeds in the drainage system. They have also cleaned out six storm pipes running under roads, all located in Murieta North with the help of a contractor and their big jetter truck that could not be addressed with District equipment. Of these six, there were several problems found that will be addressed throughout the summer. Utilities staff has received a call to remove cattails out of several sections of Laguna Joaquin by Carreta Lane. This will probably be completed sometime in the summer and if the tractor can reach out and get them. This is not a high priority currently.

WATER METERING AND UTILITY STAFF WORK

In April 2020, seven (7) ¾ inch meters, four (4) one-inch meters, and one (1) MXU radio-read transponder were replaced as part of water metering maintenance. Also completed were twelve (12) Underground Service Alert markings and fourteen (14) utility star service orders for the administration department.

Staff had fourteen (14) homeowner calls for various water complaints that were called into the Utilities Department this last month. Eleven (11) of the calls were high usage complaints determined to be from the customers beginning to increase their irrigation. Five (5) were irrigation water leaks for the homeowners to repair and the others were due to irrigation use.

There was one (1) water leak in the month of April that was repaired on Medella Circle in South community.

Regional Stimulus Projects

I submitted a list of District projects as potential projects available for COVID stimulus funding, through the Regional Water Authority, for possible grant funding with a fifty percent match request. These District projects total \$2,621,080.

Field Operations - COVID-19 & Social Distancing

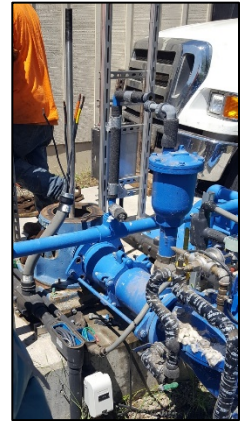
Continuing to create a better work environment for our essential workers, Utility staff cleaned out the old security office at the Wastewater Plant control building by removing and replacing dry-rot, removing an old carpet and cleaning the floors, painting the room, and setting up work stations and lockers in each corner of the room. ALA IT has also set up Wi-Fi connectivity for staff to have network and internet access. Staff also separated work areas in the warehouse. We have also posted Social Distancing guidelines provided from the Sacramento County Environmental Management Department (EMD) at the entrance to our work areas and shared this and the other actions I have taken with the EMD as they followed up with me as to what we were doing to follow the State and County guidelines for COVID-19 response.

District Projects

District Projects

Water Plant #1 Effluent Pump replacements

The three new effluent pumps for Plant #1's clear well have arrived. The contractor has been busy this week finishing up the installations and testing of the pumps. Photo of work being done shown on right.



Water Rights Renewal

No update.

Recycled Water and Untreated Water Fee Study

This item is being presented as a separate item on the Agenda.

Chlorine Gas to Sodium Hypochlorite (bleach) conversion

Staff has painted the chemical feed room and set the chemical feed pump skids in place. Control and power wiring is needed, with staff soliciting costs for services to do so. They completed a tap of a water line and installation of a backflow and valving for filling the chemical feed tanks with dilution water. They have prepared the chemical feed trenches for the installation of the trench boxes, with some additional concrete sawing left to do before installations.



Chemical feed skids placed in chemical feed room of Wastewater Reclamation plant



Chemical trench and trench boxes being readied for installation



Beginning work of Epoxy painting of chemical tank area



Installation of a water fill line for dilution of new chemical tanks

West DAF Electrical Panel Replacement

Contract documentation has been completed with a Notice to Proceed issued the day following the last Board meeting. TELSTAR has begun work for the new panel and will be onsite this Friday to verify information for their drawings and their planning.

Dam Inundation Mapping and Emergency Action Plans

I have submitted my edits of the Emergency Actions Plan drafts back to Dominichelli & Associates and have provided an initial draft of the Emergency Action Plans (EAPs) needed for our Chesbro, Calero, Clementia, and Michigan Bar dams. They are currently under review and being updated with pertinent District information. Once completed, they will be submitted to the Office of Emergency Services for their review and possible acceptance.

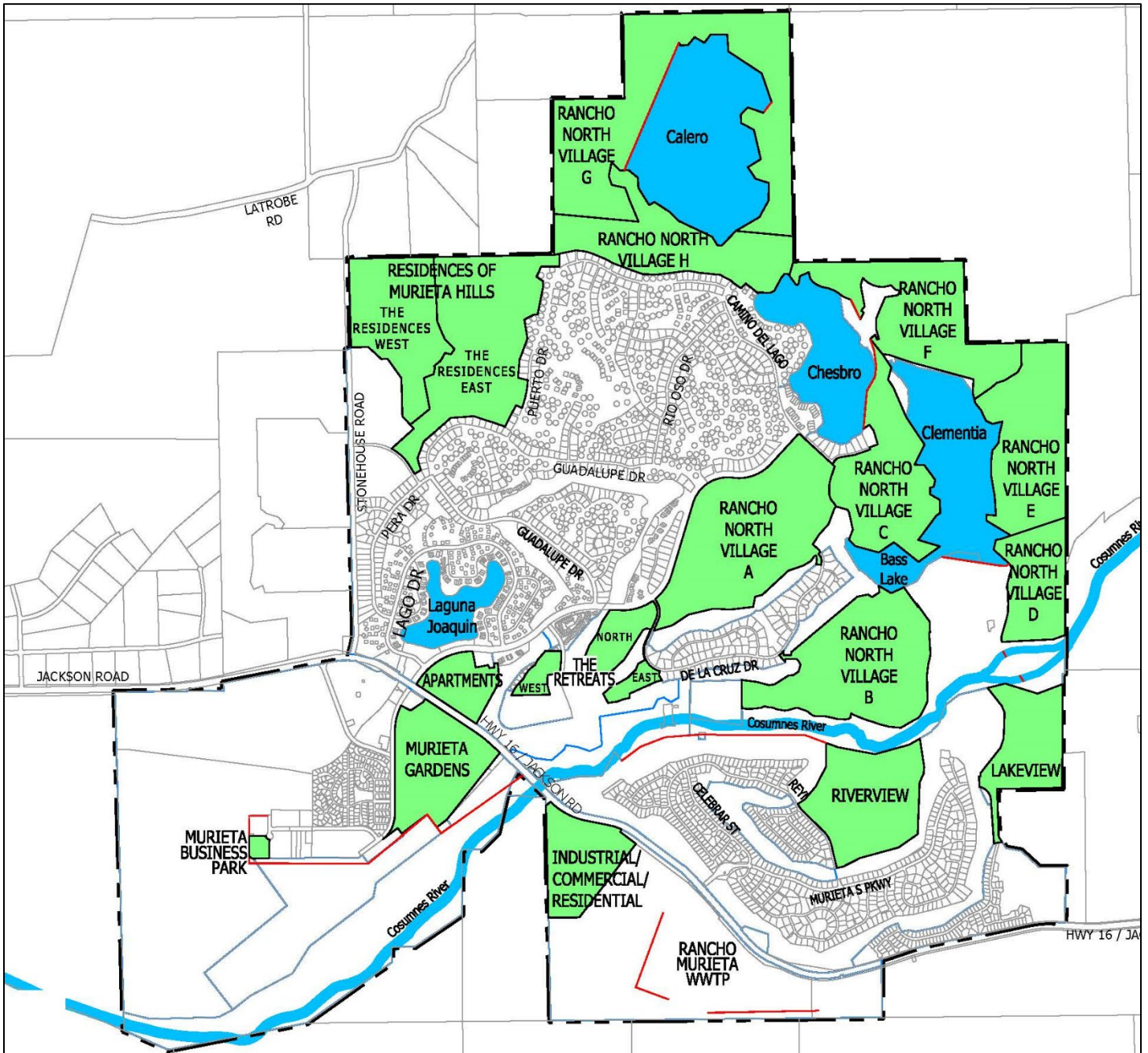
Other items of note

Murieta Equestrian Center (MEC) concession services

District staff and I were contacted via phone by an individual who was looking to rent a commissary and coffee trailer at the Murieta Equestrian Center and whether the District would be ok with their waste operation as the County was in the process of permitting of them. We were then contacted by Sacramento County Environmental Management Department regarding whether the District was ok with a food service trailer and

a commissary discharging into the sewer system. I responded that I was unaware that either of these existed and that I would need more information. I had staff that was out at the Equestrian Center drive around to see if they could send me pictures of the what was being discussed. Staff sent me pictures of two food service trailers. The individual followed up with an email of her explanation of how these businesses would be handling their waste, without noting where the coffee trailer discharged to. At that point I wanted further clarification and was concerned there may be sewer discharging occurring that the District does not have a record of. I responded by coordinating with the Murieta Equestrian Center to conduct a site review. The site review was completed, and I saw no issues of concern.

The map below is to assist is showing where current development projects are occurring or may occur.



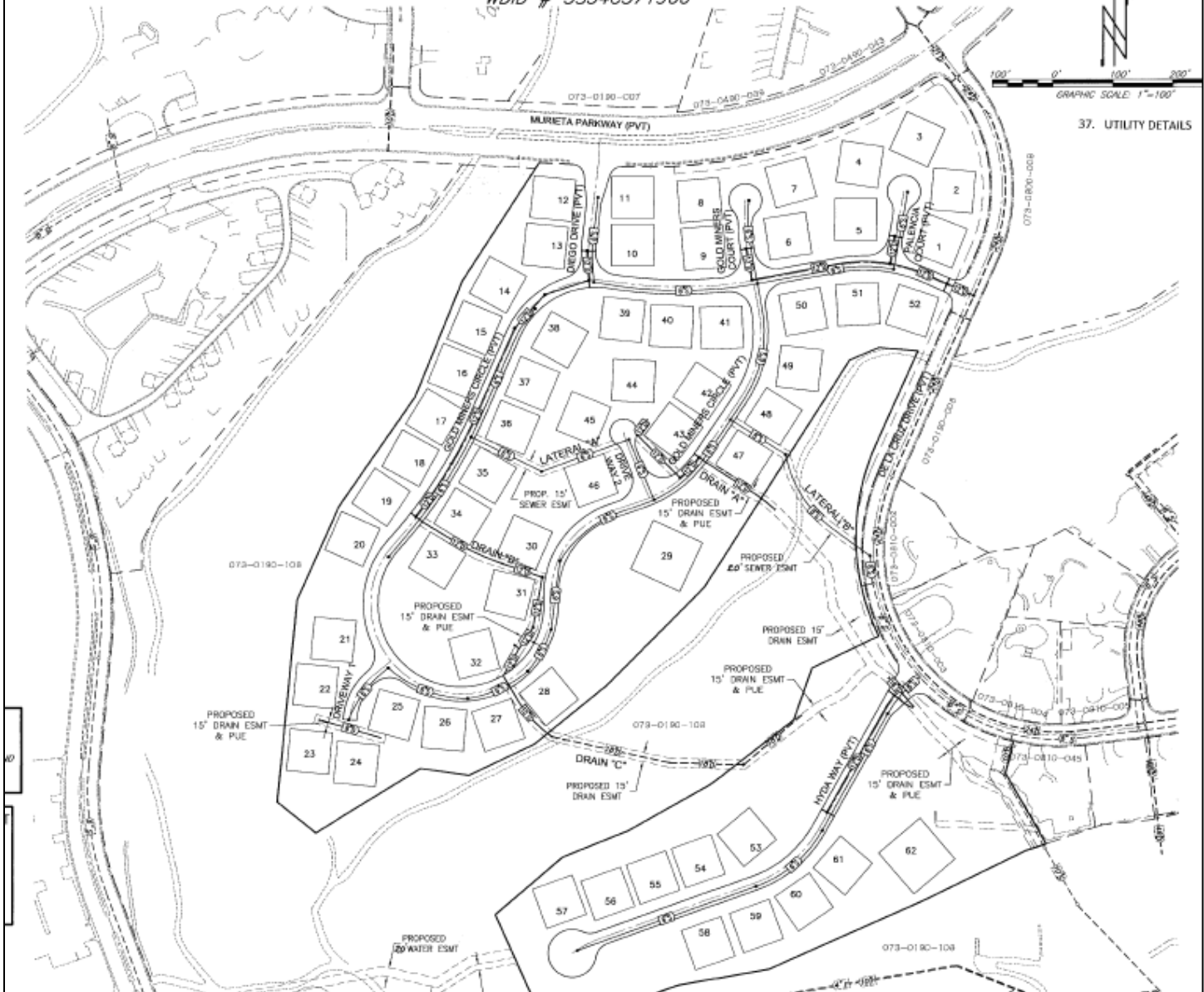
Current Projects:

The Retreats East and North

No new update on activities. This project is on hold.

Project description: This planned development is for medium to low density residential homes. The applicant is The Retreats LLC, with John Sullivan the manager, and the engineer is Baker-Williams Engineering Group. Per the last submitted plans the North portion had 52 lots and the East portion had 10 lots, shown below.

**IMPROVEMENT PLANS FOR
THE RETREATS – NORTH & EAST**
RANCHO MURIETA, SACRAMENTO COUNTY, CALIFORNIA
BAKER-WILLIAMS ENGINEERING GROUP
WDID # 5534C371966

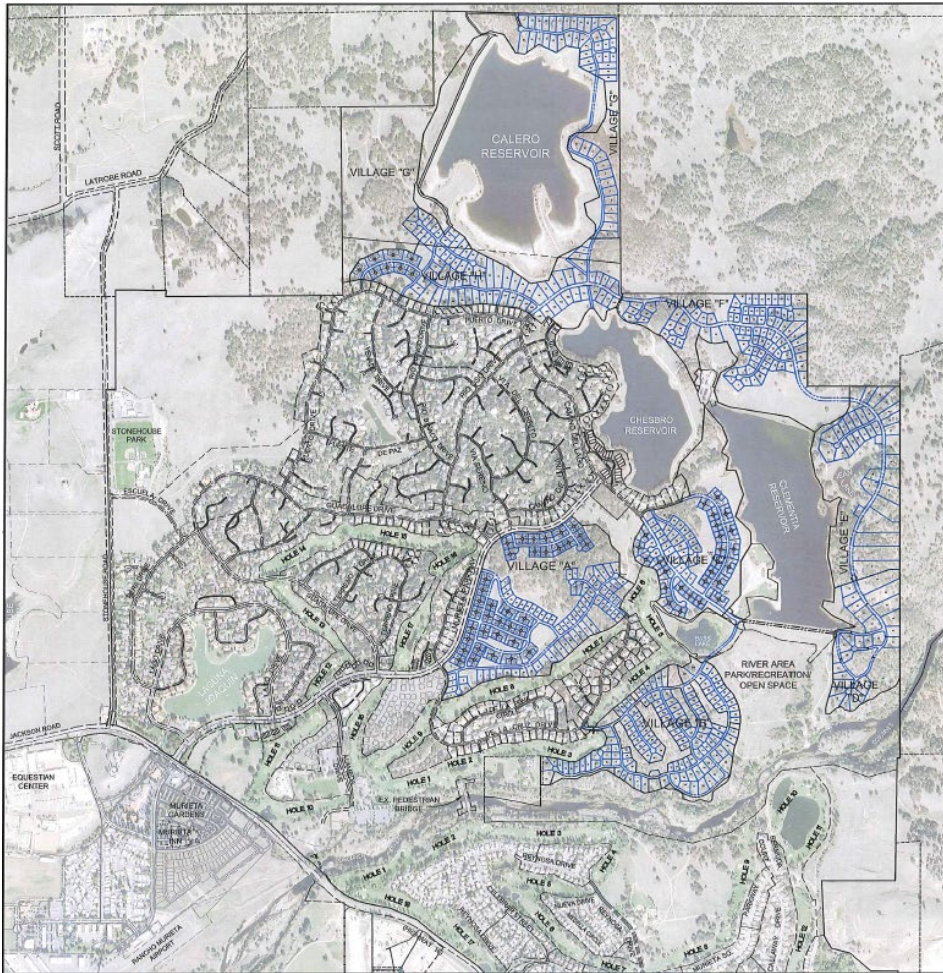


Sacramento County Planning link: *none found*

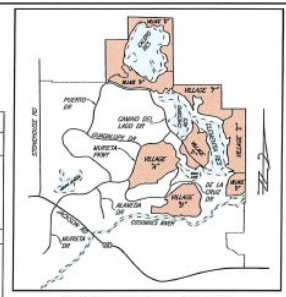
Rancho Murieta North – Development Project

No new update. This project is still listed as pending with Sacramento County and on hold with the District.

Project description: The applicant is Rancho Murieta Properties LLC, with John Sullivan the manager, and the engineer is Baker-Williams Engineering Group. The properties are located on approximately 772.2 acres in the north portion of the community. The project currently consists of 827 single-family residential lots of medium to low density residential homes within 297.1 acres, with each project subdivided into various villages as generally shown in 2017 exhibit below, 435.3 acres of open space, and 39.8 acres of commercial.

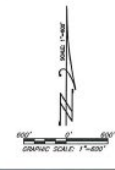


SUMMARY TOTALS	
VILLAGE A-H	795 LOTS
RD-4	153.5 Acrs
RD-5	86.0 Acrs
CLUSTER-A	31.7 Acrs
CLUSTER-B	17.1 Acrs
PARKS/OPEN SPACE	256.9 Acrs
ROADS	45.6 Acrs
SUB-TOTAL AREA	593.0 Acrs
RIVER AREA PARK/RECREATION OPEN SPACE	136.6 Ac
TOTAL AREA	729.6 Acrs



VICINITY MAP
NO SCALE

LOT - AREA TABLE					
VILLAGE "A"	AREA	LOTS	VILLAGE "E"	AREA	LOTS
RD-5	22.9 Acrs	71	RD-4	35.7 Acrs	32
CLUSTER "A"	17.2 Acrs	116	PARKS/OPEN SPACE	23.7 Acrs	
CLUSTER "B"	6.2 Acrs	28	ROADS	3.6 Acrs	
PARKS/OPEN SPACE	39.3 Acrs		TOTALS	63.1 Acrs	32
ROADS	8.9 Acrs				
TOTALS	94.5 Acrs	215			
VILLAGE "B"	AREA	LOTS	VILLAGE "F"	AREA	LOTS
RD-4	47.6 Acrs	136	RD-4	33.5 Acrs	90
PARKS/OPEN SPACE	18.6 Acrs		PARKS/OPEN SPACE	36.5 Acrs	
ROADS	8.1 Acrs		ROADS	7.1 Acrs	
TOTALS	74.3 Acrs	136	TOTALS	77.1 Acrs	90
VILLAGE "C"	AREA	LOTS	VILLAGE "G"	AREA	LOTS
RD-4	7.8 Acrs	24	RD-5	22.4 Acrs	59
CLUSTER "A"	12.6 Acrs	72	PARKS/OPEN SPACE	86.1 Acrs	
CLUSTER "B"	7.1 Acrs	32	ROADS	3.8 Acrs	
PARKS/OPEN SPACE	31.3 Acrs		TOTALS	112.2 Acrs	50
ROADS	5.0 Acrs				
TOTALS	63.3 Acrs	128	VILLAGE "H"	AREA	LOTS
VILLAGE "D"	AREA	LOTS	RD-5	42.7 Acrs	84
RD-4	28.8 Acrs	28	CLUSTER "A"	2.5 Acrs	16
PARKS/OPEN SPACE	6.4 Acrs		CLUSTER "B"	3.8 Acrs	16
ROADS	3.1 Acrs		PARKS/OPEN SPACE	15.0 Acrs	
TOTALS	38.4 Acrs	28	ROADS	6.0 Acrs	
			TOTALS	70.0 Acrs	116



RANCHO MURIETA NORTH VILLAGE EXHIBIT
 RANCHO MURIETA
 SACRAMENTO COUNTY, CALIFORNIA
 FEBRUARY, 2017

BW BAKER-WILLIAMS ENGINEERING GROUP
 Engineering | Surveying | Land Planning | Civil/Structural/Process | GPS Services
 6300 Stockton Center, Suite 19 - Colusa, CA 95619
 916.351.4334 - fax 916.351.4333 - info@bakermurietanorth.com

Sacramento County Planning link:
<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=1792&communityID=4>

Murieta Gardens

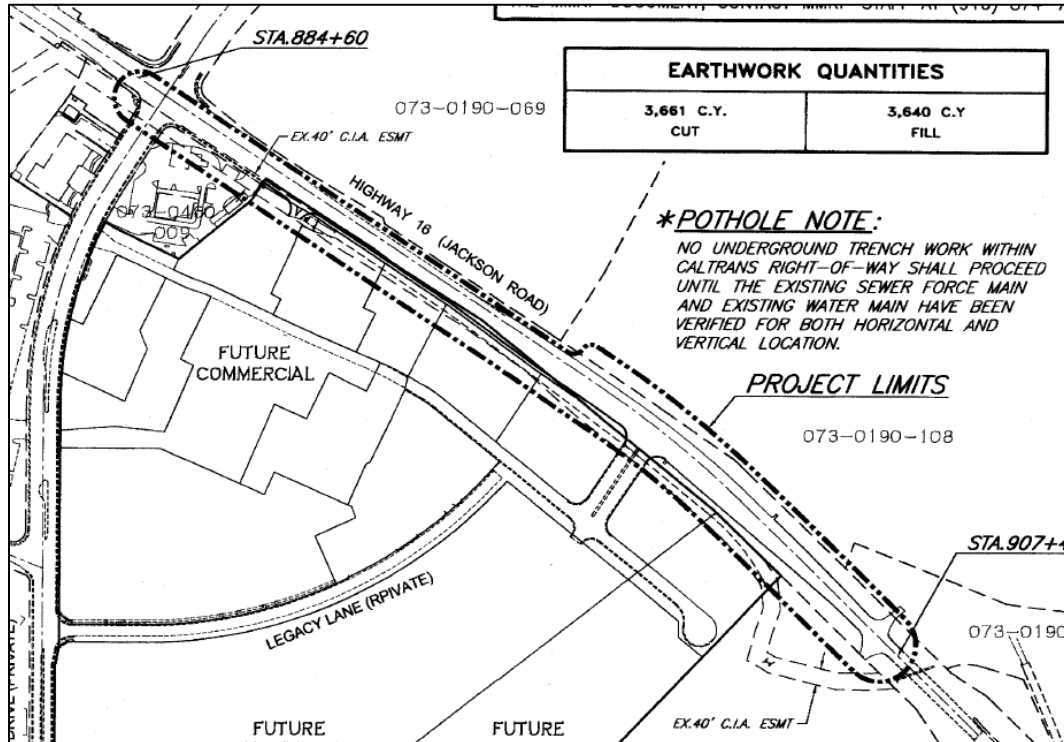
This project started out being submitted and approved as one project. Since original approval, the developer has split the project multiple times into multiple projects. The active ones are listed below.

The Murieta Gardens – Highway 16 Off-Site Improvements

No new update.

Project description:

The applicant is Cosumnes River Land, LLC, with John Sullivan the contact, and Baker-Williams Engineering Group the engineer. This project is to pipe the Cosumnes Irrigation Association ditch in a 42 inch pipe, create new drainage along Highway 16, and to improve Highway 16 with an ingress and egress from the Murieta Gardens development onto Highway 16 on Lot 13.



MG - Lot 4&5 (shops C & D)

Work requiring District oversight was a review of the irrigation installations at lot 5 to comply with the District's recycled water standard specifications.

Project description:

The applicant is Cosumnes River Land, LLC, with John Sullivan the contact, and Baker-Williams Engineering Group the engineer. The project is to develop multiple commercial structures on two lots and a drive aisle into the marketplace. Lot 5 is noted to have a Starbucks as a future tenant.

MG - Murieta Marketplace

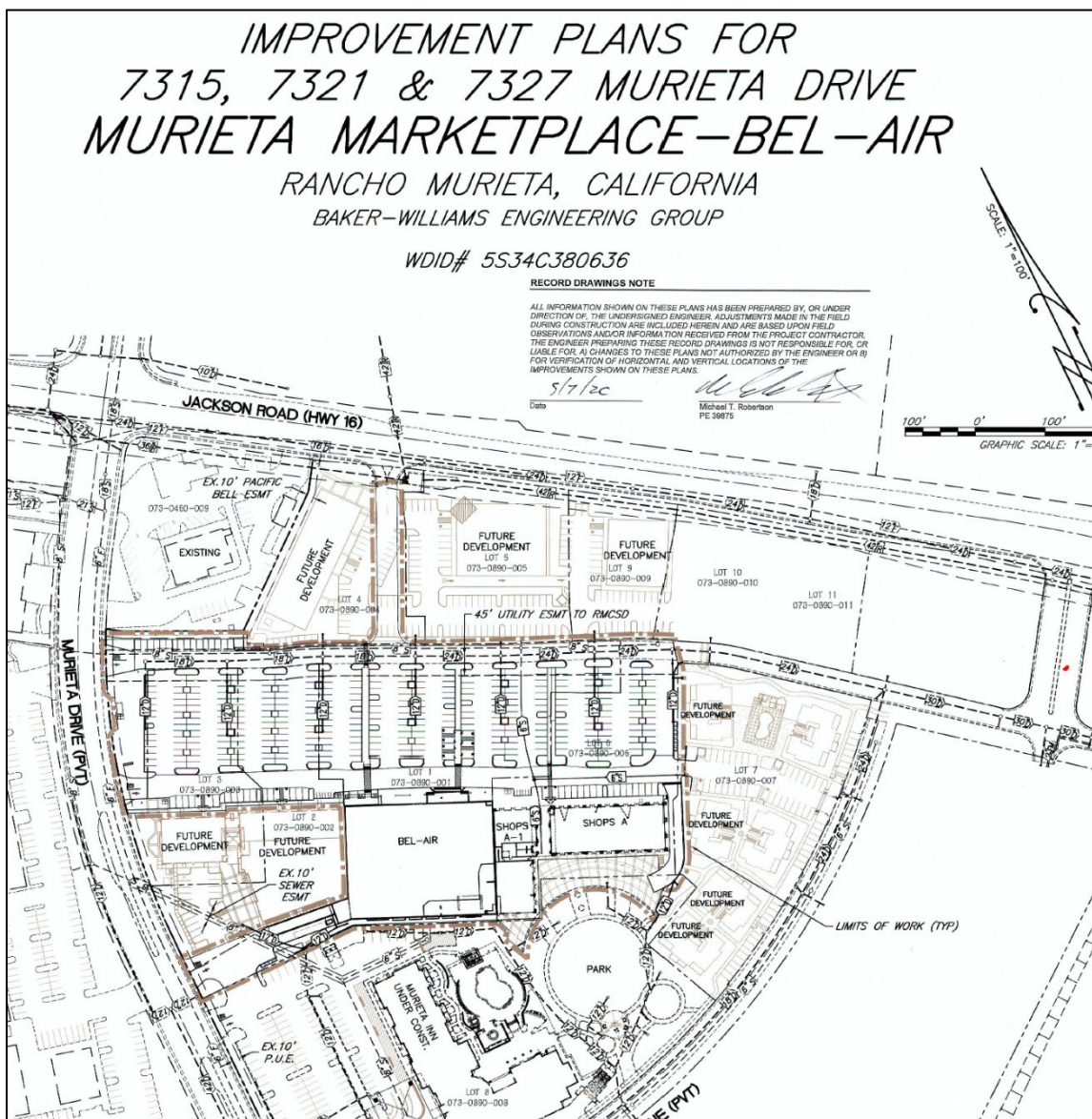
The project requested an issuance of a final punchlist to complete any items left before final acceptance. Coastland has provided a final punchlist. Items left to be completed mainly are within the drainage detention basin and access to it, the sewer interceptor behind the Bel Air, and cleanup of various areas.

Project Description:

The applicant is Cosumnes River Land, LLC, with John Sullivan the contact, and Baker-Williams Engineering Group the engineer. The project is to develop multiple commercial structures with Murieta Gardens Lots 1, 2, 3, 6, & 9 and the Murieta Gardens drainage basin. Lots 4 & 5 were originally within this project but requested to be separated out by Mr. Sullivan.

Sacramento County Planning link:

<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=4070&communityID=4>

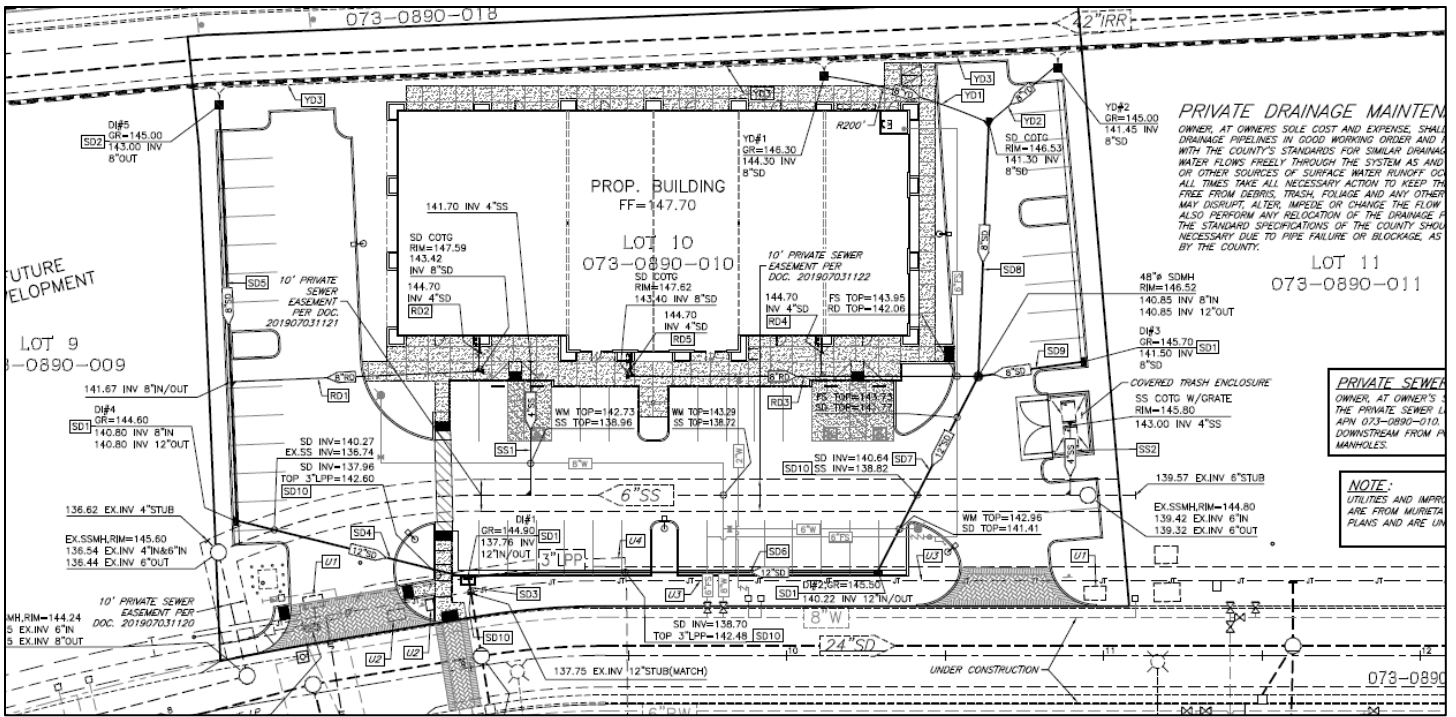


MG -Lot 10 (PDF Office)

A final set of plans are available, with signatures pending fees being paid to the District.

Project description:

The applicant is Paul Frank for PDF Murieta Marketplace LLC, with Baker-Williams Engineering Group the engineer. The project is to build a business structure within the lot.

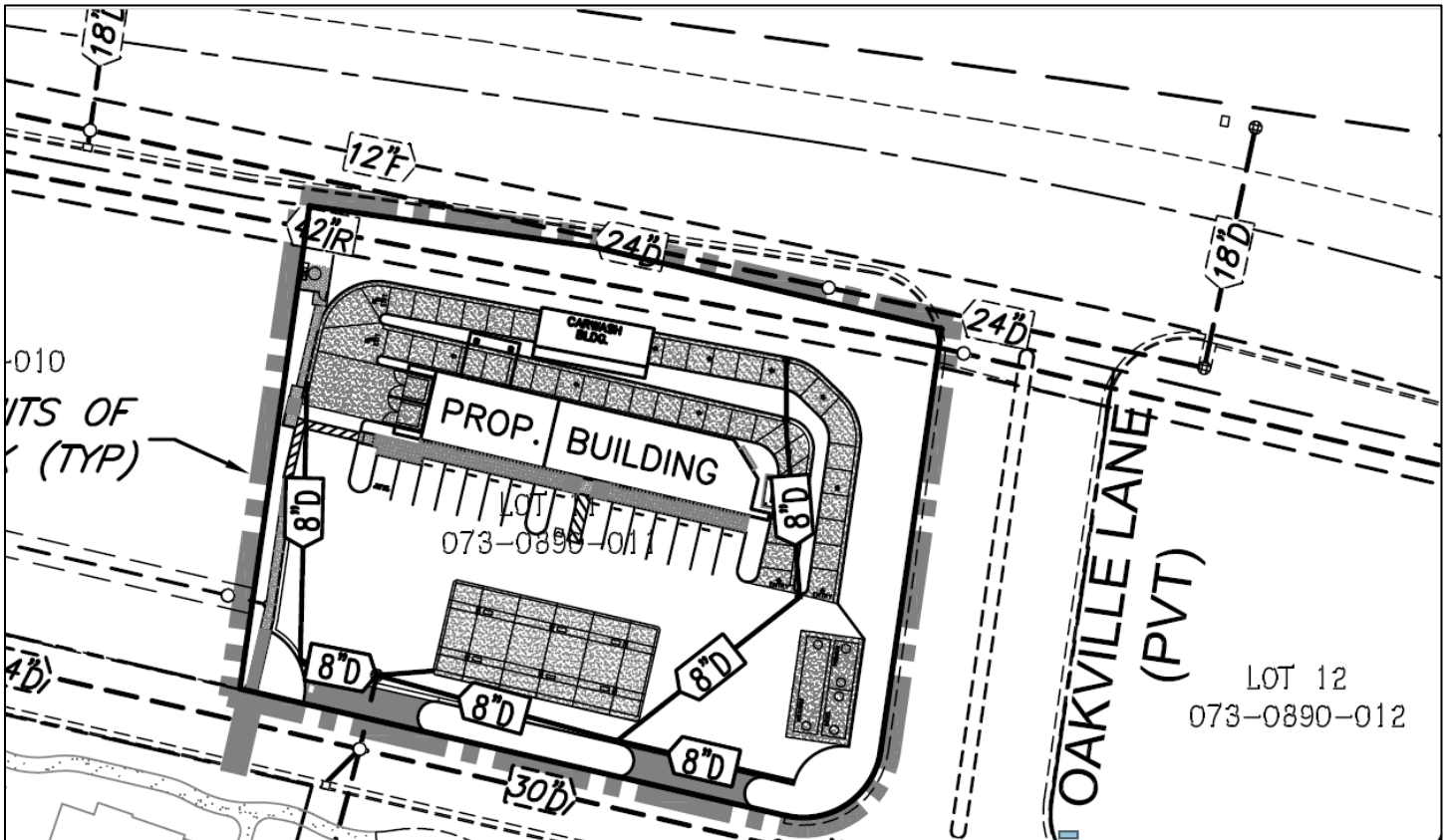


MG – Lot 11 (Circle K Convenience/Carwash/Subway)

Coastland provided submittal plan check comments back to the project but has yet to hear back.

Project description:

The applicant is Bhupinder Sandhu with Baker-Williams Engineering Group the engineer. This project is to develop a gas station/minimart and carwash on the east side of Oakville Lane off of Highway 16.

