



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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RANCHO MURIETA, CALIFORNIA 95683
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AGENDA

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

REGULAR BOARD MEETING

December 18, 2019

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

BOARD MEMBERS

Les Clark	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	Recording Secretary
Tom Hennig	Director of Administration
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DECEMBER 18, 2019

REGULAR BOARD MEETING

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

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

AGENDA

ESTIMATED RUNNING TIME

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

5:00

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

Under Government Code section 54957: Public employee discipline/dismissal/release.

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

4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

5. 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. November 20, 2019 Regular Board Meeting Minutes
2. December 3, 2019 Improvements Committee Meeting Minutes

3. *December 3, 2019 Finance Committee Meeting Minutes*
4. *December 4, 2019 Special Board Meeting Minutes*
5. *December 5, 2019 Communications and Technology Committee Meeting Minutes*
6. *December 5, 2019 Security Committee Meeting Minutes*

B. Approval of Bills Paid Listing

6. STAFF REPORTS (Receive and File)

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

7. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES (Discussion/Action) (**Motion**)

8. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

- A.** Consider Adopting Resolution R2019-11 in Honor of Plant Operator III Sean Montgomery (Discussion/Action) (**Motion**) (5 min.)

9. REVIEW DISTRICT MEETING DATES/TIMES FOR DECEMBER 2019

- A.** Special Finance – January 3, 2020 at 10:00 a.m.
- B.** Personnel – January 7, 2020 at 7:30
- C.** Improvements – January 7, 2020 at 8:00 a.m.
- D.** Communications – January 9, 2020 at 8:30 a.m.
- E.** Security – January 9, 2020 at 10:00 a.m.
- F.** Regular Board Meeting – January 15, 2020 - Open Session at 5:00 p.m.
- G.** Special Board Meeting (Goal Setting Workshop) – January 23, 2019 at 2:00 p.m.

10. CORRESPONDENCE

11. 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.

12. DISCUSS FY2020-21 BUDGET SCHEDULE (Discussion) (5 min.)

13. CONSIDER COMMITTEE ASSIGNMENTS

14. CONSIDER ADOPTING RESOLUTION R2019-12 FOR CALPERS 180 DAY WAIT PERIOD EXCEPTION FOR SEAN MONTGOMERY (Discussion/Action) **(Motion)** (5 min.)

15. 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.

16. ADJOURNMENT (Motion)

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is December 13, 2019. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



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

November 16, 2019

Call to Order/Closed Session 4:00 p.m. - Call to Order/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 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. 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; and Amelia Wilder, Recording Secretary.

2. CONSIDER ADOPTION OF AGENDA

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

3. BOARD ADJOURNED TO CLOSED SESSION AT 4:02 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Under Government Code section 54957: Public employee discipline/dismissal/release.

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

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

Under Government Code section 54957: Public employee discipline/dismissal/release.

No action to report back.

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

No action to report back.

5. CONSENT CALENDAR

Motion/Jenco to adopt the consent calendar with one technical correction in the October 16, 2019 Regular Board Meeting Minutes, Item 4a – General Manager Report, changing reference of RMA Director to RMA General Manager. Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.

6. STAFF REPORTS

Under Agenda Item 4a, Mark Martin, General Manager, gave a brief summary of activities during the previous month, including an updated schedule for the extra pick up of green waste to Cal Waste customers in the District. The new months for extra pick up service are November, December, March and April. There is no charge for this service, customers should place extra bags of Green Waste by their Green Waste Cart on their scheduled Green Waste Service Day. The meeting with Murieta Villages Association (MVA) included discussions about a

community fountain and archival maps owned by MVA that the District will borrow, scan and return. Updates from the monthly meeting with Rancho Murieta Association (RMA) included security coordination, conveyance of the Wooden Pedestrian Bridge Parcel, and timing of RMA survey release. General Manager Martin also updated the Board on the meeting with Regional Water Authority, and Cal Waste, reporting that customers can schedule four large waste pickups per year and may place their e-waste on the curb for collection at that time. Recycling bins around the reservoirs and trails were also discussed. Director Clark noted that RMA would need to be involved in the effort, and Director Merchant noted that the containers would need to be animal proof. The Meetings with Rancho Murieta Country Club and Sacramento Central Groundwater Authority were canceled.

Under Agenda Item 4b, Tom Hennig, Director of Administration, gave an update on the status of the Annual Audit, and plans to have it finished by February 2020. He also said that there were water meter zero lock offs in October, and the Board commended staff for their efforts calling customers to prevent lock offs. In response to his update on delinquent accounts, and a billing code error, Director Clark was assured that there are measures in place to prevent this recurring. The Finance Report has been updated to reflect a thirteen month cycle. Mr. Hennig also reported that Staff has been working on a financial system upgrade and has awarded the Cost Allocation RFP to ClearSource. In addition, he gave updates on the Districts plans to outsource Utility Billing Statements and Timesheets and Payroll in the near future.

Under Agenda Item 4c, Chief Werblun gave a brief overview of the operations updates and incidents of note, stating that the Body Camera Policy was reviewed by the Security Committee in November and the final policy will be presented later in this meeting. The incident on October 25 involving a missing elderly man had resulted in a community search which utilized CodeRED, the alert system for residents in the community. This resulted in a new way for residents to update their numbers with the CodeRED System, by texting "RMCS" to 99411. He also noted that the FastPass system is the best way to avoid delays during the holidays. Director Clark stated that we continue to request that RMA Compliance Committee set up a general session that is an open session so we can coordinate our efforts.

Chief Werblun continued with a discussion of ABDI, the geo-locations and programming have been completed, and he is reading the manuals to prepare training for Staff.

Director Maybee will be requesting a meeting with RMA to jump start the coordination of efforts. He also commented that the graffiti on the dock in front of the retention basin had been taken care of.

Director Clark would like to have an open meeting with RMA to discuss why some citations are being rejected with the goal of CSD doing a better job.

Under Agenda Item 4d, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update including a deeper look into the residential gallons per capita per day data on the chart (page 1 on the Utilities Report) depicting water usage in the District. Director Clark asked that the charts on the Finance Report and the Utilities Report discussing water usage be coordinated. Mr. Siebensohn also gave an update about the water on lots 4 & 5 in Murieta Gardens stating a hole had been found in the diversion box on the Cosumnes Irrigation Association (CIA) ditch and that it had been repaired. He continued with a discussion of a sewer plug that clogged the system during construction of the 78 lots. Director Maybee urged staff to keep track of our time and cost associated with removing that sewer plug.

7. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

No Updates

8. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

Motion/Jenco to adopt Resolution R2019-10 in Honor of Suzanne Lindenfeld, District Secretary **Second/Butler**.

Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.

Director Clark read and presented a resolution in honor of Suzanne Lindenfeld for her 16 years of service to the District.

9. REVIEW APRIL 2019 BOARD/COMMITTEE MEETING DATES/TIMES

No Updates.

10. CORRESPONDENCE

None

11. COMMENTS FROM THE PUBLIC

John Sullivan presented the Board with a TNT Easement that was previously adopted by the Board and needs to be recorded. He also presented the Board with a packet detailing the repairs to CIA Diversion Box located on lots 4 & 5. He mentioned that the valve at Laguna Joaquin needs to be repaired. Mr. Siebensohn followed up with this request to be given in writing as it will most likely require Laguna Joaquin to be drained.

12. CONSIDER APPROVAL OF DISTRICT APPOINTMENT

Mark Martin gave a brief overview of the need to appoint a full-time current District employee as the Interim District Secretary.

Motion/Jenco to appoint Mark Martin Interim District Secretary **Second/Butler**. **Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

13. RANCHO MURIETA ASSOCIATION FIRE COUNCIL

General Manager Martin gave a brief update of the Cal Fire grant that Rancho Murieta Association Fire Council was seeking sponsorship for, and the presentation to the Security Committee at the regular meeting November 7, 2019. RMA was able to have the Sac Metro Foundation sponsor the Grant. The Board agreed to provide a letter of support for the Grant. Mark Martin will prepare the letter.

14. APPROVE REVISED SECURITY DEPARTMENT BODY WORN CAMERA POLICY

Chief Werblun presented the Board with District Policy P2019-10 Body Worn Cameras. Les Clark noted there was a question at the Security Committee Meeting concerning the separate policy regarding the management of gate camera recordings.

Motion/Clark to approve revised District Policy P2019-10 Body Worn Camera. **Second/Jenco**. **Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

15. APPROVE GENERAL MANAGER PERFORMANCE EVALUATION POLICY AND PROCEDURES

Mark Martin began a discussion of the newly created District Policy P2019-05 which was designed to put into place a policy surrounding the annual review and compensation of the General Manager. Director Clark continued the presentation. Richard Shanahan, General Council, suggested one small revision the Policy which will make it more open ended. The revision was made and is presented in the final Policy.

Motion/Clark to adopt Policy P2019-05 General Manager Performance Evaluation and Compensation Adjustment Policy. Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.

16. APPROVE REVISED DISTRICT SECRETARY JOB SPECIFICATION

Mark Martin gave a brief overview of the need for an updated job specification for the position of District Secretary, noting the need for it to include the ability to use an understanding of the office systems used by the District and a two year degree or equivalent.

Motion/Maybee to approve the Revised District Secretary Job Specification. Second/Merchant. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.

17. DIRECTOR COMMENTS/SUGGESTIONS

Director Tim Maybee thanked staff for improved customer service, to which Mr. Martin commented on the District's research into training for District staff in customer service. Director Clark commended staff for its efficiency and modernization of procedures and outsourcing.

Director Jenco commented that if the only way that RMA would have been able to move forward with the Fire Council Grant would have been with the support of CSD, he would have supported it. Director's Butler and Merchant agreed with his position.

Director Clark agreed that the District should help accommodate the Community and reminded the Board that this viewpoint should be carefully considered, taking into consideration the current obligations, budget and costs and the future expansion of services that have no financial backing.

18. ADJOURNMENT

Motion/Clark to adjourn at 6:52 p.m. Second/Merchant. Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
Recording Secretary

Mark Martin
Interim District Secretary

MEMORANDUM

Date: December 3, 2019
To: Board of Directors
From: Improvements Committee Staff
Subject: December 3, 2019 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Clark called the meeting to order at 8:00 a.m. Present were Directors Clark and Jenco. 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, Temporary 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 noting the hole in the diversion box on lots 4&5 has been rectified. Director Clark asked if the District requires a copy of the approved building permit. The conversation turned to the car wash and mini mart that will be located at lot 11. Coastland will review the detail of how a car wash will affect our storm drainage system. Director Jenco asked why the developer started grading before the rain. They must ensure muddy water is not introduced into the lines.

Mr. Siebensohn continued with an update of the sewer manhole at Murieta Gardens II being finished, and the permits coming in from the 78 lots being built. There was a discussion of the Drainage Methodology that was used in the community and a request by Director Clark to use the Sacramento County Method for the North project and to make note of that in our review. Mr. Siebensohn also gave an update on the progress of the Chlorine Gas to Sodium Hypochlorite conversion project.

General Manager Mark Martin updated the Committee on the progress of Residences East.

4. RMA PEDESTRIAN BRIDGE PARCEL CONVEYANCE UPDATE

Mark Martin gave a brief update on the conveyance of the parcel upon which the Pedestrian Bridge sits. Coastland has been tasked with preparing the conveyance. Discussions will be forthcoming with the General Manager of RMA. The Committee discussed remapping and referencing the location so there is no future discrepancy in the location of the bridge.

5. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

General Manager Martin commented that the District will implement a large widescreen high-resolution monitor for the Conference Room to improve collaboration and facilitate discussions during meetings, and provide a bright, high-resolution tool for webinars and other remotely provided training. The current process of setting up and breaking down projectors does not afford itself to regular use. Director Clark brought focus to the Capital Replacement Programs asking that we add inflationary adjustments on an annual basis.

6. ADJOURNMENT

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

MEMORANDUM

Date: December 3, 2019
To: Board of Directors
From: Finance Committee Staff
Subject: December 3, 2019 Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. 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; and Amelia Wilder, Temporary District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. FY 2020-21 BUDGET SCHEDULE

Tom Hennig updated the Committee on the proposed FY2020-21 Budget Schedule. Director Maybee would like to see a mid-year review. This will be added to the Special Finance Committee Meeting scheduled January 3, 2020. ***The Committee recommends this item be added to the December 18, 2019 Regular Board Meeting agenda.***

4. AUDIT UPDATE DISCUSSION

Tom Hennig informed the Committee the audit preparation is proceeding as scheduled and should be completed the end of January.

5. PAYCHEX/PAYROLL SERVICES DISCUSSION

An agreement has been signed with Paychex to manage Payroll for the District. Their services include the on-call assistance of an HR Generalist and we will run in tandem with them for the next few pay cycles to ensure staff is paid in an accurate and timely manner.

6. UTILITY BILLING STATEMENT CHANGE DISCUSSION

Tom Hennig updated the Committee on the progress of outsourcing the Utility Bill. The District used the service for the November statement, and sent out the bill in the existing format. We expect to mail out the statement with the new format for the December bill. There was a discussion around e-billing, including the convenience and cost savings to the District. Director Merchant asked that converting residents to paying bills electronically be a goal for 2020.

7. CAL-WASTE SITE VISIT DISCUSSION

General Manager Mark Martin updated the Committee about an invitation to visit the Cal-Waste facility. This will be added to the calendar for January. Director Maybee would like to invite representatives from RMA to the site visit, pointing out this will help solidify communications between our organizations to the community.

8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Maybee commented that he does not want to put artificial time restraints on staff. General Manager Martin responded by pointing out that the District is currently short staffed. The Committee next meeting has

been scheduled for January 3, 2020 at 10:00 a.m. The mid-year review will be discussed at the Board Meeting January 15, 2020.

9. ADJOURNMENT

The meeting was adjourned at 10:46 a.m.

DRAFT



RANCHO MURIETA COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING MINUTES

December 4, 2019

Call to Order/ Open Session 2:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Les Clark called the December 4, 2019 Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 2:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Les Clark, Linda Butler, Tim Maybee, and John Merchant. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Jeff Werblun, Security Chief; and Amelia Wilder, Temporary District Secretary.

2. CONSIDER ADOPTION OF AGENDA

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

3. COMMENTS FROM THE PUBLIC

None.

4. APPROVE REVISED DISTRICT SECRETARY JOB SPECIFICATION

General Manager Mark Martin gave an update on the further changes made to the District Secretary Job Specification following the amended specification which was approved on November 20, 2019.

Motion/Merchant to Approve Revised District Secretary Job Specification. Second/Butler. Ayes: Clark, Maybee, Butler, Merchant. Noes: None. Absent: Jenco. Abstain: None.

5. DIRECTOR COMMENTS/SUGGESTIONS

None.

6. ADJOURNMENT

Motion/Merchant to adjourn at 2:03 p.m. Second/Clark. Ayes: Clark, Butler, Maybee, Merchant. Noes: None. Absent: Jenco. Abstain: None.

Respectfully submitted,

Amelia Wilder
Recording Secretary

Mark Martin
Interim District Secretary

MEMORANDUM

Date: December 5, 2019
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: December 5, 2019 Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 9:04 a.m. 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, Temporary District Secretary.

2. COMMENTS FROM THE PUBLIC

Richard Gehrs commented that while the District is messaging residents to call them with questions, he prefers to use email. He also asked that the website have clarification on who should be emailed with different topics.

3. REVIEW PURCHASE OF MAGNETIC SIGNS

Mark Martin, General Manager, gave an update of the research conducted by Staff regarding the purchasing of magnetic signs for District vehicles, resulting in the fact that the signs will not fit with the curvature of the vehicles and that newer work trucks are increasingly manufactured using aluminum and therefore incompatible with magnetic signs. More options will be explored. Director John Merchant does not want permanent signs.

4. FIELD OPERATIONS TECHNOLOGY INITIATIVES UPDATE

Paul Siebensohn, Director of Field Operations, led a discussion of the Field Operations technological advances available to the District and the benefits of updating our current systems with infrastructure and software that will make the Utilities Department more efficient.

5. NEW BILLS AND PAYMENT OPTIONS OUTREACH

Tom Hennig, Director of Administration, gave an update about communication of the availability of the e-bill to residents and the benefits to the District as well as the customers. The e-bill has been posted to CSD's website, and Facebook. Director Merchant suggested using banners to encourage residents to sign up for e-bill.

6. COMMUNICATION RELATED TO SPECIAL EVENTS AND COORDINATION WITH RMA

Mark Martin began a discussion about the Spartan Race held at the Van Vleck Ranch November 16 and 17, 2019 and the traffic impact to the community. This morphed into a conversation concerning future events at the District, coordination of our efforts with RMA to ensure residents remain adequately informed, and the responsibilities of event coordinators and the County to provide adequate traffic control so that emergency vehicles and residents can access the community. Director Merchant has been in contact with Supervisor Sue Frost's office and there are plans to schedule a meeting to discuss traffic impacts to Rancho Murieta.

7. DISCUSS BULKY WASTE/E-WASTE/CHRISTMAS TREE PICKUP OUTREACH

Amelia Wilder, Temporary District Secretary, gave a brief update of the topic, stating that the schedules for Christmas Tree Pickup and Holiday collection services from Cal-Waste have been messaged via the pipeline, Facebook and CSD's website. Cal-Waste has asked that we wait until January to message bulky waste and e-waste collection.

8. Director and Staff Comments/suggestions

Director Linda Butler suggested we extend this meeting to one and a half hours. Mark Martin informed the Committee that the Board will be receiving new laptop computers.

9. Adjournment

The meeting was adjourned at 10:21 a.m.

DRAFT

MEMORANDUM

Date: December 5, 2019
To: Board of Directors
From: Security Committee Staff
Subject: December 5, 2019, Security Committee Meeting Minutes

1. CALL TO ORDER

Director Clark called the meeting to order at 10:26 a.m. Present were Directors Clark 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; and Amelia Wilder, Temporary District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Jeff Werblun, Security Chief, gave a brief overview of the operations updates and incidents of note, including an update on gate entry on Thanksgiving Day. There was a discussion of the Fastpass system, and CSD's continuing efforts to message this to residents. Danise Hetland, General Manager of RMA, volunteered to post a message on RMA's website and add it to their newsletter. She also commented that the recent resident survey conducted by RMA revealed residents get most of their news from the RMA newsletter and banners. The message will also be posted to Facebook twice a week through Christmas.

Chief Werblun also updated the Committee on the progress of the ABDI Patrol Software implementation.

Director Clark clarified in the incidents of note portion of Chief Werblun's update that the CHP was involved in the incident involving the ATV in the pond near the 10th hole.

Director Clark also noted the different numbers reported in the Violations reports from the District and RMA. Different reporting times was cited for the discrepancy. Again, he called for coordination between RMA and CSD in regard to the citations that RMA was unable to enforce.

4. ABDI PATROL SOFTWARE UPDATE

Chief Werblun covered this update in the previous item.

5. JOINT SECURITY COMMITTEE UPDATE

Director Clark informed the Committee that Cheryl McElhany and Tom Reimers were named the designees for the Joint Security Committee by the RMA.

6. DIRECTOR & STAFF COMMENTS

Chief Werblun noted that he is still waiting to see RMA's survey result. Danise Hetland agreed that Les Clark can share his copy of the results with CSD.

Director Clark asked the newly appointed RMA Joint Security Council members help communicate and move forward with the Committee.

Director Maybee asked again for the video of the motorcycle rider from July 3, 2019, to which Mark Martin responded that he looked at the video and could not find the incident on the video. The system has since deleted the video. Director Clark asked that we back up video. Director Maybee will add creating/updating a Video Policy to the goals for 2020. Ms. Hetland asked that her staff only view pertinent clips of video.

Director Maybee asked that if a verbal notice was issued to a resident, it was noted in writing to RMA.

Director Maybee continued with a request that RMA send the most updated Rules and CC&R's to CSD, and that this be updated regularly. Director Maybee also asked that the District's Security Department's Policies be reviewed and updated.

Director Maybee asked that the Violation Item Summary Report created by RMA be reported for 13 months so that trends can be seen.

Director Clark called again for a focus on collaborative efforts between RMA and CSD.

6. ADJOURNMENT

The meeting adjourned at 11:18 a.m.

MEMORANDUM

Date: December 12, 2019
To: Board of Directors
From: Tom Hennig, Director of Administration
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for November 2019. 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 November:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
California Waste Recovery Systems	Solid Waste Monthly Contract	\$51,299	Operating Expense
State Water Resources Control Board	Annual Permit Fee	\$29,484	Operating Expense
Coastland Civil Engineering	Engineering Service	\$15,351	Various Engineering Projects
Aestiva Software, Inc.	Purchasing System Software	\$12,336	Operating Expense
S. M. U. D.	Utilities	\$12,058	Operating Expense
Domino Solar LTD	Solar - WTP & WWTP	\$11,849	Operating Expense
Xylem Water Solutions U.S.A., Inc.	Grinder Pump	\$10,434	Operating Expense
Golden State Flow Measurement	Water Meters	\$8,167	Operating Expense
Tesco Controls, Inc.	Annual Instrument Calibrations	\$7,500	Operating Expense
Coastland Civil Engineering	Engineering Service	\$6,931	Various Engineering Projects
Golden State Flow Measurement	Water Meters	\$5,480	Operating Expense