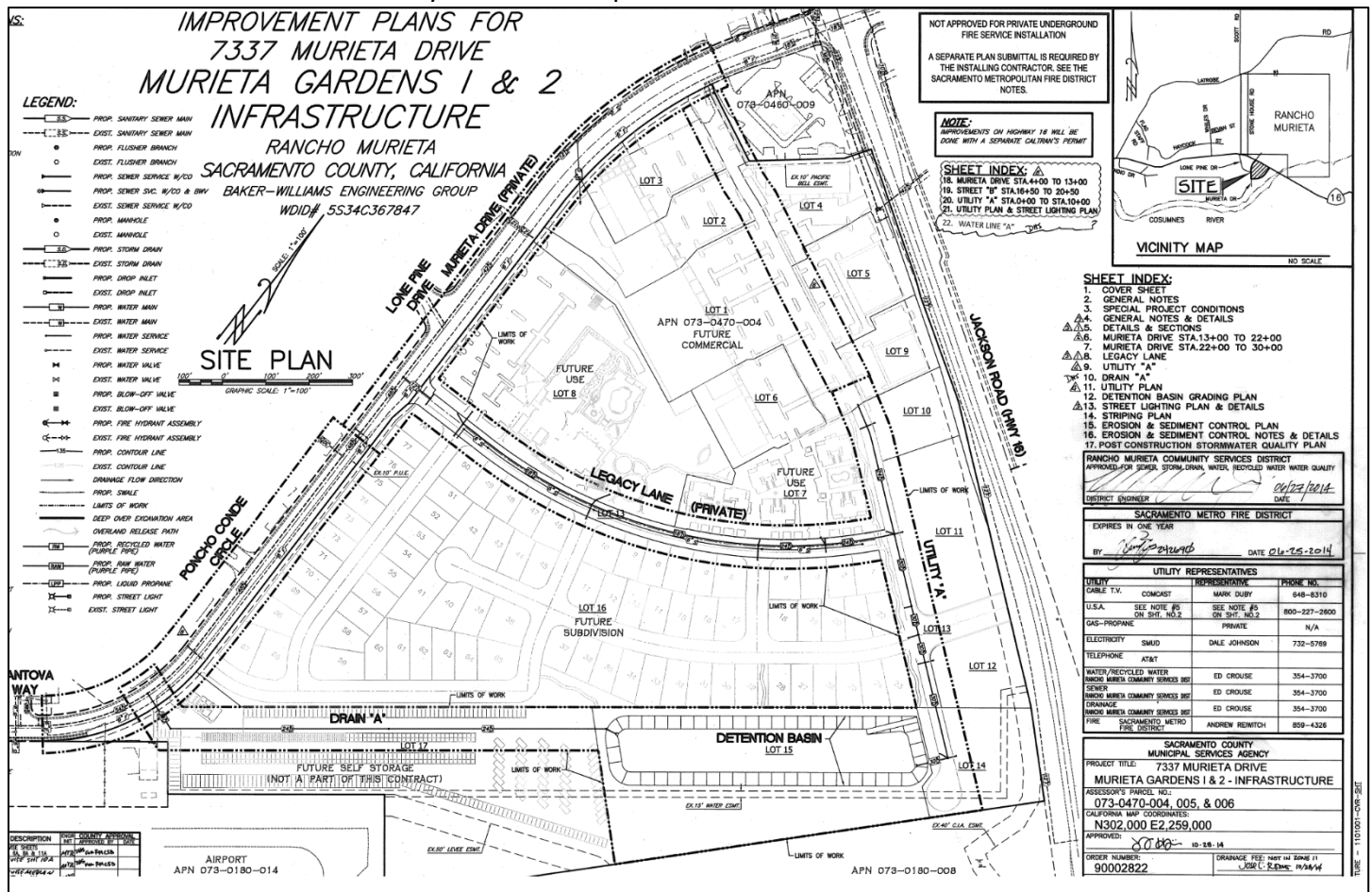


The Murieta Gardens I & II – Infrastructure

The developers engineer has requested acceptance of items to be maintained in the future by the District, noting that the only area left for completion is the eastern end of the drive aisle cul-de-sac at lot 14. Coastland responded with a letter of items that would be needed before final acceptance.

Project description:

This portion of the project is for the installation of a stormdrain from the drainage basin to Murieta Drive, Murieta Drive water and stormdrain tie-ins, sewer tie-in at the north end of Murieta Drive, Legacy Lane storm drain, a portion of sewer on Legacy lane, addition of the 6 inch recycled water line extension, temporary 8 inch water tie-in and backflow to recycled water infrastructure, and water, sewer, recycled water, and drainage main lines in areas marked out as "Utility A" of various plan sets.

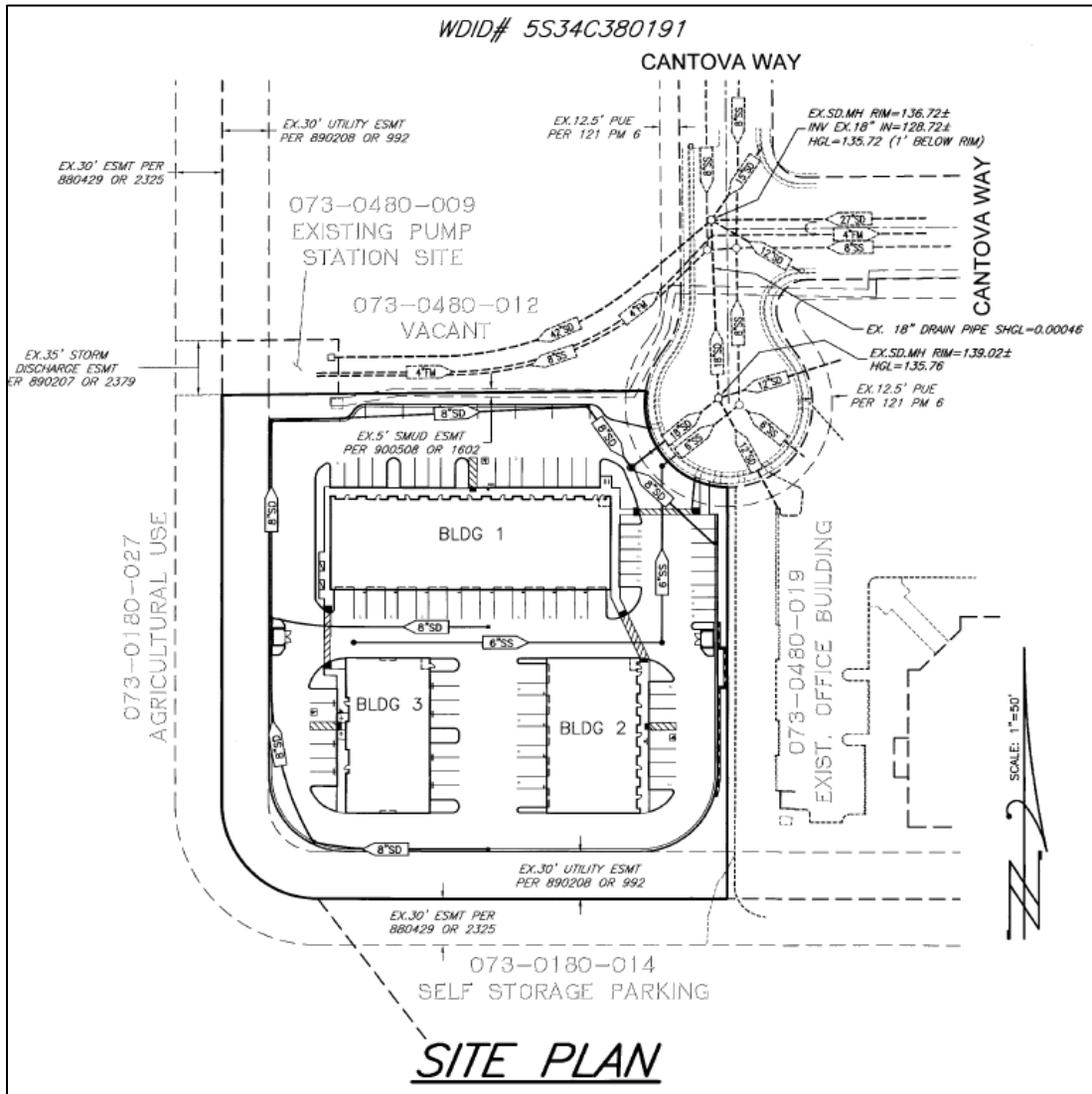


FAA Business Park

Work is continuing at the project with the installation of a fire system line around the project and tie-in to our water system, overseen by Coastland Engineering inspection.

Project description:

The applicant is Hart Snyder Holdings LLC, Jon Snyder the manager, with Baker-Williams Engineering Group the engineer. The project is to build three business buildings. It is an approximately 21,800 square foot multi-tenant office warehouse complex, consisting of units ranging in size from 1,200 square feet to 5,600 square feet.



Sacramento County Planning link:

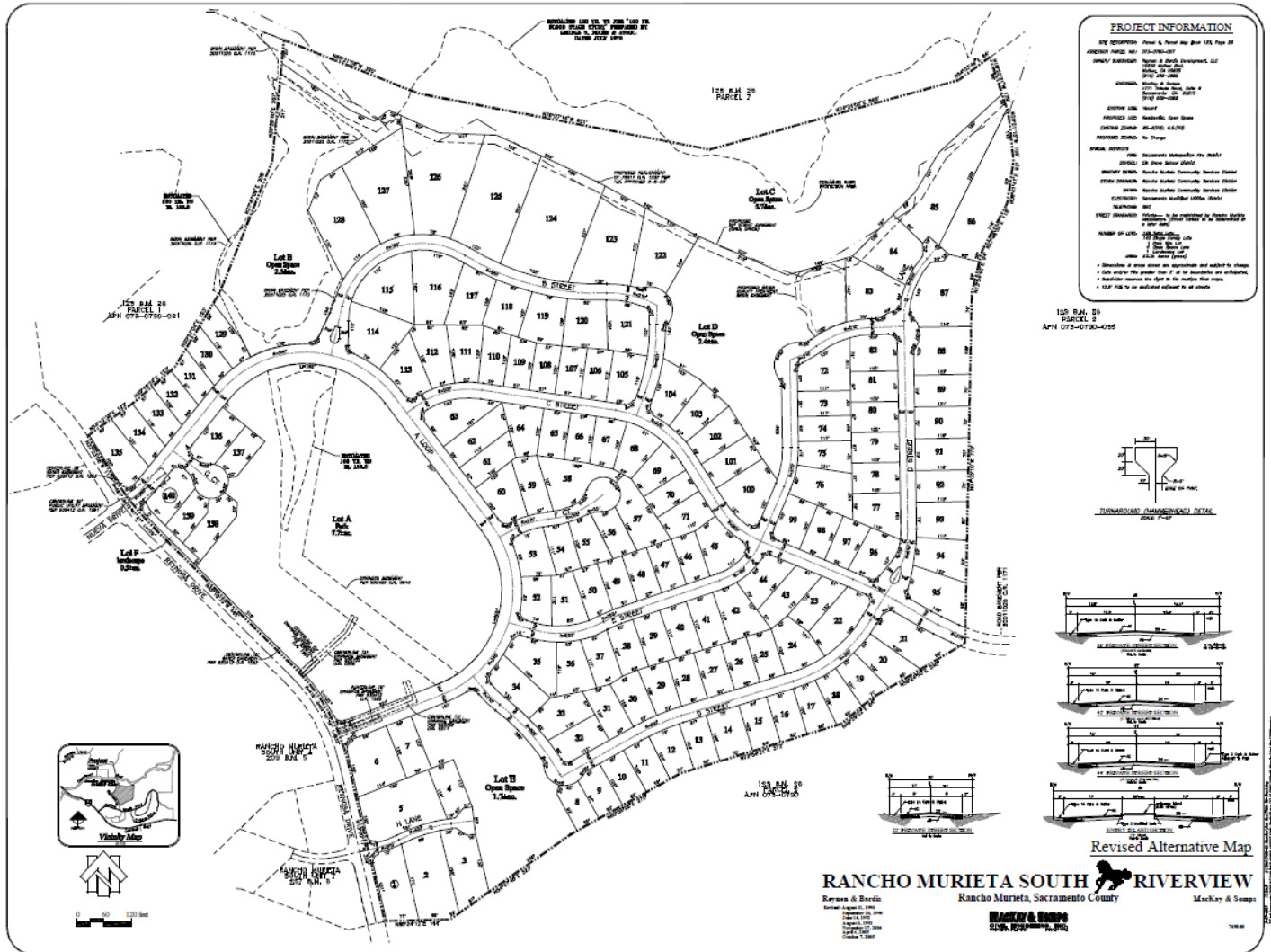
<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=4079&communityID=4>

Riverview

The project is continuing work on completing their phase 2 final map, which will include the first 30 residential lots.

Project description:

This a planned development of 140 residential lots on 57.35 acres located in the south community. The applicant is RB Riverview LLC, with Les Hock the manager, and MacKay & Soms Civil Engineers Inc. the engineering firm.



Sacramento County planning link:

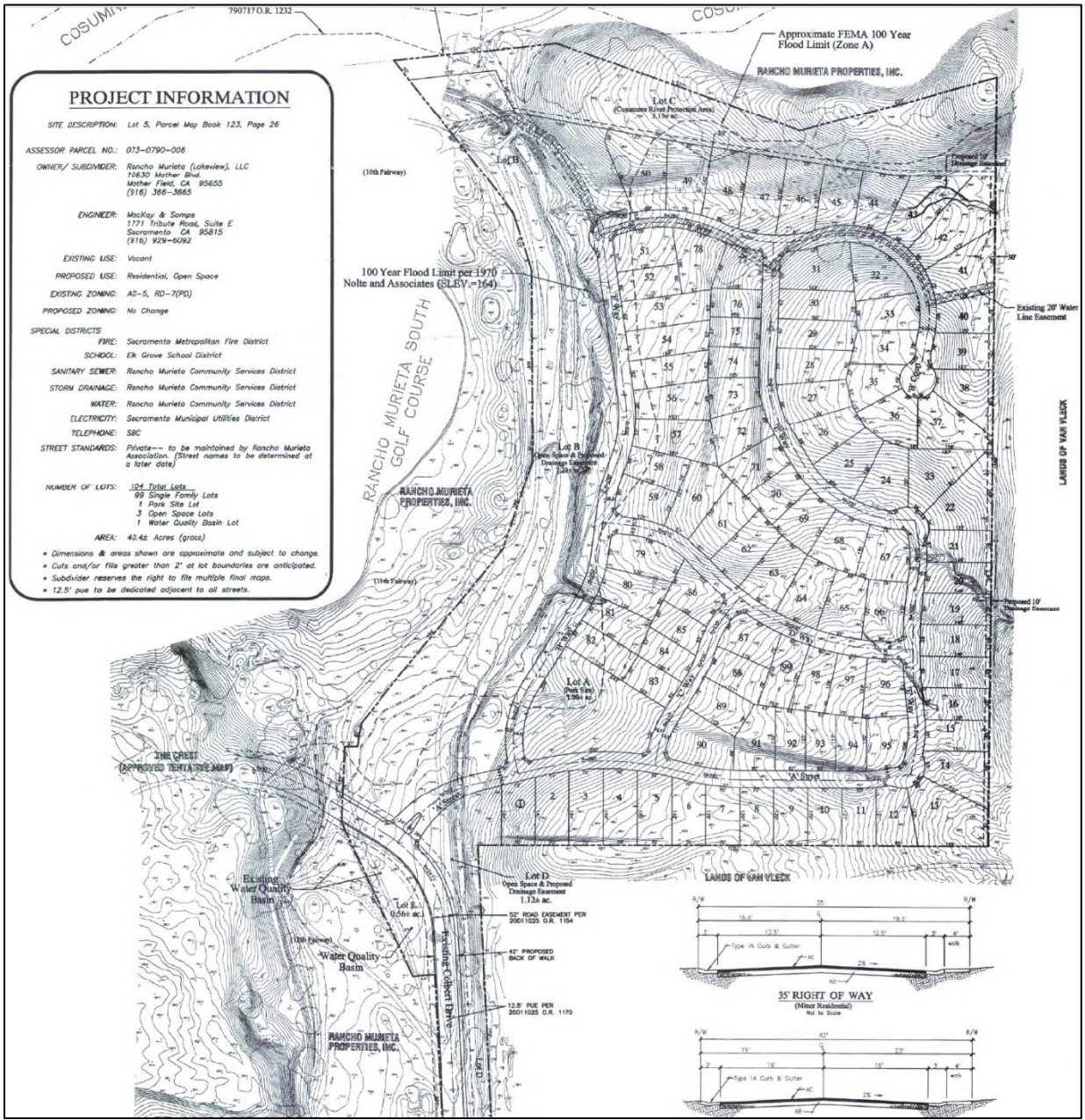
<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=6657&communityID=4> &
<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=4199&communityID=4>

Lakeview

This project is not active with the District and no information is available on the Sacramento County Planning website.

Project description:

This was a planned development for 99 single-family residential lots, one park site lot, and five open space/drainage easement/water quality basin lots in Murieta South on 40.4 acres by Rancho Murieta Lakeview, LLC. The engineer was Mackay and Soms.

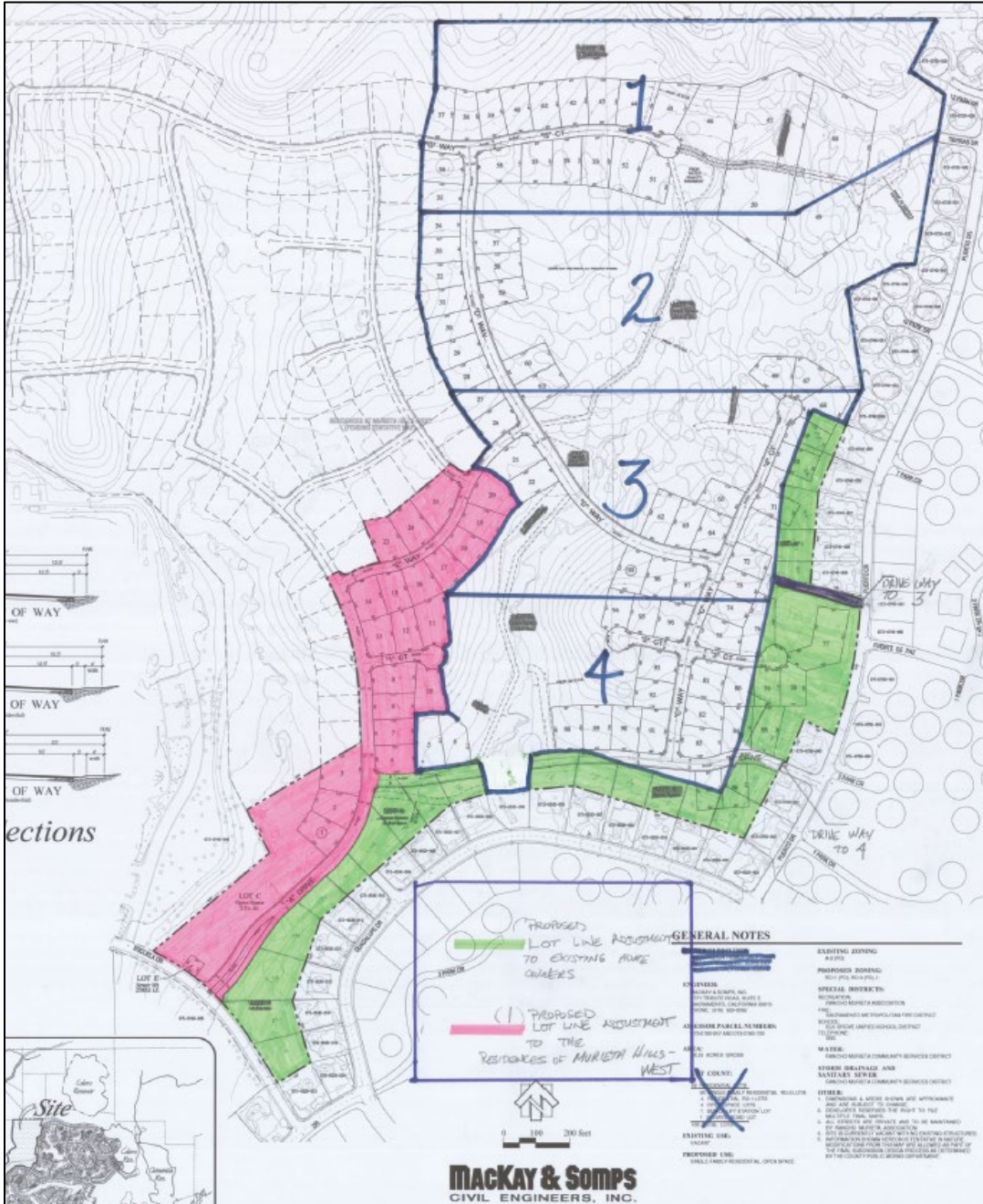


The Residences of Murieta Hills East

No developer deposit has been submitted to the District to make this project active with the District.

Project description:

This was a planned development for 99 residential lots. The applicant is MRK Development Inc., with Bob Keil the manager. The site plan engineer was MacKay & Soms Civil Engineers Inc.. The properties are located on approximately 86.2 acres in the north portion of the community. The project revision proposed by Bob Keil is to reduce the lots to 4 as shown below.

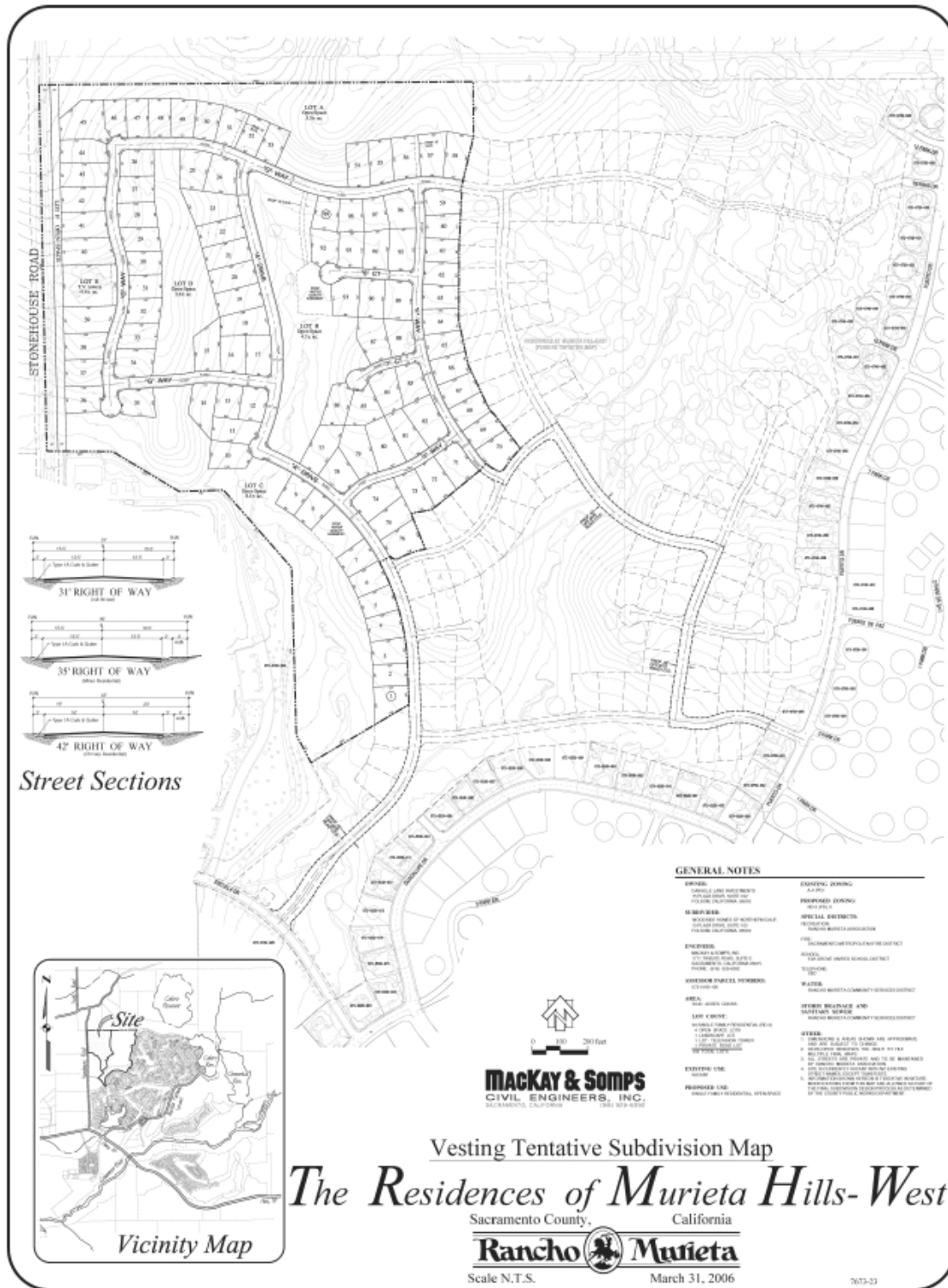


Sacramento County planning link:

<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=6560&communityID=4>

Residences of Murieta Hills West

This project is not active with the District and the tentative maps may have expired.



Project description:

This was a planned development for 99 single family residential lots, four open space lots, and one television tower lot. The applicant is BBC Murieta Land LLC.. The site plan engineer was Mackay & Somp's Civil Engineers Inc..

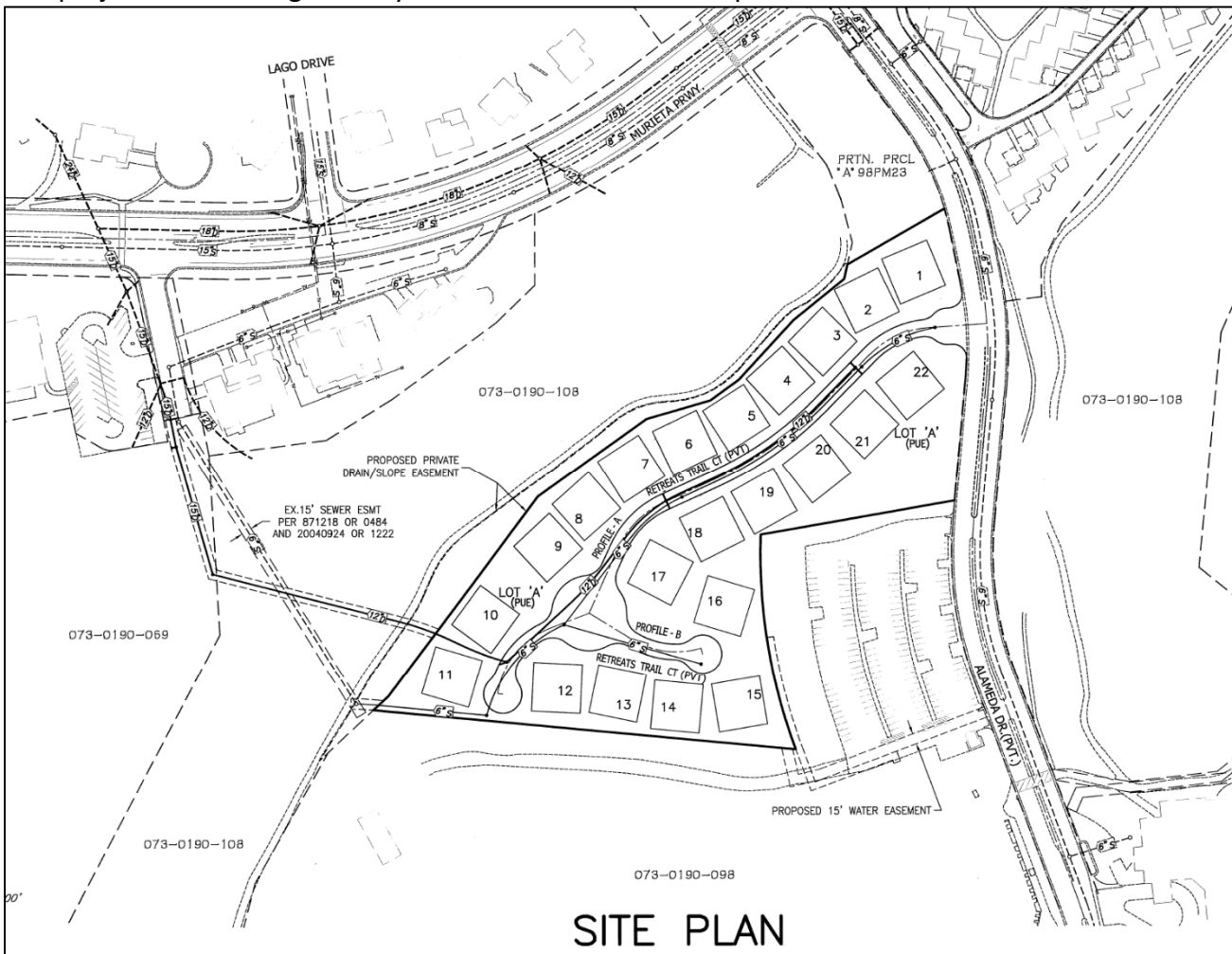
Sacramento County planning link:

<https://planningdocuments.saccounty.net/projectdetails.aspx?projectID=4163&communityID=4>

Completed Projects:

The Retreats West

This project built 22 single family residential lots and is complete.



The Murieta Gardens II Improvement Plans (aka 78 lots infrastructure)

This project was subdivided from the Murieta Gardens project and has been accepted by the District.

Project description:

Installation of water, sewer, recycled water, and drainage infrastructure, for this project to serve the 78 home lots there.

CONFERENCE/EDUCATION SCHEDULE

Date: May 15, 2020
To: Board of Directors
From: Amelia Wilder, 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.

Please note that many already scheduled in-person conferences such as the CSDA General Manager's Summit have been canceled for the time being.

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)

Annual Conference	August 24 – 27, 2020	Palm Desert, CA
Special District Leadership Academy	September 27 – 30, 2020	S. Lake Tahoe, CA
Board Secretary/Clerk Conference	October 26 – 28, 2020	Anaheim, CA

Rancho Murieta Community Services District

June 2020

Board/Committee Meeting Schedule

June 2, 2020

Personnel	7:30 a.m.
Improvements	8:00 a.m.
Finance	10:00 a.m.

June 4, 2020

Communications/Technology	8:30 a.m.
Security	10:00 a.m.

June 17, 2020

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



MEMORANDUM

DATE: April 30, 2020

TO: Paul Siebensohn, Director of Field Operations
Rancho Murieta Community Services District

FROM: Terry Madsen, Principal Consultant
ClearSource Financial Consulting
Email: tmadsen@clearsourcefinancial.com | Phone: 831.288.0608

SUBJECT: Raw Water Cost of Service Rate Analysis

PREVAILING CONDITIONS

As part of other consulting services provided to it, the Rancho Murieta Community Services District (RMCS D, District) engaged ClearSource Financial Consulting (“ClearSource”) to perform a **cost of service rate analysis for its provision of service to raw water-only users** in its potable water system.

Existing Raw Water Use

There are two known raw water-only users potentially subject to raw water rates. They are referred to in this memo as RMA-Laguna and RMA-Clementia. Their metered and/or estimated annual usage is listed in **Figure 1**. This usage represents approximately 3.7% of total water pumped by the District.

Prevailing Raw Water Rate and Customer Bills

The District currently imposes a rate of 11-cents per hundred cubic feet (\$0.0011 per cubic foot) of metered volume for raw water users. **Figure 1** also identifies an approximate annual bill for each raw water-only user at this prevailing rate. This total potential billing is just 0.16% of total water sales revenue recorded in 2018-19 fiscal year.

FIGURE 1 | CURRENT RAW WATER-ONLY USAGE AND POTENTIAL BILL AT PREVAILING RAW WATER RATE

Raw Water User	Annual Usage (Cubic Feet)	Prevailing Rate (per cubic foot)	Annual Billing
RMA-Laguna	2,874,601	\$ 0.0011	\$ 3,162
RMA-Clementia	272,400	\$ 0.0011	\$ 300

SUMMARY FINDINGS

ClearSource finds a rate based on the full cost of service attributable to raw water usage equal to **35-cents per hundred cubic feet (\$0.0035 per cubic foot)**. This rate may be directly compared to the District’s prevailing rate of 11-cents per hundred cubic feet. Analysis and recommendations follow.

ANALYSIS AND DISCUSSION

Guiding Principles

When approaching the analysis of raw water rates for the District, ClearSource makes several statements to guide the effort:

- The provision of raw water is embedded in all retail water service and accompanying rates at the District.
- Raw water-only users are a distinct class of customer within the total retail system
- Raw water-only customers should pay for raw supply costs commensurate with the same costs potable water users bear as part of their retail rates. It is the same fundamental commodity.
- Raw water-only customers should not pay for District services not attributable, either directly or indirectly, to their acquisition of raw water.
- Source of water supply is provided through an integrated supply system: All sources of total supply work in harmony to provide for the total demands of the District's customers.

Fundamentals of Ratemaking

ClearSource applied an approach to devise a raw water rate following widely accepted industry standards for analyzing all water rates. This is well documented by the American Water Works Association's (AWWA) *M1-Principles of Water Rates, Fees and Charges (M1)*, which is part of AWWA's "Manual of Water Supply Practices" series. M1 provides a cost-based methodology for water utility ratemaking, which includes the following fundamental steps:

- Revenue Requirement Analysis: identification of the operating and capital costs of the utility and comparison to existing rate revenue to determine sufficiency of rates in recovering the utility's full costs
- Cost of Service Analysis: allocation of the revenue requirement to the various customer classes in a fair and equitable manner
- Rate Design Analysis: determination of the level and structure of rates to collect the allocated revenue requirements from each customer class

Because the raw water rate is linked to a unique class of customer within the water system, ClearSource chose to develop its rate by creating an analysis replicating this methodology as if it had been done within a comprehensive study of all water rates imposed by the District. In a comprehensive study, the raw water customer class would have been analyzed alongside other classes utilizing the potable water system. Indeed, the unit cost of raw water would be readily identifiable as either the single cost of service – in the case of raw water only users – or as one component of a larger cost of service, in the case of other water users.

Proposition 218 Expectations

Through its other utility rates, the District is well versed in its obligations to work within the framework of California's Proposition 218 for establishing such fees. Within this framework, there are several key highlights influencing the justification for setting the amount of the raw water rate:

- Revenues from the rate may not exceed the funds required to provide the service.
- Revenues from the rate may not be used for any purpose other than that for which the fee is imposed.
- The amount of the rate must not exceed the proportional cost of service attributable to the user.
- The rate may not be imposed if the service is not used or immediately available to the user.
- The rate may not be imposed for general services available to the public in substantially the same manner as the specific fee-payer.

ClearSource believes the entire system of water rates for all customer classes should be internally consistent to meet the expectations of Proposition 218: A cost borne by two different users for the same underlying service should be set in a consistent manner.

Revenue Requirement Analysis

ClearSource has provided a simplified determination of the water utility's annual rate revenue requirement, following a similar expression of the full cost of service for the utility as a whole, but excluding analysis of multi-year reserve management, long-term capital planning, and strategic rate management that might otherwise influence the entire system of retail water rates.

The revenue requirement is comprised of the following elements:

- Operating Costs: The labor, services, supplies, and materials used to provide for administration, source of supply, transmission, and treatment.
- Capital Funding: A provision for minimum reserve funding for long-term asset management, such as the renewal and replacement of system infrastructure.
- Debt Obligations: Consideration of any annual principal and interest payments owed for past investments in system infrastructure or other financing uses.
- Fiscal Management: Consideration of any planned rate requirements stemming from reserve policy attainment or rate leveling.

From the total revenue requirement, the analysis has assigned or allocated a share of individual cost components to the District's provision of raw source of supply for all deliveries to all users of the water system. **Figure 2** summarizes the components of the revenue requirement for the water system as a whole and the amount attributable to only the raw water component of its service. The analysis finds that just over \$300,000, or 9.3% of total water system costs, is associated with the provision of raw

MEMORANDUM

water and can be shared by all users of the water system in their retail water rates. Refer to Attachment A, Exhibit A, for the detailed schedules.

FIGURE 2 | ESTIMATED ANNUAL REVENUE REQUIREMENT FOR TOTAL WATER SYSTEM AND RAW WATER

Estimated Annual Rate Revenue Requirement	Total System	Raw Water Only
Raw Water Operating Expense		
Administration	\$1,090,559	\$ 127,459
Source of Supply	190,725	158,390
Transmission	473,765	-
Treatment	644,939	-
Subtotal: Operating Expense	\$2,399,988	\$ 285,849
Raw Water Capital Funding		
Direct Rate Funding of CIP Projects	-	-
Reserve Funding for System Renewal & Replacement	822,408	14,545
Subtotal: Capital Funding	\$ 822,408	\$ 14,545
Raw Water Debt Obligations		
Debt Service	\$ -	\$ -
Additions to Meet Coverage Obligation	-	-
Subtotal: Debt Service	\$ -	\$ -
Raw Water Fiscal Management		
Planned Additions to Operating Cash Reserve	\$ -	\$ -
Planned Rate Levelization / Management	-	-
Subtotal: Fiscal Management	\$ -	\$ -
RATE REVENUE REQUIREMENT	\$3,222,396	\$ 300,394

Cost of Service Analysis

ClearSource has allocated the annual costs attributable to the provision of raw water to all demands system-wide in proportion to total annual demand. (All usage figures expressed in this memo will be in cubic feet or hundred cubic feet to correspond with the District’s unit of measure in billing.)

Total annual water pumped is over 84,873 hundred cubic feet. Of this total, raw water-only users known by the District draw 31,470 hundred cubic feet, or 3.7% of total annual demand. Based on this simple method of allocating the cost of service between the raw water-only customer class and all other customer classes in the retail system, raw water users should share 3.7% of the annual cost of service. This equals just over \$11,100 based on costs projected in the 2019-20 fiscal year.

Expressed per unit of water delivered, these **raw water costs equal \$0.35 per hundred cubic feet** (\$0.0035 per cubic foot). Refer to Attachment A, Exhibit B for the detailed schedules.