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

Rancho Murieta Community Services District
Bills Paid Listing for November 2019

CHECK	Date	Vendor	Amount	Purpose
CHK	11/1/2019	Accountemps	1,671.18	Contract Staffing
CHK	11/1/2019	Action Cleaning Systems Inc	1,445.00	Monthly Cleaning Service
CHK	11/1/2019	Aestiva Software, Inc.	12,336.00	Purchasing System Software
CHK	11/1/2019	American Family Life Assurance Co.	848.33	Payroll - Aflac
CHK	11/1/2019	Aramark Uniform & Career Apparel, LLC	262.04	Uniforms
CHK	11/1/2019	AT&T	933.60	Telephone
CHK	11/1/2019	California State Disbursement Unit	73.84	Payroll - Garnishment
CHK	11/1/2019	California Water Environment Association	281.00	Monthly Lab Tests
CHK	11/1/2019	Cell Energy Inc.	298.98	Vehicle Batteries #819
CHK	11/1/2019	Chrysler Capital	156.80	Jeep Payment
CHK	11/1/2019	Cisco Air Systems, Inc	3,221.31	Repairs & Maintenance - Filter Serv Air Compres
CHK	11/1/2019	Coastland Civil Engineering	6,931.10	Engineering Service
CHK	11/1/2019	County of Sacramento	75.00	Removal of DL 0440 19/20 (3)
CHK	11/1/2019	Deluxe Business Checks and Solutions	970.78	Office Supplies
CHK	11/1/2019	ECS House Industries, Inc.	2,172.27	Semi Annual WWRP Aerator Service
CHK	11/1/2019	Flores, Luis	100.00	Sprinkler Rebate
CHK	11/1/2019	Fred Pryor Seminars/CareerTrack	149.00	Training
CHK	11/1/2019	Galls/Quartermaster	201.01	Uniform
CHK	11/1/2019	Golden State Flow Measurement	8,167.46	Water Meters
CHK	11/1/2019	Guardian Life Insurance	5,179.89	Payroll - Dental/Life
CHK	11/1/2019	Hastie's Capitol Sand and Gravel Co.	2,786.16	Repairs & Maintenance - ASTM Sand
CHK	11/1/2019	Howe It's Done	1,042.88	BOD Meetings
CHK	11/1/2019	Lee's Automotive Repair Inc	922.18	Replace Hose/Batteries #816
CHK	11/1/2019	Legal Shield	11.95	Payroll - Legal
CHK	11/1/2019	Nationwide Retirement Solution	3,332.13	Payroll - Deferred Comp
CHK	11/1/2019	Operating Engineers Local Union No. 3	443.04	Payroll - Union Dues
CHK	11/1/2019	Pac Machine Co., Inc.	974.25	Emergency Rental Generator Repair
CHK	11/1/2019	PDF Tactical	1,449.00	Contract Staffing - Security
CHK	11/1/2019	River City Rentals	536.97	Repairs & Maintenance
CHK	11/1/2019	Sangster, Diane	100.00	Hot Water Recirculating Rebate
CHK	11/1/2019	Santander Leasing	240.00	Jeep Payment
CHK	11/1/2019	State of California	118.00	Security Firearm Renewal
CHK	11/1/2019	TASC	98.07	Payroll - FSA
CHK	11/1/2019	Telstar Instruments, Inc.	3,570.00	Waste Water Treatment Plant Control Software Config
CHK	11/1/2019	Thatcher Company of California, Inc	825.15	Chemicals
CHK	11/1/2019	U.S. Bank Corp. Payment System	4,119.10	Gasoline
CHK	11/1/2019	Vision Service Plan (CA)	510.68	Payroll - Vision

Rancho Murieta Community Services District
Bills Paid Listing for November 2019

CHECK	Date	Vendor	Amount	Purpose
CHK	11/1/2019	W.W. Grainger Inc.	543.76	Repairs & Maintenance
CHK	11/1/2019	Wagner & Bonsignore Consulting Civil Engineers	1,885.00	Engineering Service
CHK	11/1/2019	Walker's Office Supplies, Inc	233.76	Office Supplies
CHK	11/1/2019	WateReuse Association	909.50	Annual Membership 2020
CHK	11/1/2019	Zenon Environmental Corporation	2,160.00	Repairs & Maintenance
CHK	11/1/2019	Zep Sales & Service	471.83	Supplies
EFT	11/4/2019	Internal Revenue Service	13,536.73	Payroll - Taxes - Federal
CHK	11/5/2019	Velosio LLC	3,219.40	DynamicsGP Microsoft Annual Renewal
EFT	11/8/2019	California Public Employees' Retirement System	36,149.07	Payroll - PERS Medical
EFT	11/8/2019	California Public Employees' Retirement System	11,873.44	Payroll - PERS Payroll
EFT	11/8/2019	Employment Development Department	6.65	Payroll - Taxes - State
EFT	11/8/2019	Internal Revenue Service	10,066.09	Payroll - Taxes - Federal
CHK	11/15/2019	A Leap Ahead IT	4,491.31	IT Service
CHK	11/15/2019	Accountemps	2,492.28	Contract Staffing
CHK	11/15/2019	American Family Life Assurance Co.	914.55	Payroll - Aflac
CHK	11/15/2019	Apple One Employment Services	4,591.03	Contract Staffing
CHK	11/15/2019	Applications By Design, Inc.	735.00	Security Barcodes
CHK	11/15/2019	Aramark Uniform & Career Apparel, LLC	342.84	Uniform
CHK	11/15/2019	AT&T	2,340.07	Telephone
CHK	11/15/2019	Bar-Hein Co.	852.93	Repairs & Maintenance
CHK	11/15/2019	Bartkiewicz, Kronick & Shanahan	4,676.89	Legal Services
CHK	11/15/2019	Bay City Electric Industries	2,798.08	Emergency Repair Generator-N.Gate
CHK	11/15/2019	California Laboratory Services	3,476.35	Monthly Lab Tests
EFT	11/15/2019	California Public Employees' Retirement System	18,349.75	Payroll - PERS Payroll
EFT	11/15/2019	California Public Employees' Retirement System	11,808.33	Payroll - PERS Payroll
EFT	11/15/2019	California Public Employees' Retirement System	1,069.83	Payroll - PERS Payroll
CHK	11/15/2019	California State Disbursement Unit	73.84	Payroll - Garnishment
CHK	11/15/2019	California Waste Recovery Systems	51,298.58	Solid Waste Monthly Contract
CHK	11/15/2019	Caltronics Business Systems	1,513.16	Copier Maintenance and Repair
CHK	11/15/2019	Clark Pest Control	723.66	District Facilities Pest Control
CHK	11/15/2019	Corelogic Solutions, LLC	206.00	CFD 2014-1 Admin Cost Oct 2019
CHK	11/15/2019	Costco Membership	275.81	Monthly Supplies
CHK	11/15/2019	County of Sacramento	168.00	Live Scan Fingerprints
EFT	11/15/2019	Employment Development Department	2,635.45	Payroll - Taxes - State
CHK	11/15/2019	Galls/Quartermaster	376.81	Uniform
CHK	11/15/2019	Hach Company	2,100.65	Repairs & Maintenance
CHK	11/15/2019	Hastie's Capitol Sand and Gravel Co.	1,121.21	AB Road Base

Rancho Murieta Community Services District
Bills Paid Listing for November 2019

CHECK	Date	Vendor	Amount	Purpose
CHK	11/15/2019	Jobs Available, Inc.	45.00	Subscription - 10/2019
CHK	11/15/2019	Lee's Automotive Repair Inc	2,370.59	Smog/Service Truck
CHK	11/15/2019	Legal Shield	11.95	Payroll - Legal
CHK	11/15/2019	Marion Leasing	526.90	Equipment Rental
CHK	11/15/2019	Murieta Inn, LLC	601.40	Consultant Lodging
CHK	11/15/2019	Nationwide Retirement Solution	3,332.13	Payroll - Deferred Comp
CHK	11/15/2019	Operating Engineers Local Union No. 3	443.04	Payroll - Union Dues
CHK	11/15/2019	Pace Supply Corp	2,467.40	Repairs & Maintenance
CHK	11/15/2019	PDF Tactical	2,070.00	Contract Staffing - Security
CHK	11/15/2019	Porter Scott	100.00	Legal Services
CHK	11/15/2019	Prodigy Electric & Controls Inc.	1,925.00	6B Lift Stn/Equine Ctr/N.Gate
CHK	11/15/2019	Rancho Murieta Association	150.00	Landscaping
CHK	11/15/2019	Romo Landscaping	385.00	Landscaping CSD
CHK	11/15/2019	S. M. U. D.	12,057.57	Utilities
CHK	11/15/2019	Sprint	189.95	Telephone
CHK	11/15/2019	State of California	3,985.39	Water Right Fees
CHK	11/15/2019	State Water Resources Control Board	29,484.00	Annual Permit Fee
CHK	11/15/2019	TASC	98.07	Payroll - FSA
CHK	11/15/2019	Telstar Instruments, Inc.	809.00	SCADA Comm. w/ Filter Panel
CHK	11/15/2019	USA Blue Book	2,304.48	CIA Ditch Sensor
CHK	11/15/2019	Ueware, Inc.	4,123.22	On Site Utility Star Training
CHK	11/15/2019	W.W. Grainger Inc.	393.28	Repairs & Maintenance
CHK	11/15/2019	Watchdogs Surveillance	255.00	N.Gate Cameras/Intercom
CHK	11/15/2019	Water District Jobs	175.00	Recruitment Ad
CHK	11/15/2019	Zenon Environmental Corporation	640.05	Repairs & Maintenance
CHK	11/21/2019	ABS Direct	1,070.00	Postage
CHK	11/21/2019	Rancho Murieta Ace Hardware	186.66	Monthly Supplies
CHK	11/21/2019	West Marine Pro	1,202.49	Barricade Aeration Station
CHK	11/29/2019	Accountemps	1,043.28	Contract Staffing
CHK	11/29/2019	Action Cleaning Systems Inc	1,445.00	Monthly Cleaning Service
CHK	11/29/2019	American Family Life Assurance Co.	870.27	Payroll - Aflac
CHK	11/29/2019	Apple One Employment Services	1,621.60	Contract Staffing
CHK	11/29/2019	Aramark Uniform & Career Apparel, LLC	131.02	Uniform
CHK	11/29/2019	AT&T	943.45	Telephone
CHK	11/29/2019	Backflow Distributors Inc	106.04	Backflow Test Kit Inspection Repair Certification
CHK	11/29/2019	Brower Mechanical, Inc	591.00	Repairs & Maintenance
EFT	11/29/2019	California Public Employees' Retirement System	11,801.77	Payroll - PERS Payroll


Rancho Murieta Community Services District
Bills Paid Listing for November 2019

CHECK	Date	Vendor	Amount	Purpose
CHK	11/29/2019	California State Disbursement Unit	73.84	Payroll-Garnishment
CHK	11/29/2019	Cell Energy Inc.	22.85	Vehicle Service
CHK	11/29/2019	Cisco Air Systems, Inc	570.00	Repairs & Maintenance
CHK	11/29/2019	Clark Pest Control	723.66	District Facilities Pest Control
CHK	11/29/2019	ClearSource Financial Consulting	450.00	Raw Recycle Water Rate Study
CHK	11/29/2019	Coastland Civil Engineering	15,351.25	Engineering Service
CHK	11/29/2019	Concentra DBA Occupational Health Centers of CA, A Medica	426.50	Pre Employment Screening
CHK	11/29/2019	County of Sacramento	42.00	LiveScan Fingerprinting
CHK	11/29/2019	Dave Bunfill Blacktop Service	4,400.00	Asphalt Patching
CHK	11/29/2019	Domino Solar LTD	11,848.61	Solar - WTP & WWTP
CHK	11/29/2019	Douros, Basil	100.00	Toilet Rebate
CHK	11/29/2019	Dublin San Ramon Services District	549.00	BACC Participation Fee 19/20
EFT	11/29/2019	Employment Development Department	2,682.96	Payroll - Taxes - State
CHK	11/29/2019	Eriks North America, Inc	2,662.04	Repairs & Maintenance
CHK	11/29/2019	Golden State Flow Measurement	5,479.76	Water Meters
CHK	11/29/2019	Hastie's Capitol Sand and Gravel Co.	569.51	AB Road Base
EFT	11/29/2019	Internal Revenue Service	10,231.69	Payroll - Taxes - Federal
CHK	11/29/2019	KWA Safety & Hazmat Consultants, Inc.	1,650.00	Hazwoper Refresher Training
CHK	11/29/2019	Lee's Automotive Repair Inc	2,360.55	Service/Smog #211
CHK	11/29/2019	Legal Shield	11.95	Payroll - Legal
CHK	11/29/2019	Liebert Cassidy Whitmore	4,146.00	Professional Services
CHK	11/29/2019	Nationwide Retirement Solution	3,254.00	Payroll - Deferred Comp
CHK	11/29/2019	NTU Technologies, Inc.	2,944.37	Chemicals
CHK	11/29/2019	Operating Engineers Local Union No. 3	443.04	Payroll - Union Dues
CHK	11/29/2019	PDF Tactical	1,932.00	Contract Staffing - Security
CHK	11/29/2019	PR Diamond Products Inc.	1,751.90	Trash Pump
CHK	11/29/2019	Prodigy Electric & Controls Inc.	1,307.00	Emergency Rpr MLS
CHK	11/29/2019	Professional Lock & Safe, Inc.	1,057.75	Rekey American Padlock (b key)
CHK	11/29/2019	Public Agency Retirement Services	421.21	OPEB Trust Fee
CHK	11/29/2019	Rancho Murieta Association	336.47	Smud @ North Gate
CHK	11/29/2019	River City Rentals	700.00	Drum Roller/Trailer
CHK	11/29/2019	Sangster, Diane	200.00	Toilet Rebate
CHK	11/29/2019	Sierra Office Supplies	268.30	Office Supplies
CHK	11/29/2019	Spartan Race, Inc.	950.00	Hydrant Refund
CHK	11/29/2019	State of California	540.00	Yellow Bridge Lease
CHK	11/29/2019	TASC	98.07	Payroll - FSA
CHK	11/29/2019	TASC	70.32	FSA Plan Fee