This 35-cent unit cost of service for raw water can be applied as a rate for raw water-only users and is also implicitly embedded in the rates imposed on other customers of the water system who receive

additional services from the District to obtain potable water to their homes, business, and properties. Another benefit of this method – of valuing all raw water delivered to all users – is that if additional raw water-only users are identified, the rate would be immediately applicable to their demands.

It should be noted that this method of allocating raw water costs to all customer classes in simple proportion to annual demand could be complicated based on seasonal demands that might constrain the utility system and bear different costs depending on when a customer consumes water. Outside of a comprehensive study of all retail water rates, ClearSource has made a deliberate choice to apply a simplified approach to allocation.

Rate Design Analysis

The unit cost of service for raw water is immediately transferable for use as a strictly variable rate for raw water-only users. A variable rate is a simple cost per unit consumed, billed at the time of metered usage. When the District next publishes a water rate schedule after completing Proposition 218 noticing and hearing procedures, a “Raw Water” customer class may be listed alongside a variable rate per cubic foot of usage as it does for other customer classes. Following the expression of rates in other parts of the District’s rate schedule, **the raw water rate would be listed as \$0.0035 per cubic foot.**

There are other rate structures available to the District, should the nature of raw water use or the desires of the District lead to a more complex rate design. For this particular service – for raw water users only – a strictly variable rate has benefits:

- It is simple to explain and administer.
- It is typically non-controversial from the customer perspective as it enables a pay-as-you-go method of billing.
- Due to the small scale of revenue involved, it is not overly risky to the District. Shifts in demand resulting in revenue swings would not overly compromise the financial stability of the whole utility.

A strictly variable rate may have drawbacks to the District given certain circumstances:

- It does not account for readiness to serve: that the system is sized and available to meet supply on demand. (This may be offset if the District is able to reduce or shut-off provision of raw water at its discretion.) In this case, a monthly fixed rate per meter equivalent, plus a variable rate for metered usage could be developed from the allocated costs to the raw water-only customer class.
- It does not account for any demand management and/or seasonal issues experienced in the system particularly attributable to raw water users. Does the timing of raw water use or its peaking strain the overall system? In this case, a tiered rate such as a seasonal rate could be developed to address both cost and behavioral issues associated with peak uses.

Customer Impacts

If the District were to impose a raw water rate of 35-cents per hundred cubic feet, the two known users would experience the annual bills summarized in **Figure 3**. Refer to Attachment A, Exhibit C for the detailed schedules.

FIGURE 3 | ESTIMATED ANNUAL BILL FOR KNOWN RAW WATER-ONLY USERS UNDER CALCULATED RATE

Raw Water User	Annual Usage (Cubic Feet)	Calculated Rate (per cubic foot)	Potential Annual Billing
RMA-Laguna	2,874,601	\$ 0.0035	\$ 10,174
RMA-Clementia	272,400	\$ 0.0035	\$ 964

NEXT STEPS

In reviewing this analysis and to develop its path forward, the District should:

- Consider the ramification of this rate outcome to existing users and the feasibility of applying the changes in a single step. The District should keep in mind that other ratepayers should not bear the costs of service attributable to these users in their water bills.
- Should any further examination of this analysis and its ramifications by staff working groups or policymakers necessitate a change in underlying data, assumptions, or principles in the analysis, the outcomes should be revised.
- Upon acceptance by the District of these outcomes, ClearSource will issue the final report.
- A work session with the Board of Directors would enable policy discussion and direction on raw water rates, including any additional customer outreach that would be appropriate and helpful.
- Proceed with the Proposition 218 process to implement rates at a time when other retail water rates are modified. All retail water rates should be noticed and considered as a single system.
- Until such time when a Proposition 218 process can be conducted, the District should ensure that its prevailing raw water rate of 11-cents per hundred cubic feet is imposed on current users of the water system within that class. (Please engage with the District’s legal counsel if there are any concerns about initiating billing for current users under the prevailing rate.)

A summary packet for use in continuing this conversation with the District’s Board of Directors or Finance Committee is included as Attachment B.

For additional information or questions associated with this analysis, please reach out to ClearSource using the contact information listed at the top of this memorandum.

ATTACHMENT A

ATTACHMENT A

Raw Water Cost of Service Rate Analysis

as of April 21, 2020

EXHIBIT A

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Allocation of Water Rate Revenue Requirement to Raw Water

Estimated Annual Rate Revenue Requirement		2020	- Allocation to Function -		- Allocation to Function -		
OPERATING EXPENSES [1]			All Other Water	Raw Water	Rationale	All Other Water	Raw Water
Water Fund - Administration							
200-3099-01	Admin Revenue Allocation	\$ (133,703)	88%	12%	source of supply division as all other direct ops	\$ (117,530)	\$ (16,173)
200-3450-30	CFD 2014-1 Project Reimbursement	-	88%	12%	source of supply division as all other direct ops	-	-
200-4000-01	Wages - WG	116,900	88%	12%	source of supply division as all other direct ops	102,760	14,140
200-4000-50	Wages - Engineer - Water	-	88%	12%	source of supply division as all other direct ops	-	-
200-4000-80	Wages-WG -BOR Title XVI Grant CostShare	-	88%	12%	source of supply division as all other direct ops	-	-
200-4010-01	Contra Acct - Capitalized Labor	-	88%	12%	source of supply division as all other direct ops	-	-
200-4050-01	Health, Dental, & Vision - WG	18,006	88%	12%	source of supply division as all other direct ops	15,828	2,178
200-4051-01	Pension Expense - WG	18,544	88%	12%	source of supply division as all other direct ops	16,301	2,243
200-4052-01	PR Taxes - WG	7,613	88%	12%	source of supply division as all other direct ops	6,692	921
200-4053-01	Other Employer Costs - WG	4,176	88%	12%	source of supply division as all other direct ops	3,671	505
200-4054-01	GASB 68 Pension Adj-Water	-	88%	12%	source of supply division as all other direct ops	-	-
200-4080-01	Tuition Reimbursement - Water	810	88%	12%	source of supply division as all other direct ops	712	98
200-4099-01	Admin Employee Services Allocation	428,341	88%	12%	source of supply division as all other direct ops	376,529	51,813
200-4100-01	Temp Staffing-General	9,000	88%	12%	source of supply division as all other direct ops	7,911	1,089
200-4100-04	Temp Staffing-T&D	-	88%	12%	source of supply division as all other direct ops	-	-
200-4150-01	Recruitment - Water	2,580	88%	12%	source of supply division as all other direct ops	2,268	312
200-4200-01	Travel/Meetings - WG	1,680	88%	12%	source of supply division as all other direct ops	1,477	203
200-4250-01	Office Supplies - WG	3,600	88%	12%	source of supply division as all other direct ops	3,165	435
200-4400-01	Copy Machine Maintenance - WG	120	88%	12%	source of supply division as all other direct ops	105	15
200-4400-01	Copy Machine Maintenance - WG	-	88%	12%	source of supply division as all other direct ops	-	-
200-4450-01	Insurance - WG	11,000	88%	12%	source of supply division as all other direct ops	9,669	1,331
200-4550-01	Telephones - Water	15,600	88%	12%	source of supply division as all other direct ops	13,713	1,887
200-4600-01	Memberships - Water	5,395	88%	12%	source of supply division as all other direct ops	4,742	653
200-4700-01	Legal - Water	85,200	88%	12%	source of supply division as all other direct ops	74,894	10,306
200-4750-01	Training/Safety - WG	13,200	88%	12%	source of supply division as all other direct ops	11,603	1,597
200-4750-50	Training - Engineering	-	88%	12%	source of supply division as all other direct ops	-	-
200-4900-01	Consulting - WG	50,000	88%	12%	source of supply division as all other direct ops	43,952	6,048
200-4950-01	CIA Ditch Operations	3,000	88%	12%	source of supply division as all other direct ops	2,637	363
200-4999-01	Admin Services Allocation	157,752	88%	12%	source of supply division as all other direct ops	138,670	19,082
200-5100-01	Uniforms - WG	4,800	88%	12%	source of supply division as all other direct ops	4,219	581
200-5200-01	Building/Grounds Maint - WG	2,100	88%	12%	source of supply division as all other direct ops	1,846	254
200-5250-01	Vehicle Maint - WG	21,000	88%	12%	source of supply division as all other direct ops	18,460	2,540
200-5300-01	Vehicle Fuel - Water General	11,400	88%	12%	source of supply division as all other direct ops	10,021	1,379
200-5310-01	Vehicle Lease - WG	-	88%	12%	source of supply division as all other direct ops	-	-
200-5400-01	Information System Maint - WG	23,303	88%	12%	source of supply division as all other direct ops	20,484	2,819
200-5550-01	Maintenance/Repairs - WG	7,200	88%	12%	source of supply division as all other direct ops	6,329	871
200-5555-01	Non-routine Maintenance/Repair - WG	24,000	88%	12%	source of supply division as all other direct ops	21,097	2,903
200-5700-01	USA Alert - WG	-	88%	12%	source of supply division as all other direct ops	-	-
200-5725-01	Permits - WG	30,300	88%	12%	source of supply division as all other direct ops	26,635	3,665
200-5750-01	Tools - WG	6,000	88%	12%	source of supply division as all other direct ops	5,274	726
200-5999-01	Admin Operating Exp Allocation	46,021	88%	12%	source of supply division as all other direct ops	40,455	5,567
200-6000-01	Miscellaneous - WG	4,800	88%	12%	source of supply division as all other direct ops	4,219	581
200-6999-01	Other Expense Allocation	28,981	88%	12%	source of supply division as all other direct ops	25,475	3,506
200-7002-01	Conservation - WG	13,260	100%	0%	all to domestic water system	13,260	-
200-7003-01	Regional Water Authority - WG	15,000	88%	12%	source of supply division as all other direct ops	13,186	1,814
200-7005-01	CGWA/SEAWC/MCWRA	10,000	88%	12%	source of supply division as all other direct ops	8,790	1,210
200-7008-01	Bad Debts - WG	-	100%	0%	all to domestic water system	-	-
200-7010-03	Water-Interest Expense-Treatment	23,580	100%	0%	all to domestic water system	23,580	-
200-7900-01	Reserve Expenditure	-	88%	12%	source of supply division as all other direct ops	-	-
200-7900-02	Reserve Expenditure	-	88%	12%	source of supply division as all other direct ops	-	-
200-7900-03	Reserve Expenditure	-	88%	12%	source of supply division as all other direct ops	-	-
200-7900-04	Reserve Expenditure	-	88%	12%	source of supply division as all other direct ops	-	-
Subtotal		\$ 1,090,559	88%	12%	as line items above	\$ 963,100	\$ 127,459

EXHIBIT A (continued)
RANCHO MURIETA COMMUNITY SERVICES DISTRICT
Allocation of Water Rate Revenue Requirement to Raw Water

Estimated Annual Rate Revenue Requirement		2020	- Allocation to Function -			- Allocation to Function -	
OPERATING EXPENSES (continued) (1)			All Other Water	Raw Water	Rationale	All Other Water	Raw Water
Water Fund - Source of Supply							
200-4000-02	Wages - SOS	\$ 22,180	0%	100%	all to raw water function	\$ -	\$ 22,180
200-4050-02	Health, Dental, & Vision - SOS	3,602	0%	100%	all to raw water function	-	3,602
200-4051-02	Pension Expense - SOS	3,750	0%	100%	all to raw water function	-	3,750
200-4052-02	PR Taxes - SOS	1,523	0%	100%	all to raw water function	-	1,523
200-4053-02	Other Employer Costs - SOS	870	0%	100%	all to raw water function	-	870
200-4100-02	Temp Staffing-SOS	150	0%	100%	all to raw water function	-	150
200-5375-02	Purchased Power - SOS	56,000	0%	100%	all to raw water function	-	56,000
200-5450-02	Supplies - SOS	600	0%	100%	all to raw water function	-	600
200-5500-02	Equipment Rental - SOS	3,000	0%	100%	all to raw water function	-	3,000
200-5550-02	Maintenance/Repairs - SOS	16,800	0%	100%	all to raw water function	-	16,800
200-5600-02	Chemicals - SOS	7,500	100%	0%	all to domestic water system	7,500	-
200-5605-02	Chemicals T&O - SOS	11,000	100%	0%	all to domestic water system	11,000	-
200-5800-02	Dam Inspection Costs - SOS	63,500	22%	78%	Clementia, Calero, Chesbro only to water	13,835	49,665
200-6000-02	Miscellaneous - SOS	250	0%	100%	all to raw water function	-	250
Subtotal		\$ 190,725	17%	83%	as line items above	\$ 32,335	\$ 158,390
Water Fund - Transmission							
200-4000-04	Wages - WT & D	\$ 232,890	100%	0%	all to domestic water system	\$ 232,890	\$ -
200-4050-04	Health, Dental, & Vision - WT&D	37,824	100%	0%	all to domestic water system	37,824	-
200-4051-04	Pension Expense - WT&D	39,383	100%	0%	all to domestic water system	39,383	-
200-4053-04	Other Employer Costs - WTD	8,568	100%	0%	all to domestic water system	8,568	-
200-5375-04	Purchased Power - WT&D	40,800	100%	0%	all to domestic water system	40,800	-
200-5450-04	Supplies - WT&D	900	100%	0%	all to domestic water system	900	-
200-5500-04	Equipment Rental - WT&D	2,400	100%	0%	all to domestic water system	2,400	-
200-5525-04	Post Repair Road Paving - WT&D	24,000	100%	0%	all to domestic water system	24,000	-
200-5550-04	Maintenance/Repairs - WT&D	50,400	100%	0%	all to domestic water system	50,400	-
200-5650-04	Lab Tests - WT&D	-	100%	0%	all to domestic water system	-	-
200-5700-04	Sludge Removal - WT&D	-	100%	0%	all to domestic water system	-	-
200-5850-04	Water Meters/Boxes - WT&D	36,000	100%	0%	all to domestic water system	36,000	-
200-5850-04	Water Meters/Boxes - WT&D	-	100%	0%	all to domestic water system	-	-
200-6000-04	Miscellaneous - WT&D	600	100%	0%	all to domestic water system	600	-
Subtotal		\$ 473,765	100%	0%	as line items above	\$ 473,765	\$ -
Water Fund - Treatment							
200-4000-03	Wages - WT	\$ 232,890	100%	0%	all to domestic water system	\$ 232,890	\$ -
200-4050-03	Health, Dental, & Vision - WT	37,824	100%	0%	all to domestic water system	37,824	-
200-4051-03	Pension Expense - WT	39,383	100%	0%	all to domestic water system	39,383	-
200-4052-03	PR Taxes - WT	15,987	100%	0%	all to domestic water system	15,987	-
200-4052-04	PR Taxes - WTD	15,987	100%	0%	all to domestic water system	15,987	-
200-4053-03	Other Employer Costs - WT	8,568	100%	0%	all to domestic water system	8,568	-
200-4100-03	Temp Staffing-WT	-	100%	0%	all to domestic water system	-	-
200-5375-03	Purchased Power - WT	71,400	100%	0%	all to domestic water system	71,400	-
200-5450-03	Supplies - WT	14,400	100%	0%	all to domestic water system	14,400	-
200-5500-03	Equipment Rental - WT	600	100%	0%	all to domestic water system	600	-
200-5510-03	T&O Treatment - WT	-	100%	0%	all to domestic water system	-	-
200-5550-03	Maintenance/Repairs - WT	82,000	100%	0%	all to domestic water system	82,000	-
200-5600-03	Chemicals - WT	99,500	100%	0%	all to domestic water system	99,500	-
200-5650-03	Lab Tests - WT	12,000	100%	0%	all to domestic water system	12,000	-
200-6000-03	Miscellaneous - WT	14,400	100%	0%	all to domestic water system	14,400	-
Subtotal		\$ 644,939	100%	0%	as line items above	\$ 644,939	\$ -

EXHIBIT A (continued)
RANCHO MURIETA COMMUNITY SERVICES DISTRICT
Allocation of Water Rate Revenue Requirement to Raw Water

Estimated Annual Rate Revenue Requirement	2020	- Allocation to Function -			- Allocation to Function -	
OTHER OBLIGATIONS		All Other Water	Raw Water	Rationale	All Other Water	Raw Water
Directly Funded CIP Projects						
[describe]	\$ -	100%	0%		\$ -	\$ -
[describe]	-	100%	0%		-	-
Subtotal	\$ -	0%	0%	as line items above	\$ -	\$ -
Reserve Funding for System Renewal & Replacement						
Water Fund Depreciation Expense [2]	\$ 822,408	98%	2%	as allocation of fixed assets; Workspace 1	\$ 807,863	\$ 14,545
[describe]	-	100%	0%		-	-
Subtotal	\$ 822,408	98%	2%	as line items above	\$ 807,863	\$ 14,545
Total	\$ 3,222,396	90.7%	9.3%	as line items above	\$2,922,002	\$ 300,394

Notes:

[1] District data file: 19-20 Budget export as of 11-19-19.xlsx.

[2] Depreciation expense as recorded for 6/30/2018, per Resolution No. R2019-04 Approving the Budget for Fiscal Year 2019-20.

EXHIBIT B
RANCHO MURIETA COMMUNITY SERVICES DISTRICT
Summary of Raw Water Rate Revenue Requirement

Estimated Annual Rate Revenue Requirement	2020	Notes
Raw Water Operating Expense		
Administration	\$ 127,459	Refer to Exhibit A for allocated share of budgeted expenses
Source of Supply	158,390	Refer to Exhibit A for allocated share of budgeted expenses
Transmission	-	Refer to Exhibit A for allocated share of budgeted expenses
Treatment	-	Refer to Exhibit A for allocated share of budgeted expenses
Subtotal: Operating Expense	\$ 285,849	
Raw Water Capital Funding		
Direct Rate Funding of CIP Projects	-	Refer to Exhibit A for identified projects and/or allocated share of projects
Reserve Funding for System Renewal & Replacement	14,545	Refer to Exhibit A for allocated share of depreciation expense. It is a best practice to provide minimum funding equal to annual depreciation; however it is a policy decision to do so. Inclusion here should be consistent with rate basis for domestic water sales.
Subtotal: Capital Funding	\$ 14,545	
Raw Water Debt Obligations		
Debt Service	\$ -	No current payments attributable to source of supply.
Additions to Meet Coverage Obligation	-	No current covenants mandating coverage.
Subtotal: Debt Service	\$ -	
Raw Water Fiscal Management		
Planned Additions to Operating Cash Reserve	\$ -	No current strategy identified in water rates.
Planned Rate Levelization / Management	-	No current strategy identified in water rates.
Subtotal: Fiscal Management	\$ -	
TOTAL RAW WATER REVENUE REQUIREMENT	\$ 300,394	
Non-Rate Revenue Sources Applicable to Raw Water		
Income Source	\$ -	No current revenues directly applicable to raw water cost recovery.
Income Source	-	No current revenues directly applicable to raw water cost recovery.
Subtotal: Non-Rate Revenues for Raw Water	\$ -	
RAW WATER RATE REVENUE REQUIREMENT	\$ 300,394	Annual amount to be recovered in domestic and raw water rates (FY 2020)

Unit Cost of Service	2020	Notes
Annual Water Pumped from Dam to Storage (acre feet)	1,948	Annual average recorded Jan-Dec 2016, 2017, and 2018. (Granlees Dam to Storage)
Conversion: Gallons	634,897,647	
Conversion: Cubic Feet	84,873,582	
Conversion: Hundred Cubic Feet	848,736	
UNIT COST OF RAW WATER, ALL DELIVERIES	\$ 0.0035	PER CUBIC FOOT
UNIT COST OF RAW WATER, ALL DELIVERIES	\$ 0.35	PER HUNDRED CUBIC FEET

Allocation to Raw Water-Only Users	2020	Notes
Expected Annual Usage (Cubic Feet) [1]	3,147,001	All known raw water-only users
Unit Cost of Raw Water per Cubic Foot	\$ 0.0035	If a retail rate is imposed, this references unit cost above.
Estimated Annual Customer Revenue Requirement	\$ 11,138	from known raw water users
Annual Share as a Percent of District Raw Water Costs	3.7%	

Notes:

[1] RMA HOA-Laguna annual raw water usage (gallons)	21,502,016	derived from Laguna water pumped, Jan-Dec 2018
RMA HOA-Clemential annual raw water usage (gallons)	2,037,552	derived from Clementia water pumped, currently unbilled
Total known raw water-only usage	23,539,568	
Conversion: Cubic Feet	3,147,001	

EXHIBIT C
RANCHO MURIETA COMMUNITY SERVICES DISTRICT
Summary of Raw Water Rate Impact

Calculated Variable Rate for Raw Water		Notes
CALCULATED RATE FOR RAW WATER USAGE	\$ 0.0035	PER CUBIC FOOT
CALCULATED RATE FOR RAW WATER USAGE	\$ 0.35	PER HUNDRED CUBIC FEET

Current Rate for Raw Water		Notes
CURRENT RATE FOR RAW WATER USAGE	\$ 0.0011	PER CUBIC FOOT
CURRENT RATE FOR RAW WATER USAGE	\$ 0.11	PER HUNDRED CUBIC FEET

Potential Customer Impacts		Notes
RMA HOA - Laguna:		
Metered Usage (Cubic Feet)	2,874,601	
Calculated Retail Rate per Cubic Foot	\$ 0.0035	If a revised retail rate is imposed, this references the calculated variable rate above.
Estimated Annual Customer Bill - Laguna	\$ 10,174	
<i>Annual Customer Bill at Current Retail Rate</i>	<i>\$ 3,162</i>	
RMA HOA - Clementia:		
Metered Usage (Cubic Feet) [2]	272,400	Amount currently unbilled
Calculated Retail Rate per Cubic Foot	\$ 0.0035	If a revised retail rate is imposed, this references the calculated variable rate above.
Estimated Annual Customer Bill - Clementia	\$ 964	
<i>Annual Customer Bill at Current Retail Rate</i>	<i>\$ 300</i>	Estimated annual bill if current usage was billed at current rate

Notes:

- | | | | |
|-----|--|------------|--|
| [1] | RMA HOA expected billed annual raw water usage (gallons) | 21,502,016 | derived from Laguna water pumped, Jan-Dec 2018 |
| | Conversion: Cubic Feet | 2,874,601 | |
| [2] | RMA HOA expected billed annual raw water usage (gallons) | 2,037,552 | derived from estimated annual Clementia water pumped, currently unbilled |
| | Conversion: Cubic Feet | 272,400 | |

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Allocation of Fixed Assets to Source of Supply (Summary Level Analysis)

Fixed Asset Allocation [1]	2019	Allocation to System			Allocation to System	
		Other	Source of Supply	Rationale	Other	Source of Supply
Water Fund						
Treatment Facilities	\$ 22,731,228	100%	0%	all to domestic water system	\$ 22,731,228	\$ -
Sewer Disposal Facilities	212,309	100%	0%	all to domestic water system	212,309	-
Water Transmission & Distr.	7,333,004	100%	0%	all to domestic / assumes pumps are recorded here	7,333,004	-
Unit 6 Station B Meter	6,399	100%	0%	all to domestic water system	6,399	-
Capital Water Supply Studies	546,608	0%	100%	all to source	-	546,608
Flood Inundation Study 1997	76,028	100%	0%	all to domestic water system	76,028	-
FA Work in Progress	415,741	98%	2%	as all other allocations	408,388	7,353
FA Clearing	72,937	98%	2%	as all other allocations	71,647	1,290
Land	13,640	98%	2%	as all other allocations	13,399	241
District Vehicles	252,455	98%	2%	as all other allocations	247,990	4,465
District Equipment	314,853	98%	2%	as all other allocations	309,284	5,569
Master Technology Plan 2005	3,501	98%	2%	as all other allocations	3,439	62
Integrated Water Master Plan 2005	110,261	98%	2%	as all other allocations	108,310	1,950
Parks, GIS, Gate Improvements	7,601	98%	2%	as all other allocations	7,466	134
District Telemetry Building	2,723	98%	2%	as all other allocations	2,675	48
Subtotal	\$ 32,099,287	98%	2%	as line items above	\$31,531,566	\$ 567,721
Total	\$ 32,099,287	98%	2%	as line items above	\$31,531,566	\$ 567,721

Notes:

[1] District data file: 2018-06-30 Fixed Assets.xlsx.

ATTACHMENT B

ATTACHMENT B

Summary Packet of Study Outcomes

RANCHO MURIETA
COMMUNITY SERVICES DISTRICT



FINANCE COMMITTEE | MAY 5, 2020

RAW WATER RATE DEVELOPMENT

Discussion of Draft Findings

ClearSource Financial Consulting

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A decorative graphic on the left side of the slide consists of a dark blue triangle pointing right, a light blue triangle pointing left, and a horizontal orange line. The text is centered on the white background to the right of these shapes.

FUNDAMENTALS OF RATEMAKING



GUIDING PRINCIPLES (1 OF 2)

- ➔ The provision of **raw water is embedded in all retail water service and accompanying rates** at the District
 - Ideally, this unit cost would be found directly in the rate analysis supporting existing retail rates
- ➔ Raw water users are a **distinct class of customer** within the total retail system
 - Raw water customers should not pay for District services not attributable (directly or indirectly) to their acquisition of raw water
 - Raw water customers should **pay for raw supply costs commensurate with the same costs potable water users bear** as part of their retail rates



GUIDING PRINCIPLES (2 OF 2)

- ➔ Source of supply is provided through an **integrated supply system**: all sources of total supply work in harmony to provide for total demands of the District's customers
- ➔ Raw water rates are a part of the District's schedule of water rates and fees and subject to **Proposition 218** procedures to establish and implement or change
- ➔ Rate analysis should follow widely **accepted industry standards** documented in AWWA-M1 and used in peer agencies in California



PROP 218 EXPECTATIONS FOR WATER RATE DEVELOPMENT

Revenues from the Rate:

- ➔ May not exceed the funds required to provide the service
- ➔ May not be used for any purpose other than that for which the fee is imposed

The Amount of the Rate:

- ➔ Must not exceed the proportional cost of service attributable to the user

The Rate May Not be Imposed:

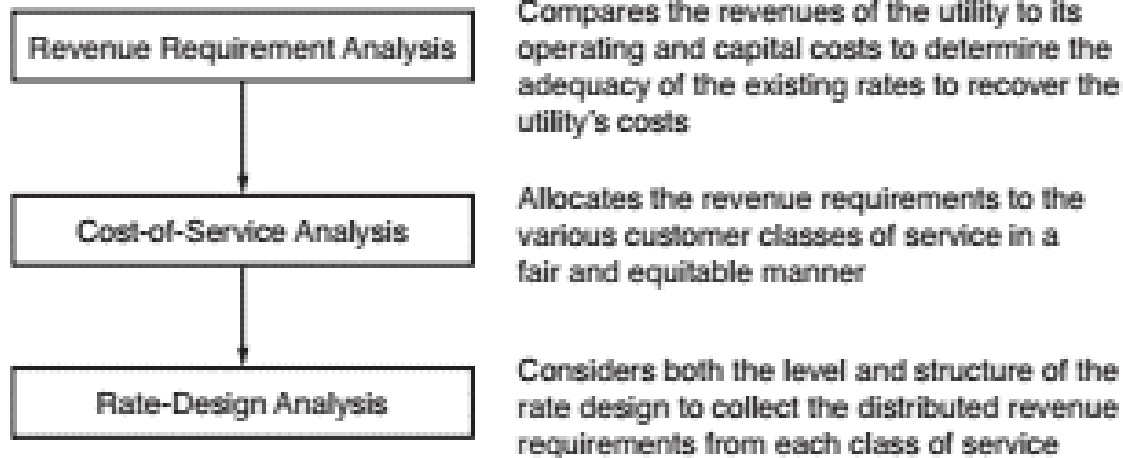
- ➔ If the service is not used or immediately available to the user
- ➔ For general services available to the public in substantially the same manner as the specific fee-payer

The entire system of water rates should be internally consistent to avoid Prop 218 vulnerabilities.



INDUSTRY-ACCEPTED APPROACH TO WATER RATE DEVELOPMENT

OVERVIEW OF COST-BASED WATER UTILITY RATE MAKING



Excerpt from AWWA-M1 regarding rate analysis process



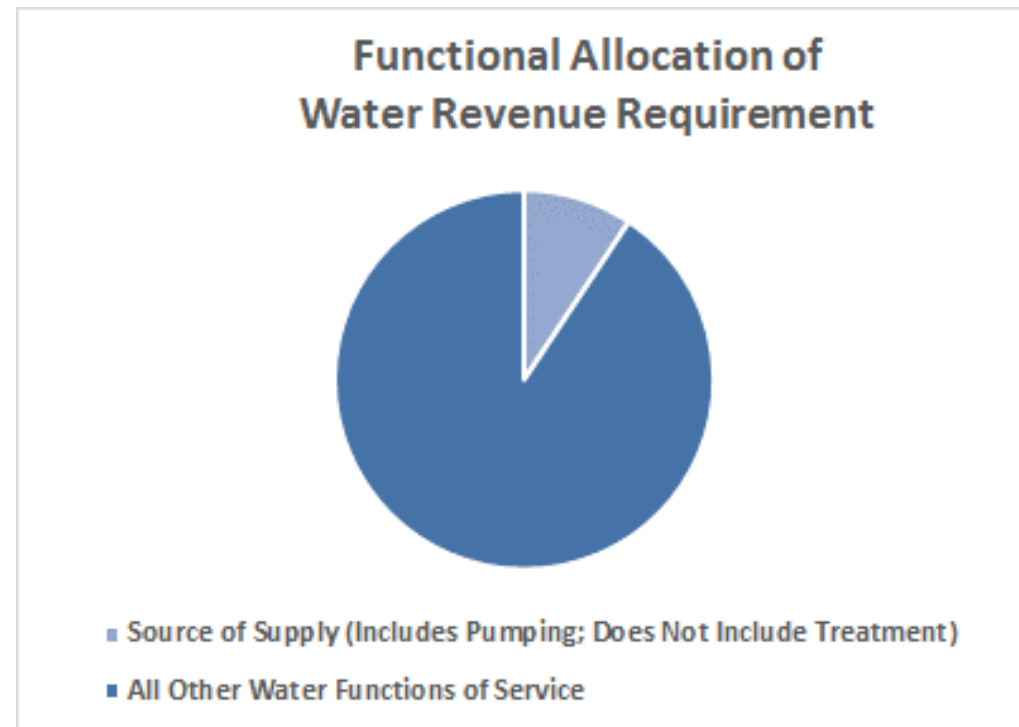
ANALYSIS DETAIL

*Snapshots follow. Refer to separate worksheets
for extended detail*



COST OF SERVICE BASIS

- ➔ For all water customers, raw source of supply represents **9.3% of total cost** of water service at RMCS D
 - All direct costs coded to “Source of Supply,” including charged labor and purchased power but excluding treatment
 - An allocated share of District indirect costs
 - An allocated share of estimated capital reinvestment to account for reasonable reserve funding



Refer to separate worksheets for line-item detail of functional allocation



RATE REVENUE REQUIREMENT

- ➔ Identify an **annual rate revenue requirement** for the water utility at RMCS D
 - This recreates how existing retail rates would be established for **full cost recovery**
- ➔ The raw water highlight is for **all raw water**: the source for potable water and the amount delivered separately to raw water-only users

Estimated Annual Rate Revenue Requirement	Total System	Raw Water Only
Raw Water Operating Expense		
Administration	\$1,090,559	\$ 127,459
Source of Supply	190,725	158,390
Transmission	473,765	-
Treatment	644,939	-
Subtotal: Operating Expense	\$2,399,988	\$ 285,849
Raw Water Capital Funding		
Direct Rate Funding of CIP Projects	-	-
Reserve Funding for System Renewal & Replacement	822,408	14,545
Subtotal: Capital Funding	\$ 822,408	\$ 14,545
Raw Water Debt Obligations		
Debt Service	\$ -	\$ -
Additions to Meet Coverage Obligation	-	-
Subtotal: Debt Service	\$ -	\$ -
Raw Water Fiscal Management		
Planned Additions to Operating Cash Reserve	\$ -	\$ -
Planned Rate Levelization / Management	-	-
Subtotal: Fiscal Management	\$ -	\$ -
RATE REVENUE REQUIREMENT	\$3,222,396	\$ 300,394



ANNUAL DEMAND

➔ Total water pumped:

- 84,873,582 cubic feet
(three-year average annual)

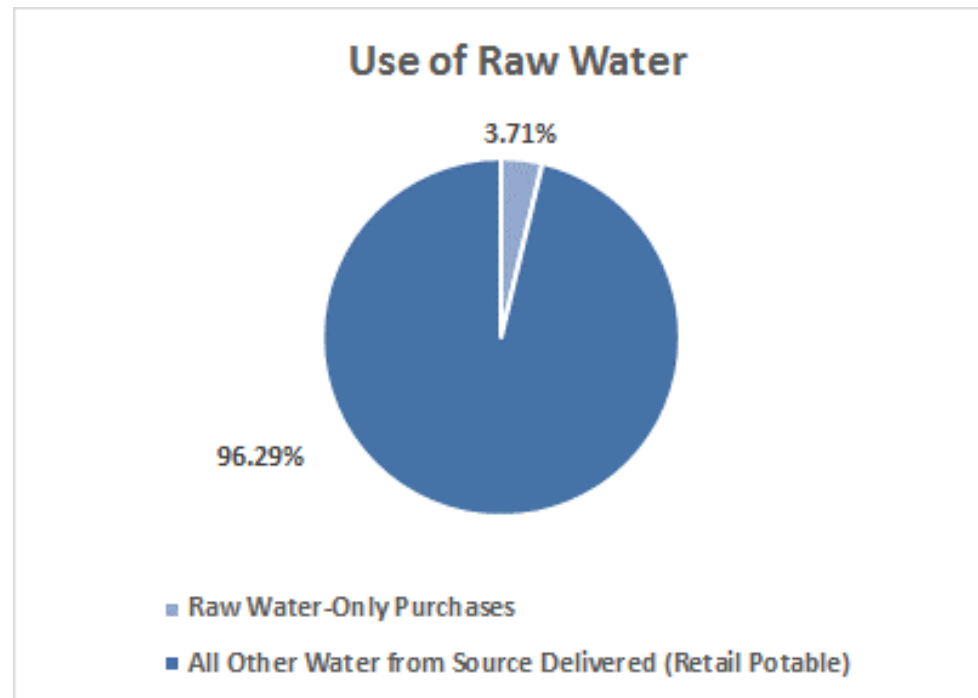
➔ Amount delivered for raw water use only:

- 2,874,601 cubic feet
(RMA HOA Laguna)
- 272,400 cubic feet
(RMA HOA Clementia)
- Less than 4% of total water pumped

➔ Allocated to utility

customers in proportion to annual demand, raw water-only users currently known would share **\$11,138 of total annual cost**

(Depending on District goals for a future raw water-only class, the allocation can be expressed in a more complicated manner.)





RESULTING UNIT COST OF RAW WATER SERVICE

- ➔ Cost per unit sold:
 - **\$0.0035 per cf**
(**\$0.35 per CCF**)
- ➔ Assumed to be embedded in **retail rates**
- ➔ Applied in the stand-alone **raw water rates**
- ➔ Can be immediately applied if new raw water users are identified and would be revised over time with rates



Rancho Murieta Community Services District

Monthly Billing Rates
Effective 07/01/2019 ~ 06/30/2020
Per property type

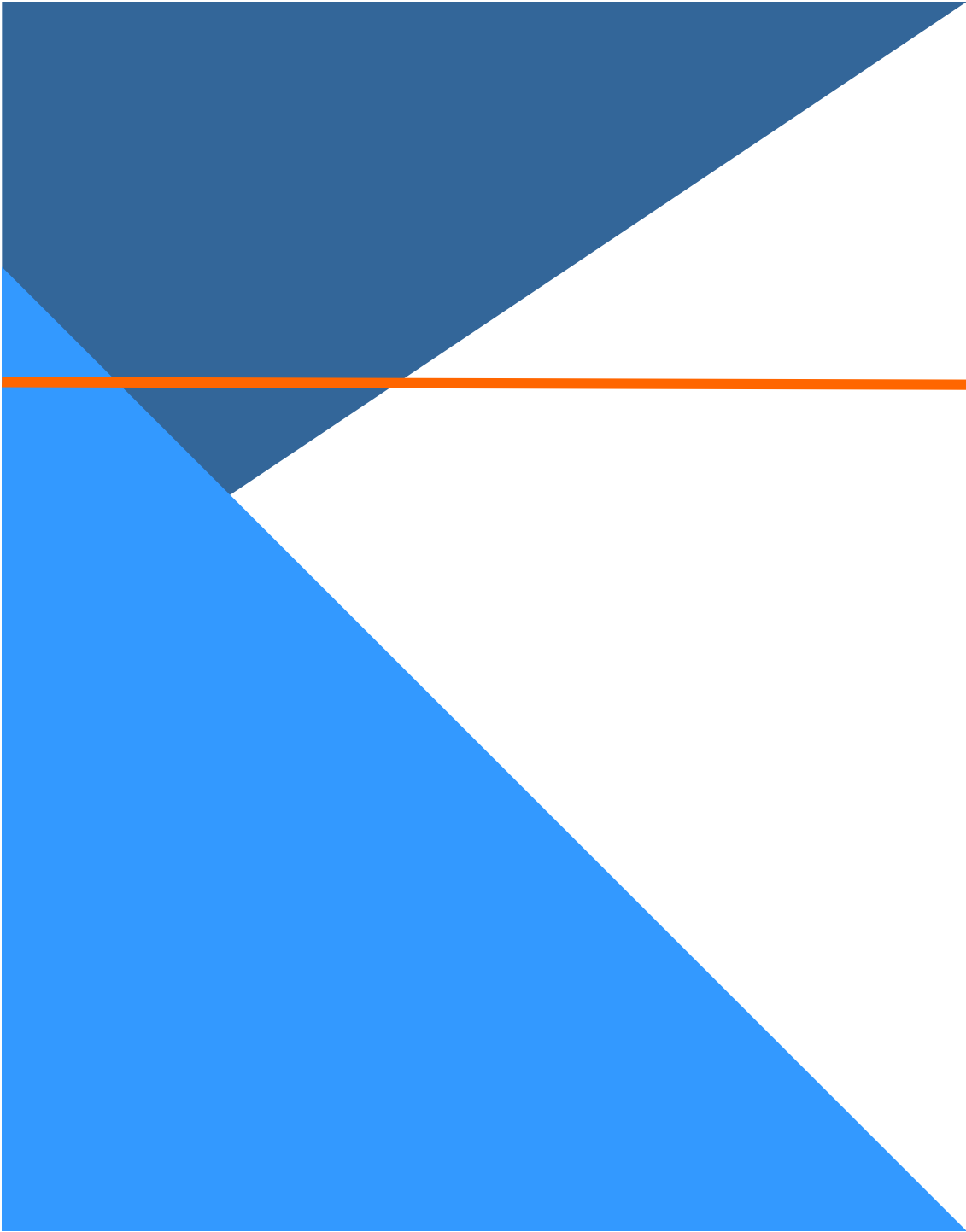
Residential Monthly Rates	
Water base	\$ 45.72
Water variable usage per cubic foot	\$ 0.0191
Water Treatment Plant Debt Service	\$ 6.00
Sewer	\$ 49.53
Drainage Tax	\$ 5.22
Security	\$ 29.73

Murieta Village Monthly Rates	
Water base	\$ 45.72
Water variable usage per cubic foot	\$ 0.0191
Water Treatment Plant Debt Service	\$ 6.00
Sewer	\$ 49.53
Drainage Tax	\$ 3.49
Security	\$ 7.17

Villa Monthly Rates	
Water base	\$ 45.72
Water variable usage per cubic foot	\$ 0.0191
Water Treatment Plant Debt Service	\$ 6.00
Sewer	\$ 49.53
Drainage Tax	\$ 3.49
Security	\$ 29.73

Murieta Gardens II Monthly Rates	
Water base	\$ 45.72
Potable Water variable usage per cubic foot	\$ 0.0191
Non-Potable Water variable usage per cubic foot	\$ 0.0191
Sewer	\$ 49.53
Drainage Tax	\$ 5.22
Security	7.17

Raw Water Rates	
Variable usage per cubic foot	\$0.0035



OUTCOMES



RAW WATER RATE OPTIONS

- ➔ Configure the unit cost of service into the **structure of rates** desired by RMCD and feasible to impose
 - **Variable** only: a cost per unit consumed, billed at the time of metered usage
 - **Fixed, plus variable**: a flat monthly cost, billed regardless of usage, plus a variable cost per unit consumed at the time of usage
- ➔ Address any demand management or seasonal issues with direct raw water use within the community
 - Does the timing of raw water use or its peaking strain the overall utility system?
 - A tiered rate (e.g., seasonal) would address either/both cost or behavioral issues associated with **peak uses**



EXAMPLE RAW WATER RATE STRUCTURES

➔ Variable raw water rates are:

- Simple
- Non-controversial from the customer perspective (pay-as-you-go)
- Not risky to the District given small scale of current sales compared to total water deliveries (i.e., does not overly compromise financial stability of the whole utility)
- Does not account for readiness to serve
- Can the District stop raw water at its discretion?

Rate & Customer Information	Variable Rate	Fixed Plus Variable Rates
Base per meter equivalent	--	\$15.00
Variable per cubic foot	\$0.0035	\$0.0034
Customer Data Billed:		
Meter Equivalents	0	2
Annual Usage	3,147,001	3,147,001
Annual Revenue	\$11,138	\$11,138

Example fixed-plus-variable for discussion; fixed/variable split can be modified



RECOMMENDATIONS AND NEXT STEPS

- ➔ Consider **ramification to existing users** and the feasibility of applying a change in cost burden
- ➔ **Revise analysis based on any additional input from Finance Committee** or staff working group
- ➔ Receive final consultant report
- ➔ Schedule work session with Board of Directors to enable policy discussion and stakeholder engagement, as desired
- ➔ Proceed with Prop 218 process when a preferred approach is identified and when other retail rates may be modified and noticed

**RANCHO MURIETA
COMMUNITY SERVICES DISTRICT**



RAW WATER RATE DEVELOPMENT

DISCUSSION & QUESTIONS

ClearSource Financial Consulting

TERRY MADSEN | PRINCIPAL CONSULTANT
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MEMORANDUM

Date: May 20, 2020
To: Board of Directors
From: Richard Shanahan, General Counsel
Subject: Consider Claim for Refund of Special Taxes by MRK Development, Inc.

RECOMMENDED ACTION

Approve a portion of refund claim by MRK Development, Inc. for \$19,362.24 in special tax payments made over the preceding four years (December 2015 to December 2019), plus interest, and deny the remainder of MRK's refund claim.

BACKGROUND

The District levies special taxes for drainage and security services. Sacramento County maintains the Assessor Map that controls the lot lines and approves any lot line adjustment.

A lot line adjustment in 2004 created an 86.17-acre parcel known as the Residences East property. As part of the lot line adjustment, an existing 15-acre parcel at the southeastern end of the property was merged into the Residences East property and ceased to exist as a separate parcel. Since 2004, the Residences East property's former owner has paid special taxes on both the resulting 86.17-acre Residences East property and the non-existent 15-acre parcel in tax years from 2004-05 to 2019-20. The District has corrected this error for tax year 2020-21 and forward.

In July 2019, MRK Development, Inc. purchased the Residences East property. MRK subsequently received a general assignment of various rights from the property's former owner, including all rights to payment of erroneously collected fees or security and drainage taxes paid to the District.

In December 2019, Bob Keil made an informal refund claim on behalf of MRK that requested the District refund all security and drainage special taxes paid on the 15-acre parcel since 2004. In response, District staff suspended collection of special taxes levied on the 15-acre parcel and administratively refunded \$846.88 that MRK paid in November 2019. In March 2020, Mr. Keil submitted a formal refund claim (enclosed) on behalf of MRK.

District staff determined that the property's former owners paid a total of \$61,163.30 in special taxes for the 15-acre parcel since November 2004.

DISCUSSION

Claims for refunds of special taxes are governed by the Revenue and Taxation Code, sections 5096 to 5107. (See Rev. & Tax. Code, §§ 136, 4801; *Hanjin Internat. Corp. v. Los Angeles County Metropolitan Transportation Authority* (2003) 110 Cal.App.4th 1109, 1112-1113.) Section 5096 requires the District to refund any special taxes paid more than once or erroneously collected. (Rev. & Tax. Code, § 5096, subds. (a)-(b).) Because the special taxes

collected for the 86.17-acre parcel included those special taxes due for the 15-acre parcel, the special taxes collected for the 15-acre parcel were erroneously collected more than once and the requirements for a refund are met.

Section 5097 limits the District's authority to order a refund to special taxes paid within the four years preceding the refund claim. Section 5097 states that, except in circumstances not present here, "[a]n order for a [tax] refund under this article *shall not be made, except on a claim ... filed within four years after making the payment sought to be refunded[.]*" (Rev. & Tax. Code, § 5097, subd. (a)(2) (italics added).) In cases where taxpayers have claimed refunds exceeding four years, California courts have "strictly enforced" the four-year limitation in Section 5097 to deny these claims. (*California State University, Fresno Assn., Inc. v. County of Fresno* (2017) 9 Cal.App.5th 250, 270.)

Section 5151 requires the District to pay interest on the refunded amount at a rate of 3% per year calculated from the payment of the tax or the date of the refund claim, whichever is later.

In the four-year period preceding Mr. Keil's December 2019 informal refund claim (December 2015 to December 2019), the former owners of the property paid \$19,076.10 in special taxes levied on the 15-acre parcel. The interest accrued on this amount at 3% per year from Mr. Keil's claim is \$286.14. This results in a total refund amount of **\$19,362.24**. Based on the general assignment provided by MRK, the District would pay the refund to MRK.

Because Section 5097 does not permit the District to refund special taxes made more than four years prior to Mr. Keil's refund claim, the remainder of the claim should be denied.

Enclosures

Refund Claim by B. Keil dated March 10, 2020

Letter by B. Keil dated May 7, 2020

March 10, 2020

Tom Hennig
RMCS D
15160 Jackson Road
Rancho Murieta, CA 95683

RE: Refund request for erroneously collected taxes on APN's 073-0190-047 & 073-0190-105

Dear Tom,

Please receive this letter as a formal request for the refund of erroneously collected security and drainage taxes from 2004 until August 2019. Attached please find a general assignment document from the previous owner, assigning me the refund of the taxes.

I understand that there is a four-year statute of limitations regarding the refund. I have engaged an attorney who has advised me to request the refund for the entire time period. RMCS D is not required to follow the statute. RMCS D collected the money for the entire period and should return the entire amount. If RMCS D decides to follow the statute and only refund 4 years' worth of taxes I will have no choice but to sue for the balance.

I am hopeful that RMCS D will do the right thing and refund all the money erroneously collected. I don't like spending money on attorneys or wasting each other's precious time. I look forward to a speedy resolution to this matter, please feel free to call and discuss.

Kindly,

Bob Keil

14768 Guadalupe Drive
Rancho Murieta, CA 95683
bobkeilmrk@gmail.com
916.521.8856

CC: Mark Martin

GENERAL ASSIGNMENT

FOR VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged, PCCP CSGF RB Portfolio, LLC, a Delaware limited liability company. ("Seller"), hereby sells, assigns and transfers to MRK Development, Inc., a California corporation ("Buyer"), all of Seller's right, title and interest in and to the following:

- (a) all licenses, approvals, certificates, permits, authorizations and entitlements of governmental authorities held by Seller and relating to the real property situated in the County of Sacramento, State of California and more particularly described in Exhibit A attached hereto ("Property"), to the extent assignable, including Seller's rights under the Tentative Subdivision Map (as such term is defined in the Purchase Agreement, as defined below);
- (b) all consultant's contracts, service contracts, maintenance agreements and other contracts and agreements relating to the Property, if any, listed on Exhibit B attached;
- (c) all preliminary and final improvement plans and specifications relating to any improvements constructed or to be constructed on the Property; and all engineering, soils, seismic, geologic and architectural reports and studies relating to the Property, which are owned by Seller;
- (d) all credits, deposits, reimbursements, fees paid for the benefit of the Property to any and all agencies including but not limited to Sacramento County, Rancho Murieta Community Services District, Rancho Murieta Association; and
- (e) all over payment or erroneously collected fees or security and drainage taxes paid to Rancho Murieta Community Services district.


Seller makes no representations or warranties with respect to the above described property, except as otherwise expressly set forth in the Purchase and Sale Agreement dated as of July 29, 2019, between Seller and Buyer ("Purchase Agreement").

Date: 2/3, 2019
2020
[Signature]
[Signature]

[Signatures on following page]

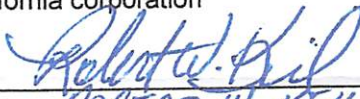
SELLER:

PCCP CSGF RB Portfolio, LLC,
a Delaware limited liability company

By: 
Name: Jim Galovan
Title: Authorized Signer

BUYER:

MRK DEVELOPMENT, INC.,
a California corporation

By: 
Name: ROBERT W. KEIL
Title: CEO

May 7, 2020

Tom Hennig
Rancho Murieta Community Services District
15160 Jackson Road
Rancho Murieta, CA 95683

RE: Tax Refund

Tom,

I understand that the District's council has given a statute that would limit the refund to just 4 years. I also understand that he is doing his job representing the District and looking after their best interest. I have had council review the statute and she can make a compelling argument for a full refund. She is doing her job looking out for my best interest.

After thoughtful consideration, I cannot come up with any reason that RMCS D could give for keeping money that was collected erroneously. The money was paid in good faith, assuming that RMCS D was collecting what was due. As of September of 2019, we now know that District erroneously collected tens of thousands of dollars. The money does not belong to the District and should be returned in full.

The recommendation from District Council is just that, a recommendation. The reason the Board of Directors is given authority to make this decision is that they bring humanity, wisdom and common sense to the table. I am hoping the Board will apply those qualities to the situation at hand.

I would like to state my position on how the erroneously collected security and drainage fees shall be refunded to me.

1. RMCS D to pay the full amount erroneously collected from 2004 to present.
2. Landowner will waive any interest, fees or penalties on the refund if the full amount is paid. I am just interested in collecting what was paid.
3. RMCS D may retain a portion of the refund to pay delinquent taxes with no late fees or penalties.
4. RMCS D may retain and apply as a credit towards future tax payments for the year 2020.
5. RMCS D will write a check to the landowner for the balance of the refund by May 29, 2020.

I would hope RMCS D staff will support my position and recommend the above to the Board of Directors and that this be placed on the agenda for discussion at the May meeting.

As always, I will make myself available for discussion. Thank you for your consideration.

Sincerely,

Bob Keil
14768 Guadalupe Drive
Rancho Murieta, CA 95683

Cc: Mark Martin
Board of Directors

MEMORANDUM

Date: May 15, 2020
To: Board of Directors
From: Tom Hennig, Director of Administration
Subject: Review of the Proposed FY 2020-21 Budget and Capital Projects

RECOMMENDED ACTION

Approve proposal to reduce the FY 2020-21 Prop 218 Proposed Budget in the amount of \$165,764, and introduce Resolution R2020-03, waive the full reading and continue to the June 17, 2020 Board meeting for adoption.

BACKGROUND

Budgets for Special Districts in California are required to be approved by the Board of Directors prior the beginning of each fiscal year. The process begins with a Proposition 218 Budget Hearing and ends with the Second Reading of the budget at a Board meeting in June. The District is required to submit the Prop 218 budget to the Residents and Commercial Businesses in Rancho Murieta at least forty-five days before the first reading of the budget at a May Board meeting.

For Fiscal Year 2020-21, the Prop 218 budget hearing took place on March 26, 2020, at a Special Board meeting. The total proposed budget was \$7,388,291, which was an increase of \$485,620, over the previous year. Since the initial preparation of the budget, the world has changed due to the COVID-19 pandemic. In light of this, District staff have prepared a revised budget that lessens the burden on the residents and businesses of Rancho Murieta. This revision reduces the amount of the average monthly bill to less than one-percent. The table below provides an overview of the changes.

Residential property inside the North and South gates

	Current Avg Bill	Proposed Avg Bill	Increased \$	Increased %
March 26	\$185.88	\$193.54	\$7.66	4.12%
May 5	\$185.88	\$187.65	\$1.77	0.95%

Murieta Village & Murieta Gardens II

	Current Avg Bill	Proposed Avg Bill	Increased \$	Increased %
March 26	\$142.67	\$148.40	\$6.73	4.75%
May 5	\$142.67	\$143.61	\$1.28	0.90%

DISCUSSION

Based on the economic concerns from the ratepayers, most of the proposed non-essential budget items were either eliminated, deferred or moved to reserve-based accounts. To accomplish some of the reductions, contributions to the Drainage and Security reserves have been eliminated for FY 2020-21. Future reserve contributions from property tax will be evaluated as part of the reserve study in FY 2020-21.

MAJOR PROPOSED ADJUSTMENTS

DEVELOPMENT:

- Reduction in the number of homes and businesses built due to economic concerns. Eight homes and six commercial properties are estimated to be completed in early 2021.

CIA Ditch: Net \$25,280 expense increase

- Revenues - Per the CIA Ditch owners, set an operations revenue budget of \$7,920 reimbursable to the District for labor and general expenditures.
- Expenses – Per the CIA Ditch owners, set the expense budget to \$38,000. \$6,000 for the regular costs, and \$32,000 for the pipe repair under Lone Pine Drive.

RESERVES: Net \$150,590 decrease

- Property Tax Reserve Contribution: Net \$82,000 – Eliminate the reserve contributions to Drainage - \$33,000 and Security - \$49,000.
- Unrestricted Reserves – Moved Reserve Study \$20,000, and ERP Replacement, \$25,000, from Administration general fund to reserve funding.
- Security Reserves – Moved LPR replacement equipment and camera system storage capacity increase, \$23,590, from the Security general fund to Security reserve funding.

SALARIES: Net \$80,288 decrease

- Reduced Unrep salary increase pool from \$50,000 to \$30,000.
- Freeze the vacant Raw & Recycled Water Compliance Officer position for two years in favor of consultant, \$95,288 in salary cost less \$35,000 in consulting fees.

SUMMARY

Including the above major changes, we are proposing a net total of \$165,764 in cuts and re-directed expenses from the Prop 218 budget presented on March 26, 2020. These changes result in an overall rate increase of less than 1% for all the residents of Rancho Murieta. Most of the changes resulted in the use of reserve funds to address staying focused on the three highest Board goals, Reserves, Finances, and Security. The purpose of this budget presentation is to receive community input on the budget as well as to receive Board direction addressing adjustments based on community input. The final budget will be adopted at the June 17, 2020 Regular Board of Directors meeting.

Budget Overview

A Sample Bill and draft budget summaries for each fund are attached to assist in the review of this draft of the FY 2020-21 budget. The proposed budget results in a 0.95% increase, or \$1.77 per month, on the average monthly bill for a residential metered lot.

REVENUE ASSUMPTIONS USED IN THIS PROPOSED BUDGET

1. Sacramento County property tax allocation is projected to increase approximately \$27,380 due to the change in the appraised value from June 2019 to estimates at June 2020.
2. Growth of 8 new residential connections during the fiscal year.
3. Growth of 6 new commercial connections during the fiscal year.
4. Water consumption is projected to increase slightly over the calendar year 2019 demands.
5. Drainage and Security rates are increased by the legal maximum of 2%.
6. Zero increase in Water and Sewer rates.

BUDGET EXPENSE ASSUMPTIONS

General Assumptions

1. PERS Employer Contribution for Classic Members (10 employees).
 - a. Monthly flat rate increase of \$2,601 (total increase \$31,209).
 - b. Contribution % increase to 11.031% (previous contribution rate of 10.221%); a 0.810% increase; equates to a decrease approximately \$7,462 due to retirements.
2. PERS Employer Contribution for PEPRA Members (22 employees).
 - a. Monthly flat rate increase of \$269 (total increase \$3,225).
 - b. Contribution % increase to 7.732% (previous contribution rate of 6.985%); a 0.143% increase; equates to approximately \$11,638.
3. Unrepresented salary increase pool of 3.6%.
4. Represented salary range increase estimated at 2.5%. Union contract expires 12/31/2020.
5. Health insurance premium increase of 10%.
6. Annual contribution to OPEB Trust will be determined by the new actuarial valuation report.
7. Retiree medical estimate increase of \$4,800.
8. SMUD increase of 9.25%.
9. Development projected to increase 8 residential accounts.

Administration Assumptions (Project 7.4% Operating Expense Increase)

1. Property tax estimate based on Sac County projection as of March 2020.
2. Update CIA Ditch service charge revenue based on estimate from owners.
3. Staffing costs uncertain due to planned administrative vacancy.
4. Liability insurance premium increase of \$6,595, 4.8%
5. Estimated workers comp insurance premium increase of \$31,000, 25%, is related to a high incidence of claims over the past three (3) years
6. Consulting services removed from budget due to COVID-19 reductions. Consulting costs for finance system replacement to come from unrestricted administrative reserves.
7. Election cost of \$10,000 added November election.
8. IT budget includes \$10,000 for streaming of Board meetings and \$6,700 to improve data security for District servers and computers.

Water Department Assumptions (Projected 1.2% Operating Expense Decrease)

1. Water consumption projected to increase 0.5% over calendar year 2019 demand.
2. Residential growth projected at 8 new connections.
3. Commercial growth projected at 6 new connections.
4. Budget \$32,000 to support CIA Ditch repair under Lone Pine Drive.
5. Includes Freeze of Environmental Compliance Worker position, net \$60,288 in savings.
6. Source of Supply:
 - a. Decrease in chemicals based on recent experience.
 - b. Dam inspection decrease from moving costs to Sewer budget.
7. Water Treatment:
 - a. Power budget increased to meet SMUD rates.
 - b. Decrease in chemicals based on recent experience.
 - c. Increase in replacement water meters to meet demand, \$9,000.
 - d. Decrease in maintenance and repairs based on recent trend.
8. Water Transmission & Distribution:
 - a. Power budget increased to meet SMUD rates.
 - b. Increase in lab testing to meet increased standards.
9. Water Administration:
 - a. Overall employee cost increase of \$32,425 or 3.9%.
 - b. Decrease in computer systems purchase based on change in CMMS project plans.

Sewer Department Assumptions (Projected 26.7% Operating Expense Increase)

1. Residential growth projected at 8 new connections.

2. Commercial growth projected at 6 new connections.
3. Sewer Treatment & Disposal.
 - a. Power cost remains stable.
4. Sewer Administration
 - a. Increased legal costs due to recent needs related to sewer operations.
 - b. Increase in consulting services to support 2/3rd share of Compliance Consulting contract.
 - c. Power budget increase to meet SMUD rates.
 - d. Increase in computer maintenance to support existing CMMS.
 - e. Decrease in computer systems purchase based on change in CMMS project plans
 - f. Increase in maintenance & repairs resulting from increased repair issues.
 - g. Added dam inspection costs resulting from transfer from Water expense.

Drainage Department Assumptions (Projected 35.5% Operating Expense Decrease)

1. Increase in consulting to pay for Low Impact Development Consult and to cover 1/3rd share of Environmental Compliance Consulting contract.
2. Chemicals budgeted for herbicides and midge fly treatments.
3. Increase in lab testing services to support Pyrethroid Monitoring requirements.
4. General decreased operational costs based on recent experience.

Solid Waste Department Assumptions (Projected 6.5% Operating Expense Increase)

1. CWRS contract cost and Sacramento County Administratoin Fee estimated to increase 6.6%
2. Additional properties drive up overall cost.
3. Reduced Administrative cost allocation based on Cost Allocation Plan.

Security Department Assumptions (Projected 3.9% Operating Expense Increase)

1. Security operations contribution from property tax allocation increased from a set amount to the amount based on the recently approved Cost Allocation Plan calculation. Total Property Tax allocation will be \$469,452, which is an increase of \$273,452 over the previous two fiscal years.
2. Security Replacement Contribution from property tax allocation, \$54,000 in FY 2019-20, will be suspended for FY 2020-21 as a result of COVID-19 budget cuts. This contribution will be included in the reserve study planned for in FY 2020-21. Total Property Tax allocation will be \$469,452, which is an increase of \$273,452 over the previous two fiscal years.
3. Employer costs reflect:
 - a. Increased overall staffing costs due to negotiated salary increases and scheduled merit increases.

- b. Higher cost for medical due to variance in coverage level for new employees (for example, now covering family premium instead of employee only).
- 4. \$20,000 included in IT hardware and software to improve overall operations

Sample Bill

The attached Sample Bill shows the effect of the proposed rate adjustment decreases based on COVID-19 related concerns, as presented in the May 5, 2020 Finance Committee actions.

Sample Bill – Proposed Impact on Average Residential Monthly Bill

The estimated overall maximum increase is projected to be \$1.77 per month or 0.95% for an average residential customer with the proposed service charge increase and special tax adjustment beginning July 1, 2020.

Average Monthly Customer Bill		Current Monthly Rates	Proposed Monthly Rates	\$	%
Residential Metered Lot		July 1, 2019	July 1, 2020	Change	Change
Water	<i>Average Usage in CF</i>	1,426	1,426		
	Residential Base (excluding reserves)	\$37.97	\$37.97	\$0.00	0.0%
	Reserve Contribution	7.75	7.75	-	0.0%
	Total Residential Base	\$45.72	\$45.72	\$0.00	0.0%
old rate	Water Usage \$0.0191 per cubic foot	27.24			
new rate	Water Usage \$0.0191 per cubic foot		27.24	-	0.0%
	Total Water	\$72.96	\$72.96	\$0.00	0.0%
	WTP Debt Service Charge (interfund borrowing)	6.00	6.00	-	0.0%
	Sewer				
	Residential Base (excluding reserves)	42.77	42.77	(0.00)	0.0%
	Reserve Contribution	6.76	6.76	-	0.0%
	Total Residential Base	49.53	\$49.53	(\$0.00)	0.0%
	Solid Waste (avg. 64 Gallon Container)	22.44	23.51	1.07	4.8%
	Security Tax (Maximum Tax Ceiling \$30.32)	29.73	30.32	0.59	2.0%
	Drainage Tax (Maximum Tax Ceiling \$5.22)	5.22	5.32	0.10	2.0%
	Total RMCSD Bill	\$185.88	\$187.65	\$1.77	0.95%

Sample Bill – Proposed Impact on Average Murieta Village Monthly Bill

The estimated overall maximum increase is projected to be \$1.28 per month or 0.90% for an average Murieta Village customer with the proposed service charge increase and special tax adjustment beginning July 1, 2019.

Average Monthly Customer Bill		Current Monthly Rates	Proposed Monthly Rates	\$	%
Murieta Village & Murieta Gardens II		July 1, 2019	July 1, 2020	Change	Change
Water	<i>Average Usage in CF</i>	<i>418</i>	<i>418</i>		
	Residential Base	\$37.97	\$37.97	\$0.00	0.0%
	Reserve Contribution	7.75	7.75	-	0.0%
	Total Residential Base	\$45.72	\$45.72	\$0.00	0.0%
old rate	Water Usage \$0.0191 per cubic foot	7.98			
new rate	Water Usage \$0.0191 per cubic foot		7.98	-	0.0%
	Total Water	\$53.70	\$53.70	\$0.00	0.0%
	*WTP Debt Service Charge (interfund borrowing)	6.00	6.00	-	0.0%
	Sewer				
	Residential Base (excluding reserves)	42.77	42.77	(0.00)	0.0%
	Reserve Contribution	6.76	6.76	-	0.0%
	Total Residential Base	\$ 49.53	\$ 49.53	\$ (0.00)	0.0%
	Solid Waste (avg. 64 Gallon Container)	22.44	23.51	1.07	4.8%
	Security Tax (Maximum Tax Ceiling \$7.31)	7.17	7.31	0.14	2.0%
	Drainage Tax (Maximum Tax Ceiling \$3.56)	3.49	3.56	0.07	2.0%
	Total RMCS D Bill	\$ 142.33	\$ 143.61	\$ 1.28	0.90%
Vacant or Unmetered Lot					
	Security Tax (Maximum Tax Ceiling \$23.79)	\$23.32	\$23.79		2.0%
**	Water Standby \$10.00 PER YEAR	\$0.83	\$0.83		0.0%
**	Sewer Standby \$10.00 PER YEAR	\$0.83	\$0.83		0.0%
	Drainage Tax (Maximum Tax Ceiling \$5.22)	\$5.12	\$5.22		2.0%
		\$30.10	\$30.67		
	% Change over prior year				1.89%
* This fee is billed annually at \$10.00 and is shown as a monthly rate for comparison purposes only.					
** This fee is not billed for the Murieta Gardens II properties due to not being part of the debt service customer base.					

Budget Summaries by Fund

Budget Summaries by fund are provided to aid in the comparison of changes in the FY 2020-21 proposed budget with the 2019-20 adopted budget and 2018-19 audited actual budget.

RANCHO MURIETA CSD
Summary of All CSD Funds
For the Twelve Months Ending Wednesday, June 30, 2021
RMCSO Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Sales Residential	\$5,123,215	\$5,540,771	\$5,701,410	\$160,639	2.90%
Sales Commercial	577,002	586,254	652,196	65,942	11.25%
Availability Charges	540	460	420	(40)	(8.70%)
Sales Other	9,473	8,400	8,400		0.00%
CIA Ditch Service Charges		1,800	7,920	6,120	340.00%
Property Taxes	682,880	674,370	701,750	27,380	4.06%
Property Tax Allocation	(345,000)	(345,000)	(533,973)	(188,973)	54.77%
Drainage - Property Tax Alloc	67,000	67,000	64,521	(2,479)	(3.70%)
Security - Property Tax Alloc	196,000	196,000	469,452	273,452	139.52%
Total General Income	6,311,110	6,730,055	7,072,096	342,042	5.08%
Interest Income	19,367	10,765	8,840	(1,925)	(17.88%)
Total Earnings Income	19,367	10,765	8,840	(1,925)	(17.88%)
Meter Installation Fee	3,200	4,800	6,800	2,000	41.67%
Inspection Fees	1,771	5,693	4,807	(886)	(15.56%)
Telephone Line Contracts	6,866	7,175	7,200	25	0.35%
Fines/Rule Enforcement	2,100	2,100	2,100		0.00%
Late Charges	81,898	77,400	57,600	(19,800)	(25.58%)
Title Transfer Fees	12,650	16,200	16,200		0.00%
Security Gate Bar Code Income	9,410	7,800	7,800		0.00%
Project Reimbursement	24,243	26,184	26,184		0.00%
Misc Income	26,582	14,500	12,900	(1,600)	(11.03%)
Total Other Income	168,720	161,851	141,591	(20,260)	(12.52%)
TOTAL REVENUE	6,499,197	6,902,671	7,222,527	319,856	4.63%
Salaries & Wages	2,103,086	2,495,475	2,486,091	(9,384)	(0.38%)
Wages - Contra Account	(155)				0.00%
Employer Costs	464,881	608,878	668,226	59,348	9.75%
Payroll Taxes	127,702	173,281	200,314	27,033	15.60%
Other Employer Costs	155,247	161,318	182,438	21,120	13.09%
Pension Expense	322,127	445,443	491,733	46,290	10.39%
Tuition Reimbursement		2,870	2,870		0.00%
Total Employee Services	3,172,888	3,887,266	4,031,672	144,407	3.71%
Clerical Services	185,519	61,350	61,350		0.00%
Recruitment	12,887	18,060	18,060		0.00%
Travel/Meetings	6,004	21,880	21,880		0.00%
Office Supplies	37,913	29,640	31,640	2,000	6.75%
CWRS Contract Charges	590,162	631,949	673,947	41,998	6.65%
Mail Machine Lease	3,005	2,800	2,800		0.00%
Copy Machine Maintenance	18,517	18,240	17,590	(650)	(3.56%)
Insurance	123,938	146,958	153,553	6,595	4.49%
Postage	20,293	18,000	18,000		0.00%
Telephones	59,708	49,439	54,339	4,900	9.91%
Memberships	12,088	19,325	17,370	(1,955)	(10.12%)
Audit	17,000	16,275	25,000	8,725	53.61%
Legal	57,125	155,950	98,550	(57,400)	(36.81%)
Training/Safety	16,757	53,200	47,800	(5,400)	(10.15%)
Community Communications	3,040	13,700	13,700		0.00%
Equipment Maint	11,284	3,550	5,950	2,400	67.61%
Consulting	85,858	102,400	145,750	43,350	42.33%
CIA Ditch Operations	2,795	3,000	38,000	35,000	1166.67%
Total Administrative Services	1,263,892	1,365,716	1,445,279	79,563	5.83%

RANCHO MURIETA CSD
Summary of All CSD Funds
For the Twelve Months Ending Wednesday, June 30, 2021
RMCS D Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Election	5,934		10,000	10,000	0.00%
Uniforms	16,487	17,560	13,100	(4,460)	(25.40%)
Equipment Repairs	4,009	4,800	4,800		0.00%
Building/Grounds Maint/Pest Cntr	35,917	32,315	31,122	(1,193)	(3.69%)
Bar Codes	4,625	6,900	6,900		0.00%
Vehicle Maint	47,648	45,000	45,000		0.00%
Vehicle Fuel	39,286	47,000	51,000	4,000	8.51%
Vehicle Lease		4,762	4,762		0.00%
Off Duty Sheriff	3,051	8,000	8,000		0.00%
Power	313,957	297,320	329,812	32,492	10.93%
Information System Maint	131,881	141,889	177,099	35,210	24.81%
Supplies	43,756	30,900	19,900	(11,000)	(35.60%)
Equipment Rental	1,706	13,800	11,400	(2,400)	(17.39%)
Road Paving	22,547	24,000	18,000	(6,000)	(25.00%)
Maintenance/Repairs	315,777	300,700	329,450	28,750	9.56%
Non-routine Maint/Repair	1,242	36,000	39,000	3,000	8.33%
Permits	5,865	6,000	5,750	(250)	(4.17%)
Chemicals	108,797	167,750	148,000	(19,750)	(11.77%)
Chemicals - T&O	5,488	11,000	3,000	(8,000)	(72.73%)
Lab Tests	33,331	27,000	41,000	14,000	51.85%
Removal (Hazardous Waste)	6,537	10,000	24,000	14,000	140.00%
Permits	70,066	75,300	81,550	6,250	8.30%
Tools	12,008	14,800	11,200	(3,600)	(24.32%)
Dam Inspection Costs	52,877	63,500	65,000	1,500	2.36%
Water Meters/Boxes	23,766	36,000	45,000	9,000	25.00%
Drainage Improvements		5,150	1,700	(3,450)	(66.99%)
Total Operational Costs	1,306,558	1,427,446	1,525,544	98,099	6.87%
Miscellaneous	54,717	100,900	92,061	(8,839)	(8.76%)
Admin Contingency	25,000	35,000	35,000		0.00%
Director Exp/Reimbursements	4,749	5,400	5,400		0.00%
Director Meeting Payments	11,800	18,000	18,000		0.00%
Conservation	11,348	13,260	13,260		0.00%
Sacto Water Authority	9,555	15,000	18,000	3,000	20.00%
CGWA/SE Area Water	12,000	10,000	13,980	3,980	39.80%
Interest Expense	22,308	24,684	24,330	(354)	(1.43%)
Total Other Expenses	151,477	222,244	220,031	(2,213)	(1.00%)
Total Operating Costs	5,894,814	6,902,671	7,222,527	319,856	4.63%
Surplus/(Deficit)	604,383	0	0		
Net of Allocated Costs	604,383	0	0		

RANCHO MURIETA CSD
Administration
For the Twelve Months Ending Wednesday, June 30, 2021
RMCS D Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
CIA Ditch Service Charges		\$1,800	\$7,920	\$6,120	340.00%
Property Taxes	682,880	674,370	701,750	27,380	4.06%
Property Tax Allocation	(345,000)	(345,000)	(533,973)	(188,973)	54.77%
Total General Income	337,880	331,170	175,697	(155,473)	(46.95%)
Interest Income	3,320	240	240		0.00%
Total Earnings Income	3,320	240	240		0.00%
Title Transfer Fees	8,433	10,800	10,800		0.00%
Misc Income	16,778	1,500	1,500		0.00%
Total Other Income	25,211	12,300	12,300		0.00%
TOTAL REVENUE	366,411	343,710	188,237	(155,473)	(45.23%)
Salaries & Wages	573,294	738,300	710,300	(28,000)	(3.79%)
Employer Costs	122,882	146,511	186,509	39,998	27.30%
Payroll Taxes	34,445	46,627	53,787	7,160	15.36%
Other Employer Costs	54,573	60,548	81,668	21,120	34.88%
Pension Expense	87,772	109,148	148,944	39,796	36.46%
Total Employee Services	872,966	1,101,134	1,181,208	80,073	7.27%
Clerical Services	103,371	51,000	51,000		0.00%
Recruitment	7,085	9,600	9,600		0.00%
Travel/Meetings	3,581	18,000	18,000		0.00%
Office Supplies	25,622	16,800	19,400	2,600	15.48%
Mail Machine Lease	3,005	2,800	2,800		0.00%
Copy Machine Maintenance	18,315	18,000	17,350	(650)	(3.61%)
Insurance	112,938	135,958	142,553	6,595	4.85%
Postage	20,293	18,000	18,000		0.00%
Telephones	10,246	9,299	9,299		0.00%
Memberships	5,938	10,750	10,750		0.00%
Audit	17,000	16,275	25,000	8,725	53.61%
Legal	36,357	60,000	60,000		0.00%
Training/Safety	6,114	15,000	15,000		0.00%
Community Communications	3,040	5,700	5,700		0.00%
Equipment Maint	2,910	2,950	2,950		0.00%
Consulting	1,290	15,400		(15,400)	(100.00%)
Total Administrative Services	377,104	405,532	407,402	1,870	0.46%
Election	5,934		10,000	10,000	0.00%
Building/Grounds Maint/Pest Cntr	20,612	20,560	19,122	(1,438)	(6.99%)
Power	1,262	925	1,900	975	105.41%
Information System Maint	107,773	96,822	123,773	26,951	27.84%
Total Operational Costs	135,581	118,307	154,795	36,488	30.84%
Miscellaneous	11,611	16,100	24,100	8,000	49.69%
Admin Contingency	25,000	35,000	35,000		0.00%
Director Exp/Reimbursements	4,749	5,400	5,400		0.00%
Director Meeting Payments	11,800	18,000	18,000		0.00%
Total Other Expenses	53,160	74,500	82,500	8,000	10.74%
Total Operating Costs	1,438,811	1,699,473	1,825,904	126,431	7.44%
Surplus/(Deficit)	(1,072,400)	(1,355,763)	(1,637,667)		