**Rancho Murieta Community Services District
Bills Paid Listing for November 2019**

CHECK	Date	Vendor	Amount	Purpose
CHK	11/29/2019	Tesco Controls, Inc.	7,500.00	Annual Instrument Calibrations
CHK	11/29/2019	Thatcher Company of California, Inc	825.15	Chemicals
CHK	11/29/2019	Todd, William	100.00	Toilet Rebate
CHK	11/29/2019	UC Davis Continuing and Professional Education	625.00	Health/Safety Training
CHK	11/29/2019	USA Blue Book	395.24	Repair Kit Pumps at WWRP
CHK	11/29/2019	Wagner & Bonsignore Consulting Civil Engineers	2,227.50	Water Rightt Renew
CHK	11/29/2019	Walker's Office Supplies, Inc	1,179.83	Office Supplies
CHK	11/29/2019	Xylem Water Solutions U.S.A., Inc.	10,433.95	Grinder Pump
CHK	11/29/2019	Zenon Environmental Corporation	69.36	Repairs & Maintenance
		Total	460,980.42	
		CFD 2014-1 Bank of America Checking		
CHK	11/15/2019	Corelogic Solutions, LLC	206.00	CFD 2014-1 Admin Cost
			206.00	
		EL DORADO PAYROLL		
Checks: CM12137 to CM12154 and Direct Deposits: DD11562 to DD11653			196,927.61	Payroll
			196,927.61	

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF November 30, 2019

INSTITUTION	YIELD	BALANCE
CSD FUNDS		
<i>EL DORADO SAVINGS BANK</i>		
SAVINGS	0.03%	\$ 761,794.21
CHECKING	0.02%	\$ 580,196.16
PAYROLL	0.02%	\$ 30,398.03
<i>BANNER BANK</i>		
EFT	0.00%	\$ 141,090.41
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>		
UNRESTRICTED	2.43%	\$ 1,005,534.60
RESTRICTED RESERVES	2.43%	\$ 5,178,425.36
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
OPERATION ACCOUNT	2.48%	\$ 634,592.98
<i>US BANK</i>		
PARS GASB45 TRUST	4.17%	\$ 2,083,887.81
TOTAL CSD		\$ 10,415,919.56
BOND FUNDS		
COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)		
<i>BANK OF AMERICA</i>		
CHECKING	0.00%	\$ 156,639.57
<i>WILMINGTON TRUST - 9/30/19 est.</i>		
BOND RESERVE FUND	2.08%	\$ 400,848.09
BOND ADMIN EXPENSE	2.10%	\$ 20,475.72
BOND SPECIAL TAX FUND		\$ 16,827.73
BOND ACQ & CONSTRUCTION	2.08%	\$ 6,726.55
BOND REDEMPTION ACCOUNT		\$ -
BOND COI		\$ -
BOND SURPLUS	2.08%	\$ 59.71
TOTAL CFD		\$ 601,577.37
TOTAL ALL FUNDS		\$ 11,017,496.93

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

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

MEMORANDUM

Date: December 11, 2019
To: Board of Directors
From: Mark Martin, General Manager
Subject: General Manager's Report

STAFF RECOGNITION

The District held its annual holiday staff recognition lunch at the Rancho Murieta Country Club on December 12. The event was well attended and much appreciated by the staff. Management recognized staff for their accomplishments over the year and staff who reached 5, 10 and 15-year tenure with the District.

OUTREACH/ADVOCACY

November 25, 2019 – **RMA Fire Safe Council** – Prepared and forwarded RMCS D letter of support for the Fire Safe Council's proposed CalFire grant application focused largely on emergency preparedness educational outreach. A copy of the letter is included with this update.

November 26, 2019 – **CSD/RMCC (Country Club) General Manager's Meeting** – Meeting mutually canceled. No topics for discussion.

November 26, 2019 – **CSD/MVA (Murieta Villages) General Manager's Meeting** – RMCS D scanned the MVA parcel/infrastructure maps using its new large-format scanner. The plans will be used for CSD maintenance and archive purposes. We provided these digital files to MVA on a thumb drive so they now have an electronic archive of their maps/plans. The District's copies now reside in the cloud. Other discussion focused on Security and appreciation that Security is more visible and that education is ongoing on having residents first call 911 in the event of an emergency and then CSD Security.

November 26, 2019 – **CSD/RMA General Manager's Meeting** – Discussed Security coordination, timing of the RMA survey release and open period, Wood Pedestrian Bridge parcel conveyance to RMA. Scheduled the next meeting with current interim RMA GM Hetland.

December 10, 2019 – **Regional Water Authority (RWA) Board Meeting** – A second meeting of RWA General Managers was held to hammer out an operational process for improving the cohesiveness of water related communications of regional importance. A third meeting is scheduled to review protocol discussed in this meeting and confirm the process.

December 11, 2019 – **Sacramento Central Groundwater Authority (SCGA)** – This meeting included Board consideration of the Authority's legal counsel recommendation to approve a settlement agreement with Sloughhouse Resource Conservation District (SRCD). The settlement is related to a lawsuit by SRCD filed against SCGA stemming from an SCGA action that appeared to coopt Groundwater Sustainability Agency (GSA) authority over SCRD's area of groundwater responsibility. This occurred when the SCGA filed with the Department of Water Resources (DWR) for a largely already existing alternate Groundwater Sustainability Plan (GSP) in lieu of

preparing a new Groundwater Sustainability Plan (GSP). November's DWR rejection of SCGA's alternate proposal means the SCGA will no longer pursue the alternate plan. This satisfies the concerns of SRCD. The Board unanimously approved the settlement agreement.

On another topic, a presentation was given by the Regional Water Authority (RWA) Executive Director Jim Peiffer on that agency's potential capacity to assume management of the SCGA. Currently, Sacramento County employees staff the agency including legal counsel. Although one obvious option is to retain the current arrangement, one other option is to re-form the organization under a fully independent agency structure. More research is being conducted by Board leadership to assess the pros and cons of the different staffing/organizational approaches.

Lastly, the Board received a presentation on the latest draft rate study for how future agency SCGA funding is to be structured. A "hybrid" rate appears to be most equitable. This rate approach factors the number of parcels of each agency within the SCGA area of responsibility along with a rate for annual acre-feet of groundwater pumped by parcels within each agency's boundaries. Since little to no groundwater is pumped by parcels within RMCSD's boundaries, the District would likely see a reduction in annual contributions to this authority under the hybrid methodology.



Rancho Murieta Community Services District

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

Visit our website www.rmcsd.com

November 25, 2019

Ms. Marie Jones
Project Manager
Sacramento Metro Public Safety Foundation (SMPSF)
10545 Armstrong Avenue, Suite 200
Mather, CA 95655-4102

RE: Rancho Murieta Community Services District (RMCS D) Support of Rancho Murieta Fire Prevention Ready Grant Proposal (Project# 19-FP-CNR-1100)

Dear Ms. Jones,

Please let this letter serve as the District's enthusiastic letter of support for the Rancho Murieta Fire Safe Council's Rancho Murieta Fire Prevention Ready Grant Proposal under the California Department of Forestry and Fire Prevention (CAL Fire) California Climate Investments Fire Prevention Grant Program.

RMCS D, established as a special services district under Government Code (§ 61000 et al.), provides Water, Sewer, Drainage, Security and Solid Waste services to over 6,000 residents within the Rancho Murieta community. We operate and maintain many crucial community public utility facilities at the fringes of wildlands in addition to providing gate and patrol services within District boundaries. Although not a designated all-risk emergency services agency, we are tasked to assist those agencies, where able, in the case of emergency events.

As a remote rural community with limited evacuation routes situated adjacent to thousands of acres of wildlands, Rancho Murieta is the perfect community to focus enhanced emergency planning, education, and outreach resources critical to ensuring the proper safety of our residents.

Sincerely,

Mark Martin
General Manager

Ecc: RMCS D Board
Greg Pryor, Rancho Murieta Fire Safe Council
Cheryl McElhany, Rancho Murieta Fire Safe Council
Danise Hetland, Interim General Manager, RMA

Serving the Community for over 30 years

Board of Directors: Les Clark, *President* • Randy Jenco, *Vice-President* • Linda Butler • Tim Maybee • John Merchant
General Manager • Mark Martin

MEMORANDUM

Date: December 12, 2019
To: Board of Directors
From: Jeffery Werblun, Security Chief
Subject: Security Update Report for the Month of November 2019

OPERATIONS UPDATES

The project for RMA in creating a new account for vendors was completed and implemented. We advertised the Fastpass for Thanksgiving on the District's web site and Facebook as well as a reminder of instructions on how to enroll in gateaccess.net and the Fastpass. On Thanksgiving Day, very few people used the Fastpass to enter the North Gate. Sgt. Tompkins and Officer Perepelka took turns using the iPad as a portable platform to check in visitors. They utilized the middle lane and checked in visitors with the iPad, which reduced traffic delays and times to enter the community.

The mapping and patrol checkpoints for the ABDI Officer Pulse program was completed and submitted to ABDI. They completed the programming a few days later. The equipment has been ordered and our AT&T vendor will visit to program the devices as soon as we receive them. We also upgraded the patrol and South Gate cell phones from old flip phones, to iPhones as a more modern communication device. With the iPads and iPhones, we will have cross device capability and communication efficiency for our officers.

INCIDENTS OF NOTE

November 10, at 0040 hours, Patrol responded to a report of an ATV driving around the South golf course off Bermuda Ct near the 10th Hole. When they arrived on scene, they found a side-by-side Polaris Razor in the water of the pond near the 10th hole. They also located a male and female that were completely wet and a second female that had just arrived on scene that was a friend. Investigation revealed that the adult male was driving, and the adult female was passenger. The male at first said the female passenger was driving so she could take the blame, and she went along with it. The female friend that showed up said the female passenger was not driving. Both suspects showed symptoms of being under the influence of alcohol. CHP was notified and responded. Through the investigation, they determined the male was, in fact, the driver, and the female was the passenger. The male was arrested for DUI, and the vehicle was impounded by CHP. Patrol gave the female friend a ride home, and the female passenger was picked up by her mother. The female passenger was a resident on the South, and the male suspect was her boyfriend listed as a guest. The female lied at first because she believed that as a resident, rules and laws don't apply and that if she took the blame, she could not be arrested for DUI because she is a resident, and Security is paid to look the other way and leave residents alone. The golf course was notified of the damage to the grass.