RANCHO MURIETA CSD
Administration
For the Twelve Months Ending Wednesday, June 30, 2021
RMCS D Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Administration Cost Allocation	(1,438,811)	(1,185,500)	(1,841,122)		
Net of Allocated Costs	<u>366,411</u>	<u>(170,263)</u>	<u>203,455</u>		

RANCHO MURIETA CSD
Water
For the Twelve Months Ending Wednesday, June 30, 2021
RMCS D Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Sales Residential	\$1,895,972	\$2,156,395	\$2,167,231	\$10,836	0.50%
Sales Commercial	214,849	205,493	264,262	58,769	28.60%
Availability Charges	230	230	200	(30)	(13.04%)
Sales Other	9,473	8,400	8,400		0.00%
Total General Income	2,120,524	2,370,518	2,440,093	69,575	2.94%
Interest Income	1,953	5,725	3,800	(1,925)	(33.62%)
Total Earnings Income	1,953	5,725	3,800	(1,925)	(33.62%)
Meter Installation Fee	2,400	4,800	6,800	2,000	41.67%
Inspection Fees	759	1,518	3,036	1,518	100.00%
Telephone Line Contracts	6,866	7,175	7,200	25	0.35%
Late Charges	20,474	20,400	15,600	(4,800)	(23.53%)
Project Reimbursement	22,059	24,000	24,000		0.00%
Misc Income	5,656	7,200	7,200		0.00%
Total Other Income	58,214	65,093	63,836	(1,257)	(1.93%)
TOTAL REVENUE	2,180,691	2,441,336	2,507,729	66,393	2.72%
Salaries & Wages	516,744	570,177	582,794	12,617	2.21%
Wages - Contra Account	(155)				0.00%
Employer Costs	50,987	97,256	102,863	5,607	5.77%
Payroll Taxes	29,922	41,110	46,110	5,000	12.16%
Other Employer Costs	23,510	22,182	22,182		0.00%
Pension Expense	97,195	101,060	110,261	9,201	9.10%
Tuition Reimbursement		810	810		0.00%
Total Employee Services	718,204	832,595	865,020	32,425	3.89%
Clerical Services	5,564	9,150	9,150		0.00%
Recruitment	992	2,580	2,580		0.00%
Travel/Meetings	1,163	1,680	1,680		0.00%
Office Supplies	3,036	3,600	3,000	(600)	(16.67%)
Copy Machine Maintenance	101	120	120		0.00%
Insurance	11,000	11,000	11,000		0.00%
Telephones	20,147	15,600	20,500	4,900	31.41%
Memberships	4,597	5,395	5,395		0.00%
Legal	6,016	85,200	20,000	(65,200)	(76.53%)
Training/Safety	3,568	13,200	13,200		0.00%
Consulting	67,084	50,000	50,000		0.00%
CIA Ditch Operations	2,795	3,000	38,000	35,000	1166.67%
Total Administrative Services	126,063	200,525	174,625	(25,900)	(12.92%)
Uniforms	4,902	4,800	4,800		0.00%
Building/Grounds Maint/Pest Cntr	4,092	2,100	2,100		0.00%
Vehicle Maint	15,688	21,000	21,000		0.00%
Vehicle Fuel	7,483	11,400	11,400		0.00%
Power	172,477	168,200	169,685	1,485	0.88%
Information System Maint	6,140	23,303	24,655	1,352	5.80%
Supplies	15,483	15,900	12,700	(3,200)	(20.13%)
Equipment Rental	1,706	6,000	6,000		0.00%
Road Paving	22,547	24,000	18,000	(6,000)	(25.00%)
Maintenance/Repairs	158,350	156,400	143,200	(13,200)	(8.44%)
Non-routine Maint/Repair	1,242	24,000	24,000		0.00%
Chemicals	63,837	107,500	82,000	(25,500)	(23.72%)
Chemicals - T&O	5,488	11,000	3,000	(8,000)	(72.73%)
Lab Tests	19,873	12,000	23,000	11,000	91.67%

RANCHO MURIETA CSD
Water
For the Twelve Months Ending Wednesday, June 30, 2021
RMCS D Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Removal (Hazardous Waste)			16,000	16,000	0.00%
Permits	27,371	30,300	30,300		0.00%
Tools	3,506	6,000	6,000		0.00%
Dam Inspection Costs	52,877	63,500	51,300	(12,200)	(19.21%)
Water Meters/Boxes	23,766	36,000	45,000	9,000	25.00%
Total Operational Costs	606,828	723,403	694,140	(29,263)	(4.05%)
Miscellaneous	3,617	20,050	14,350	(5,700)	(28.43%)
Conservation	11,348	13,260	13,260		0.00%
Sacto Water Authority	9,555	15,000	18,000	3,000	20.00%
CGWA/SE Area Water	12,000	10,000	13,980	3,980	39.80%
Interest Expense	21,026	23,580	23,580		0.00%
Total Other Expenses	57,545	81,890	83,170	1,280	1.56%
Total Operating Costs	1,508,640	1,838,413	1,816,956	(21,457)	(1.17%)
Surplus/(Deficit)	672,052	602,923	690,773		
Administration Cost Allocation	559,697	461,160	685,641		
Net of Allocated Costs	112,355	141,763	5,132		

RANCHO MURIETA CSD
Sewer
For the Twelve Months Ending Wednesday, June 30, 2021
RMCS D Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Sales Residential	\$1,228,186	\$1,335,327	\$1,347,259	\$11,932	0.89%
Sales Commercial	132,276	139,992	141,636	1,644	1.17%
Availability Charges	310	230	220	(10)	(4.35%)
Total General Income	1,360,773	1,475,549	1,489,115	13,566	0.92%
Interest Income	6,590	2,500	2,500		0.00%
Total Earnings Income	6,590	2,500	2,500		0.00%
Inspection Fees	759	4,175	1,771	(2,404)	(57.58%)
Late Charges	20,474	18,000	18,000		0.00%
Project Reimbursement	2,184	2,184	2,184		0.00%
Total Other Income	23,417	24,359	21,955	(2,404)	(9.87%)
TOTAL REVENUE	1,390,780	1,502,408	1,513,570	11,162	0.74%
Salaries & Wages	352,546	413,657	393,925	(19,732)	(4.77%)
Employer Costs	32,410	63,689	67,845	4,156	6.53%
Payroll Taxes	20,662	28,398	31,855	3,457	12.17%
Other Employer Costs	16,290	16,015	16,015		0.00%
Pension Expense	38,550	69,949	76,338	6,389	9.13%
Tuition Reimbursement		560	560		0.00%
Total Employee Services	460,458	592,268	586,538	(5,730)	(0.97%)
Clerical Services	5,564				0.00%
Recruitment	802	2,400	2,400		0.00%
Travel/Meetings	1,163	1,200	1,200		0.00%
Office Supplies	2,921	3,000	3,000		0.00%
Copy Machine Maintenance	101	120	120		0.00%
Telephones	20,145	18,300	21,000	2,700	14.75%
Memberships	1,552	3,180	1,225	(1,955)	(61.48%)
Legal	6,037	3,000	12,000	9,000	300.00%
Training/Safety	5,379	15,000	15,000		0.00%
Consulting	15,752	36,000	53,300	17,300	48.06%
Total Administrative Services	59,414	82,200	109,245	27,045	32.90%
Uniforms	4,745	4,800	4,800		0.00%
Building/Grounds Maint/Pest Cntr	2,091	1,855	2,100	245	13.21%
Vehicle Maint	17,052	15,000	15,000		0.00%
Vehicle Fuel	20,041	20,000	24,000	4,000	20.00%
Power	124,028	110,550	139,998	29,448	26.64%
Information System Maint	3,314	2,400	9,617	7,217	300.71%
Supplies	28,273	15,000	7,200	(7,800)	(52.00%)
Equipment Rental		4,800	2,400	(2,400)	(50.00%)
Maintenance/Repairs	155,638	128,800	184,000	55,200	42.86%
Non-routine Maint/Repair		12,000	15,000	3,000	25.00%
Chemicals	36,785	45,000	54,000	9,000	20.00%
Lab Tests	12,351	15,000	15,000		0.00%
Removal (Hazardous Waste)	6,537	10,000	8,000	(2,000)	(20.00%)
Permits	42,695	45,000	51,250	6,250	13.89%
Tools	6,445	3,600	3,600		0.00%
Dam Inspection Costs			13,700	13,700	0.00%
Total Operational Costs	459,995	433,805	549,665	115,860	26.71%
Miscellaneous	(4,389)	15,750	3,400	(12,350)	(78.41%)
Total Other Expenses	(4,389)	15,750	3,400	(12,350)	(78.41%)

RANCHO MURIETA CSD
Sewer
For the Twelve Months Ending Wednesday, June 30, 2021
RMCS D Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Total Operating Costs	975,478	1,124,023	1,248,848	124,825	11.11%
Surplus/(Deficit)	415,302	378,385	264,722		
Administration Cost Allocation	427,327	352,090	456,561		
Net of Allocated Costs	(12,025)	26,295	(191,839)		

RANCHO MURIETA CSD
Drainage
For the Twelve Months Ending Wednesday, June 30, 2021
RMCS D Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Sales Residential	\$167,968	\$171,127	\$180,846	\$9,720	5.68%
Sales Commercial	32,257	34,874	36,345	1,471	4.22%
Drainage - Property Tax Alloc	67,000	67,000	64,521	(2,479)	(3.70%)
Total General Income	267,225	273,001	281,713	8,712	3.19%
Interest Income	414				0.00%
Total Earnings Income	414				0.00%
Meter Installation Fee	800				0.00%
Inspection Fees	253				0.00%
Total Other Income	1,053				0.00%
TOTAL REVENUE	268,692	273,001	281,713	8,712	3.19%
Salaries & Wages	70,936	96,485	91,882	(4,603)	(4.77%)
Employer Costs	6,744	15,666	16,572	906	5.78%
Payroll Taxes	4,448	6,622	7,429	807	12.19%
Other Employer Costs	3,524	3,528	3,528		0.00%
Pension Expense	8,103	16,316	17,805	1,489	9.13%
Total Employee Services	93,754	138,617	137,216	(1,401)	(1.01%)
Legal	1,440	1,750	1,750		0.00%
Training/Safety	229	1,000	1,000		0.00%
Community Communications		8,000	8,000		0.00%
Consulting	160	1,000	17,450	16,450	1645.00%
Total Administrative Services	1,828	11,750	28,200	16,450	140.00%
Uniforms	430	400	400		0.00%
Power	9,150	10,545	9,662	(883)	(8.37%)
Equipment Rental		3,000	3,000		0.00%
Maintenance/Repairs	1,789	15,500	2,250	(13,250)	(85.48%)
Permits	5,865	6,000	5,750	(250)	(4.17%)
Chemicals	8,174	15,250	12,000	(3,250)	(21.31%)
Lab Tests	1,107		3,000	3,000	0.00%
Tools	2,058	5,200	1,600	(3,600)	(69.23%)
Drainage Improvements		5,150	1,700	(3,450)	(66.99%)
Total Operational Costs	28,573	61,045	39,362	(21,683)	(35.52%)
Miscellaneous	450				0.00%
Total Other Expenses	450				0.00%
Total Operating Costs	124,606	211,412	204,778	(6,634)	(3.14%)
Surplus/(Deficit)	144,086	61,589	76,935		
Administration Cost Allocation	87,767	72,320	76,935		
Net of Allocated Costs	56,319	(10,731)	0		

RANCHO MURIETA CSD
Solid Waste
For the Twelve Months Ending Wednesday, June 30, 2021
RMCS D Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Sales Residential	\$680,682	\$705,716	\$734,379	\$28,663	4.06%
Total General Income	680,682	705,716	734,379	28,663	4.06%
Interest Income	4,464	1,100	1,100		0.00%
Total Earnings Income	4,464	1,100	1,100		0.00%
TOTAL REVENUE	685,146	706,816	735,479	28,663	4.06%
Salaries & Wages	164				0.00%
Employer Costs	(9,800)				0.00%
Total Employee Services	(9,636)				0.00%
CWRS Contract Charges	590,162	631,949	673,947	41,998	6.65%
Total Administrative Services	590,162	631,949	673,947	41,998	6.65%
Miscellaneous	37,191	40,000	41,761	1,761	4.40%
Total Other Expenses	37,191	40,000	41,761	1,761	4.40%
Total Operating Costs	617,718	671,949	715,708	43,759	6.51%
Surplus/(Deficit)	67,428	34,867	19,771		
Administration Cost Allocation	71,941	59,270	36,518		
Net of Allocated Costs	(4,513)	(24,403)	(16,747)		

RANCHO MURIETA CSD
Security
For the Twelve Months Ending Wednesday, June 30, 2021
RMCSO Proposed Fiscal Year 2020-21 Annual Budget

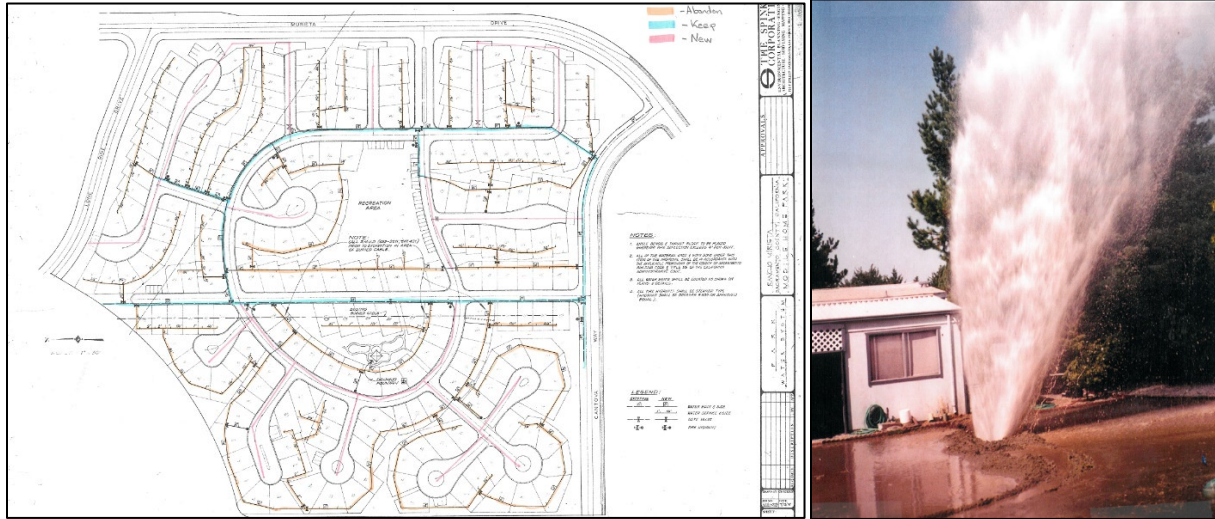
Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Sales Residential	\$1,150,408	\$1,172,205	\$1,271,694	\$99,489	8.49%
Sales Commercial	197,619	205,895	209,953	4,058	1.97%
Security - Property Tax Alloc	196,000	196,000	469,452	273,452	139.52%
Total General Income	1,544,027	1,574,100	1,951,099	376,999	23.95%
Interest Income	2,626	1,200	1,200		0.00%
Total Earnings Income	2,626	1,200	1,200		0.00%
Fines/Rule Enforcement	2,100	2,100	2,100		0.00%
Late Charges	40,949	39,000	24,000	(15,000)	(38.46%)
Title Transfer Fees	4,217	5,400	5,400		0.00%
Security Gate Bar Code Income	9,410	7,800	7,800		0.00%
Misc Income	4,148	5,800	4,200	(1,600)	(27.59%)
Total Other Income	60,824	60,100	43,500	(16,600)	(27.62%)
TOTAL REVENUE	1,607,477	1,635,400	1,995,799	360,399	22.04%
Salaries & Wages	589,402	676,856	707,190	30,333	4.48%
Employer Costs	261,657	285,756	294,437	8,681	3.04%
Payroll Taxes	38,225	50,524	61,133	10,609	21.00%
Other Employer Costs	57,351	59,045	59,045		0.00%
Pension Expense	90,506	148,970	138,385	(10,585)	(7.11%)
Tuition Reimbursement		1,500	1,500		0.00%
Total Employee Services	1,037,141	1,222,652	1,261,690	39,039	3.19%
Clerical Services	71,020	1,200	1,200		0.00%
Recruitment	4,009	3,480	3,480		0.00%
Travel/Meetings	98	1,000	1,000		0.00%
Office Supplies	6,334	6,240	6,240		0.00%
Telephones	9,171	6,240	3,540	(2,700)	(43.27%)
Legal	7,275	6,000	4,800	(1,200)	(20.00%)
Training/Safety	1,468	9,000	3,600	(5,400)	(60.00%)
Equipment Maint	8,375	600	3,000	2,400	400.00%
Consulting	1,572		25,000	25,000	0.00%
Total Administrative Services	109,322	33,760	51,860	18,100	53.61%
Uniforms	6,410	7,560	3,100	(4,460)	(59.00%)
Equipment Repairs	4,009	4,800	4,800		0.00%
Building/Grounds Maint/Pest Cntr	9,122	7,800	7,800		0.00%
Bar Codes	4,625	6,900	6,900		0.00%
Vehicle Maint	14,907	9,000	9,000		0.00%
Vehicle Fuel	11,763	15,600	15,600		0.00%
Vehicle Lease		4,762	4,762		0.00%
Off Duty Sheriff	3,051	8,000	8,000		0.00%
Power	7,040	7,100	8,567	1,467	20.66%
Information System Maint	14,653	19,364	19,054	(310)	(1.60%)
Total Operational Costs	75,580	90,886	87,582	(3,303)	(3.63%)
Miscellaneous	6,237	9,000	8,450	(550)	(6.11%)
Interest Expense	1,282	1,104	750	(354)	(32.07%)
Total Other Expenses	7,519	10,104	9,200	(904)	(8.95%)
Total Operating Costs	1,229,562	1,357,401	1,410,332	52,931	3.90%
Surplus/(Deficit)	377,915	277,999	585,467		

RANCHO MURIETA CSD
Security
For the Twelve Months Ending Wednesday, June 30, 2021
RMCS D Proposed Fiscal Year 2020-21 Annual Budget

Description	FY 2018-19	FY 2019-20	Budget FY 2020-21		
	Audited Actual	Budget	Proposed	\$ Inc/Dec	% Inc/Dec
Administration Cost Allocation	292,079	240,660	585,467		
Net of Allocated Costs	<u>85,836</u>	<u>37,339</u>			

Project Number	Project Description	Budget Amount	Funding Source	Status	Bid Date
Water (1) / Sewer Department (2)					
1	18-01-2 Cantova Pump Station Repairs - Generator	\$ 35,000	Replacement Reserves - Sewer	Approved	
2	18-12-1 Rio Oso Booster Pump Replacement	\$ 50,000	Replacement Reserves - Water	Approved	
3	20-01-1 Replace Calero subdrain panels (3 total)	\$ 25,000	Replacement Reserves - Water	Approved	
4	20-02-1 Replace Truck 217	\$ 25,000	Replacement Reserves - Water	Approved	
5	20-04-1/2 Create Water Right to Capture Stormwater at WWRP	\$ 30,000	Water Augmentation Reserves	Approved	
NEW					
21-01-1	Murieta Village Distribution System Replacement	\$ 877,000	Water Replacement Reserves	proposed	
21-02-1	WTP Chlorine Gas to Bleach Conversion	\$ 352,940	Capital Improvement Reserves	proposed	
21-03-1	Rio Oso Pump Station - Generator	\$ 65,000	Replacement Reserves - Water	proposed	
21-04-1	Rio Oso Pump Station - VFD Replacements	\$ 60,000	Replacement Reserves - Water	proposed	
21-05-1	WTP Compressor replacements	\$ 25,000	Replacement Reserves - Water	proposed	
21-06-1	Water Meter replacements	\$ 60,000	Replacement Reserves - Water	proposed	
21-07-1	Granlees Diversion Intake piping	\$ 85,000	Replacement Reserves - Water	proposed	
21-08-2	Main Lift North Generator replacement	\$ 125,000	Replacement Reserves - Sewer	proposed	
	new projects total	\$ 1,649,940			
Department Subtotal		\$ 1,814,940			
Drainage Department					
11	20-07-2 North Course - Hole 14 Culvert Replacement	\$ 32,000	Drainage Replacement Reserves	Approved	
Department Subtotal		\$ 32,000			
Security Department					
	No CIP item for Security planned for FY 20-21	\$ -	Capital Improvement Reserves		
Department Subtotal		\$ -			
Admin Department					
	No CIP item for Administration planned for FY 20-21	\$ -	Capital Improvement Reserves		
Department Subtotal		\$ -			
2020-21 Grand Totals		\$ 1,846,940			
Ongoing Projects					
17-03-1	Dam Inundation Study	\$ 60,000	Replacement Reserves - Water	In process	
		\$ 12,580	Board approved ammendment - Domicelli and Associates		
20-05-1	WTP #1 Effluent pump rehabilitations (3 total)	\$ 60,000	Water Replacement Reserves	In process	
08-07-1	Bobcat Compact Track Loader	\$ 65,000	Replacement Reserves - Water & Sewer	In process	
18-07-2	WWRP Chlorine Gas to Bleach Conversion	\$ 266,140	Capital Improvement Reserves	In process	
20-06-1	Distribution system dry-barrel fire hydrant replacements (10)	\$ 90,000	Replacement Reserves - Water	In process	
Ongoing Projects Total		\$ 626,300			
Other Optional Projects					
TBD	MLN Generator	\$ 125,000	Replacement Reserves - Sewer	On-hold	
TBD	Reservoir Monitoring - Water	\$ 65,000	Capital Improvement Reserves	On-hold	
TBD	Reservoir Monitoring - Sewer	\$ 65,000	Capital Improvement Reserves	On-hold	
20-03-2	Repower Sewer Jetter	\$ 25,000	Replacement Reserves - Sewer	On-hold	
Other Optional Projects Total		\$ 255,000			

PROJECT TITLE: MURIETA VILLAGE DISTRIBUTION SYSTEM – REPLACEMENT



- CAPITAL PLAN** Water – Replacement Reserves
- CRP #** 21-01-1
- PROJECT BASIS:** Replace aging schedule 40 PVC water infrastructure running under Murieta Village residential units.
- DESCRIPTION:** Route new water distribution system within streets and Murieta Village right of ways that avoid running under the units within the Murieta Village. Provide new piping system for long term viability of water supply to the Murieta village and an increased level of safety for the residents of the Village by abandoning nearly 50 year old PVC water mains that run under residential units. Project aims to avoid potential liability to the District and its rate payers from potential claims should distribution system break under residential units within the Murieta Village.
- ENVIRONMENTAL OR REGULATORY ISSUES:** This project would require a filing of a Notice of Exemption- public right-of-way.
- RISK ASSESSMENT:** High.
- PROJECT BUDGET:** \$877,000
- BASIS OF COST EST:** Estimates for engineering design, bidding, contractor, material, project management, and outreach.

**PROJECT TITLE: WATER TREATMENT PLANT CHLORINE GAS TO BLEACH
CONVERSION - IMPROVEMENT FUND**



Ton cylinders of chlorine gas

CAPITAL PLAN	Water Improvement Reserves
CIP #	21-02-1
PROJECT BASIS:	System Conversion to bleach for water disinfection
DESCRIPTION:	Eliminate the use of chlorine gas at the Water Plant for potable water disinfection by converting to using industrial strength sodium hypochlorite (bleach).
REGULATORY ISSUES:	Safer product for staff; Substantially less regulatory oversight and required staff training; Mitigates risk to community from transport, storage and use of chlorine gas. Filing of a Management of Change with Sacramento County Environmental Management Department will be required.
RISK ASSESSMENT:	Provides a safer alternative for the neighboring community vs the potential of a catastrophic chlorine gas leak and chlorine gas deliveries through community and neighboring roadways.
PROJECT BUDGET:	\$352,940 (2017 figure)
BASIS OF COST EST:	Cost estimates are from the 2017 Coastland Capital Improvement fee study, based on removal of gas feed system, procurement and installation of chemical feed skids for bleach injection; engineering for design, plans, bid packet, submittal review and as-builts; contractor procurement and placement of tanks, building tank pads, and installing piping and feed equipment appurtenances. https://www.ranchomurietacsd.com/files/c82d2d87d/agenda+11+c+Ord+2017-02+Fee+Study+Report+%28Final+110817%29.pdf

PROJECT TITLE: RIO OSO PUMP STATION GENERATOR – REPLACEMENT



CAPITAL PLAN	Water – Replacement Reserves
CRP #	21-03-1
PROJECT BASIS:	Replace existing 1980 tier 0 generator with a tier 4 diesel or propane generator to comply with California air quality standards as well as to provide reliable back-up power at this critical pump station.
DESCRIPTION:	The Rio Oso booster pump station provides continuous pumping of water to meet the water pressure and supply demands of Units 3, 3b, and 4 in the North. The generator and electrical switchgear there allow the station to continue to operate in the event of power outages.
ENVIRONMENTAL OR REGULATORY ISSUES:	No issues, simple updating of air quality permit for site.
RISK ASSESSMENT:	Medium
PROJECT BUDGET:	\$60,000 estimated
BASIS OF COST EST:	Budgetary estimate from generator vendor, estimate for electrical services for disconnects and connections.

PROJECT TITLE: RIO OSO PUMP STATION VFD PANEL – CAPITAL REPLACEMENT



CAPITAL PLAN	Water – Replacement Reserves
CRP #	21-04-1
PROJECT BASIS:	Replace 1994 variable frequency drives (VFDs) and appurtenances that modulate power to the booster pumps to maintain water pressure. Replacements would ensure long term reliability at this critical site that cannot experience any failure.
DESCRIPTION:	The Rio Oso booster pump station provides continuous pumping of water to meet the water pressure and supply demands of Units 3, 3b, and 4 in the North. The VFDs control the speed of the booster pumps by modulating power to the pump motors through feedback from a pressure gauge and the sites programmable logic controller (PLC).
ENVIRONMENTAL OR REGULATORY ISSUES:	No issues, simple updating of air quality permit for site.
RISK ASSESSMENT:	Medium
PROJECT BUDGET:	\$60,000 estimated
BASIS OF COST EST:	Budgetary estimate from generator vendor, estimate for electrical services for disconnects and connections.

PROJECT TITLE: WATER PLANT COMPRESSORS – CAPITAL REPLACEMENT



CAPITAL PLAN	Water – Replacement Reserves
CRP #	21-05-1
PROJECT BASIS:	Replace two compressors that were installed in 2015 as part of the water treatment plant expansion. Since that time the compressors have sustained damage from chemical vapors present within the room in which they reside. A separate room will be created for them to prevent this from happening again.
DESCRIPTION:	These compressors supply air to various pneumatic valves and the membranes for integrity testing.
ENVIRONMENTAL OR REGULATORY ISSUES:	None
RISK ASSESSMENT:	Medium
PROJECT BUDGET:	\$25,000 estimated
BASIS OF COST EST:	Budgetary estimate from vendors.

**PROJECT TITLE: WATER METER REPLACEMENTS, COMMERCIAL, UNIT 1 & UNIT 2
 – CAPITAL REPLACEMENT**



Old



New

CAPITAL PLAN

Water – Replacement Reserves

CRP #

21-06-1

PROJECT BASIS:

Replace 275 older water meters with mechanically moving parts, which are at the end of their intended life cycle, with new solid-state electromagnetic water meters.

DESCRIPTION:

Water meters track the water usage which is used for billing at the usage rate and for water accounting. Meters with mechanical parts wear out over time and lose accuracy until complete failures bring them to staff’s attention. Proactively searching out the older mechanical meters based on their serial numbers that are tracked in the billing system, will allow the District to replace these older meters sooner. This will result in a more accurate account of water being used through the new meters and therefore a slight increase in revenue and more accurate water use data for the District showing less water loss. The new meters also have built in data tracking that may be downloaded by staff utilizing existing vendor software, and a 10 year full rated warranty, with another 10 year pro-rated warranty.

ENVIRONMENTAL OR REGULATORY ISSUES:

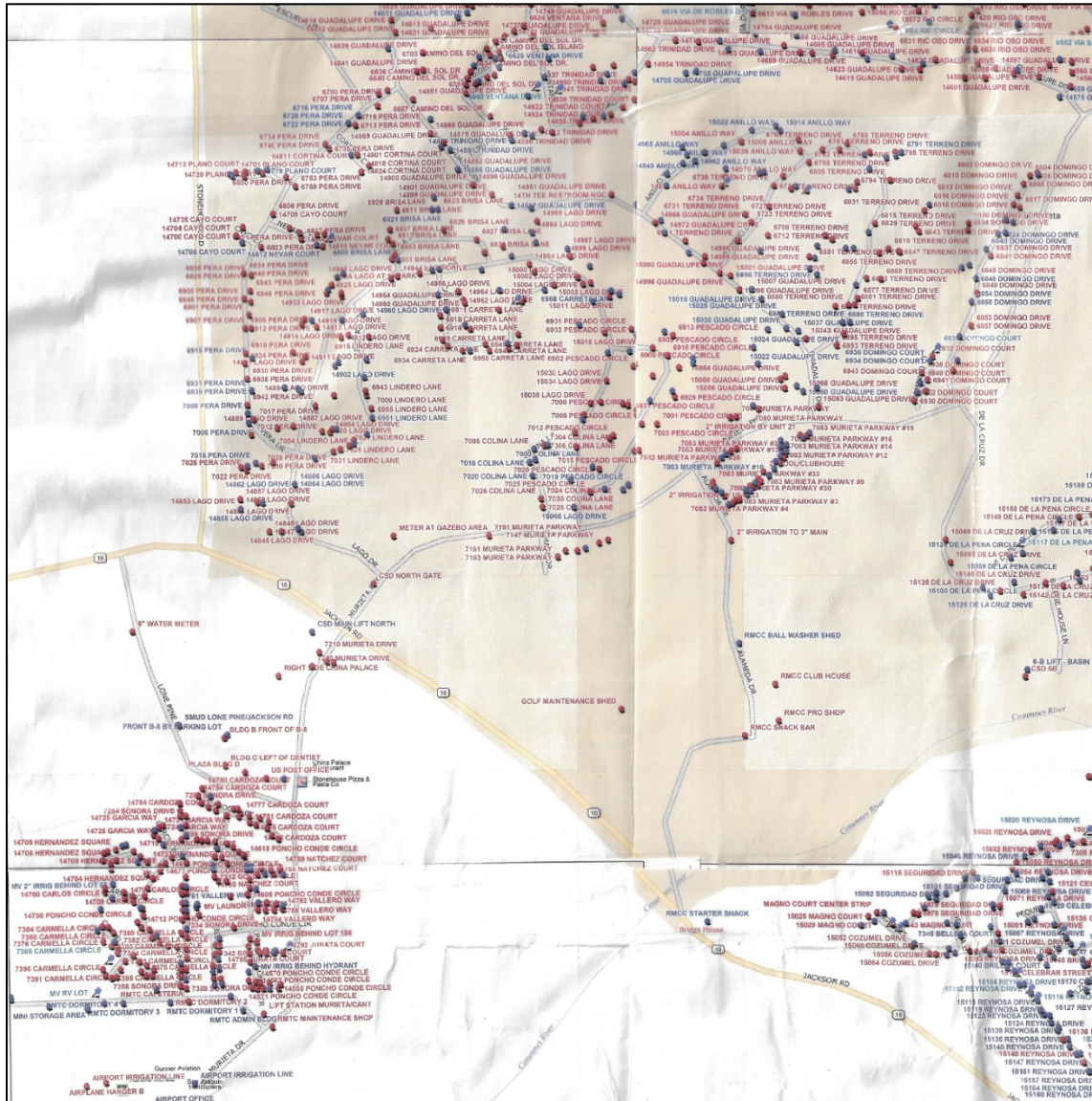
None

RISK ASSESSMENT:

Low

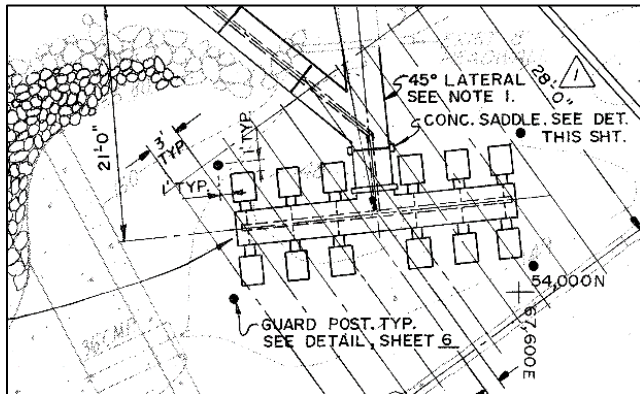
PROJECT BUDGET: \$60,000 estimated

BASIS OF COST EST: Current cost from vendor and meters amounts. Costs do not factor in District staff time, only material costs.



Example of water meter locations throughout District

PROJECT TITLE: GRANLEES DIVERSION INTAKE – CAPITAL REPLACEMENT



CAPITAL PLAN

Water – Replacement Reserves

CRP

21-07-1

PROJECT BASIS:

Replace potentially failing components as a pro-active step towards preventing future failures that could delay the District from diverting river water to our storage reservoirs.

DESCRIPTION:

The intake system is located on the north side of the Cosumnes River. It is used to draw water from the Cosumnes river for the community's potable water storage. For this project we would evaluate intake piping, screening, and compressor and air piping that is utilized for backflushing the screens, and replace any necessary components to prolong the life of the water intake system.

ENVIRONMENTAL OR REGULATORY ISSUES:

None

RISK ASSESSMENT:

Medium

PROJECT BUDGET:

\$85,000 - \$130,000 estimated

BASIS OF COST EST:

Stainless steel fasteners, piping, compressor for backflushing, and possible pipe repairs. If pipe replacement is needed, cost will be significantly higher, therefore two costs are shown.

PROJECT TITLE: MAIN LIFT NORTH SEWER PUMP STATION GENERATOR – REPLACEMENT



CAPITAL PLAN	Sewer – Replacement Reserves
CRP #	21-08-2
PROJECT BASIS:	Replace existing tier 0, 338 HP generator with a tier 3 diesel or propane generator to comply with California air quality standards as well as to provide reliable back-up power at this critical sewer pump station.
DESCRIPTION:	The Main Lift North sewer pump station is the largest sewer pumping station in the District. It collects and pumps sewer from Units 1, 2, 3, 3b, and 4 in the North and all commercial and Murieta Village areas south of Highway 16 north of the Cosumnes River. The generator and electrical switchgear there allow the station to continue to operate in the event of power outages.
ENVIRONMENTAL OR REGULATORY ISSUES:	Updating of air quality permit for site required. Site power is shared with Sacramento Metro Fire Station 59 under an agreement and will need coordination with them.
RISK ASSESSMENT:	Medium
PROJECT BUDGET:	\$85,000 estimated
BASIS OF COST EST:	Budgetary estimate from generator vendor, for a fixed tier 3 generator, transfer switch, start-up and testing.

RESOLUTION NO. R2020-03

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT
APPROVING THE BUDGET FOR FISCAL YEAR 2020-21**

WHEREAS, District departments have submitted estimates of budget requirements for Fiscal Year 2020-21 and those estimates have been reviewed by the General Manager and Finance Committee; and

WHEREAS, the General Manager has submitted a proposed budget with the tabulations of the estimates together with proposed revisions to the Board of Directors; and

WHEREAS, the Board of Directors has reviewed and considered the proposed budget for Fiscal Year 2020-21; and

WHEREAS, a public presentation and hearing were conducted for the budget for the Fiscal Year 2020-21 on May 20, 2020 at 6:00 p.m. via ZOOM video conference only pursuant to Governor Newsom Executive Order N-29-20.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that (1) the proposed budget for Fiscal Year 2020-21, as submitted by the District General Manager and as reviewed by the Board of Directors is a proper financial program for the budget period and constitutes the budget for 2020-21; and (2) the District's 2020-21 Budget is hereby adopted in the form as presented at this meeting and ordered filed with the County Auditor of Sacramento County in accordance with Sections 53901 and 61110 of the Government Code.