November 19, at 1710 hours, Operating Engineers training center called saying they had a theft suspect detained. Apparently, a student was suspected of theft for taking a golf bag from a vehicle and an IPAD from a building. They were referred to SSD, who responded and handled the situation. Unknown disposition.

RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

My appearance was canceled this month by the Chairperson.

MONTHLY MEETING WITH RMA COMPLIANCE STAFF

Nothing to report

CONTRACT SECURITY

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

JOINT SECURITY MEETING

No meeting has been requested by the other parties of the Joint Security Committee. We are waiting for RMA.

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		121
Open Garage Doors		1	6	8	8	8	1	12	3	4	3		54
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		67
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		50
Speeding	12		5	4	3	1	1	4	6	7			43
Stop Sign	3	1	1						1				6
Unauthorized Vehicle											1		1
Unlicensed Driver	1	2	1	1		2		1	4		1		13
Unsafe Driving	5	2	5	2	1	4	5		2	2	4		32
Intereference									1				1
Gate Refusals	16	47	29	43	66	59	75	39	23	20	59		476
Total	60	67	72	79	105	95	103	77	71	69	88		886

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			5
Basketball Standard								8	4	1	2		15
Commercial Vehicle Signage								2	2				4
Construction Hours/Days													
Curfew						1							1
Driveway Parking	30	5	2		20	24	8	60	30	21	18		218
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		110
Park Hours					2	6	6	8	15	4	4		45
Speeding	39	39	5	4	7	16	17		13	10	5		155
Stop Sign	6	7	1	1	1			2	6	3	1		28
Unauthorized Vehicle								1			1		2
Unlicensed Driver							1	1					2
Unsafe Driving	1				2	2							5
Intereference													
Parking Citations			12	13	3		1		2	7	2		40
Warning Notice							2		4				6
Total	83	61	20	19	39	68	41	112	83	67	47		640



Rancho Murieta Community Services District

RMA Rule Violation Sections Enforced by RMCS D 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

RMCS D Security Written Violations 2019

February 2019 Security Violations

Reviewed at the March Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	25	1		26	*stop sign citation/interference was dismissed due to issues with the citation
Stop Signs	6	1*		7	
Overnight Street Parking	4			4	
Driveway Parking	7			7	
Total Citations	42	2		44	

March 2019 Security Violations

Reviewed at the April Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	10		1	11	
Stop Signs	3	3*		6	* 3 cites dismissed - no video
Overnight Street Parking	2	1		3	
Driveway Parking	7			7	
No Drivers License	2**			2	**will be appealed next month
Unauthorized Vehicle	1			1	
Total Citations	25	4	1	30	

April 2019 Security Violations

Reviewed at the May Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	4			4	
Stop Signs					
Overnight Street Parking	2			2	
Driveway Parking	4			4	
No Drivers License					
Unauthorized Vehicle			1	1	
Guest without Resident	1			1	
Total Citations	11	0	1	12	

May 2019 Security Violations

Reviewed at the June Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	3			3	
Stop Signs & Bus Stop	1			1	
Overnight Street Parking	5			5	
Driveway Parking	13	2*		15	*cite 1-gate officer listed incorrect dates RNC;
No Drivers License					**cite 2- resident had foundation issues in garage
Park Hours	1			1	
Unauthorized Vehicle					
Guest without Resident					
Total Citations	23	0	0	25	

June 2019 Security Violations

Reviewed at the July Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	20	1		21	
Stop Signs & Bus Stop					
Overnight Street Parking	6	2*	1	9	*gate recorded incorrect date for RNC
Driveway Parking	7	2*		9	*gate recorded incorrect date for RNC
Guest Parking	1			1	
No Drivers License					
Park Hours/Bon fires	8			8	
Unauthorized Vehicle					
Guest without Resident					
Total Citations	42	5	1	48	
Written Advisory Notices				12	

July 2019 Security Violations

Reviewed at the August Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	13			13	
Stop Signs & Bus Stop					
Overnight Street Parking	6			6	
Driveway Parking	12	3		15	
Guest Parking					
No Drivers License					
Park Hours/Bon fires	6			6	
Unauthorized Vehicle		1*		1	*gate issued guest pass, should have issued a 24-hour unauthorized vehicle pass
Guest without Resident					
Total Citations	37	3	0	41	
Written Advisory Notices				5	

August 2019 Security Violations

Reviewed at the Sept. Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	5			5	
Stop Signs & Bus Stop					
Overnight Street Parking	5	1*		6	*dismissed due to error
Driveway Parking	26	4		30	*2 dismissed due to error
Guest Parking					
No Drivers License					
Park Hours/Bon fires	6			6	
Unauthorized Vehicle	2			2	
Guest without Resident					
Pet Restraint	1			1	
Basketball Standards	6	1		7	*one cite dismissed.
Total Citations	<u>51</u>	<u>6</u>	<u>0</u>	<u>57</u>	

Written Advisory Notices 2

Citations Unable to be Processed:

Citation incomplete	2
Citation incorrectly written	20
Vehicle not entered in system	<u>7</u>
	29

Sept 2019 Security Violations

Reviewed at the Oct Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	8			8	
Stop Signs & Bus Stop	3			3	
Overnight Street Parking	3	1		4	1 cite dismissed due to gate office error
Driveway Parking	30	3		33	
Guest Parking	3			3	
No Drivers License	1			1	
Park Hours/Bon fires	10			10	
Unauthorized Vehicle					
Guest without Resident					
Commercial lettering on vehi	1			1	
Stored Vehicle	1			1	
Pet Restraint					
Basketball Standards	2			2	
Total Citations	62	4	0	66	

Written Advisory Notices 0

Citations Unable to be Processed:

Citation incomplete	3
Citation incorrectly written	15
Vehicle not entered in system	0
Cite/WAN written for interference	2
	20

October 2019 Security Violations

Reviewed at the November Compliance Comm Meetin Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	5			5	
Stop Signs & Bus Stop	5			5	
Overnight Street Parking	10			10	
Driveway Parking	10			10	2 cites dismissed due to officer error
Guest Parking	2			2	
No Drivers License					
Park Hours/Bon fires	10		2	12	
Unauthorized Vehicle	2			2	
Guest without Resident	1			1	
Commercial lettering on vehicle					
Stored Vehicle					
Pet Restraint					
Basketball Standards		3		3	
Accumulation/dumping of de	3			3	
Total Citations	48	3	2	53	

Written Advisory Notices 3

Citations Unable to be Processed:

Citation incomplete	2
Citation incorrectly written	12
Vehicle not entered in system	0
Cite/WAN written for interference	0
	14

November 2019 Security Violations

Reviewed at the December Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	11			11	
Stop Signs & Bus Stop					
Overnight Street Parking	12	2		14	
Driveway Parking	24	4		28	2 cites dismissed due to officer error
Guest Parking	4			4	
No Drivers License					
Park Hours/Bon fires	1			1	
Unauthorized Vehicle					
Guest without Resident					
Commercial lettering on vehicle					
Stored Vehicle	1			1	
Pet Restraint					
Basketball Standards					
Accumulation/dumping of debris					
Motorcycle	1			1	
Use of Streets	1			1	
Total Citations	55	6	0	61	

Written Advisory Notices 1

Citations Unable to be Processed:

Citation incomplete	
Citation incorrectly written	3
Vehicle not entered in system	0
Invalid citation - Vehicle Code violation	1
Cite/WAN written for interference	0
	4

Rancho Murieta Association
Violation Item Summary Report -- 2019
(This report includes RMA & CSD issued violations)

	Jan	Feb		March		April		May		June		July	
Violation Item Summary Report	Both	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:													
Motorcycle													1
No drivers license				2									
Speeding	38	26	6	11	17	4	23	3	4	21	5	13	
Speeding - twice speed limit											1		
Stop signs	19	7		6	1								
Bus stop signs								1					
Use of streets													
Parking:													
Driveway parking	36	7	9	7	11	4	4	15	38	9	11	15	
Guest parking	6		7		1		9		4	1	3		
Overnight street parking	2	4	2	3	4	2	11	5	15	9	4	6	
Unauthorized Vehicle (24 hr pass)				1	1	1	4		5		3	1	
Accumulation/dumping of debris													
Advertising signs													
Barbeques, open fires, bonfires										2			
Carrying passengers/overloaded cart													
Clothes lines													
Commercial vehicle lettering													1
Construction overnight parking													
Park hours / curfew								1		6		6	
Decorative lights													
Discharge of firearm													
Dog park investigations													
Dwelling exterior alterations													
Failure to identify													
Fences, screens & enclosures													
Guest w/o resident in comm areas						1							
Home business activities			1										
Noxious activities													
Open garage doors													
Pets - off leash / teathered / noise													
Property maintenance								22					1
Sign rules													
Skating in common area													
Sports equip/trampoline/basketball											1		
Storage of building materials													
Stored vehicles	1		5				2						1
Trash containers													
Use of common areas & facilities													
Vandalism													
Vehicle repair or maintenance													
Village/Villas violations													
Working days & hours													
Total Violations	102	44	30	30	35	12	75	25	66	48	28	41	4
Citations written by RMCS	81		44		30		12		25		48		41
Citations written by RMA	21		30		35		75		66		28		4
Total Violations	102		74		65		87		91		76		45