INTRODUCED by the Board of Directors on the 20th day of May 2020.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 17th day of June 2020, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President of the Board
Rancho Murieta Community Services District

[SEAL]

Attest:

Amelia Wilder, District Secretary

MEMORANDUM

Date: May 15, 2020
To: Board of Directors
From: Tom Hennig, Director of Administration
Subject: Public Hearing – Introduce Ordinance O2020-02, Proposed Services Charge Increases and Special Tax Adjustments

RECOMMENDED ACTION

Introduce Ordinance O2020-02, an Ordinance of the Rancho Murieta Community Services District, amending Chapter 14 of the District Code relating to Water Service Charges; amending Chapter 15 of the District Code relating to Sewer Service Charges; amending Chapter 16 of the District Code relating to Drainage Service Charges; amending Chapter 16A of the District Code relating to Drainage Special Tax; amending Chapter 21 of the District Code relating to Security Special Tax; and amending Chapter 31 of the District Code relating to Solid Waste Collection and Disposal Service Charges, waive the full reading of the Ordinance and continue to the June 17, 2020 Board Meeting for adoption.

BACKGROUND

The purpose of this rate adjustment hearing is to receive community input on the rate adjustments as well as to receive Board direction addressing adjustments based on community input. To formally adopt new rates, various chapters of the District Code will be changed by adopting the attached Ordinance O2020-02.

Rate Adjustment Overview

The effect of the proposed rate changes on the average monthly bill for a residential metered lot is 0.95%, or an average increase of \$1.77 per month. The effect of the proposed rate changes on the average monthly bill for a the Village and Murieta Gardens II metered lot is 0.95%, or an average increase of \$1.77 per month. Impacts to individual customer bills will vary depending on the monthly amount of water used by each customer. For the District, operational costs are anticipated to increase 4.63%, or \$319,856, for fiscal year 2020-21, versus the prior year's budget. This is largely due to increases in the items listed below:

- Wages and employer costs – 3.71%
- Medical premiums – 5%
- SMUD electric rates – 9.25%
- Solid waste contract rates – 4.8%
- Liability and Workers Comp Insurance – 15%
- Increases in Dam Inspection fees – 26%

The proposed rate increase also includes Capital Replacement Reserve contributions of \$507,213, which is an increase of 1.09%, or \$5,491 over the prior year's budget. This increase is due to the addition of the Murieta Gardens II subdivision and a slight increase in commercial rate payors.

District Maintaining Focus on Cost Efficiency

The District remains committed to providing superior community services efficiently and professionally at a reasonable cost. The District is working diligently to identify cost savings where possible to reduce the rate increase impact on all residential and non-residential customers.

Revenue estimates for the overall budget are largely driven by water use. For the FY 2020-21 budget, staff recommends the Board approve the budget based on the FY 2019-20 use estimates. This approach has allowed staff to develop this budget with information consistent with historical projections. The effect of the proposed rate changes on the average monthly bill for a residential metered lot is based on the setting of the average monthly water use at 1,426 Cubic Feet which equates to 10,700 gallons per month. The effect of the proposed rate changes on the average monthly bill for a Murieta Village lot is based on the setting the average monthly water use at 418 cubic feet which equates to 3,130 gallons per month. We will establish the average monthly use for the Murieta Gardens II lots before the FY 2021-22 budget. For this budget, the MGII homes were considered the same as the Murieta Village lots. The current year average for residential lots ranges from 2,200 CF for the larger estate lots to 945 cubic feet for the half-plex lots. The average water consumption for Murieta Village lots is 424 cubic feet. Impacts to individual customer bills will vary depending on the monthly amount of water used by each customer. Customers that use more than the monthly average of 1,426 cubic feet will see an increase in their monthly bill; those that use less than the monthly average usage will see a decrease in their monthly bill.

A summary of the proposed rate changes by Service Change and Special Tax area follows on the next page:

WATER

The proposed FY 2020-21 monthly bill increase for an average consumption residential metered lot is projected to be \$0.00 or 0.0%.

	Current Rate 2019-20	Proposed 2020-21
Base Charge (w/o reserve contribution)	\$37.97	\$37.97
Reserve Contribution	\$7.75	\$7.75
Total Base Charge	\$45.72	\$45.72
Debt Service Charge (repay internal borrowing)	\$6.00	\$6.00
Usage Charge (per cf)	\$.0191	\$.0191
<ul style="list-style-type: none"> Non-residential customers are charged one base charge per month per meter plus the reserve contribution times their Water EDU (equivalent dwelling unit) value plus usage 		

SEWER

The proposed FY 2020-21 monthly bill increase for a residential metered lot is projected to be \$0.00 or 0.0%.

	Current Rate 2019-20	Proposed 2020-21
Base Charge (w/o reserve contribution)	\$42.77	\$42.77
Reserve Contribution	\$6.76	\$6.76
Total Base Charge	\$49.53	\$49.53
<ul style="list-style-type: none"> Non-residential customers are charged the base charge plus the reserve contribution times their Sewer EDU (equivalent dwelling unit) value 		

DRAINAGE

The proposed FY 2020-21 monthly bill increase for an average consumption residential metered lot is projected to be \$0.10 or 2.0%.

Developed Property	Current 2019-20	Proposed 2020-21	Max Rate 2020-21
Residential (per lot)			
Metered	\$5.22	\$5.32	\$5.32
Unmetered	\$5.22	\$5.32	\$5.32
The Villas	\$3.49	\$3.56	\$3.56
Murieta Village	\$3.49	\$3.56	\$3.56
Non-Residential (per acre)			
1 Retail	\$26.10	\$26.62	\$26.62
2 Industrial/Whse	\$27.73	\$28.29	\$28.29
3 Light Industrial	\$21.21	\$21.63	\$21.63
4 Office	\$24.47	\$24.96	\$24.96
5 Landscape (golf course/park sites)	\$4.89	\$4.99	\$4.99
6 Murieta Equestrian Center	\$1.89	\$1.93	\$1.93

7 RMCC (club house and parking)	\$0.000	\$0.000	\$0.000
8 Airport	\$2.17	\$2.22	\$2.22
9 Geyer Property	\$16.31	\$16.64	\$16.64
10 Hotel/Ext Stay	\$26.10	\$26.62	\$26.62
Undeveloped Property			
Residential & Non-Residential	\$3.08	\$3.14	\$3.14

SOLID WASTE

The proposed 2020-21 monthly bill increase for a 64 gallon container is projected to be \$ (\$0.32 for the container and \$0.05 for the Sacramento County Surcharge) or 1.51%. This increase is due to operational cost increases per contract with California Waste Recovery Services and anticipated increases in Sacramento County's landfill surcharges.

	Current Rate 2019-20	Proposed 2020-21
38 gallon container (T38)	\$19.40	\$19.73
64 gallon container (T64)	\$21.19	\$21.51
96 gallon container (T96)	\$31.52	\$32.00
Extra Cart (38 gallon)	\$8.62	\$8.59
Extra Cart (64 gallon)	\$10.67	\$10.64
Extra Cart (96 gallon)	\$22.55	\$22.55
Extra Recycle Cart	\$6.89	\$6.84
Extra Yard Waste Cart	\$6.89	\$6.84
Yard Waste Exemption	(\$2.00)	(\$2.00)
Sac County Surcharge	\$1.25	\$1.30

SECURITY

The proposed 2020-21 monthly bill increase for a residential metered lot inside the RMA gates is projected to be \$0.59 or 2.0%.

Developed Property	Current 2019-20	Proposed 2020-21	Max Rate 2020-21
Residential (per lot)			
Inside Gates			
Metered	\$29.73	\$30.32	\$30.32
Unmetered	\$23.32	\$23.79	\$23.79
Outside Gates	\$7.17	\$7.31	\$7.31
Non-Residential (per Building square foot)			
1 Highway Retail	\$.2681	\$.2734	\$.2734
2 Other Retail/Comm	\$.0289	\$.0294	\$.0294
3 Industrial/Whse/Lt Industrial	\$.0630	\$.0643	\$.0643
4 Office	\$.0152	\$.0155	\$.0155
5 Institutional	\$.0152	\$.0155	\$.0155
6 Public Utility	\$.0480	\$.0490	\$.0490
7 Equestrian Center	\$.0045	\$.0046	\$.0046
8 RMCC	\$.0755	\$.0770	\$.0770
9 Airport	\$.0192	\$.0196	\$.0196
10 Hotel/Ext Stay	\$.0289	\$.0294	\$.0294
Undeveloped Property (per acre)			
Inside Gates	\$25.1494	\$25.6524	\$25.6524
Outside Gates	\$3.7477	\$3.8226	\$3.8226

ORDINANCE NO. O2020-02

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT, AMENDING CHAPTER 14 OF THE DISTRICT CODE, RELATING TO WATER SERVICE CHARGES; AMENDING CHAPTER 15 OF THE DISTRICT CODE RELATING TO SEWER SERVICE CHARGES; AMENDING CHAPTER 16A OF THE DISTRICT CODE RELATING TO DRAINAGE SPECIAL TAX; AMENDING CHAPTER 21 OF THE DISTRICT CODE RELATING TO SECURITY SPECIAL TAX; AND AMENDING CHAPTER 31 OF THE DISTRICT CODE RELATING TO SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES AND LEAF COLLECTION

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

SECTION 1. Purpose and Authority. The purposes of this ordinance are to (a) increase the District water, sewer and solid waste collection and disposal service charges in order to reflect and provide for operation, maintenance and other cost increases due to inflation, increased regulatory costs, increased costs of supplies, services, labor and benefits, and other factors, and (b) increase the District drainage special tax and security special tax to implement the voter-authorized annual adjustments. This ordinance is adopted pursuant to California Constitution articles XIII C, section 2, and XIII D, section 6, Government Code sections 61115, 61121 and 61123, District Ordinances Nos. 98-1 and 98-2, and other applicable law.

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

- (a) As calculated and demonstrated in the FY 2020-21 District budget, the increased service charges implemented by this ordinance have been fixed in amounts sufficient to pay the operating expenses of the District's water, sewer and solid waste operations, provide for and fund repairs and replacement of utility system works and equipment, provide for increased costs of regulatory compliance, fund financial reserves, and pay debt service and other costs.
- (b) The increased service charges are reasonably related to, and do not exceed, the District's cost of providing each of the services.
- (c) The revenues derived from the service charges do not exceed the funds required to provide the services and will not be used for any purpose other than the listed services.
- (d) The amount of the service charges imposed on each customer's parcel does not exceed the proportional cost of the particular service attributable to that parcel.
- (e) The District water, sewer and solid waste services are services that are actually used by and immediately available to the owner of each customer parcel.
- (f) No portion of these service charge increases are imposed for general governmental services.
- (g) As calculated and demonstrated in the FY 2020-21 District budget, the increased drainage and security special taxes implemented by this ordinance have been fixed in amounts as calculated and determined consistent with the annual tax adjustments as set forth in District Code chapters 16A and 21 and as authorized by the voters at the time of the approval of the special taxes.

- (h) The establishment, modification, structuring, restructuring and approval of the service charges and taxes as set forth in this ordinance are necessary and appropriate to continue to meet the District's costs for operation and maintenance, supplies and equipment, financial reserves, and capital replacement needs, and to maintain a satisfactory level of services within the District service area.
- (i) The District Board of Directors has conducted a duly noticed public hearing on the proposed service charge increases in accordance with California Constitution article XIII D, section 6, and the Board did not receive a majority protest against any of the proposed service charge increases.

SECTION 3. Service Charge and Tax Adjustments; District Code Amendments

- I) The Water Code, Chapter 14, Section 7.00 Rates and Charges is amended as follows:
Section 7.05 Rates for Metered Service.

- (a) General metered service shall be as follows:

MONTHLY CHARGES

Base Charge	\$ 37.97
Reserve Charge	<u>\$ 7.75</u>
Total Basic Service Charge	\$ 45.72/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0191/cu. ft.
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- (b) Metered service to residential lots at Murieta Village shall be as follows:

MONTHLY CHARGES

Base Charge	\$ 37.97
Reserve Charge	<u>\$ 7.75</u>
Total Basic Service Charge	\$ 45.72/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0191/cu. ft.
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- (c) Non-Residential metered service shall be as follows:

MONTHLY CHARGES

Basic Service Charge for non-residential shall be calculated on an EDU basis

Monthly Charges

Basic Service Charge for non-residential metered service shall be calculated on number of meters and an EDU basis for each customer multiplied by the Basic Service Charge reflected in Section 7.05(a) above.

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0191/cu. ft.
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- II) The Sewer Code, Chapter 15, Section 7.00 Rates and Charges is amended as follows:

Section 7.03 Rates and Charges for Service. The monthly service charge for each premise receiving sewer service from the District shall be:

Residential or other premises, each unit	
Base rate	\$ 42.77 per month
Reserve contribution	<u>\$ 6.76 per month</u>
Total monthly service charge	\$ 49.53 per month

Murieta Village, per unit	
Base rate	\$ 42.77 per month
Reserve contribution	<u>\$ 6.76 per month</u>
Total monthly service charge	\$ 49.53 per month

Non-Residential

Monthly service charge for non-residential sewer service shall be calculated on an EDU basis for each customer multiplied by the residential service charge.

III) The Drainage Code, Chapter 16, Section 7.00 Rates and Charges is amended as follows:

Section 7.01 Rates and Charges: Drainage charges for operation and maintenance of the District's system shall be as set forth in Chapter 16A, Section 3.00.

The Drainage Code, Chapter 16A, Section 3.00 Drainage Tax, is amended as follows:

Section 3.00 Rates and Charges for Operation and Maintenance of the District's system shall be: Commencing July 1, 2020, property within the District shall be assessed a monthly drainage tax as follows. The maximum monthly tax rates shown reflect annual adjustments, per Section 5.00.

LAND USE		Monthly Special Tax Rates Fiscal Year 2020-21	Monthly Special Tax Rates Maximum Ceiling Rate Year 2020-21
DEVELOPED PROPERTY			
Residential			
-Metered Developed	Per Lot	\$ 5.32	5.32
-Unmetered Developed	Per Lot	\$ 5.32	5.32
-The Villas	Per Lot	\$ 3.56	3.56
-Murieta Village	Per Lot	\$ 3.56	3.56
Non-Residential			
-Retail	Per Acre	\$ 26.62	26.62
-Industrial/Warehouse	"	\$ 28.29	28.29
-Light Industrial	"	\$ 21.63	21.63
-Office	"	\$ 24.96	24.96
-Landscaped Areas (golf course & park site)	"	\$ 4.99	4.99
-Murieta Equestrian Center	"	\$ 1.93	1.93
-RMCC (club house & parking)	"	\$ 0.00	0.00
-Airport	"	\$ 2.22	2.22
-Geyer Property	"	\$ 16.64	16.64
-Hotel/Ext. Stay		\$ 26.62	26.62

UNDEVELOPED PROPERTY

Uses Drainage System

-Residential and Non-Residential Per Acre \$ 3.14 3.14

IV) The Security Code, Chapter 21, Section 5.00 Security Tax, is amended as follows:

Commencing July 1, 2020, property within the District shall be assessed a monthly security tax as follows. The maximum tax rates shown reflect annual adjustments, per Section 5.00:

<u>LAND USE</u>		<u>Monthly Special Tax Rates Fiscal Year 2020-21</u>	<u>Monthly Special Tax Rates Maximum Ceiling Rate Year 2020-21</u>
DEVELOPED PROPERTY			
Residential			
Inside Gates			
- Metered	Per Lot	\$ 30.32	30.32
- Unmetered	Per Lot	\$ 23.79	23.79
Outside Gate	Per Lot	\$ 7.31	7.31
Non-Residential			
- Highway Retail	Per Building Sq. Ft.	\$ 0.2734	0.2734
- Other Retail/Commercial	"	\$ 0.0294	0.0294
- Industrial/Warehouse/Lt Industrial	"	\$ 0.0643	0.0643
- Office	"	\$ 0.0155	0.0155
- Institutional	"	\$ 0.0155	0.0155
- Public Utility	"	\$ 0.0490	0.0490
- Equine Complex	"	\$ 0.0046	0.0046
- RMCC	"	\$ 0.0770	0.0770
- Airport	"	\$ 0.0196	0.0196
- Hotel/Ext. Stay	"	\$ 0.0294	0.0294
UNDEVELOPED PROPERTY			
- Inside Gates	Per Acre	\$ 25.6524	25.6524
- Outside Gates	Per Acre	\$ 3.8226	3.8226

V) The Solid Waste Collection and Disposal Code, Chapter 31, Section 4.0 Collection Rates, is amended as follows:

Section 4.03 Collections Rates. The monthly service charge shall be:

(1) Garbage Collection Services

38-gallon cart	\$ 19.73
64-gallon cart	\$ 21.51
96-gallon cart	\$ 32.00

(2) Additional Garbage Carts

38-gallon cart	\$ 8.59
64-gallon cart	\$ 10.64
96-gallon cart	\$ 22.55

(3) Additional Recycling Cart (in excess of 1 recycled cart)

38-gallon cart	N/A
64-gallon cart	\$ 6.84
96-gallon cart	\$ 6.84

(4) Additional Green Waste Cart (in excess of 2 green waste carts)

38-gallon cart	N/A
64-gallon cart	\$ 6.84
96-gallon cart	\$ 6.84
Yard Waste Exemption	(\$ 2.00)

(5) Sacramento County Surcharge \$ 1.30

SECTION 4. Superseder. This ordinance supersedes prior inconsistent District ordinances, resolutions, policies, rules, and regulations concerning the subject matter of this ordinance.

SECTION 5. Effective Date. This ordinance shall take effect on July 1, 2020.

SECTION 6. Severability. If any section or provision of this ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this ordinance are declared to be severable.

SECTION 7. Publication. The District Secretary is directed to publish this ordinance once in a newspaper of general circulation published in the District within 15 days after the adoption of the ordinance.

INTRODUCED by the Board of Directors on the 20th day of May 2020.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 17th day of June 2020, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____, President of the Board
Rancho Murieta Community Services District

[seal]

ATTEST:

Amelia Wilder, District Secretary

MEMORANDUM

Date: May 15, 2020
To: Board of Directors
From: Jeffery Werblun, Security Chief
Subject: Updated Security Code – Ordinance O2020-01 – Cleanup of Chapter 21 Text

RECOMMENDED ACTION

Review and discuss language in the code and any possible conflict of, “Protect Life and Property” and “Observe and Report” in the role of Security. Review and recommend for Board review and approval Ordinance No. O2020-01 to accept the changes and updates to the Security Code Chapter 21, including the late payment interest rate increase previously approved by the Board.

BACKGROUND

Over the years, the District’s Security Code, Chapter 21, has gone through many updates and revisions. Each time this was done, footnotes were added to the bottom of the page, indicating the changes. The footnotes and comments have caused the code to be cluttered. Most of the changes occurred many years ago.

Recently, the Board approved an increase in the penalty fee interest charges for late payments, including the Security Tax. The District’s legal counsel reviewed the Security Code and made recommendations for some updates and changes. The recommendations were to remove the old footnotes, reflect the interest rate change, and change some language; however, not the code itself. Staff made the recommended changes.

Additional discussion came up about the wording in the Security Code regarding, “Protect Life and Property” and “Observe and Report”, and if there is a conflict between the two and the Security Code and the Security Policy.

The Government Code section cited in the CSD Security Code, 61100, is the code that authorizes Community Services Districts to have their own Police, Fire or Security Departments. It has nothing to do with authority. The language, “To Protect Life and Property” simply is the reason a District, or a City for example, would have a Police or Fire or Security Department. The purpose of such agencies is, to Protect Life and Property. The manner in which the department would go about Protecting Life and Property is contained in the policy and procedures of that department. CSD Security has such polices and procedures.

The authority of a law enforcement agency comes from the Penal Code. The authority of a security officer comes from the Business and Professions Code. Security does protect life and property simply by being a visible deterrent. Further, the CSD Security Code and policy state that the CSD Security Officers are not law enforcement officers.

Observe and Report is a phrase the Bureau of Security and Investigative Services uses for Security Officers so that if they are not able to protect or prevent an incident from occurring, they are to report their observations to law enforcement. The meaning behind this is to make sure security understands they are not law enforcement. Although Security can make an arrest, as a citizen, they do not have authority to investigate crimes, gather evidence, obtain statements and pursue suspects as law enforcement does.

CSD Security operates under these rules and policies with the goal of Protecting Life and Property or preventing an incident from occurring. If something does happen, it is reported to law enforcement. Simply manning the gates is a form of Protecting Life and Property by not allowing unauthorized persons into the Community. There is no conflict between these statements or the polices. One statement is a mission or goal and the other is an action if the goal is not met. Policy is clear that CSD Security is not law enforcement and how Security carries out is daily mission.

The Committee had a discussion on this language in the code and was satisfied with the explanation provided and understood the differences between the two phrases. It was also mentioned that policy 2008-05 provides a good explanation of the phrases and the authority of CSD Security.

The Committee made the recommendation to move this matter to the Board, as it is, with the final edits to the Security Code for approval.

In order for the Board to adopt the changes and updates to the Security Code, an Ordinance has been drafted for the Board to review and consider. The Ordinance reflects the changes in the Security Code.

ORDINANCE NO. O2020-01

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT
AMENDING DISTRICT CODE CHAPTER 21 (SECURITY SERVICES) REGARDING
UPDATES AND REVISIONS TO VARIOUS PROVISIONS**

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

SECTION 1. PURPOSE AND AUTHORITY. The purpose of this ordinance is to revise, update, and clarify the provisions of the District Code relating to security services. This ordinance is adopted pursuant to Government Code sections 61060 and 61100 and other applicable law.

SECTION 2. CODE AMENDMENTS

A. The title page of District Code chapter 21 is amended to read as follows:

Security Services Code
Policies Regulating the Provision of
and Taxes ~~Charges~~ for Security Service
by the District

B. District Code chapter 21 (Security Services Code), section 1.02 is amended to read as follows:

1.02 Applicability. This Chapter shall apply to security services in or affecting the territory of the Rancho Murieta Community Services District. The provisions of this Chapter define the type of security services provided by the District, the special tax levied to fund those services and charges therefore, the methods of collecting the special tax and other charges, penalties for violations of the provisions of this Chapter, and ~~all~~ other related matters concerning the provision of security services within Rancho Murieta Community Services District.

C. District Code chapter 21 (Security Services Code), section 3.04 is amended to read as follows:

3.04 Enforcement of Covenants, Conditions and Restrictions

Pursuant to Government Code Section 61105(e) ~~and former Government Code Section 61601.10~~, the District may enforce covenants, conditions and restrictions (“CC&Rs”), and hereby authorizes Security Patrol Officers to enforce those non-architectural CC&Rs related to the provision of Security Services adopted for each tract within the boundaries of the District.

The Manager and/or the Board is hereby authorized to establish rules, regulations and procedures in cooperation with any homeowner’s association within the District boundaries, including but not limited to, the Rancho Murieta Association, for the enforcement of non-architectural CC&Rs which shall be published and made available to the Board and Customers, including amendments thereto.

D. District Code chapter 21 (Security Services Code), section 5.00 is amended by deleting the preface at the beginning of the section, which reads “[PREFACE: Section 5.00 was adopted by the voters of Rancho Murieta Community Services District and became effective on July 1, 1998. The text of the language as adopted by the voters is provided verbatim below. In the intervening years since this section was adopted several changes have occurred in state law and certain sections are no longer applicable within the District. In order to provide consistency with the rest of the Security Code, these changes are reflected by footnote references throughout this section.]”

E. District Code chapter 21 (Security Services Code), section 5.01 is amended to read as follows (which includes the removal of footnote 1):

5.01 Findings. The Board of Directors of the District hereby finds and declares that the District’s ability to continue to provide Security Services depends on the availability of funds to support these services. The Security Services are a portion of the public safety ~~or police~~ services related to real property and provide for the security and protection of the real property, ~~and~~ property owners, and residents within the District. The special tax [referred to as the "Security Tax"] was ~~levied herein, if approved by two-thirds vote of the District voters in 1998. (See District Ordinance No. 98-1.)~~ The Security Tax, will provide for a special and secure funding source to continue to provide Security Services.

F. District Code chapter 21 (Security Services Code), section 5.02 is amended to read as follows (which includes the removal of footnotes 2-5):

5.02 Authority. This special tax is levied under each of the following authorities: Government Code Section 61121(a)~~61615~~ which provides the District with the power to tax for the purpose of carrying out the operations of the District; ~~Government Code Section 61615.1~~ and which authorizes the District to impose special taxes pursuant to Government Code Section 50075, et seq.; Government Code Section 50075 through Section 50077 ~~which authorizes special districts, among others, to impose special taxes;~~ Government Code Section 61060(n) ~~61622~~ which authorizes the District to perform all acts necessary to carry out fully the provisions of the Community Services District Law; ~~Government Code Section 53978, et seq., which authorizes the District to impose a special tax for police protection services, which includes security services;~~ and Article XIII C of the California Constitution. This tax is based, to the extent practicable, upon the cost of providing security services to the properties within the District and is not an ad valorem property tax.

G. District Code chapter 21 (Security Services Code), section 5.03 is amended to read as follows (which includes the removal of footnote 6):

5.03 Security Tax
~~Commencing July 1, 2018,~~ Property within the District shall be assessed a monthly security tax as follows. The maximum tax rates shown reflect annual adjustments, per Section 5.055-00:
~~(amended by Ordinance 2018-02)~~

		Monthly Special Tax Rates Fiscal Year 2019-20	Monthly Special Tax Rates Maximum Ceiling Rate Year 2019-20
Residential			
Inside Gates			
- Metered	Per Lot	\$ 29.73	29.73
- Unmetered	Per Lot	\$ 23.79	23.79
Outside Gate	Per Lot	\$ 7.17	7.17
Non-Residential - Per Building Sq. Ft.			
- Highway Retail		\$ 0.2681	0.2681
- Other Retail/Commercial	"	\$ 0.0289	0.0289
- Industrial/Warehouse/Lt Industrial	"	\$ 0.0630	0.0630
- Office	"	\$ 0.0152	0.0152
- Institutional	"	\$ 0.0152	0.0152
- Public Utility	"	\$ 0.0480	0.0480
- Equine Complex	"	\$ 0.0045	0.0045
- RMCC	"	\$ 0.0755	0.0755
- Airport	"	\$ 0.0192	0.0192
- Hotel/Ext. Stay	"	\$ 0.0289	0.0289
UNDEVELOPED PROPERTY			
- Inside Gates	Per Acre	\$25.1494	25.1494
- Outside Gates	Per Acre	\$ 3.7477	3.7477

The Security Tax Charges for property and/or units not identified herein shall be determined by the Board based upon the total actual cost of providing security services to that property or unit, not to exceed the maximum charge per lot, acre, or building square foot for property identified herein.

For the fiscal year beginning July 1, 1998, and annually thereafter, the District Board shall set the actual security tax for the applicable fiscal year. The actual security tax set by the Board shall not exceed the maximum tax rate set forth in this section as adjusted pursuant to section 5.05 of this Ordinance. If necessary, to meet expenses, the Board may adjust the actual tax rate during a fiscal year so long as the actual tax rate does not exceed the maximum allowable tax rate.

H. District Code chapter 21 (Security Services Code), section 5.06 is amended to read as follows (which includes the removal of footnotes 7-8):

5.06 Disposition of Revenue. Revenues collected under the provisions of this Chapter Ordinance shall be deposited in a special fund called the Security Tax fund and shall be used only for the provision of security services within the District. Security services include:

- Operating the security gates located at the entrances of Rancho Murieta, 24 hours a day, 365 days a year, including but not limited to staffing these gates;
- Providing a 24 hour a day mobile patrol of the District and its boundaries;
- Operating a radio communication system to maintain contact with external police, fire, and other emergency services as well as the appropriate entities within the District;

- d. Providing assistance to other agencies providing first aid, fire-fighting, police and emergency services within the District;
- e. Monitoring, controlling and registering guests or invitees of District customers and other visitors within the District;
- f. Conducting such other activities as the Board in its discretion may authorize for the protection of District customers and their property; and
- g. Other incidental costs of providing the services listed above.

I. District Code chapter 21 (Security Services Code), section 5.07 is amended to read as follows:

5.07 Effective Date. The Security Tax ~~This Ordinance~~ shall take effect July 1, 1998. ~~[This reflects the original effective date of the Security Tax.]~~

J. District Code chapter 21 (Security Services Code), section 5.08 (Suspension of Security Fee) is repealed (which includes the removal of footnote 9).

K. District Code chapter 21 (Security Services Code), section 5.09 is amended to read as follows:

5.09 Appeals. Any taxpayer aggrieved by the amount of this tax shall file a written appeal with the General Manager stating the grounds for the appeal. The General Manager shall meet with the taxpayer; they may agree to a resolution of the appeal or set the matter for determination by the Board. The Board may adopt rules for the timing, filing and hearing of appeals under this Chapter Ordinance.

L. District Code chapter 21 (Security Services Code), section 5.10 is amended to read as follows:

5.10 Severability. If any sentence, clause, article, section, subsection, phrase or portion of this Ordinance Chapter is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance Chapter. The voters of the District hereby declare that they would have adopted the remainder of this Ordinance Chapter, including each sentence, clause, article, section, subsection, phrase or portion of this Ordinance Chapter, irrespective of the invalidity of any other sentence, clause, article, section, subsection, phrase or portion of this Ordinance Chapter.

M. District Code chapter 21 (Security Services Code), section 6.01 is amended to read as follows:

6.01 General Billing Procedures. Except as otherwise specified herein, the ~~charges for the~~ Security Tax for District Security Services shall be collected together with, and not separately from the charges for other services and facilities rendered by the District to a Customer. All District special taxes and charges shall be billed on the same bill and collected as one item. Except as otherwise specified herein, the District shall bill directly each individual Customer receiving security service and such bill shall be due and payable upon receipt.

N. District Code chapter 21 (Security Services Code), section 6.02 is amended to read as follows:

6.02 Composite Billing Procedures. The District may elect to send a composite bill for the Security Tax ~~Services~~ only to groups of customers when ~~each of~~ the following conditions are met:

- a. The owners of the property receiving services have formally organized by writing into a homeowners' association or similar group;
- b. The homeowners' association or similar group, through properly executed covenants, conditions, articles of incorporation, bylaws, or contract has the power to act as the sole agent for the owners or customers concerning the Security Tax ~~service charges~~ in a manner which binds the individual owners or customers, and;
- c. The association or group enters into a written agreement with the District which provides, among other matters, that:
 1. The association or group shall be responsible for and guarantee payment of all such Security Taxes ~~charges~~ within the time required by the District's rules and regulations, regardless of whether any single owner or customer has paid the owners or customer's share of such charges to the association or group;
 2. The District shall apply to and the association or group shall pay all delinquent, penalty and interest charges on the composite bill,
 3. The District's bill or other notices to the association or group shall constitute a bill or other notice to each individual owner or customer, who shall agree that no other notice or bill to the individual owner or customer shall be necessary for, or a prerequisite to, the District's exercise of its powers to terminate service, place liens on the owner's property, or exercise any of the other legal remedies necessary to collect delinquent bills and charges; and
 4. The bill shall consist of the sum of the total monthly Security Taxes ~~Services charges~~ for each owner or customer represented by the association or group, as well as Security Services to any common area or other unit represented by the association or group.

O. District Code chapter 21 (Security Services Code), section 6.03 is amended to read as follows:

6.03 Bill Payment. Bills for the Security Tax ~~Services~~ are due and payable when mailed or delivered. A bill for services is delinquent if not paid and received at the Rancho Murieta Community Services District office by the 25th day of the month following the month in which the bill was mailed.

P. District Code chapter 21 (Security Services Code), section 7.02 is amended to read as follows:

7.02 Imposition of Lien. Delinquent special taxes and charges remaining unpaid after thirty (30) days may be recorded as a lien with the County in accordance with Section ~~611156115~~ of the Government Code and, after recordation, shall constitute a lien upon all real property owned or thereafter acquired by the property owner in the County. The District shall include a statement to this effect on its bills to each property owner. The District may compile lists of such delinquent charges and record them with the County Recorder as liens.

Q. District Code chapter 21 (Security Services Code), section 7.03 is amended to read as follows:

7.03 Process for Collection of Delinquent Charges. All special taxes, charges, penalties and interest which remain delinquent as of June 30th of each year may be collected in the same manner as the general taxes for the District for the forthcoming fiscal year, as follows:

- a. The District shall prepare a written report, which shall be filed by the District Secretary. The report shall describe each parcel of real property for which there are any delinquencies in

any charges for services rendered to each premise during the preceding year, and the amount of the delinquency. The report of delinquent security service charges may be combined with the report of any other delinquent charges, as long as the report identifies the delinquent charges for each service for each premise.

b. The District Secretary shall publish notice of the report's filing and of the time and place of hearing on the report, prior to the date set for the hearing. The notice shall be published at least once a week for two weeks. The District Secretary shall also mail written notice of the report's filing to each property owner whose property or premises is identified as being subject to delinquent charges setting forth individually each property and each of the services and charges due for that property.

c. At the time stated in the notice, the Board shall hear and consider all objections or protests, if any, to the report concerning the delinquencies. Thereafter, the Board may adopt, revise, change, reduce, or modify any delinquency or overrule any or all objections thereto. The Board shall then make its determination on each delinquency identified in the report; the Board's determination shall be final.

d. On or before August 10th of each year following the Board's hearing, the District Secretary shall file with the County Auditor a copy of the report, signed by the Secretary, stating the Board has adopted the report. The Secretary shall request the County Auditor to include the amount of delinquencies on the bills for taxes levied against the properties identified in the report.

R. District Code chapter 21 (Security Services Code), section 7.04 is amended to read as follows:

7.04 Attorneys' Fees. In the event the District is required to bring legal action to enforce any provision of this Chapter, including but not limited to the collection of delinquent special taxes, charges or penalties, the District shall be entitled to recover its reasonable attorneys' fees, interest, court costs, and any other costs incurred by the District in bringing such action.

S. District Code chapter 21 (Security Services Code), section 7.05 is amended to read as follows:

7.05 Discontinuance of Service. As an alternative method of enforcing the provisions of this Chapter or of any other District ordinance, rule or regulation, the District shall have the authority pursuant to Government Code Section 61115 to discontinue any and all services provided by the District to a customer if all or part of any bill is not paid. Such discontinuance of service shall be in the following manner:

a. At least ten days before the proposed discontinuance, the District shall provide written notice to the customer and the Property owner, if other than the customer, of the District's intent to discontinue service and the procedure for, and the availability of, an opportunity to discuss the reasons for the proposed discontinuance of service.

b. Before discontinuing service, the customer or property owner shall have the opportunity to discuss the reason for the proposed Discontinuance with an employee designated by the Manager who shall be empowered to dispute bills, rectify any errors, and settle controversies pertaining to the review discontinuance of service.

c. When service has been discontinued as provided in this section, the customer or property owner shall pay all unpaid special taxes, charges, including penalties and interest, plus all District expenses and charges for the discontinuance and restoration of service, prior to the restoration of the discontinued service.

d. No service shall be discontinued on any Saturday, Sunday, legal holiday, or at any time during which the District's business offices are not open to the public.

T. District Code chapter 21 (Security Services Code), section 7.06 is amended to read as follows:

7.06 Remedies Cumulative. All remedies set forth herein for the collection and enforcement of special taxes, charges, and penalties are cumulative and may be pursued alternatively or consecutively.

U. District Code chapter 21 (Security Services Code), section 8.00 is amended to read as follows:

Section 8.00 Prohibited Activities on District Property

~~[PREFACE:]~~ The following activities are prohibited on District Property pursuant to the authority provided in Section 3.05 of this Code and Government Code Sections 61060 and 61064. ~~(e).~~

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

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

SECTION 5. PUBLICATION. The District Secretary is directed to publish this ordinance once in a newspaper of general circulation published in the District within 15 days after the adoption of the ordinance.

INTRODUCED by the Board of Directors on the 15th day of April 2020.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 20th day of May 2020 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

President, Board of Directors

Attest:

Amelia Wilder, District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT CODE
CHAPTER 21

SECURITY SERVICES CODE

POLICES REGULATING THE PROVISION
OF AND TAXES FOR SECURITY
SERVICE BY THE DISTRICT



AMENDED MARCH 18, 2020
ORDINANCE O2020-01

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DISTRICT CODE

CHAPTER 21

POLICIES REGULATING THE PROVISION OF AND TAXES FOR SECURITY SERVICES BY THE DISTRICT

Section 1.00 General Provisions

1.01 Title

This Chapter shall be known as the "Security Services Code" and may be cited as such.

1.02 Applicability

This Chapter shall apply to security services in or affecting the territory of the Rancho Murieta Community Services District. The provisions of this Chapter define the type of security services provided by the District, the special tax levied to fund those services, the methods of collecting the special tax and other charges, penalties for violations of the provisions of this Chapter, and all other related matters concerning the provision of security services within Rancho Murieta Community Services District.

1.03 Implementation

The provisions of this Chapter shall be implemented by such policies and procedures as shall be developed from time to time by the Board and/or District staff at the direction of the Manager.

Section 2.00 Definitions

For the purposes of this Chapter, the following terms shall have the following meanings.

2.01 Board

Board shall mean the Board of Directors of the Rancho Murieta Community Services District.

2.02 Customer

Customer shall mean a District resident or property owner to whom District service is provided.

2.03 District

District shall mean the Rancho Murieta Community Services District.

2.04 District Property

District Property shall mean real property owned, leased or otherwise controlled by the District.

2.05 Manager

Manager shall mean the General Manager of the Rancho Murieta Community Services District.

2.06 Premises

Premises shall mean a parcel of real estate, including any improvements thereon, which is determined by the District to be a single unit for purposes of receiving, using and paying for security services. In making this determination, the District shall take into consideration such factors as whether the unit could reasonably be subdivided and whether the unit is being used for a single commercial enterprise or residential unit.

2.07 Security Chief

Security Chief shall mean that person designated as the head of District Security Services.

2.08 Security Gate Officers

Security Gate Officers shall mean those individuals hired by the District to perform duties related to the control and monitoring of access to gated portions of the District, after receiving the appropriate training and certifications as determined by the Security Chief and Manager.

2.09 Security Patrol Officers

Security Patrol Officers shall mean those persons, including the Security Chief and the Security Sergeant, hired by the District to provide patrol services, and other security services identified herein in accordance with District policies and procedures, after receiving the appropriate training and certifications as determined by the Security Chief and Manager.

2.10 Security Sergeant

Security Sergeant shall mean that person hired by the District to participate in and supervise the activities of Security Gate Officers and Security Patrol Officers, and other security services identified herein in accordance with District policies and procedures, after receiving the appropriate training and certifications as determined by the Security Chief and Manager.

2.11 Security Services

Security Services shall mean the security services provided by the District, as identified in Section 3.00 herein.

Section 3.00 Scope of Security Services

3.01 Authority and Scope of Security Services

Pursuant to Section 61100(j) of the Government Code and authorization of the Local Agency Formation Commission, the District provides Security Services necessary to protect lives and property within the boundaries of the District. Security Gate Officers and Security Patrol Officers are responsible for protecting lives and property by seeking to prevent an incident or offense from occurring in the District. In situations where prevention of an incident or offense is not possible, the function of Security Gate Officers or Security Patrol Officers is to observe and report the incident to a law enforcement agency, such as the Sacramento County Sheriff's Department, except as otherwise authorized by this Chapter. Security Gate Officers and Security Patrol Officers are not peace officers, and except in limited circumstances as authorized in this Chapter, are not responsible for any law enforcement activities, including but not limited to: chasing; apprehending or detaining suspected criminals; investigating criminal acts; or enforcing state or county laws, including traffic regulations.

3.02 Gate and Patrol Services

The District shall provide gate and patrol services, at such level or to such extent as the Board may authorize as part of the annual budget process, or from time to time as the Board deems appropriate. The gate and patrol services shall generally include:

- a. Operating and staffing security gates located at the entrances to the Rancho Murieta community on a year-round basis;

- b. Providing twenty-four-(24) hour a day mobile patrol of all area within the boundaries of the District;
- c. Operating a communication system to maintain contact with local law enforcement, fire and other emergency services as well as appropriate entities within the District; and
- d. Registering guests or invitees of District Customers and other visitors within the District, in cooperation with Rancho Murieta Association or other homeowners' associations within the District as appropriate.

3.03 Enforcement of District Rules and Ordinances

Pursuant to Government Code Section 61064(b), Security Patrol Officers may enforce the rules, regulations, and ordinances adopted by the Board and may issue citations for violation of any such rule, regulation or ordinance to be processed as an infraction in accordance with subdivision (d) of Section 17 of the Penal Code.

3.04 Enforcement of Covenants, Conditions and Restrictions

Pursuant to Government Code Section 61105(e), the District may enforce covenants, conditions and restrictions ("CC&Rs"), and hereby authorizes Security Patrol Officers to enforce those non-architectural CC&Rs related to the provision of Security Services adopted for each tract within the boundaries of the District.

The Manager and/or the Board is hereby authorized to establish rules, regulations and procedures in cooperation with any homeowner's association within the District boundaries, including but not limited to, the Rancho Murieta Association, for the enforcement of non-architectural CC&Rs which shall be published and made available to the Board and Customers, including amendments thereto.

3.05 Enforcement of State and County Law on District Property

Security Patrol Officers may make arrests in accordance with Penal Code Section 836.5, and/or issue citations for misdemeanor or infraction violations of state law, county ordinances, or district rules, regulations, or ordinances when such violation is committed on District Property and in the presence of the District Security Officer making the arrest or issuing the citation pursuant to Government Code Section 61064(c).

3.06 Contracting Authority

Subject to Board approval and appropriation of funds, the District may contract or enter into any joint or cooperative arrangement with Rancho Murieta Association or any other entity or person, including the Sacramento County Sheriff's Department, to provide security services to District Customers.

3.07 Violations of Chapter

Pursuant to Government Code section 61064(a), a violation of a provision of this Chapter is a misdemeanor punishable by imprisonment in the county jail not exceeding six months, or by fine not exceeding one thousand dollars (\$1,000), or by both.

3.08 Penalty for Obstructing District Security Officer

Any person who willfully interferes with a Security Patrol Officer in the performance of his or her duties pursuant to Section 3.03 and/or 3.05 of this Code may be punished by a fine, not exceeding one thousand dollars (\$1,000), or by imprisonment in the county jail not exceeding one year, or by both such fine and imprisonment, in accordance with the provisions of Section 148 of the Penal Code.

Section 4.00 Special Event Notification

Prior to conducting or holding any event or activity within the District which is reasonably expected to involve twenty (20) or more participants, spectators, or similar persons, excluding District Customers, the sponsor of such event or activity shall notify the District Security Chief ten (10) days in advance of such event or activity. If Security Services are needed for the event, the event sponsor may request such services as provided for in Section 6.04 of this Chapter.

Section 5.00 Special Tax for Security Services

5.01 Findings

The Board of Directors of the District hereby finds and declares that the District’s ability to continue to provide Security Services depends on the availability of funds to support these services. The Security Services are a portion of the public safety services related to real property and provide for the security and protection of the real property, property owners, and residents within the District. The special tax [referred to as the "Security Tax"] was approved by two-thirds vote of the District voters in 1998. (See District Ordinance No. 98-1.) The Security Tax provides for a special and secure funding source to continue to provide Security Services.

5.02 Authority

This special tax is levied under each of the following authorities:

Government Code Section 61121 which provides the District with the power to tax for the purpose of carrying out the operations of the District; and which authorizes the District to impose special taxes pursuant to Government Code Section 50075, et seq.; Government Code Section 50075 through Section 50077; Government Code Section 61060(n) which authorizes the District to perform all acts necessary to carry out fully the provisions of the Community Services District law; and Article XIII C of the California Constitution. This tax is based, to the extent practicable, upon the cost of providing security services to the properties within the District and is not an ad valorem property tax.

5.03 Security Tax

Property within the District shall be assessed a monthly security tax as follows. The maximum tax rates shown reflect annual adjustments, per Section 5.05:

		Monthly Special Tax Rates Fiscal Year 2019-20	Monthly Special Tax Rates Maximum Ceiling Rate Year 2019-20
Residential			
Inside Gates			
- Metered	Per Lot	\$ 29.73	29.73
- Unmetered	Per Lot	\$ 23.79	23.79
Outside Gate	Per Lot	\$ 7.17	7.17

Non-Residential - Per Building Sq. Ft.			
- Highway Retail		\$ 0.2681	0.2681
- Other Retail/Commercial	“	\$ 0.0289	0.0289
- Industrial/Warehouse/Lt Industrial	“	\$ 0.0630	0.0630
- Office	“	\$ 0.0152	0.0152
- Institutional	“	\$ 0.0152	0.0152
- Public Utility	“	\$ 0.0480	0.0480
- Equine Complex	“	\$ 0.0045	0.0045
- RMCC	“	\$ 0.0755	0.0755
- Airport	“	\$ 0.0192	0.0192
- Hotel/Ext. Stay	“	\$ 0.0289	0.0289

UNDEVELOPED PROPERTY

- Inside Gates	Per Acre	\$25.1494	25.1494
- Outside Gates	Per Acre	\$ 3.7477	3.7477

The Security Tax for property and/or units not identified herein shall be determined by the Board based upon the total actual cost of providing security services to that property or unit, not to exceed the maximum charge per lot, acre, or building square foot for property identified herein.

For the fiscal year beginning July 1, 1998, and annually thereafter, the District Board shall set the actual security tax for the applicable fiscal year. The actual security tax set by the Board shall not exceed the maximum tax rate set forth in this section as adjusted pursuant to section 5.05. If necessary, to meet expenses, the Board may adjust the actual tax rate during a fiscal year so long as the actual tax rate does not exceed the maximum allowable tax rate.

5.04 Collection

The Security Tax shall be collected with other monthly District taxes, fees and/or charges and shall be subject to the same penalties for non-payment as other monthly District taxes, fees, and/or charges.

5.05 Annual Adjustment

Commencing July 1, 1999 and each July 1st thereafter, the amounts specified in Section 5.03 shall be increased by two percent (2%) per year. The General Manager shall maintain a current schedule of maximum tax rates based on the yearly increase specified herein and shall make the same available to any interested party upon request.

5.06 Disposition of Revenue

Revenues collected under the provisions of this Chapter shall be deposited in a special fund called the Security Tax fund and shall be used only for the provision of security services within the District. Security services include:

- a. Operating the security gates located at the entrances of Rancho Murieta, 24 hours a day, 365 days a year, including but not limited to staffing these gates;
- b. Providing a 24 hour a day mobile patrol of the District and its boundaries;
- c. Operating a radio communication system to maintain contact with external police, fire, and other emergency services as well as the appropriate entities within the District;

- d. Providing assistance to other agencies providing first aid, fire-fighting, police and emergency services within the District;
- e. Monitoring, controlling and registering guests or invitees of District customers and other visitors within the District;
- f. Conducting such other activities as the Board in its discretion may authorize for the protection of District customers and their property; and
- g. Other incidental costs of providing the services listed above.

5.07 Effective Date

The Security Tax shall take effect July 1, 1998.

5.08 Appeals

Any taxpayer aggrieved by the amount of this tax shall file a written appeal with the General Manager stating the grounds for the appeal. The General Manager shall meet with the taxpayer; they may agree to a resolution of the appeal or set the matter for determination by the Board. The Board may adopt rules for the timing, filing and hearing of appeals under this Chapter.

5.09 Severability

If any sentence, clause, article, section, subsection, phrase or portion of this Chapter is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Chapter. The voters of the District hereby declare that they would have adopted the remainder of this Chapter, including each sentence, clause, article, section, subsection, phrase or portion of this Chapter, irrespective of the invalidity of any other sentence, clause, article, section, subsection, phrase or portion of this Chapter.

Section 6.00 Billing Procedures

6.01 General Billing Procedures

Except as otherwise specified herein, the Security Tax for District Security Services shall be collected together with, and not separately from the charges for other services and facilities rendered by the District to a Customer. All District special taxes and charges shall be billed on the same bill and collected as one item. Except as otherwise specified herein, the District shall bill directly each individual Customer receiving security service and such bill shall be due and payable upon receipt.

6.02 Composite Billing Procedures

The District may elect to send a composite bill for the Security Tax only to groups of customers when each of the following conditions are met:

- a. The owners of the property receiving services have formally organized by writing into a homeowners' association or similar group;
- b. The homeowners' association or similar group, through properly executed covenants, conditions, articles of incorporation, bylaws, or contract has the power to act as the sole agent for the owners or customers concerning the Security Tax in a manner which binds the individual owners or customers, and;
- c. The association or group enters into a written agreement with the District which provides, among

other matters, that:

1. The association or group shall be responsible for and guarantee payment of all such Security Taxes within the time required by the District's rules and regulations, regardless of whether any single owner or customer has paid the owners or customer's share of such charges to the association or group;
2. The District shall apply to and the association or group shall pay all delinquent, penalty and interest charges on the composite bill,
3. The District's bill or other notices to the association or group shall constitute a bill or other notice to each individual owner or customer, who shall agree that no other notice or bill to the individual owner or customer shall be necessary for, or a prerequisite to, the Districts exercise of its powers to terminate service, place liens on the owner's property, or exercise any of the other legal remedies necessary to collect delinquent bills and charges; and
4. The bill shall consist of the sum of the total monthly Security Taxes for each owner or customer represented by the association or group, as well as Security Services to any common area or other unit represented by the association or group.

6.03 Bill Payment

Bills for the Security Tax are due and payable when mailed or delivered. A bill for services is delinquent if not paid and received at the Rancho Murieta Community Services District office by the 25th day of the month following the month in which the bill was mailed.

6.04 Security Services for Special Events

The District may provide Security Services on a contractual or fee-for-service basis for any special event, as described in Section 4.00, or for any other activity within the District's boundaries which requires Security Services other than that routinely provided by the District.

6.05 Additional Fees and Charges

Additional fees and charges may be required as part of an agreement or contract for additional Security Services, such as pursuant to Section 6.04 above.

Section 7.00 Collection of Special Tax

7.01 Penalty for Late Payment

A one-time basic penalty of ten percent (10%) of the delinquent taxes shall be added to each delinquent bill for the first month the charge is delinquent. Thereafter, an additional penalty of one percent (1%) per month shall be added to all delinquent taxes and basic penalties remaining unpaid, until the District requests the County Auditor to include the amount of the delinquent taxes and penalties for collection on the County property tax roll as set forth in Section 7.03. Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill. *(Amended by Ordinance O2019-03)*

7.02 Imposition of Lien

Delinquent special taxes and charges remaining unpaid after thirty (30) days may be recorded as a lien with the County in accordance with Section 61115 of the Government Code and, after recordation, shall constitute a lien upon all real property owned or thereafter acquired by the property owner in the County. The District shall include a statement to this effect on its bills to each property owner.

The District may compile lists of such delinquent charges and record them with the County Recorder as liens.

7.03 Process for Collection of Delinquent Charges

All special taxes, charges, penalties and interest which remain delinquent as of June 30th of each year may be collected in the same manner as the general taxes for the District for the forthcoming fiscal year, as follows:

- a. The District shall prepare a written report, which shall be filed by the District Secretary. The report shall describe each parcel of real property for which there are any delinquencies in any charges for services rendered to each premise during the preceding year, and the amount of the delinquency. The report of delinquent security service charges may be combined with the report of any other delinquent charges, as long as the report identifies the delinquent charges for each service for each premise.
- b. The District Secretary shall publish notice of the report's filing and of the time and place of hearing on the report, prior to the date set for the hearing. The notice shall be published at least once a week for two weeks. The District Secretary shall also mail written notice of the report's filing to each property owner whose property or premises is identified as being subject to delinquent charges setting forth individually each property and each of the services and charges due for that property.
- c. At the time stated in the notice, the Board shall hear and consider all objections or protests, if any, to the report concerning the delinquencies. Thereafter, the Board may adopt, revise, change, reduce, or modify any delinquency or overrule any or all objections thereto. The Board shall then make its determination on each delinquency identified in the report; the Board's determination shall be final.
- d. On or before August 10th of each year following the Board's hearing, the District Secretary shall file with the County Auditor a copy of the report, signed by the Secretary, stating the Board has adopted the report. The Secretary shall request the County Auditor to include the amount of delinquencies on the bills for taxes levied against the properties identified in the report.

7.04 Attorneys' Fees

In the event the District is required to bring legal action to enforce any provision of this Chapter, including but not limited to the collection of delinquent special taxes, charges or penalties, the District shall be entitled to recover its reasonable attorneys' fees, interest, court costs, and any other costs incurred by the District in bringing such action.

7.05 Discontinuance of Service

As an alternative method of enforcing the provisions of this Chapter or of any other District ordinance, rule or regulation, the District shall have the authority pursuant to Government Code Section 61115 to discontinue any and all services provided by the District to a customer if all or part of any bill is not paid. Such discontinuance of service shall be in the following manner:

- a. At least ten days before the proposed discontinuance, the District shall provide written notice to the customer and the Property owner, if other than the customer, of the District's intent to discontinue service and the procedure for, and the availability of, an opportunity to discuss the reasons for the proposed discontinuance of service.
- b. Before discontinuing service, the customer or property owner shall have the opportunity to discuss the reason for the proposed Discontinuance with an employee designated by the Manager who shall be empowered to dispute bills, rectify any errors, and settle controversies pertaining to the review discontinuance of service.
- c. When service has been discontinued as provided in this section, the customer or property owner shall pay all unpaid special taxes, charges, including penalties and interest, plus all District expenses and charges for the discontinuance and restoration of service, prior to the restoration of the discontinued service.
- d. No service shall be discontinued on any Saturday, Sunday, legal holiday, or at any time during which the District's business offices are not open to the public.

7.06 Remedies Cumulative

All remedies set forth herein for the collection and enforcement of special taxes, charges, and penalties are cumulative and may be pursued alternatively or consecutively.

7.07 Declaration of Procedures

The District hereby declares the foregoing procedures are established as a means of enforcing the terms and conditions of the District's ordinances, rules and regulations and shall not be construed as penalties.

Section 8.00 Prohibited Activities on District Property

The following activities are prohibited on District Property pursuant to the authority provided in Section 3.05 of this Code and Government Code Sections 61060 and 61064.

8.01 Trespasses

No person shall enter upon District Property, except for the purpose of conducting District business, to attend publicly noticed District meetings, or as otherwise authorized by law or District staff.

8.02 Defacing Property

No person shall deface, damage or destroy District Property. The terms deface, damage and destroy as used in this Section shall include graffiti.

8.03 Loitering

No person shall loiter upon District Property. As used in this Section, the word "loiter" means entering and remaining on District Property under such circumstances that a reasonable person would conclude that the person who has entered and remained on such premises does not have a purpose legitimately connected with District or otherwise authorized allowed by law.

8.04 Use of Motor Vehicles:

- a. No person shall drive or operate a motor vehicle on District Property except to conduct District business, attend a publicly noticed District meeting or as otherwise authorized by law or District staff.
- b. No person shall park a motor vehicle on District Property except in areas specifically designated as parking areas. In no case shall any person park a motor vehicle on District Property in a manner

that presents a hazard to the public.

- c. No person shall park or otherwise allow a motor vehicle to remain on District Property during hours that the District Property is closed without a permit from the District.
- d. No person shall abandon any motor vehicle on District Property.

8.05 Use of Skateboards

No person shall ride or propel a skateboard on District Property.

8.06 Animals

No person shall bring an animal onto District Property, except for the purpose of aiding or assisting persons with disabilities.

8.07 Disposal of Refuse

No person shall dump, deposit, or release any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse, or trash in or upon District Property, except that refuse which is incidental to the use of the facility which may be deposited into the receptacles as provided therefore.

8.08 Consumption of Alcoholic Beverages

No person shall possess any can, bottle or other receptacle containing any alcoholic beverage which has been opened, or a seal broken, or the contents of on or within District Property, unless otherwise authorized by the Manager.

8.09 Firearms

No person shall bring a firearm onto District Property, except for law enforcement or District Security Officers.

8.10 Fireworks

No person shall possess or ignite any firecracker or fireworks on District Property, unless otherwise authorized by the Manager.

8.11 Use of Bridge

No person shall dive or jump from any bridge owned or authorized for use by the District, including, but not limited to, the Yellow Bridge and the Pedestrian Bridge.

Section 9.00 False Alarm Service Fee

9.01 False Alarm Fee

All persons operating an alarm system within the District shall pay a false alarm fee of \$100 per false alarm to reimburse the District for costs incurred by the District Security Department resulting from false alarms. Such fee shall apply to false alarms in excess of one false alarm per calendar month.

9.02 Collection

Fees for false alarms shall be collected in the same manner as set forth in Section 6.00 of this Chapter.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT CODE
CHAPTER 21

~~THE~~ SECURITY SERVICES CODE

POLICES REGULATING THE PROVISION
OF AND TAXES ~~CHARGES~~ FOR SECURITY
SERVICE BY THE DISTRICT



AMENDED AUGUST 21, 2019
ORDINANCE O2019-03

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DISTRICT CODE

CHAPTER 21

POLICIES REGULATING THE PROVISION OF AND ~~TAXES CHARGES FOR~~ SECURITY SERVICES BY THE DISTRICT

Section 1.00 General Provisions

1.01 Title

This Chapter shall be known as the "Security Services Code" and may be cited as such.

1.02 Applicability

This Chapter shall apply to security services in or affecting the territory of the Rancho Murieta Community Services District. The provisions of this Chapter define the type of security services provided by the District, the special tax ~~levied to fund those services and charges therefore~~, the methods of collecting the special tax and ~~other~~ charges, penalties for violations of the provisions of this Chapter, and all other related matters concerning the provision of security services within Rancho Murieta Community Services District.

1.03 Implementation

The provisions of this Chapter shall be implemented by such policies and procedures as shall be developed from time to time by the Board and/or District staff at the direction of the Manager.

Section 2.00 Definitions

For the purposes of this Chapter, the following terms shall have the following meanings.

2.01 Board

Board shall mean the Board of Directors of the Rancho Murieta Community Services District.

2.02 Customer

Customer shall mean a District resident or property owner to whom District service is provided.

2.03 District

District shall mean the Rancho Murieta Community Services District.

2.04 District Property

District Property shall mean real property owned, leased or otherwise controlled by the District.

2.05 Manager

Manager shall mean the General Manager of the Rancho Murieta Community Services District.

2.06 Premises

Premises shall mean a parcel of real estate, including any improvements thereon, which is determined by the District to be a single unit for purposes of receiving, using and paying for security services. In making this determination, the District shall take into consideration such factors as whether the unit could reasonably be subdivided and whether the unit is being used for a single commercial enterprise or residential unit.

2.07 Security Chief

Security Chief shall mean that person designated as the head of District Security Services.

2.08 Security Gate Officers

Security Gate Officers shall mean those individuals hired by the District to perform duties related to the control and monitoring of access to gated portions of the District, after receiving the appropriate training and certifications as determined by the Security Chief and Manager.

2.09 Security Patrol Officers

Security Patrol Officers shall mean those persons, including the Security Chief and the Security Sergeant, hired by the District to provide patrol services, and other security services identified herein in accordance with District policies and procedures, after receiving the appropriate training and certifications as determined by the Security Chief and Manager.

2.10 Security Sergeant

Security Sergeant shall mean that person hired by the District to participate in and supervise the activities of Security Gate Officers and Security Patrol Officers, and other security services identified herein in accordance with District policies and procedures, after receiving the appropriate training and certifications as determined by the Security Chief and Manager.

2.11 Security Services

Security Services shall mean the security services provided by the District, as identified in Section 3.00 herein.

Section 3.00 Scope of Security Services

3.01 Authority and Scope of Security Services

Pursuant to Section 61100(j) of the Government Code and authorization of the Local Agency Formation Commission, the District provides Security Services necessary to protect lives and property within the boundaries of the District. Security Gate Officers and Security Patrol Officers are responsible for protecting lives and property by seeking to prevent an incident or offense from occurring in the District. In situations where prevention of an incident or offense is not possible, the function of Security Gate Officers or Security Patrol Officers is to observe and report the incident to a law enforcement agency, such as the Sacramento County Sheriff's Department, except as otherwise authorized by this Chapter. Security Gate Officers and Security Patrol Officers are not peace officers, and except in limited circumstances as authorized in this Chapter, are not responsible for any law enforcement activities, including but not limited to: chasing; apprehending or detaining suspected criminals; investigating criminal acts; or enforcing state or county laws, including traffic regulations.

3.02 Gate and Patrol Services

The District shall provide gate and patrol services, at such level or to such extent as the Board may authorize as part of the annual budget process, or from time to time as the Board deems appropriate. The gate and patrol services shall generally include:

- a. Operating and staffing security gates located at the entrances to the Rancho Murieta community on a year-round basis;

- b. Providing twenty-four-(24) hour a day mobile patrol of all area within the boundaries of the District;
- c. Operating a communication system to maintain contact with local law enforcement, fire and other emergency services as well as appropriate entities within the District; and
- d. Registering guests or invitees of District Customers and other visitors within the District, in cooperation with Rancho Murieta Association or other homeowners' associations within the District as appropriate.

3.03 Enforcement of District Rules and Ordinances

Pursuant to Government Code Section 61064(b), Security Patrol Officers may enforce the rules, regulations, and ordinances adopted by the Board and may issue citations for violation of any such rule, regulation or ordinance to be processed as an infraction in accordance with subdivision (d) of Section 17 of the Penal Code.

3.04 Enforcement of Covenants, Conditions and Restrictions

Pursuant to Government Code Section 61105(e) ~~and former Government Code Section 61601.10~~, the District may enforce covenants, conditions and restrictions ("CC&Rs"), and hereby authorizes Security Patrol Officers to enforce those non-architectural CC&Rs related to the provision of Security Services adopted for each tract within the boundaries of the District.

The Manager and/or the Board is hereby authorized to establish rules, regulations and procedures in cooperation with any homeowner's association within the District boundaries, including but not limited to, the Rancho Murieta Association, for the enforcement of non-architectural CC&Rs which shall be published and made available to the Board and Customers, including amendments thereto.

3.05 Enforcement of State and County Law on District Property

Security Patrol Officers may make arrests in accordance with Penal Code Section 836.5, and/or issue citations for misdemeanor or infraction violations of state law, county ordinances, or district rules, regulations, or ordinances when such violation is committed on District Property and in the presence of the District Security Officer making the arrest or issuing the citation pursuant to Government Code Section 61064(c).

3.06 Contracting Authority

Subject to Board approval and appropriation of funds, the District may contract or enter into any joint or cooperative arrangement with Rancho Murieta Association or any other entity or person, including the Sacramento County Sheriff's Department, to provide security services to District Customers.

3.07 Violations of Chapter

Pursuant to Government Code section 61064(a), a violation of a provision of this Chapter is a misdemeanor punishable by imprisonment in the county jail not exceeding six months, or by fine not exceeding one thousand dollars (\$1,000), or by both.

3.08 Penalty for Obstructing District Security Officer

Any person who willfully interferes with a Security Patrol Officer in the performance of his or her duties pursuant to Section 3.03 and/or 3.05 of this Code may be punished by a fine, not exceeding one thousand dollars (\$1,000), or by imprisonment in the county jail not exceeding one year, or by both such fine and imprisonment, in accordance with the provisions of Section 148 of the Penal Code.

Section 4.00 Special Event Notification

Prior to conducting or holding any event or activity within the District which is reasonably expected to involve twenty (20) or more participants, spectators, or similar persons, excluding District Customers, the sponsor of such event or activity shall notify the District Security Chief ten (10) days in advance of such event or activity. If Security Services are needed for the event, the event sponsor may request such services as provided for in Section 6.04 of this Chapter.

Section 5.00 Special Tax for Security Services

~~[PREFACE: Section 5.00 was adopted by the voters of Rancho Murieta Community Services District and became effective on July 1, 1998. The text of the language as adopted by the voters is provided verbatim below. In the intervening years since this section was adopted several changes have occurred in state law and certain sections are no longer applicable within the District. In order to provide consistency with the rest of the Security Code, these changes are reflected by footnote references throughout this section.]~~

5.01 Findings

The Board of Directors of the District hereby finds and declares that the District's ability to continue to provide Security Services depends on the availability of funds to support these services. The Security Services are a portion of the public safety ~~or police services~~ services¹ related to real property and provide for the security and protection of the real property, ~~and property owners,~~ and residents within the District. The special tax [referred to as the "Security Tax"] ~~was levied herein, if approved by two-thirds vote of the District voters in 1998. (See District Ordinance No. 98-1.) The Security Tax, will provide~~ was levied herein, if approved by two-thirds vote of the District voters in 1998. (See District Ordinance No. 98-1.) The Security Tax, will provide for a special and secure funding source to continue to provide Security Services.

5.02 Authority

This special tax is levied under each of the following authorities:-

Government Code Section ~~6112161615~~² which provides the District with the power to tax for the purpose of carrying out the operations of the District; ~~Government Code Section 61615.1³ and~~ which authorizes the District to impose special taxes pursuant to Government Code Section 50075, et seq.; Government Code Section 50075 through Section 50077 ~~which authorizes special districts, among others, to impose special taxes;~~ Government Code Section ~~6106061610(n)61622~~⁴ which authorizes the District to perform all acts necessary to carry out fully the provisions of the Community Services District law; ~~Government Code Section 53978, et seq., which authorizes the District to impose a special tax for police protection services~~⁵, Government Code section 53978, which authorizes the District to impose a

¹~~The term police services should be deleted.~~

²~~Government Code § 61615 was repealed and replaced with Government Code § 61121 effective January 1, 2006~~

³~~Government Code § 61615.1 was repealed and replaced with Government Code § 61121 effective January 1, 2006.~~

⁴~~Government Code § 61622 was repealed and replaced with Government Code § 61060(n) effective January 1, 2006.~~

⁵~~The citation to Government Code Section 53978 should be deleted.~~

[special tax for police protection services](#), which includes security services; and Article XIII [C](#) of the California Constitution. This tax is based, to the extent practicable, upon the cost of providing security services to the properties within the District and is not an ad valorem property tax.

5.03 Security Tax

[Commencing July 1, 2018, p](#)Property within the District shall be assessed a monthly security tax as follows. The maximum tax rates shown reflect annual adjustments, per Section [5.055-00](#): ~~(amended by Ordinance 2018-02)~~

		Monthly Special Tax Rates Fiscal Year 2019-20	Monthly Special Tax Rates Maximum Ceiling Rate Year 2019-20
Residential			
Inside Gates			
- Metered	Per Lot	\$ 29.73	29.73
- Unmetered	Per Lot	\$ 23.79	23.79
Outside Gate	Per Lot	\$ 7.17	7.17
Non-Residential - Per Building Sq. Ft.			
- Highway Retail		\$ 0.2681	0.2681
- Other Retail/Commercial	"	\$ 0.0289	0.0289
- Industrial/Warehouse/Lt Industrial	"	\$ 0.0630	0.0630
- Office	"	\$ 0.0152	0.0152
- Institutional	"	\$ 0.0152	0.0152
- Public Utility	"	\$ 0.0480	0.0480
- Equine Complex	"	\$ 0.0045	0.0045
- RMCC	"	\$ 0.0755	0.0755
- Airport	"	\$ 0.0192	0.0192
- Hotel/Ext. Stay	"	\$ 0.0289	0.0289
UNDEVELOPED PROPERTY			
- Inside Gates	Per Acre	\$25.1494	25.1494
- Outside Gates	Per Acre	\$ 3.7477	3.7477

[The Security Tax Charges](#) for property and/or units not identified herein shall be determined by the Board based upon the total actual cost of providing security services to that property or unit, not to exceed the maximum charge per lot, acre, or building square foot for property identified herein.

For the fiscal year beginning July 1, 1998, and annually thereafter, the District Board shall set the actual security tax for the applicable fiscal year. The actual security tax set by the Board shall not exceed the maximum tax rate set forth in this section as adjusted pursuant to section 5.05 ~~of this Ordinance~~. If necessary, to meet expenses, the Board may adjust the actual tax rate during a fiscal year so long as the actual tax rate does not exceed the maximum allowable tax rate.

5.04 Collection

The Security Tax shall be collected with other monthly District taxes, fees and/or charges and shall be subject to the same penalties for non-payment as other monthly District taxes, fees, and/or charges.

5.05 Annual Adjustment

Commencing July 1, 1999 and each July 1st thereafter, the amounts specified in Section 5.03 shall be increased by two percent (2%) per year. The General Manager shall maintain a current schedule of maximum tax rates based on the yearly increase specified herein and shall make the same available to any interested party upon request.

5.06 Disposition of Revenue

Revenues collected under the provisions of this ~~Chapter Ordinance~~ shall be deposited in a special fund called the Security Tax fund and shall be used only for the provision of security services within the District. Security services include:⁶

- a. Operating the security gates located at the entrances of Rancho Murieta, 24 hours a day, 365 days a year, including but not limited to staffing these gates;
- b. Providing a 24 hour a day mobile patrol of the District and its boundaries;
- c. Operating a radio communication system to maintain contact with external police, fire, and other emergency services as well as the appropriate entities within the District;
- d. Providing assistance to other agencies providing first aid, fire-fighting, police and emergency services within the District⁷;
- e. Monitoring, controlling and registering guests or invitees of District customers and other visitors within the District;⁸
- f. Conducting such other activities as the Board in its discretion may authorize for the protection of District customers and their property; and
- g. Other incidental costs of providing the services listed above.

5.07 Effective Date

~~The Security Tax This Ordinance~~ shall take effect July 1, 1998. ~~[This reflects the original effective date of the Security Tax.]~~

~~5.08 Suspension of Security Fee~~

~~Upon the effective date of the levying of the tax established by the ordinance, and except as provided herein, the District shall suspend the collection of the security fee established in and collected under District Code Chapter 21, section 5.00. To the extent that a property or property owner is or becomes legally exempt from payment of the tax established in this Ordinance, such property and/or property owner shall remain subject to and shall pay the security fee established in and collected under District Code Chapter 21, section 5.00; and, to that extent, that security fee shall remain in effect.⁹~~

5.09 Appeals

⁶~~Please see Section 3.00 for an updated overview of Security Services provided by the District.~~

⁷~~Subsection (d) of Section 5.06 is no longer applicable within the District.~~

⁸~~See subsection (d) of Section 3.02 for the current version of this subsection.~~

⁹~~Section 5.08 is no longer applicable within the District.~~

Any taxpayer aggrieved by the amount of this tax shall file a written appeal with the General Manager stating the grounds for the appeal. The General Manager shall meet with the taxpayer; they may agree to a resolution of the appeal or set the matter for determination by the Board. The Board may adopt rules for the timing, filing and hearing of appeals under this [ChapterOrdinance](#).

5.10 Severability

If any sentence, clause, article, section, subsection, phrase or portion of this [OrdinanceChapter](#) is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this [OrdinanceChapter](#). The voters of the District hereby declare that they would have adopted the remainder of this [OrdinanceChapter](#), including each sentence, clause, article, section, subsection, phrase or portion of this [OrdinanceChapter](#), irrespective of the invalidity of any other sentence, clause, article, section, subsection, phrase or portion of this [OrdinanceChapter](#).

Section 6.00 Billing Procedures

6.01 General Billing Procedures

Except as otherwise specified herein, the ~~charges for the~~ Security Tax for District Security Services shall be collected together with, and not separately from the charges for other services and facilities rendered by the District to a Customer. All District [special taxes and](#) charges shall be billed on the same bill and collected as one item. Except as otherwise specified herein, the District shall bill directly each individual Customer receiving security service and such bill shall be due and payable upon receipt.

6.02 Composite Billing Procedures

The District may elect to send a composite bill for ~~the Security Tax Services~~ only to groups of customers when each of the following conditions are met:

- a. The owners of the property receiving services have formally organized by writing into a homeowners' association or similar group;
- b. The homeowners' association or similar group, through properly executed covenants, conditions, articles of incorporation, bylaws, or contract has the power to act as the sole agent for the owners or customers concerning ~~the Security Tax service charges~~ in a manner which binds the individual owners or customers, and;
- c. The association or group enters into a written agreement with the District which provides, among other matters, that:
 1. The association or group shall be responsible for and guarantee payment of all such [Security Taxes charges](#) within the time required by the District's rules and regulations, regardless of whether any single owner or customer has paid the owners or customer's share of such charges to the association or group;
 2. The District shall apply to and the association or group shall pay all delinquent, penalty and interest charges on the composite bill,
 3. The District's bill or other notices to the association or group shall constitute a bill or other notice to each individual owner or customer, who shall agree that no other notice or bill to the individual owner or customer shall be necessary for, or a prerequisite to, the District's exercise of its powers to terminate service, place liens on the owner's property, or exercise any of the other legal remedies necessary to collect delinquent bills and charges; and

4. The bill shall consist of the sum of the total monthly Security ~~Taxes Services charges~~ for each owner or customer represented by the association or group, as well as Security Services to any common area or other unit represented by the association or group.