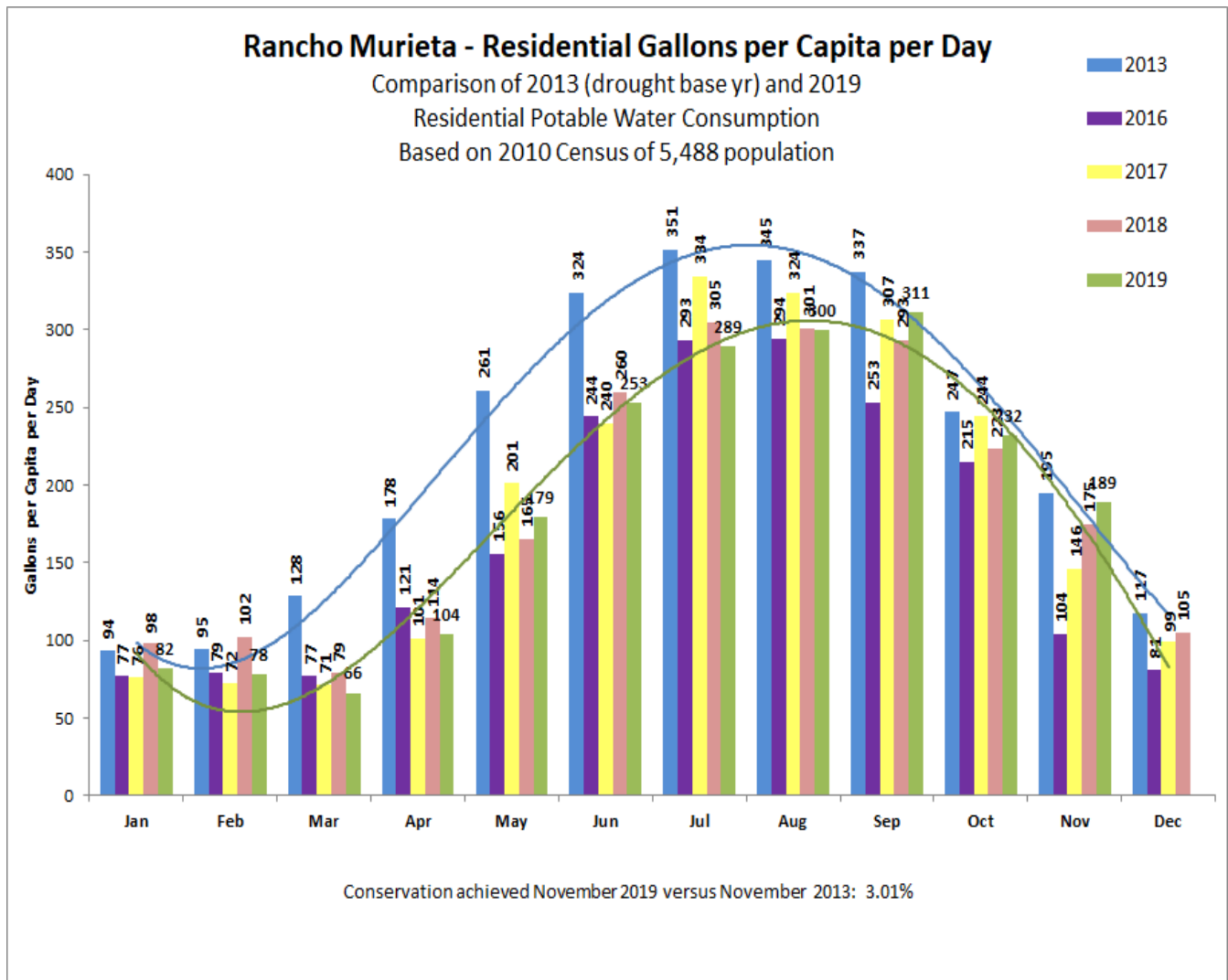
Violation Item Summary Report	August		September		October		November		December		Totals	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:												
Motorcycle							1				1	1
No drivers license			1								3	0
Speeding	5	25	8		5	11	11	12			107	103
Speeding - twice speed limit		2									0	3
Stop signs			3		5						21	1
Bus stop signs											1	0
Use of streets							1				1	0
Parking:											0	0
Driveway parking	30		33		10		28				158	73
Guest parking			3		2		4				10	24
Overnight street parking	6		4		10		14				63	36
Unauthorized Vehicle (24 hr pass)	2	2			2	1					7	16
Accumulation/dumping of debris					3						3	0
Advertising signs											0	0
Barbeques, open fires, bonfires	3										5	0
Carrying passengers/overloaded car											0	0
Clothes lines											0	0
Commercial vehicle lettering		2	1								1	3
Construction overnight parking											0	0
Park hours / curfew	3		10		12		1				39	0
Decorative lights											0	0
Discharge of firearm											0	0
Dog park investigations											0	0
Dwelling exterior alterations											0	0
Failure to identify											0	0
Fences, screens & enclosures											0	0
Guest w/o resident in comm areas					1						2	0
Home business activities							1				0	2
Noxious activities											0	0
Open garage doors											0	0
Pets - off leash / teathered / noise	1										1	0
Property maintenance				23		12		1			0	59
Sign rules						3		2			0	5
Skating in common area											0	0
Sports equip/trampoline/basketball	7		2		3						12	1
Storage of building materials											0	0
Stored vehicles			1				1	3			2	11
Trash containers											0	0
Use of common areas & facilities		1									0	1
Vandalism											0	0
Vehicle repair or maintenance											0	0
Village/Villas violations											0	0
Working days & hours											0	0
Total Violations	57	32	66	23	53	27	61	19	0	0	518	360
Citations written by RMCS		57		66		53		61				518
Citations written by RMA		32		23		27		19				360
Total Violations		89		89		80		80		0	0	878

MEMORANDUM

Date: December 12, 2019
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Utilities Monthly Update

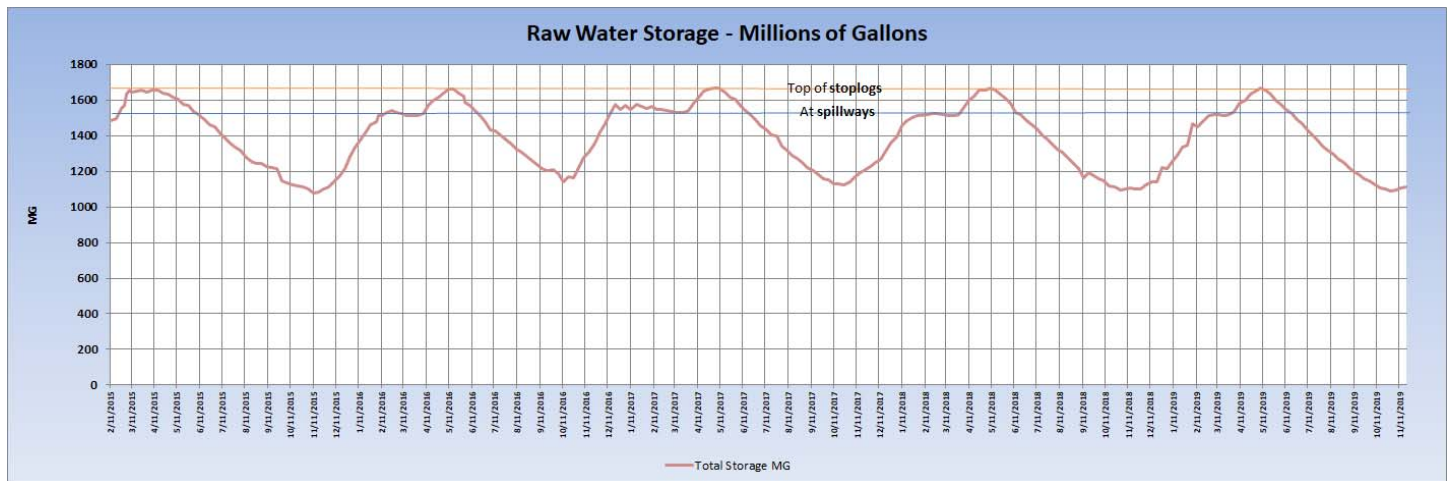
WATER TREATMENT

Water Treatment Plant (WTP) #2 is solely in operation at 1.0 million gallons per day (mgd), currently producing an average of 0.76 mgd. Plant #1 remains off for maintenance activities, with membrane fiber repairs nearly completed. Total water production for November 2019 was 39.73 million gallons (121.9 acre-feet). Gallons of production per connection was 490 gallons per connection per day for November. Gallons of water used per capita per day usage was 189 vs 195 in 2013, a 3.01% decrease in use as shown in the updated graph below. The formulas in the original spreadsheet for the graph were not accurate with days per month and monthly population calculation, which have now been updated.



WATER SOURCE OF SUPPLY

On December 11, 2019, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,138 million gallons (3,418.3 acre-feet). The volume for Calero and Chesbro alone totaled 835 million gallons (2,562.7 acre-feet). A graph of the water storage volumes is shown below.



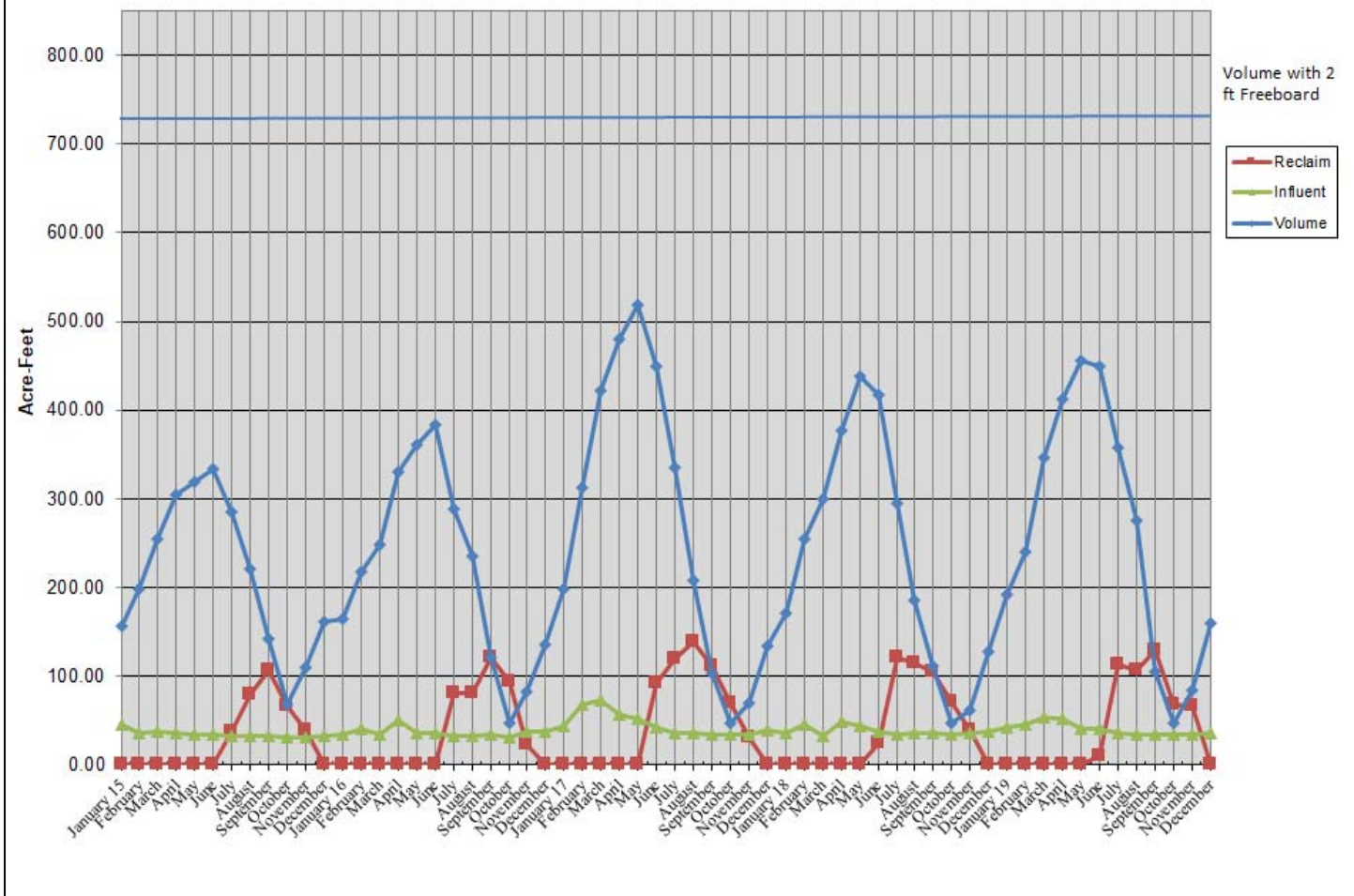
As the river system has flushed itself with recent rains and the water quality has cleared up, we have begun pumping from the Cosumnes River to storage in our Calero Reservoir. Staff is proceeding with the fencing and materials for the buoys that are to go around the Chesbro aeration system. Once the project is complete staff will begin refilling the Chesbro Reservoir. The drought outlook is currently not an issue for us as we have received rainfall, therefore it will no longer be in this or any future updates until it becomes a concern again.

WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

For November, the influent wastewater flow averaged 360,203 gallons a day, for a total of 11.43 Million Gallons (MG), (35.07 acre-feet[AF]). This is approximately 142 gpd per sewer connection. On November 11, 2019, secondary wastewater storage measured 51.9 MG (159.3 AF), of which 47.04 MG (144.4 AF) is usable for reclamation due to dead storage. Wastewater Reclamation Plant remains off for the season.

Below is a graph of the recent secondary wastewater storage volumes as of November 11.

Volume of Secondary Wastewater in Reservoirs 2015-2019



Staff is continuing with wastewater facility maintenance projects while it is off, to be completed by the start of the next reclamation season.

SEWER COLLECTION

Utility staff spent most of November taking care of maintenance in the wastewater collection system working on inspection of manholes and jetting sewer line mains. With the district sewer jetting, and three days with the help of EDCO (outside contractor), over 39,000 feet of sewer lines were cleaned before Thanksgiving. The locations where most of the jetting was completed was in units 2, 3, 4 and all of 6.

DRAINAGE / STORMWATER

Utilities staff completed work throughout the drainage systems before the wet weather arrived. Drainages were worked on to remove silt and debris and/or re-define and included: Lower Guadalupe main channel outfall apron zone 3 H; Ditch next to golf course holes 13 & 14 zone 2 C; Pera & Guadalupe Downstream zone 1 D; Guadalupe at bend 1 foot of silt build up 60-70 ft down ditch and apron zone 1 D; Venado park 1 upstream zone 2 F; Rio Blanco between Buho and Robles Grande upstream side rock and gravel zone 2 E; Puerto park 9 zone 2 A; Park 4 via del Cerrito down to via serreno zone 3 A; Via Sereno 2 park zone 3 D; Camino De Luna zone 3 D.

WATER METERING AND UTILITY STAFF WORK

In November 2019, eight (8) ¾ inch meters and eight (8) MXU (radio read transmitter) units were replaced as part of water metering maintenance. Also completed were five (5) Underground Service Alert markings, thirty-four (34) utility star service orders for the administration department, and eight (8) high usage investigations for residents. Inspections and builder coordination continue at the Murieta Gardens II development. Fourteen (14) new water meters and MXU's have been installed this past month, 4 being water and 10 recycled water meters for new home construction. There were no service line leaks in November.

PROJECTS

Development

The Retreats East and North

No new update.

The Murieta Gardens (MG)

The Murieta Gardens – Highway 16 Off-Site Improvements

No update.

MG - Murieta Marketplace

No physical work related to District infrastructure. Coastland has provided comments back on the easements that have been submitted for this area to the project engineer.

MG - Lot 4 & 5

Workers continues to install the underground infrastructure for these lots, with Coastland providing inspection for systems that will tie into District utilities and Sacramento County providing inspections for onsite work.



View of storm drain line being installed between lots 4 & 5 with future BelAir in the background

Also, the Cosumnes Irrigation Association (CIA) diversion box leak has been patched up as shown in the pictures below.



Hole in CIA diversion box next to Country Store, prepped for repair



Repair made to CIA diversion box, view from inside



View from outside

MG -Lot 10 (PDF Office)

Coastland has reviewed the plans submitted and provided comments back to the project engineer. Grading work has begun, but no preconstruction meeting or schedule for this project has been provided yet.

The Murieta Gardens II – Infrastructure

The retaining wall around a sewer manhole is outstanding.

The Murieta Gardens II – (78 lot) Subdivision

This project is closed out from a utility infrastructure standpoint and will no longer have updates. Staff and I continue to provide inspection and accounting of water, sewer, and recycled water systems for the new homes and landscape lots.

Rancho Murieta North – Development Project

Coastland reports that they have completed their review of the drainage and are currently cleaning it up internally. I had the comment that the method they used for stormwater runoff, the Nolte method, has been previously noted as not being an approved method by Mackay & Somps Engineering when they developed the 2003 Master Plan. They noted that a revised Sacramento method should be used instead. Depending on what method will be used, it will significantly affect the amount of runoff contributed from a development project. Coastland is following up on my comment with the engineer that had provided that comment.

FAA Business Park

The project is waiting on final comments back from Sacramento County building department. The Developer still hopes to begin this project soon.

District Projects

Water Rights Renewal

The consultants from Wagner & Bosignore are reviewing previously submitted extensions, and the water right file on record with the Waterboard and are working on the Petition for Extension for our Master Water right renewal. They hope to have a draft of it available for District review before the end of this year. As mentioned in the Board update, the water right does not expire until December 1, 2020, and even then it is still valid until it is revoked.

Dam Inundation Mapping and Emergency Action Plans

Dominichelli and Associates report: We are still working with OES on other EAPs, trying to get a complete read on their new requirements and process for review. We are really close to approval at this time on one of the EAPs and would like to meet with you to discuss the process further. The new regulations are making it difficult for dam owners and consultants to comply with everything they are asking for and their three phased process of review is taking a long time. I'll be coordinating with them to meet after the Thanksgiving Holiday.

Recycled Water and Untreated Water Fee Study

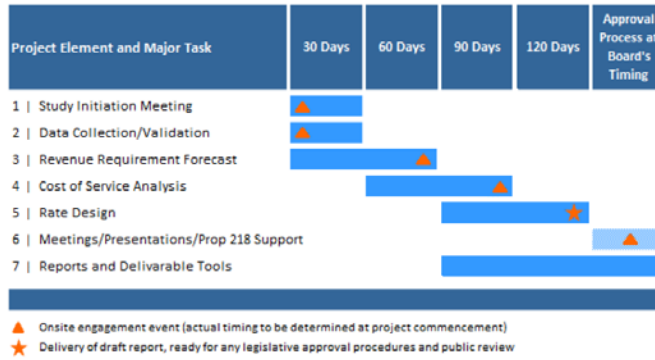
ClearSource Financial Consulting provided their required initial data request for items needed from the District. Administration staff and I have been providing them their requested data to keep this project on schedule, shown below, which began on October 21st.

PROJECT SCHEDULE

ClearSource forecasts to deliver reporting from this study 120 days from project commencement. These reporting documents will enable final presentation, final edits based on Board of Directors review and input, and public procedure thereafter along the District's timeline and legislative priorities.

Figure 3 illustrates the estimated time for completion of our previously described work plan tasks, timing of deliverables, and a sample timeline for implementation procedures.

FIGURE 3 | ESTIMATED PROJECT TIMELINE



Zieour Drainage

After my meeting and discussion with Mr. Zieour to offer suggestions as to what he may do with his drainage, we decided that the District would excavate a channel from the headwall of the drainage pipe to his property line where the sewer and drainage easement are. He verbally committed to working on his property and coordinating with his neighbor to continue the channel between his and his neighbor's properties to allow drainage overflows to pass through. I talked with the RMA maintenance manager and he was ok with us putting the excavated material in the common ground that had eroded behind Mr. Zieour's lot.



Work completed by District behind Zieour's lot as of 11/22/19.

Chlorine Gas to Sodium Hypochlorite (bleach) conversion

Budget:

This Sewer Improvements Reserve project, CIP# 18-07-2, has a budget of \$266,140. The goal is to eliminate the use of chlorine gas at the Wastewater Plant for recycled water disinfection and convert to using industrial strength sodium hypochlorite (bleach). Bleach is a much safer product, there is substantially less regulatory oversight and required staff training, and it mitigates risk to community from transport, storage and use of chlorine gas.

Idea:

My plan is to do as much work as practical, myself and with staff, to save time and money for this project. Any work we can't do would be bid and awarded to outside contractors. At this point the work that would be contracted would be electrical and telemetry wirings, and SCADA integration. The plan consists of utilizing as much current infrastructure as possible while providing the best long-term viability for the facility. This would start with assessing the current Sodium Hydroxide tank at the bulk chemical storage site, as Sodium Hypochlorite is also a caustic based product and the tank isn't being used for pH adjustment anymore. We will clean the tank and its lines out and test them. If they are viable for use or require only a minor rehabilitation, we'll work towards utilizing it. If not, it would be replaced with a new tank system. There would be a bulk receiving tank of at least 5,000 gallons and two day-tanks where the high strength bleach would be deluded down to a more chemically stable percentage. The issue with high strength bleach is that it degrades very quickly and off-gases chlorine vapor, therefore you want to dilute it down to a more stable percentage to work with. The bulk tank needs to be at least 5,000 gallons so that we can receive a price break on its cost. A water deionization system is needed for the dilution fill water to prevent any reactivity with the bleach. We would also retrofit chemical feed systems within an existing chemical room for supplying the bleach for disinfection purposes within the facility. That would be the ideal location as there is existing on slash off power and telemetry controls for the chemical systems. However; if the chemical feed systems need to be located closer to the injection points of the chemicals, which sometimes is an issue due to off-gases, we could move these chemical feed skids at a later time. We would keep the existing chlorine system online until the new system could be proven an affective. One's it has been proven to work well, we will remove the chlorine gas systems and utilize the room it's in for a feed tank.

Sequence of work:

- 1) Clean out existing Sodium hydroxide tank and all of its feed lines. Test the tank and lines to see if they are sound for use.
- 2) Remove old acid tank and lines. Replumb system to be able to accommodate a day-tank. Plumb in lines to the chemical feed room and the discharge lines to the pre and post disinfection feed locations at the wastewater reclamation facility.
- 3) Solicit costs and then purchase two chemical feed skids.
- 4) Solicit costs and then purchase/rent/lease deionized water system.

Procurement:

- 1) Solicit costs for up to three new insulated chemical storage tanks, fittings, and appurtenances rated for maximum strength Sodium Hypochlorite use.
- 2) Solicit costs for up to two new chemical Feed skids containing primary and backup feed pumps with 4-20mA control systems, adjustable backpressure valves, calibration columns, anti-siphon valves, and isolation valves, rated for maximum strength Sodium Hypochlorite use.
- 3) Solicit costs for piping and piping connections
- 4) Solicit costs for deionization system for dilution water feed into day-tanks. (lease or renting is option)