6.03 Bill Payment

Bills for ~~the Security Tax Services~~ are due and payable when mailed or delivered. A bill for services is delinquent if not paid and received at the Rancho Murieta Community Services District office by the 25th day of the month following the month in which the bill was mailed.

6.04 Security Services for Special Events

The District may provide Security Services on a contractual or fee-for-service basis for any special event, as described in Section 4.00, or for any other activity within the District's boundaries which requires Security Services other than that routinely provided by the District.

6.05 Additional Fees and Charges

Additional fees and charges may be required as part of an agreement or contract for additional Security Services, such as pursuant to Section 6.04 above.

Section 7.00 Collection of Special Tax

7.01 Penalty for Late Payment

A one-time basic penalty of ten percent (10%) of the delinquent taxes shall be added to each delinquent bill for the first month the charge is delinquent. Thereafter, an additional penalty of one percent (1%) per month shall be added to all delinquent taxes and basic penalties remaining unpaid, until the District requests the County Auditor to include the amount of the delinquent taxes and penalties for collection on the County property tax roll as set forth in Section 7.03. Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill. *(Amended by Ordinance 02019-03)*

7.02 Imposition of Lien

Delinquent ~~special taxes and~~ charges remaining unpaid after thirty (30) days may be recorded as a lien with the County in accordance with Section ~~611156115~~ of the Government Code and, after recordation, shall constitute a lien upon all real property owned or thereafter acquired by the property owner in the County. The District shall include a statement to this effect on its bills to each property owner.

The District may compile lists of such delinquent charges and record them with the County Recorder as liens.

7.03 Process for Collection of Delinquent Charges

All ~~special taxes,~~ charges, penalties and interest which remain delinquent as of June 30th of each year may be collected in the same manner as the general taxes for the District for the forthcoming fiscal year, as follows:

- a. The District shall prepare a written report, which shall be filed by the District Secretary. The report shall describe each parcel of real property for which there are any delinquencies in any charges for services rendered to each premise during the preceding year, and the amount of the

delinquency. The report of delinquent security service charges may be combined with the report of any other delinquent charges, as long as the report identifies the delinquent charges for each service for each premise.

- b. The District Secretary shall publish notice of the report's filing and of the time and place of hearing on the report, prior to the date set for the hearing. The notice shall be published at least once a week for two weeks. The District Secretary shall also mail written notice of the report's filing to each property owner whose property or premises is identified as being subject to delinquent charges setting forth individually each property and each of the services and charges due for that property.
- c. At the time stated in the notice, the Board shall hear and consider all objections or protests, if any, to the report concerning the delinquencies. Thereafter, the Board may adopt, revise, change, reduce, or modify any delinquency or overrule any or all objections thereto. The Board shall then make its determination on each delinquency identified in the report; the Board's determination shall be final.
- d. On or before August 10th of each year following the Board's hearing, the District Secretary shall file with the County Auditor a copy of the report, signed by the Secretary, stating the Board has adopted the report. The Secretary shall request the County Auditor to include the amount of delinquencies on the bills for taxes levied against the properties identified in the report.

7.04 Attorneys' Fees

In the event the District is required to bring legal action to enforce any provision of this Chapter, including but not limited to the collection of delinquent [special taxes](#), charges or penalties, the District shall be entitled to recover its reasonable attorneys' fees, interest, court costs, and any other costs incurred by the District in bringing such action.

7.05 Discontinuance of Service

As an alternative method of enforcing the provisions of this Chapter or of any other District ordinance, rule or regulation, the District shall have the authority pursuant to Government Code Section 61115 to discontinue any and all services provided by the District to a customer if all or part of any bill is not paid. Such discontinuance of service shall be in the following manner:

- a. At least ten days before the proposed discontinuance, the District shall provide written notice to the customer and the Property owner, if other than the customer, of the District's intent to discontinue service and the procedure for, and the availability of, an opportunity to discuss the reasons for the proposed discontinuance of service.
- b. Before discontinuing service, the customer or property owner shall have the opportunity to discuss the reason for the proposed Discontinuance with an employee designated by the Manager who shall be empowered to dispute bills, rectify any errors, and settle controversies pertaining to the review discontinuance of service.
- c. When service has been discontinued as provided in this section, the customer or property owner shall pay all unpaid [special taxes](#), charges, including penalties and interest, plus all District expenses and charges for the discontinuance and restoration of service, prior to the restoration of the discontinued service.
- d. No service shall be discontinued on any Saturday, Sunday, legal holiday, or at any time during which the District's business offices are not open to the public.

7.06 Remedies Cumulative

All remedies set forth herein for the collection and enforcement of [special taxes](#), charges, and penalties are cumulative and may be pursued alternatively or consecutively.

7.07 Declaration of Procedures

The District hereby declares the foregoing procedures are established as a means of enforcing the terms and conditions of the District's ordinances, rules and regulations and shall not be construed as penalties.

Section 8.00 Prohibited Activities on District Property

~~[PREFACE:~~ The following activities are prohibited on District Property pursuant to the authority provided in Section 3.05 of this Code and Government Code Sections [61060 and 61064](#)~~(e).~~

8.01 Trespasses

No person shall enter upon District Property, except for the purpose of conducting District business, to attend publicly noticed District meetings, or as otherwise authorized by law or District staff.

8.02 Defacing Property

No person shall deface, damage or destroy District Property. The terms deface, damage and destroy as used in this Section shall include graffiti.

8.03 Loitering

No person shall loiter upon District Property. As used in this Section, the word "loiter" means entering and remaining on District Property under such circumstances that a reasonable person would conclude that the person who has entered and remained on such premises does not have a purpose legitimately connected with District or otherwise authorized allowed by law.

8.04 Use of Motor Vehicles:

- a. No person shall drive or operate a motor vehicle on District Property except to conduct District business, attend a publicly noticed District meeting or as otherwise authorized by law or District staff.
- b. No person shall park a motor vehicle on District Property except in areas specifically designated as parking areas. In no case shall any person park a motor vehicle on District Property in a manner that presents a hazard to the public.
- c. No person shall park or otherwise allow a motor vehicle to remain on District Property during hours that the District Property is closed without a permit from the District.
- d. No person shall abandon any motor vehicle on District Property.

8.05 Use of Skateboards

No person shall ride or propel a skateboard on District Property.

8.06 Animals

No person shall bring an animal onto District Property, except for the purpose of aiding or assisting persons with disabilities.

8.07 Disposal of Refuse

No person shall dump, deposit, or release any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse, or trash in or upon District Property, except that refuse which is

incidental to the use of the facility which may be deposited into the receptacles as provided therefore.

8.08 Consumption of Alcoholic Beverages

No person shall possess any can, bottle or other receptacle containing any alcoholic beverage which has been opened, or a seal broken, or the contents of on or within District Property, unless otherwise authorized by the Manager.

8.09 Firearms

No person shall bring a firearm onto District Property, except for law enforcement or District Security Officers.

8.10 Fireworks

No person shall possess or ignite any firecracker or fireworks on District Property, unless otherwise authorized by the Manager.

8.11 Use of Bridge

No person shall dive or jump from any bridge owned or authorized for use by the District, including, but not limited to, the Yellow Bridge and the Pedestrian Bridge.

Section 9.00 False Alarm Service Fee

9.01 False Alarm Fee

All persons operating an alarm system within the District shall pay a false alarm fee of \$100 per false alarm to reimburse the District for costs incurred by the District Security Department resulting from false alarms. Such fee shall apply to false alarms in excess of one false alarm per calendar month.

9.02 Collection

Fees for false alarms shall be collected in the same manner as set forth in Section 6.00 of this Chapter.

MEMORANDUM

Date: May 14, 2020
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Environmental Compliance Consulting Services

RECOMMENDED ACTION

Approve bid from Stratus Environmental, Inc. for \$38,955 plus a 15% contingency, a total of \$44,798. Funding to come two-thirds from Sewer operations budget and one-third from Drainage operations budget, under consulting.

BIDS

A request for bids packet was developed, posted and distributed to local engineering firms with environmental divisions. The lowest qualified bidder was Stratus Environmental, Inc. Their bid is attached.

BACKGROUND

It has been very difficult to recruit for the Environment Compliance worker position, with the only few qualified individuals interviewed taking jobs elsewhere. Even if we were to hire someone, we would need to interpret the various regulations in the compliance programs we are under and set up methods and procedures to meet them. I figured it would be best for the District to contract this work to support this position, initially and possibly further, with professionals developing our programs for us and providing us the way to support compliance. In the interim, we would eliminate the Environmental Compliance Worker position from the budget, which will save costs the District would have had to incur for a full time position with salary and benefits. However, after the two year contract period is up it is envisioned that we will be able to reestablish this position in the budget and recruit and hire to have the position filled.

To support the District's need for environmental compliance services, I put together a request for proposal packet to solicit the services from certified and qualified Engineering Professional Services firms to perform required environmental compliance services for the District's requirements, in particular with the small non-traditional MS4 and Sanitary Sewer Management Plan (SSMP). The overall objective of this is to ensure the District is in compliance with the requirements of these programs for its sewer and stormwater (drainage) systems, with details of the scope of work outline and deliverables in the full request for proposal (RFP) packet, attached. All services must be provided by the Consultant, subcontracting will not be allowed.

For the purposes of this RFP, professional Engineering services include but are not limited to: Sanitary Sewer Management Plan (SSMP) compliance: Fats, Oils, and Grease (F.O.G.) inspections, MS4 compliance, Facility Inspections, Pyrethroid baseline monitoring and reporting.

Other services may be requested per District coordination and the rate schedule provided by the consultant for the term of the contract. At this point, recycled water management was left out but could be added in on a time and materials basis per their rates.

Funding to support the consulting services would come from the removal of the Environmental Compliance Worker position as funded full time position and roll the presented cost into consulting in the Sewer and Drainage budgets for the next two years.



Rancho Murieta CSD

Community Services District

REQUEST FOR PROPOSAL #2020-04
ENVIRONMENTAL COMPLIANCE - CONSULTING SERVICES

STRATUS
ENVIRONMENTAL, INC.



APRIL 24, 2020

STRATUS ENVIRONMENTAL, INC.
3330 Cameron Park Dr., Cameron Park, CA 95682
www.stratusinc.net (530) 672-4017

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1. Project Title

RFP #2020-04 Environmental Compliance – Consulting Services

2. Firm Information

Name: Stratus Environmental, Inc.

Address: 3330 Cameron Park Drive, Ste 550, Cameron Park, CA 95682

Contact Information: Robert Kull, P.E., rkull@stratusinc.net (530) 672-4017

Website: www.stratusinc.net

3. Firm Qualifications

3a. Type of organization, size, professional registration and affiliations

Stratus Environmental, Inc., a full-service environmental engineering consulting firm, was founded in 1999 and is based in Cameron Park, California, with our southern California office located in Huntington Beach, California. Stratus is a California-certified small business (#27206).

With approximately 30 staff members, Stratus has extensive experience in providing comprehensive environmental services for both public and private clients throughout the western United States. Stratus' environmental staff consists of professional engineers, professional geologists, certified engineering geologists, environmental scientists, and environmental technicians who are skilled in dealing with the ever-changing local, state, and federal environmental laws and regulations.

3b. Names and qualifications of personnel to be assigned to this project

Robert Kull – Senior Engineer, P.E.

Mr. Kull, a Professional Civil Engineer licensed in the states of California, Arizona, Nevada, Oregon, and Washington, has over 28 years of experience in environmental engineering including hazardous waste assessment, investigation, and remediation. His experience encompasses a broad range of projects for public, private, industrial, and government clients, including field investigations, feasibility studies, remedial design and construction, and operation and maintenance activities for soil and groundwater remediation systems. In addition, he has extensive experience with remediation and restoration of Brownfield sites such as former commercial/industrial sites, petroleum hydrocarbon sites, mine-scarred lands, and pesticide impacted sites related to former orchard operations. He also has vast knowledge of regulatory permitting requirements and environmental compliance regulations related to Waste Discharge Requirements (WDRs), Monitoring and Reporting Programs (M&RPs), National Pollution Discharge Elimination System (NPDES) permitting, and various environmental management plans. Mr. Kull also has extensive Project Management (PM Training 1998 and 2003) experience including managing multi-million-dollar Federal contracts related to several CERCLA and non-CERCLA sites.

As Project Manager, Mr. Kull's responsibilities include verbal and written communication with Rancho Murieta Community Services District (RMCS D) personnel, day to day oversight and allocation of company staffing, project budget and schedule tracking, attending project related meetings, regulatory agency correspondence, contract management, providing technical support, quality assurance/quality control, and reviewing and certifying technical documents. Mr. Kull will serve as the Project Manager for this scope of services.

Michael Vander Dussen – Senior Project Geologist, P.G., C.E.G.

Mr. Vander Dussen, a Professional Geologist and Certified Engineering Geologist in the state of California, has 40 years of experience in the environmental field including regulatory compliance expertise related to M&RPs, WDRs, and NPDES monitoring and reporting. Mr. Vander Dussen will be responsible for preparation of technical documents (standard operating procedures and monitoring reports), overseeing environmental monitoring programs, complying with existing WDRs and NPDES permits, and coordination of field staff and analytical laboratories. In addition, Mr. Vander Dussen will be responsible for implementing project specific health and safety programs, reviewing and certification of various technical documents, and attending project meetings. Mr. Vander Dussen will report directly to Mr. Kull.

Cory Gutierrez – Senior Staff Engineer, E.I.T./QISP

Mr. Gutierrez, an Engineer-in-Training (E.I.T.) and Qualified Industrial Stormwater Practitioner (QISP) with 4 years of environmental experience, will provide regulatory permitting and site monitoring and sampling support. He will be responsible for researching, summarizing, and documenting permit requirements, completing permit applications (as necessary), and preparing technical documents. He will assist in implementing field programs as they relate to WDRs and NPDES permits and will report directly to Mr. Kull.

Marty Morgan – Environmental Technician

Mr. Morgan has over 25 years of experience as an engineering technician. His duties include conducting Fats, Oils and Grease (F.O.G) inspections, interceptor inspections, and preparing follow up inspection reports, construction oversight, supervision of field technicians, and implementing environmental monitoring and sampling programs. Mr. Morgan will be responsible for conducting F.O.G inspections, MS4 inspections, completing field/inspection reports, and collecting the required samples (pyrethroid) under this scope of work. Mr. Morgan will report to Mr. Vander Dussen.

3c. Outline of recent projects completed that are directly related to this project that are similar in subject matter and scope. Proposer is required to demonstrate specific project expertise relating to the requirements of this RFP

El Dorado Irrigation District – Fats, Oils and Grease Inspections, El Dorado County (2015-2017)

Stratus understands in order to maintain the functionality and infrastructure of a wastewater treatment facility and to control the discharge of wastewater pollutants from industrial and commercial sources, a comprehensive Pretreatment Program should be implemented. Industrial uses covered under this type of program may include automotive facilities, dental offices, manufacturing facilities, photo and x-ray labs, RV dump stations, and food service establishments. Implementation includes conducting inspections of facility pretreatment systems, effluent sample collection and analysis to verify permit-required facility monitoring data submitted, reviewing maintenance logs and manifest forms, completing required documentation, inspecting best management practices, and photo documentation of any infractions, faulty equipment, or other relevant facility features. Stratus assisted the El Dorado Irrigation District with these above-mentioned services from 2015 through 2017, completing hundreds of site inspections and completing associated inspection reports for food service establishments under their Fats, Oils, and Greases Prevention Program. In addition, Stratus assisted with the development of inspection forms and assisted in developing standard procedures for the program.

Cameron Park Community Services District – Pesticide Monitoring and Reporting (2009 to Present)

Stratus provides environmental engineering services to the Cameron Park Community Services District (CPCSD) at their Cameron Park Lake facility. Stratus personnel have assisted the CPCSD at the facility for the past 11 years providing environmental and technical regulatory compliance services. The approximately 33-acre lake is operated as a recreational facility offering fishing, hiking, picnicking, wildlife observation, swimming (swimming lagoon), boating, and as a special events venue. Aquatic maintenance at the lake is regulated by the California State Water Resources Control Board's (Water Board) Water Quality Order No. 2013-0002-DWQ (Order) for annual application of an herbicide to control seasonal weed growth. In accordance with the Order, Stratus has developed an Aquatic Pesticide Application Plan (APAP) for the CPCSD that provides guidance for herbicide application and for monitoring before and after the application event (including laboratory analyses of lake samples), to assure downstream effects of the application are eliminated/minimized. Stratus also conducts the pesticide monitoring and reporting prescribed in the APAP for the CPCSD.

Operation of the lake is also regulated by two water rights permits from the Water Board that require annual reporting of water diversion and use. Stratus has assisted the CPCSD in designing a gauging system for the lake to facilitate measurement of seasonal water diversion. Water diversion amounts are required to be reported annually to the Water Board using their online Electronic Water Rights Management System - Report Management System, and Stratus compiles the gauging data collected by CPCSD staff, performs engineering calculations using the

gauging data to determine water diversion amounts, and completes and submits the reports for the CPCSD.

Northern California Power Agency (NCPA) – Reservoir Sediment Sampling and Analysis (2019)

The NCPA requested Stratus to provide characterization of sediment accumulated in a reservoir that originated from sources within the North Fork Stanislaus River watershed downstream of dams that existed prior to construction of the McKays Point diversion dam (New Spicer Meadow Reservoir, Union Reservoir, Utica Reservoir, and Lake Alpine). Sample/data collection and laboratory analysis were both conducted in consideration of the Data Quality Objectives presented in the Sampling and Analysis Plan prepared by Stratus. Sampling of representative areas within the reservoir was conducted by Stratus during the annual drawdown of the reservoir on January 12, 2019, which exposed sediments within the upper reaches of the impoundment, and allowed sampling of sediment accumulated behind the submerged coffer dam. Sediment sample analysis consisted of pesticides and herbicides, metals, petroleum hydrocarbons, and nutrient/geotechnical properties.

3d. Client references from recent related projects including name, address, and phone number of individuals to contact for references

Ms. Nicole Graham

Senior Environmental Compliance Officer

El Dorado Irrigation District

2890 Mosquito Road

Placerville, CA 95667

Project: Fats, Oil and Grease Program

Ms. Graham: (530) 295-6867, ngraham@eid.org

Mr. Michael Grassle

Parks and Facilities Superintendent

Cameron Park Community Services District

2989 Cambridge Road

Cameron Park California, 95682

Project: Cameron Park Lake Aquatic Pesticides Spraying Monitoring and Reporting, Water Rights Permit Reporting

Mr. Grassle: (530) 558-1146 mgrassle@cameronpark.org

Mr. Randy Bowersox

Hydroelectric Manager

Northern California Power Agency

P.O. Box 2280

477 Bret Harte Drive

Murphys, CA 95247

Project: Reservoir Sediment Sampling and Analysis

Mr. Bowersox:(209) 728-1387 ext. 335 Randy.Bowersox@ncpa.com

4. Understanding of and Approach to the Project

4.a Summary of approach to be taken

SOPS and Inspection Forms: Prior to the implementation of any field work, including F.O.G and MS4 inspections and/or pyrethroid baseline sampling, Stratus will work closely with RMCS D to prepare three Standard Operating Procedures (SOPs) for F.O.G inspections, SSMP inspections, and Pyrethroid sampling. The F.O.G and SSMP SOPs will be developed specific to the District and will include follow-up procedures for non-compliant users and will present a fining structure for enforcement within the District's code. The Pyrethroid SOP will be developed for future District staff to follow. The SOPs will provide step-by-step instructions to assist workers in carrying out complex, routine operations. The SOPs will aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failures in compliance with industry regulations. In addition, to preparation of the SOPs, Stratus will review and update all inspection forms as necessary prior to implementation.

F.O.G and SSMP Inspections: Stratus will perform duties and details for compliance with the District's SSMP Element 7 Fats, Oils and Grease Control Program and Sewer Code, by scheduling and performing inspections, and providing detailed reports and recommendations to District staff, along with suggested compliance recommendations, if necessary.

- a. F.O.G facility inspections to be conducted every 6 months for a period of two years include:
 - i. Operating Engineers training center food service
 - ii. Murieta Inn
 - iii. Burger King
 - iv. Raley's/Bel Air
 - v. Rancho Murieta Country Club:
 - 1. Main food service building
 - 2. Snack Bar
 - 3. 19th Hole bar
 - vi. Backyard Barbeque
 - vii. Murieta Equestrian Center:
 - 1. Food Service building
 - 2. Snack bar
 - 3. RV Hookups
 - viii. Murieta Airport – Sewer dump station
 - ix. El Gallo – Mexican restaurant

Stratus will also perform small non-traditional MS4 compliance monitoring every 6 months for a period of two years to ensure there is no pollution runoff to the District's drainage system or receiving waters which include:

- a. MS4 Facility inspections at these sites:
 - i. Murieta Equestrian Center
 - ii. Rancho Murieta Country Club
 - 1. Maintenance Yard

2. Golf Cart Maintenance shop (within RMCC maintenance yard)
 3. Golf Cart maintenance and return
- iii. Rancho Murieta Airport:
1. Fueling service
 2. Rancho Murieta Automotive - repair shop
 3. Maintenance hanger
- iv. Rancho Murieta Country Store – car wash
- v. Rancho Murieta Association maintenance yard

As part of the small non-traditional MS4 compliance monitoring, Stratus will perform Illicit Discharge Detection and Elimination (IDDE) sampling and reporting on an as needed basis (costs for this task are not included in the Contract Bid Schedule; however, costs for this task have been provided as an option in the detailed cost breakdown attached). Sampling and Reporting will be conducted in accordance with Section F.5.d Illicit Discharge Detection and Elimination Program as specified in the State Water Resources Control Board Water Quality Order No. 2013-0001-DWQ – National Pollution Discharge Elimination System (NPDES) General Permit No. CAS000004 – Waste Discharge Requirements (WDRs) – Storm Water Discharges from Small Municipal Separate Storm Sewer Systems (MS4s) (General Permit). Samples will be submitted to the District’s contract laboratory, California Laboratory Services; chain of custody forms and sample bottles will be provided by the District. Reports documenting any illicit discharges will be prepared annually in accordance with the Order above.

In addition to the above, Pyrethroid monitoring compliance will be conducted as part of this scope of work. Monitoring and reporting will be conducted in accordance with the Central Valley Regional Water Quality Control Board’s (CVRWQCB) Pyrethroid Control Program Baseline Monitoring Requirements for Municipal Stormwater Dischargers in the Sacramento and San Joaquin River Basins letter dated 30 July 2019. Stratus will work closely with the District (and regulatory agencies as needed) to develop the baseline sampling program (sample location, etc.) as part of the SOP. Samples collected as part of the Pyrethroid monitoring program will be submitted to the District’s contract laboratory, California Laboratory Services; chain of custody forms and sample bottles will be provided by the District. Following sample collection and laboratory analysis, Stratus will prepare a Pyrethroid baseline monitoring report for District review and submittal to the CVRWQCB. It is assumed that four samples per municipal stormwater receiving water site will be collected, and that water column toxicity testing will be conducted in representative receiving water sites four times per site and sediment toxicity testing will be conducted in representative receiving water sites five times per site.

Deliverables: The following deliverables will be prepared and submitted to the District for review:

1. F.O.G inspection reports and details for each facility (every 6 months), beginning after Notice to Proceed is given.
2. Standard Operating Procedures for: F.O.G inspection and reporting; MS4 IDDE inspection, sampling and reporting; and Pyrethroid monitoring and reporting. These items shall be submitted for review by District staff and finalized within 4 months of the Notice to Proceed.
3. Baseline monitoring and reporting for Pyrethroid monitoring requirements, electronic copy of each and final reports in Word format.
4. All required filings and notices (inspection forms and reports) for SSMP and MS4 within timeframe of 2-year contract for requested services.

Timeframe/Schedule: The following schedule is presented below and pertains to a timeline following Notice to Proceed:

- **Months 0-3:** Prepare and submit draft SOPs to the District for review and comment and update inspection forms.
- **Months 3-4:** Incorporate District’s comments on the SOPs and finalize
- **Month 6:** Conduct F.O.G. and MS4 inspections, and conduct baseline pyrethroid sampling
- **Month 9:** Submit the pyrethroid baseline monitoring report to the District for review, comment and submittal
- **Month 12:** Conduct F.O.G. and MS4 inspections
- **Months 6-12:** Conduct IDDE sampling, and prepare and submit draft and final yearly IDDE report to the District for review, comment and submittal, as required.
- **Month 18:** Conduct F.O.G. and MS4 inspections
- **Months 18-24:** Conduct IDDE sampling, and prepare and submit draft and final yearly IDDE report to the District for review, comment and submittal, as required.
- **Month 24:** End of contract period.

4.b Description of the organization and staffing to be used for the project

Stratus Environmental, Inc. (Stratus), is a full-service environmental engineering and consulting firm. Founded in 1999, Stratus is based in Cameron Park (El Dorado County), California, with our southern California office in Huntington Beach, California. Stratus is a California Corporation and a certified small business (#27206) with 30 staff members. Our role and mission are to consistently provide safe, responsive, innovative, and cost-effective solutions that help our clients manage any current environmental liabilities, and to not only meet, but to exceed our client’s expectations. Stratus has been providing regulatory environmental compliance to both private and public entities for the past 20 years, and has specific experience in complying with F.O.G programs and pesticide monitoring programs, as described in the RFP scope of work.

Proposed staff to be used on the project is described in Section 3b above.

4.c Indication of information and level of participation the proposer will require from District staff

The following is an indication and level of participation (list) that Stratus will require from District staff:

- Inspection forms (to be reviewed and revised by Stratus as necessary)
- Any pertinent environmental documents not provided as part of this RFP
- Personal Protective Equipment (however, Stratus does have its own PPE)
- Any specialized sampling equipment
- Laboratory sample containers and chain of custody forms (as needed)
- Coordination on sample locations (i.e. pyrethroid baseline sampling)
- Contacting dischargers/users prior to inspections (if necessary)
- Coordination with Stratus in developing a schedule of inspections
- Providing an outfall map per IDDE requirements
- Kickoff meeting to ensure scope of services listed in this RFP are addressed, and follow-up project/status meetings (quarterly or at the District's discretion)
- Meetings with the RWQCB regarding pyrethroid baseline monitoring and sampling, if necessary

4.d Availability of firm to provide services

Stratus understands the importance of being responsive, available, and reacting quickly to the demands of the district. Many of Stratus' projects were completed on accelerated schedules to satisfy client or regulatory requirements. Our experienced team of professionals will be fully committed to the District's projects through their successful completion. In addition, the proposed project team has worked successfully together on dozens of projects and each individual's knowledge and experience compliments the other. Workloads can be shifted among team members to offset intermittent demands of projects. With the availability and experience of our staff, we will be able to respond quickly to the needs of the project and bring quick resolution to issues or concerns. In addition, Stratus has performed these types of services for other Districts/Agencies and therefore we are familiar with the services requested. Furthermore, our Cameron Park office is only a short drive to the District's headquarters.

4.e Acknowledgment of Districts Standard Service Agreement

Stratus acknowledges and accepts the terms and conditions of the District's Standard Service Agreement contained in attachment 1, and has no current or foreseeable actual or potential professional conflicts of interest. If you have any questions regarding our submittal or require additional information, please contact me at (530) 672-4017 or by email at rkull@stratusinc.net.

5. Insurance

Stratus has reviewed and acknowledges the District's insurance requirements. Stratus meets these requirements and has included proof of insurance certification.

6. Fees

A detailed breakdown of the level of effort and cost anticipated for each task and subtask is identified in the Contract Bid Schedule.

Stratus' fee schedule is provided in the table on the next page and is inclusive of all costs associated with work likely to be assigned to Stratus related to tasks stated in the RMCSD RFQ, included but not limited to personnel costs, administrative overhead, printing costs, attendance at meetings, travel, etc.

CLASSIFICATION		HOURLY RATE
PRINCIPAL ENGINEER/GEOLOGIST		\$180
SENIOR ENGINEER/GEOLOGIST		\$150
SENIOR PROJECT MANAGER		\$140
SENIOR PROJECT ENGINEER/GEOLOGIST		\$130
PROJECT MANAGER		\$125
PROJECT ENGINEER/GEOLOGIST		\$115
SENIOR STAFF ENGINEER/GEOLOGIST		\$105
STAFF ENGINEER/GEOLOGIST		\$100
FIELD SUPERVISOR		\$95
ENGINEERING INTERN		\$80
ENGINEERING/ENVIRONMENTAL TECH III		\$85
ENGINEERING/ENVIRONMENTAL TECH II		\$80
ENGINEERING/ENVIRONMENTAL TECH I		\$75
CADD OPERATOR II		\$80
CADD OPERATOR I		\$75
ADMINISTRATIVE III		\$70
ADMINISTRATIVE II		\$65
ADMINISTRATIVE I		\$60
EQUIPMENT/EXPENSES		DAILY RATE
<i>Mileage</i>		Per State and Federal Guidelines
<i>Generator</i>		\$150
<i>PID/FID</i>		\$90/\$125
<i>Water Quality Meter</i>		\$50
<i>Water Level Indicator</i>		\$30
<i>Pump with Converter</i>		\$100
<i>Disposable Bailers</i>		\$11/ea
<i>Soil Sampling Equipment</i>		\$75
<i>Truck Rental</i>		\$100
<i>Miscellaneous Sampling Supplies</i>		\$45
<i>Mark-Up</i>		Cost + 10%

CONTRACT BID SCHEDULE

ITEM #	DESCRIPTION	COST
1a	Prepare Standard Operating Procedure (SOP) and update forms for F.O.G sampling	4,680.00
1b	Schedule and conduct Fats, Oils and Greases (F.O.G) Inspections at 6 month intervals with follow ups (4 total)	9,882.00
2a	Prepare SOP and update forms for MS4 facility inspections	4,940.00
2b	MS4 Illicit Discharge Detection and Elimination (IDDE) -schedule and conduct inspections at 6 month intervals with follow ups (4 total)	7,011.00
3a	Prepare SOP and create forms for Pyrethroid Monitoring	4,420.00
3b	Conduct MS4 Pyrethroid sampling	4,450.00
3c	Prepare Pyrethroid monitoring report for submittal	3,170.00
4	Additional facility inspections costs, F.O.G/MS4 per facility (if new facilities added)	402.00
*	Rate table for consultant's employees to be utilized	attach
	Total Cost	38,955.00

Respectfully Submitted:

Paul Kuen Signature
 PRINCIPAL ENGINEER Title
 STRATUS ENVIRONMENTAL, INC. Company
 3330 CAMERON PARK DR. SUITE 550 Address
 CAMERON PARK, CA 95682 City, State
 APRIL 24, 2020 Date
 (530) 672-4017 Phone Number

SEAL (If Bidder is a Corporation)

CS5037
Contractor License Number

CIVIL P.E.
Type

06/2020
Exp.Date

Federal Tax ID # 330868206



Rancho Murieta CSD - Environmental Compliance Consulting Services - 2 Years

Item	Description	Cost	Unit	Quantity	Extended Cost
1a	Prepare SOP & Update Forms for FOG				
	Senior Engineer	150	hr	4	\$600.00
	Senior Staff Engineer	105	hr	24	\$2,520.00
	Senior Project Engineer/Geologist	130	hr	10	\$1,300.00
	Clerical	65	hr	4	\$260.00
	<i>Subtotal</i>				\$4,680.00
1b	Schedule & Conduct FOG Inspections				
	Senior Engineer	150	hr	6	\$900.00
	Senior Staff Engineer	105	hr	20	\$2,100.00
	Environmental Technician	80	hr	84	\$6,720.00
	mileage	0.54	mi	300	\$162.00
	<i>Subtotal</i>				\$9,882.00
2a	Prepare SOP & Update Forms for MS4 Facilities				
	Senior Engineer	150	hr	4	\$600.00
	Senior Staff Engineer	105	hr	24	\$2,520.00
	Senior Project Engineer/Geologist	130	hr	12	\$1,560.00
	Clerical	65	hr	4	\$260.00
	<i>Subtotal</i>				\$4,940.00
2b	MS4 Illicit Discharge Detection & Elimination Inspections*				
	Senior Engineer	150	hr	6	\$900.00
	Senior Staff Engineer	105	hr	8	\$840.00
	Environmental Technician	80	hr	64	\$5,120.00
	mileage	0.54	mi	280	\$151.20
	<i>Subtotal</i>				\$7,011.20
3a	Prepare SOP & Create forms for Pyrethroid Monitoring				
	Senior Engineer	150	hr	4	\$600.00
	Senior Staff Engineer	105	hr	24	\$2,520.00
	Senior Project Engineer/Geologist	130	hr	8	\$1,040.00
	Clerical	65	hr	4	\$260.00
	<i>Subtotal</i>				\$4,420.00
3b	Conduct MS4 Pyrethroid Sampling ***				
	Senior Engineer	150	hr	4	\$600.00
	Senior Staff Engineer	105	hr	8	\$840.00
	Environmental Technician	80	hr	36	\$2,880.00
	mileage	0.54	mi	240	\$129.60
	<i>Subtotal</i>				\$4,449.60

3c	Prepare Pryrethroid Monitoring Report for Submittal				
	Senior Engineer	150	hr	4	\$600.00
	Senior Staff Engineer	105	hr	16	\$1,680.00
	Senior Project Engineer/Geologist	130	hr	4	\$520.00
	Clerical	65	hr	2	\$130.00
	CADD Operator II	80	hr	3	\$240.00
	<i>Subtotal</i>				\$3,170.00
4	Additional Facility Inspection Costs FOG/MS4 per Facility **				
	Senior Project Engineer/Geologist	130	hr	1	\$130.00
	Environmental Technician	80	hr	3	\$240.00
	mileage	0.54	mi	60	\$32.40
	<i>Subtotal</i>				\$402.40
	TOTAL COST				\$38,955.20

OPTIONAL

IDDE Sampling and Reporting (per Facility and includes one yearly report)

Senior Engineer	150	hr	4	\$600.00
Senior Staff Engineer	105	hr	24	\$2,520.00
Senior Project Engineer/Geologist	130	hr	4	\$520.00
Clerical	65	hr	2	\$130.00
Environmental Technician	80	hr	6	\$480.00
<i>Subtotal</i>				\$4,250.00

Notes:

* IDDE Sampling and Reporting as needed and not included as part of this cost estimate. Included as optional item.

** Assumes round trip for technician and 1 additional inspection

*** Assumes 4 samples per year per site, and 4 times per year per site for water and 5 times for sediment

Project Management/Meetings built into cost estimate

Analytical costs not included



STRAENV-01

CERT3

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 10/1/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wateridge Insurance Services 10717 Sorrento Valley Road San Diego, CA 92121	CONTACT NAME: Diane Grubbs PHONE (A/C, No, Ext): (858) 452-2200 FAX (A/C, No): (858) 452-6004 E-MAIL ADDRESS: dgrubbs@wateridge.com														
INSURED Stratus Environmental, Inc. 3330 Cameron Park Dr #550 Cameron Park, CA 95682	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Westchester Surplus Lines Ins Co</td> <td style="text-align: center;">10172</td> </tr> <tr> <td>INSURER B : Insurance Co. of the West</td> <td style="text-align: center;">27847</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Westchester Surplus Lines Ins Co	10172	INSURER B : Insurance Co. of the West	27847	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> PL & CPL GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			G7174419A001	10/1/2019	10/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Pa accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			G71744206001	10/1/2019	10/1/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WSD505085500	10/1/2019	10/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liab.			G7174419A001	10/1/2019	10/1/2020	Occur/Agg. \$ 1,000,000
A	Pollution Liab.			G7174419A001	10/1/2019	10/1/2020	Occur/Agg. \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Evidence of Coverage

CERTIFICATE HOLDER**CANCELLATION**

<p>*Proof of Insurance*</p>	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>
	<p>AUTHORIZED REPRESENTATIVE</p>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/30/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Greg D. Pyle Insurance Agency 3777 Long Beach Blvd 5th Floor Long Beach CA 90807	CONTACT NAME: Cinthya J Anguiano	
	PHONE (A/C, No, Ext): (562) 436-3200	FAX (A/C, No): (562) 270-7009
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: California Automobile Insuranc		38342
INSURER B:		
INSURER C:		
INSURER D: /		
INSURER E:		
INSURER F:		

INSURED (530) 676-6000
 Stratus Environmental Inc

 3330 Cameron Park Dr Ste 550

 Cameron Park CA 956827672

COVERAGES

CERTIFICATE NUMBER: Cert ID 2999

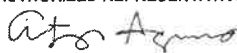
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y		BA040000007418	07/01/2019	07/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
							\$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Insured Verification. 30 day Notice of Cancellation. 10 Day Notice of Cancellation for Non Payment of Premium.

CERTIFICATE HOLDER**CANCELLATION**

Stratus Environmental Inc. 3330 Cameron Park Dr. Suite 550 Cameron Park CA 95682	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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