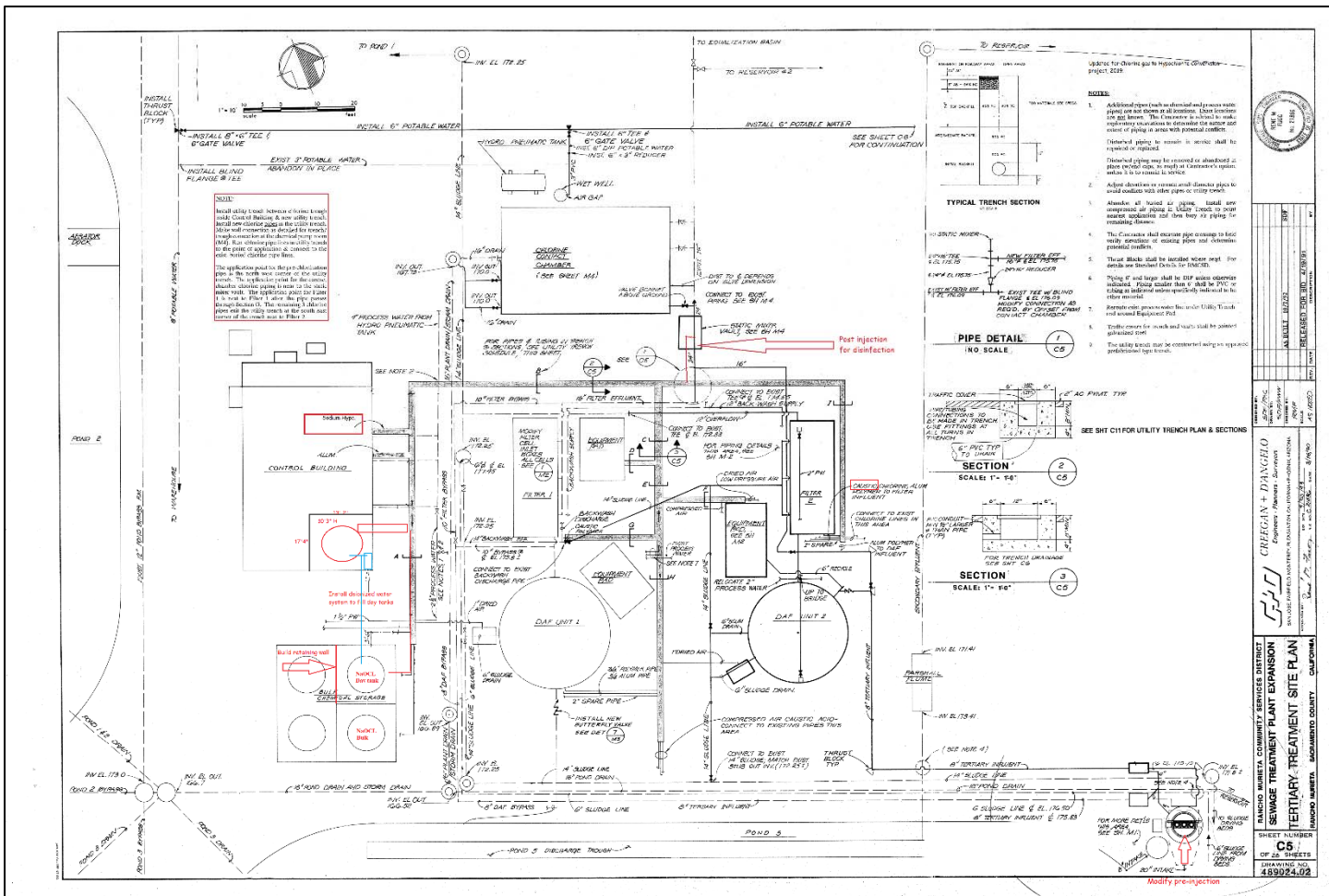
Demolition:

- 1) Remove the Acid tank and lines which are not in use.
- 2) Remove tertiary pump station injection system for caustic and modify it for bleach injection and diffusion.
- 3) Remove chlorine tons, tons stands, scales, and crane system in the chlorine gas storage room, only after Sodium Hypochlorite feed system is confirmed to work as intended.

Photos available below for further reference.



Aerial view of tertiary treatment plant



Plan sheet marked up of most of work to be done



View of bulk chemical tanks, trench, and control building at tertiary treatment facility



View of discharge from existing caustic tank



View from existing acid tank in left foreground and caustic tank in background



View of top of existing caustic tank with hatch open



View of chemical feed room and piping trench



View of chemical piping trench towards tertiary pump station



Tertiary pump station with chemical feed lines feeding into wet well



Existing Chlorine tons and feed system



Capitalized Expenditures under General Manager's Authority
None reported this past month.

CONFERENCE/EDUCATION SCHEDULE

Date: December 10, 2019
To: Board of Directors
From: Amelia Wilder, Recording Secretary
Subject: Review Upcoming Conference/Education Opportunities

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

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)

2020 Special District Legislative Days	May 19 20, 2020	Sacramento, CA
Special District Leadership Academy	April 19 – 22, 2020	San Diego, CA
General Manager Leadership Summit	June 28-30, 2020	Olympic Valley, CA
Board Secretary/Clerk Conference	October 26 – 28, 2020	Anaheim, CA

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

Public Agency Risk Mgmt. Assoc. (PARMA) Conference and Expo	February 25 – 28, 2020	Monterey, CA
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AMERICAN WATER WORKS ASSOCIATION (AWWA)

WEF/AWWA The Utility Management Conference	February 25 – 28, 2020	Garden Grove, CA
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AMERICAN PUBLIC WORKS ASSOCIATION (APWA)

Public Works Expo	August 30- September 2, 2020	New Orleans, LA
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RESOLUTION R2019-11
IN HONOR OF Sean Montgomery

***WHEREAS**, Sean Montgomery began his career with the Rancho Murieta Community Services District as a Plant Operator I on July 19, 2004; and*

***WHEREAS**, Sean promoted to a Plant Operator III position on July 19, 2008; and*

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

***WHEREAS**, Sean has endeared himself with many friends and acquaintances in the District and Rancho Murieta community; and*

***WHEREAS**, Sean retired on December 19, 2019 after fifteen (15) years of service to the residents and employees of the Rancho Murieta Community Services District; and*

***NOW THEREFORE BE IT PROCLAIMED**, this 18th day of December in the year 2019, that the Board of Directors of the Rancho Murieta Community Services District, recognizes, appreciates, and commends Sean for his fifteen (15) years of service to the community and District, and wishes him well in his future endeavors.*

Les Clark, Board President

Randy Jenco, Vice - President

Linda Butler, Director

John Merchant, Director

Tim Maybee, Director

Rancho Murieta Community Services District

January 2020

Board/Committee Meeting Schedule

January 3, 2020

Special Finance 10:00 a.m.

January 7, 2020

Personnel 7:30 a.m.

Improvements 8:00 a.m.

January 9, 2020

Communications/Technology 8:30 a.m.

Security 10:00 a.m.

January 15, 2020

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

January 23, 2020

Special Board Meeting (Goal Setting Workshop) @2:00 p.m.



MEMORANDUM

Date: November 26, 2019
To: Finance Committee
From: Tom Hennig, Director of Administration
Subject: Fiscal Year 2020-21 Budget Schedule

FY 2020-21 Budget Schedule

January 03, 2020,	Budget Kick-off Meeting / Staff
January 21, 2020,	Budget Meeting / Staff (revisions/updates provided to Tom Hennig (TH))
January 23, 2019	Board Goal Setting Meeting
January 30, 2020,	Board Budget Workshop (proposed)
February 4, 2020,	Finance Committee Budget Meeting (Review revenue projections, rate impact & cost reductions)
February 21, 2020,	Budget Meeting / Staff (Revisions/updates provided to TH)
March 03, 2020,	Finance Committee Budget Meeting (Review & update as needed)
March 18, 2020,	Board Meeting (Present Draft Budget, request approval to mail Prop 218 rate notice, and schedule budget hearings for May and June board meetings)
March 25, 2020,	Mail Prop 218 rate increase notice
March 26, 2020,	Budget Meeting / Staff (Review and incorporate Board comments, if any; provide updates to TH)
April 03, 2020,	Budget Meeting – Draft CIP documents due (Review & update as needed)
April 17, 2020,	Budget Meeting / Staff (Input for “final” draft as needed)
May 20, 2020,	Board Meeting (Budget presentation and first reading)
June 17, 2020,	Board Meeting (Budget second reading and approval)

MEMORANDUM

Date: December 13, 2019
To: Board of Directors
From: Amelia Wilder, Recording Secretary
Subject: Board Committee Assignments Requests for the 2020 Calendar Year

RECOMMENDED ACTION

Review Committee assignment requests for the 2020 calendar year.

BACKGROUND

Once each year, Directors are given an opportunity to request a change to Board Committee assignments. In response to an email sent by me on November 19, 2019, querying the members of the Board as to any requests for changes, all Directors have chosen to remain on the same Committees as 2019. Attached is a roster of assignments for 2020.

BOARD MEMBER – COMMITTEE ASSIGNMENTS

OFFICE / COMMITTEE	JAN – DEC 2019 ASSIGNMENTS	DIRECTOR REQUESTS	JAN – DEC 2020 ASSIGNMENTS
President	Les Clark	Les Clark	
Vice President	Randy Jenco	Randy Jenco	
Security Committee	Les Clark Tim Maybee	Les Clark Tim Maybee	
Joint Security	Les Clark Tim Maybee	Les Clark Tim Maybee	
Finance Committee	John Merchant Tim Maybee	John Merchant Tim Maybee	
Improvements Committee	Les Clark Randy Jenco	Les Clark Randy Jenco	
Personnel Committee	John Merchant Randy Jenco	John Merchant Randy Jenco	
Parks Committee	Linda Butler <i>Randy Jenco (alternate)</i>	Linda Butler <i>Randy Jenco (alternate)</i>	
Communication & Technology Committee	John Merchant Linda Butler	John Merchant Linda Butler	
Regional Water Authority Representatives	Mark Martin <i>Les Clark (alternate)</i>	Mark Martin <i>Les Clark (alternate)</i>	

Legend: Red = Current Board Member
 Green = Requests

MEMORANDUM

Date: December 13, 2019
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Review and adopt Resolution R2019-12 for CalPERS 180-Day Wait Period for Sean Montgomery

RECOMMENDATION:

Adopt Resolution for CalPERS 180-Day Wait Period Exception.

DISCUSSION:

Sean Montgomery has been employed with the District for 15 years and carries with him a breadth of knowledge and experience for the District Water and Wastewater operations. After his retirement on December 19, 2019, the District may need to employ him to provide his services due to his extensive institutional knowledge. We foresee a need for this help soon with the District's Chief Plant operator being scheduled to be out for a potentially extended period of time. Sean served as a Plant Operator III and was the main fill-in for the Chief Plant Operator in his absence and may need to be again. To be able to bring Sean back, this resolution needs to be adopted. The wording and information in the resolution came directly from CalPERS and administration staff has been in contact with them to coordinate this process.

**Resolution Number R2019-12
December 18, 2019**

**RESOLUTION FOR 180-DAY WAIT PERIOD EXCEPTION
G.C. sections 7522.56 & 21224**

WHEREAS, in compliance with Government Code section 7522.56 the Board of Directors of the Rancho Murieta Community Services District must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Sean Montgomery, CalPERS ID 3254524739 retired from Rancho Murieta Community Services District in the position of Plant Operator III, effective December 19, 2019; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is June 17, 2020 without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Board of Directors of the Rancho Murieta Community Services District, the Rancho Murieta Community Services District and Sean Montgomery certify that Sean Montgomery has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Board of Directors of the Rancho Murieta Community Services District hereby appoints Sean Montgomery as an extra help retired annuitant to perform the duties of the Plant Operator III for the Rancho Murieta Community Services District under Government Code section 21224 effective December 18, 2019; and

WHEREAS, the entire employment agreement, contract or appointment document between Sean Montgomery and the Rancho Murieta Community Services District has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$6,551.68 and the hourly equivalent is \$37.798, and the minimum base salary for this position is \$5,241.34 and the hourly equivalent is \$30.239 and

WHEREAS, the hourly rate paid to Sean Montgomery will be \$37.798; and

WHEREAS, Sean Montgomery has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the Board of Directors of the Rancho Murieta Community Services District hereby certifies the nature of the employment of Sean Montgomery as described herein and detailed in the attached employment agreement / contract / appointment document and that this appointment is necessary to fill the critically needed position of Plant Operator III, extra help for the Rancho Murieta Community Services District by January 27, 2020 because the District's Chief Plant Operator will be out due to surgery and Sean Montgomery was the only one that has the institutional knowledge to fill in.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District on this 18th day of December 2019 by the following roll call vote:

Ayes:
Noes:
Absent:
Abstain:

Les Clark, President of the Board
Rancho Murieta Community Services District

[Seal]
Attest: