



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD  
RANCHO MURIETA, CALIFORNIA 95683  
916-354-3700  
FAX – 916-354-2082

### AGENDA

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

#### REGULAR BOARD MEETING

**August 17, 2022**

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

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#### BOARD MEMBERS

Tim Maybee	President
Randy Jenco	Vice President
Linda Butler	Director
John Merchant	Director
Martin Pohll	Director

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#### STAFF

Tom Hennig	General Manager
Paula O’Keefe	Director of Administration
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Kelly Benitez	Security Supervisor
Michael Fritschi	Director of Operations

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

August 17, 2022

## REGULAR BOARD MEETING

Call to Order

Open Session 5:00 p.m./ Closed Session following Open Session

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

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

## AGENDA

ESTIMATED RUNNING TIME 5:00

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

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

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

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

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

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

1. July 20, 2022 Regular Board Meeting Minutes
2. August 2, 2022 Improvements Committee Meeting Minutes
3. August 4, 2022 Finance Committee Meeting Minutes
4. August 4, 2022 Security Committee Meeting Minutes
5. August 4, 2022 Communications and Technology Committee Meeting

- B. Approval of Bills Paid Listing July, 2022

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

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

#### **5. REVIEW DISTRICT MEETING DATES/TIMES FOR SEPTEMBER 2022**

- A. Communications – September 1, 2022 at 8:30 a.m.
- B. Security – September 1, 2022 at 10:00 a.m.
- C. Personnel – September 6, 2022 at 7:30 a.m.
- D. Improvements – September 6, 2022 at 8:00 a.m.
- E. Finance – September 6, 2022 at 10:00 a.m.
- F. Regular Board Meeting – September 21, 2022 - Open Session at 5:00 p.m.

#### **6. CORRESPONDENCE**

- A. Letter from Alejandra Narvaez

#### **7. 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 agendized. Members of the public wishing to address a specific agendized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda. If you wish to address the Board at this time or at the time of an agendized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.*

#### **8. CONSIDER ADOPTION OF RESOLUTION R2022-15 APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2022-23, INCLUDING CAPITAL PROJECTS (20 min.) (Discussion/Action) (Motion) (Roll Call Vote)**

#### **9. ADOPT ORDINANCE O2022-03 AMENDING DISTRICT CODE CHAPTER 4 (PURCHASING AND BIDDING) TO ALLOW FOR RULE SUSPENSION AND ADD DESIGNEE (Discussion/Action) (Motion) (Roll Call Vote)**

#### **10. CONSIDER ADOPTION OF POLICY P2022-02 INTEGRATED PEST MANAGEMENT PLAN (Discussion/Action) (Motion) (Roll Call Vote)**

#### **11. CONSIDER APPROVAL OF CONTRACT FOR REPAIRS TO THE SAFETY CENTER, IN THE AMOUNT OF \$55,872 (Discussion/Action) (Motion) (Roll Call Vote)**

## **12. DISCUSS DISTRICT'S ROLE IN MEASURE R (PROPOSED SUPPLEMENTAL SECURITY SPECIAL TAX)** (Discussion/Action) (Motion) **(Roll Call Vote)**

## **13. 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.*

## **14. CLOSED SESSION**

- A.** *Closed session for public employee performance evaluation of the General Manager position.*

## **15. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION**

## **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 24 hours prior to a special meeting, will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is August 12, 2022. 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

July 20, 2022

Closed Session 4:00 p.m./Open Session 5:00 p.m.

### 1. CALL TO ORDER/ROLL CALL

Vice President Jenco 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. Director's present at the District office were Randy Jenco, John Merchant, Linda Butler, and Martin Pohll. Director Maybee was absent. Also present at the District office were Tom Hennig, General Manager; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

### 2. CONSIDER ADOPTION OF AGENDA

**Motion/Merchant to adopt the Agenda and pull Item #16. Second/Pohll. Roll Call Vote: Ayes: Jenco, Merchant, Butler, Pohll. Noes: None. Absent: Maybee. Abstain: None.**

### 3. CLOSED SESSION

A. *Closed session for public employee discipline/dismissal/release*

### 4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

District Counsel Richard Shanahan reported that in the closed session the Board adopted a resolution that decides the administrative appeal filed by former employee Rick Tompkins, adopts hearing officer John Merchant's advisory and recommended findings of fact and decision, denies Mr. Tompkins' appeal, and affirms the decision to terminate Mr. Tompkins' employment. The Board vote was 4-0, with Director Maybee absent.

### 5. CONSENT CALENDAR

**Motion/Pohll to approve Consent Calendar. Second/Merchant. Roll Call Vote: Ayes: Jenco, Merchant, Butler, Pohll. Noes: None. Absent: Maybee. Abstain: None.**

### 6. STAFF REPORTS

Under Agenda Item 7A, Mr. Hennig gave a summary of activities during the previous month, highlighting the following topics:

- Covid 19 Response
- Legislative Update – Senate Bill 1157
- Camera Program Update
- Cal-Waste Update
- PRA Request Update
- Outreach/Advocacy
- General Staffing Update
- Conference/Education Opportunities

Under Agenda Item 7B, Paula O’Keefe, Director of Administration, gave the Board the Administration/Finance Report. She highlighted the following topics:

- Monthly Budget to Actuals
- FY 2021-22 Audit
- Reserve Fund Balances
- Interfund Borrowing
- Utility Billing
- Aging Report

Under Agenda Item 7C, Kelly Benitez, Security Supervisor, updated the Board with a summary of June’s activities in the Security Department, including:

- Operations Update
- Staff will attend CPR/AED/ First Aid training August 12
- Rancho Murieta Association Activity
- Rancho Murieta Commercial Owners Association Activity
- Incidents of Note
- RMA Violation Report
- Gate Entries Denied Reports
- Cases by Breakdown Report

Under Agenda Item 7D, Michael Fritschi, Director of Operations, gave a summary of the utility update, including:

- SB 170 Funded Projects
- Raw Water Delivery & Storage
- California Hydrology Update
- Water Consumption
- Reservoir Monitoring
- Infrastructure
- Development

## **7. REVIEW DISTRICT MEETING DATES/TIMES FOR JUNE 2022**

Director Merchant stated he would not be present at the August Committee Meetings.

## **8. CORRESPONDENCE**

Director Jenco acknowledged the correspondence that was in the Packet.

## **9. COMMENTS FROM THE PUBLIC**

John Sullivan discussed the rock that the District is going to get.

Mike Martel discussed the fire hydrant incident, and reimbursement for losses to residents.

## **10. PUBLIC HEARING CONCERNING PROPOSED SUPPLEMENTAL SECURITY SPECIAL TAX**

Mr. Hennig reviewed the current situation with the potential Security Special Tax. Director Butler suggested two votes on this item. The first to decide if the Board wants to place an item on the ballot, and the second to decide which of the three options presented by Staff to place on the ballot. Director Merchant led a discussion about the aging infrastructure, and the need to add to the reserve accounts.

Audience members from Murieta Gardens expressed concerns over the tax increase to their parcels at the same rate as parcels behind the gates, stating the residents behind the gates would benefit more from the tax. **Motion/Pohll to place the parcel tax on the ballot. Second/Butler. Roll Call Vote: Ayes: Jenco, Butler, Pohll. Noes: Merchant. Absent: Maybee. Abstain: None.**

The item continued with a discussion.

**Motion/Jenco** to approve res 2022-18 as presented in the packet with changes in section two, the amount selected will be \$872,000. In section 6 the ballot question will read, "To prevent crime and better protect the lives and property of Rancho Murieta owners, residents, and businesses, continue to provide the current level of security patrols, and continue gated security 24 hours per day, year-round, shall the Rancho Murieta Community Services District ordinance to levy an annual supplemental security special tax of \$316 per parcel, including an annual inflation adjustment, providing \$872,000 annually in locally-controlled funding, until ended by voters be adopted? Yes \_\_\_\_ No \_\_\_\_".

**Second/Butler. Roll Call Vote: Ayes: Jenco, Merchant, Butler, Pohll. Noes: None. Absent: Maybee. Abstain: None.**

**Motion/Pohll** to amend the motion to remove Section 5A.08 from the tax measure, which is the independent oversight committee provision. **Second/Merchant. Roll Call Vote: Ayes: Merchant, Butler, Pohll. Noes: Jenco. Absent: Maybee. Abstain: None.**

If this measure were to pass, future Boards would be able to decide what tax would be charged each year, up to a 5% maximum increase.

**11. CONSIDER ADOPTION OF A RESOLUTION PROPOSING SUPPLEMENTAL SECURITY SPECIAL TAX, ADOPTING BALLOT MEASURE, CALLING AN ELECTION TO BE HELD IN THE DISTRICT ON NOVEMBER 8, 2022 FOR THE VOTERS TO CONSIDER APPROVING THE SPECIAL TAX, APPROVING AN INCREASE IN THE DISTRICT'S SPENDING LIMIT, REQUESTING THAT THE DISTRICT ELECTION BE CONSOLIDATED WITH THE STATEWIDE ELECTION, AND REQUESTING ELECTION SERVICES BY THE SACRAMENTO COUNTY ELECTIONS DEPARTMENT**

This was discussed in Item #10.

**12. INTRODUCE ORDINANCE O2022-03 AMENDING DISTRICT CODE CHAPTER 4 (PURCHASING AND BIDDING) TO ALLOW FOR RULE SUSPENSION AND ADD DESIGNEE**

Ms. O'Keefe led a discussion with the Board and clarified the proposed Ordinance. **Motion/Pohll to introduce Ordinance O2022-03 amending District Code Chapter 4 (Purchasing and Bidding) to allow for Rule Suspension and add Designee. Second/Jenco. Roll Call Vote: Ayes: Jenco, Merchant, Pohll. Noes: Butler. Absent: Maybee. Abstain: None.**

**13. CONSIDER APPROVAL OF PROPOSAL FROM DOMENICHELLI AND ASSOCIATES FOR EMERGENCY CONTRACT FOR DESIGN OF REPAIR OF THE DRAINAGE SECTION OF LAKE 11 OVERFLOW AND APPROVE RESOLUTION R2022-19, AMEND THE FY23 BUDGET AND APPROPRIATE FUNDS IN THE AMOUNT OF \$21,380**

Mr. Fritschi informed the Board about the repairs needed at Lake 11 and the proposed contract. This item will be discussed further in the Improvements Committee. This proposal will stop the leakage of recycled water. **Motion/Jenco to approve the proposal from Domenichelli & Associates for the design of repair of the drainage section of Lake 11 overflow and approve Resolution R2022-19 amend the FY 2022-23 budget and remove the language about appropriating funds in the amount of \$21,380, because there in currently not a budget in place. Second/Merchant. Roll Call Vote: Ayes: Jenco, Merchant, Butler, Pohll. Noes: None. Absent: Maybee. Abstain: None.**

**14. AUTHORIZATION OF EXCEPTION TO BID REQUIREMENT FOR FUTURE ACCOUNTING PROFESSIONAL SERVICES AND WAIVE GENERAL MANAGER \$25,000 LIMIT TO ENTER INTO A CONTRACT**

Ms. O’Keefe informed the Board that Eide Bailey had disengaged from their contract with the District and Staff was seeking professional accounting services. Staff would like to move forward with a qualified accounting firm when one is located to continue with the time sensitive projects they are working on. This authorization will waive the need to receive bids for this project. The selected contract will come to the Board for approval. **Motion/Pohll** to authorize an exception to the bid requirement for future Accounting Professional Services. **Second/Merchant. Roll Call Vote: Ayes: Jenco, Merchant, Butler, Pohll. Noes: None. Absent: Maybee. Abstain: None.**

**15. RECEIVE RESERVOIR EDUCATION AND INFORMATION COMMITTEE REPORT**

Director Butler presented a report that was completed by the Ad Hoc Committee. The report was well received, and the Board was in favor of placing informational signs around the Reservoirs. Director Pohll suggested that before the Board decides to place signs up, the District needs to have a way of imposing fines to encourage people to act appropriately. This led to the Mr. Shanahan informing the Board that they could create an Administration Ordinance authorizing fines for violating District Code. This will be addressed in Security Committee.

**16. CONSIDER APPROVAL OF PROPOSAL FOR REPAIRS TO THE SAFETY CENTER, APPROVE RESOLUTION R2022-20, AMEND THE FY23 BUDGET AND APPROPRIATE FUNDS IN THE AMOUNT OF \$ \_\_\_\_\_**

This item was removed from the Agenda.

**17. DIRECTOR COMMENTS/SUGGESTIONS**

Directors Pohll and Merchant hope that the results of the decisions made at this meeting will be positive. There was a discussion about the Hot Air Balloons.

Director Jenco thanked Staff for their hard work. He commented that this was a difficult meeting and he commented that he believed it was not an accident that Director Maybee was absent from this meeting.

**18. ADJOURNMENT**

**Motion/Merchant** to adjourn at 8:17 p.m. **Second/Pohll. Roll Call Vote: Ayes:, Jenco, Merchant, Butler, Pohll. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary

## MEMORANDUM

Date: August 10, 2022  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: August 2, 2022, Improvements Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Jenco called the meeting to order at 8:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present were Director Jenco and Director Pohll. Present from District staff were Paula O’Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary. Tom Hennig, General Manager was absent.

### 2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the August meeting via teleconference.

### 3. PUBLIC COMMENT

None.

### 4. MONTHLY UPDATE

Michael Fritschi, Director of Operations, gave a summary of the Utilities Department Update with a discussion on the following topics:

- SB 170 Projects
  - Water Treatment Facility Sodium Hypochlorite Conversion
  - Recycled Water Disinfection Project
  - Granlees Safety Improvements
- Capital Improvement Project Work Plan
- Stormwater
  - Laguna Joaquin
  - Integrated Pest Management Plan
  - Storm Channel Area Weeding
- Sewer
  - Lift 6a
  - Lift 3B
  - Recycled Water
- Water
  - Integrated Water Master Plan
  - Minor Change to Permit 16762
  - Rio Oso Pump Replacement
  - Water Treatment Facility
  - Water Conservation
  - Reservoirs
- Site Development Update

There was a discussion about the Integrated Pest Management Plan. ***This item will be on the August 17, 2022 Board Meeting Agenda.***

There was also a discussion about 2022-23 CIP Work Plan.

**5. DISCUSS POTENTIAL VOLUNTARY WATER RESTRICTIONS**

This was discussed in item #4.

**6. DISCUSS EMERGENCY REPAIRS TO LIFT STATION 3-B**

This was discussed in item #4.

**7. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS**

None.

**8. ADJOURNMENT**

The meeting was adjourned at 8:44 a.m.

DRAFT

## MEMORANDUM

Date: August 8, 2022  
To: Board of Directors  
From: Finance Committee Staff  
Subject: August 2, 2022, Finance Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Pohll called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present was Director Pohll. Director Merchant was absent. Present from District staff were Paula O'Keefe, Director of Administration; Kelly Benitez, Security Supervisor; Michael Fritschi, Director of Operations; and Amelia Wilder, District Secretary. Tom Hennig, General Manager was absent.

### 2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the August meeting via teleconference.

### 3. COMMENTS FROM THE PUBLIC

John Sullivan asked if he could ask questions during the Budget presentation.

### 4. FINANCE MONTHLY UPDATES

Paula O'Keefe, Director of Administration, gave a brief report on the Finance Department, covering the following topics:

- Current Finance Reporting
- Contract for Enterprise Resource Planning
- Recruitment
- Utility Billing

### 5. DISCUSS FY 2022-23 BUDGET AND CAPITAL IMPROVEMENTS PROJECTS

Ms. O'Keefe gave a detailed report on the proposed FY 2022-23 Budget, followed by a robust discussion and question and answer period. She will meet with Martin Pohll to review the Budget before presenting it to the Board.

### 6. DISCUSS ADOPTION OF ORDINANCE TO ESTABLISH RULES AND REGULATION FOR ORGANIC WASTE DISPOSAL

Ms. O'Keefe discussed the Ordinance that Staff is preparing to bring the District into compliance with the SB1383 regulations concerning Organic Waste.

### 7. DISCUSS MEASURE R SECURITY SPECIAL PARCEL TAX INITIATIVE

Amelia Wilder, District Secretary, updated the Committee on the Security Special Parcel Tax Initiative, stating that the Measure had been submitted to the County to be placed on the Ballot, and it was named Measure R.

### 8. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

None.

**9. ADJOURNMENT** The meeting was adjourned at 10:51 a.m.

DRAFT



# MEMORANDUM

Date: August 10, 2022  
To: Board of Directors  
From: Security Committee Staff  
Subject: August 4, 2022 Security Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Maybee called the meeting to order at 10:00 a.m. via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present was Director Maybee. Present from District staff were Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary. Tom Hennig, General Manager was absent.

## 2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)

The Committee agreed to have the August meeting via teleconference.

## 3. COMMENTS FROM THE PUBLIC

None.

## 4. MONTHLY UPDATES

Kelly Benitez, Security Supervisor gave the Operations Updates, touching on the following topics:

- Operations Update
- Training for existing Staff
- CPR-AED Training
- Repairs to the Safety Center

There was a discussion about the repairs needed to the Safety Center. Only one qualified bid has been received. Staff has reached out to other contractors in the hopes of receiving more qualified bids.

## 5. UPDATE MEASURE R SECURITY SPECIAL PARCEL TAX MEASURE

Director Maybee updated the audience on the progress of Measure R.

## 6. DISCUSS CREATION OF AN ADMINISTRATION CITATION ORDINANCE AUTHORIZING FINES FOR VIOLATION OF DISTRICT ORDINANCES

Amelia Wilder, District Secretary, updated the Committee on status of the creation of this Ordinance. Staff is working with District Counsel to create the necessary Ordinance.

## 7. DIRECTOR & STAFF COMMENTS

Director Maybee thanked Mr. Benitez for his work.

## 8. ADJOURNMENT

The meeting adjourned at 10:20 a.m.

## MEMORANDUM

Date: August 10, 2022  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: August 4, 2022, Communication & Technology Committee Meeting Minutes

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### **1. CALL TO ORDER**

Director Butler called the meeting to order at 8:30 a.m via ZOOM video conference pursuant to GOV. CODE, § 54953, SUBD. (E)(1)(C). Present was Director Butler. Director Merchant and Tom Hennig, General Manager were absent. Present from District staff were; Paula O'Keefe, Director of Administration; Michael Fritschi, Director of Operations; Kelly Benitez, Security Supervisor; and Amelia Wilder, District Secretary.

### **2. CONSIDER FINDING THAT AS A RESULT OF THE COVID-19 EMERGENCY: (I) MEETING IN PERSON WOULD PRESENT IMMEDIATE RISKS TO THE HEALTH OR SAFETY OF ATTENDEES; AND (II) THE MEETING IS AUTHORIZED TO BE HELD BY TELECONFERENCE PURSUANT TO GOV. CODE, § 54953, SUBD. (E)(1)(C)**

The Committee agreed to have the August meeting via teleconference.

### **3. COMMENTS FROM THE PUBLIC**

None.

### **4. MONTHLY WEBSITE AND SOCIAL MEDIA UPDATE AND FAQ'S**

Amelia Wilder, District Secretary, gave an update of the statistics related to the number of visits per page to Facebook and RMCSO.com.

### **5. SECURITY TAX COMMUNICATIONS**

Director Butler the options for communication this item to the public, noting that lots of people are looking for information.

### **6. IN PERSON PUBLIC OUTREACH**

Ms. Butler stated that we want to give answers and will be doing it in FAQ's on the Pipeline, Facebook and our website.

### **7. UPDATE ON RESERVOIR INFORMATION AND EDUCATION AD HOC COMMITTEE PRESENTATION**

Director Butler updated the Committee on the report that was presented at the July 20, 2022 Board meeting.

### **8. DIRECTOR AND STAFF COMMENTS**

None.

### **9. Adjournment**

The meeting was adjourned at 8:44 a.m.

## MEMORANDUM

Date: August 9, 2022  
To: Board of Directors  
From: Paula O'Keefe, Director of Administration  
Subject: Approval of Bills Paid Listing, July 2022

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Enclosed are the Check Register Report for July 2022 and Payroll Cash Requirements report dated July 8, 2022 and July 22, 2022.



Reviewed by: District Treasurer

RANCHO MURIETA CSD  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges: From: To: From: To:  
 Check Number First Last Check Date 7/1/2022 7/31/2022  
 Vendor ID First Last Checkbook ID First Last  
 Vendor Name First Last

Sorted By: Check Date

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
0010164	7/15/2022	Brower Mechanical, Inc	CSD CHECKING	\$1,689.00
0010165	7/15/2022	California Laboratory Services	CSD CHECKING	\$832.00
0010167	7/15/2022	GSRMA	CSD CHECKING	\$86,202.50
0010168	7/15/2022	Herc Rentals	CSD CHECKING	\$702.53
0010169	7/15/2022	Kirby's Pump & Mechanical	CSD CHECKING	\$14,807.40
0010170	7/15/2022	LENNAR TITLE	CSD CHECKING	\$13.59
0010171	7/15/2022	Michael Willet	CSD CHECKING	\$100.00
0010172	7/15/2022	Pac Machine Co., Inc.	CSD CHECKING	\$2,584.15
0010173	7/15/2022	Rancho Murieta Automotive Repair	CSD CHECKING	\$535.94
0010174	7/15/2022	River City Rentals	CSD CHECKING	\$185.85
0010175	7/15/2022	Romo Landscaping	CSD CHECKING	\$385.00
0010176	7/15/2022	SIERRA VALLEY CONTRACTORS	CSD CHECKING	\$6,965.00
0010177	7/15/2022	Stan Wilson Plasterig	CSD CHECKING	\$682.62
0010178	7/15/2022	United Rentals Northwest, Inc.	CSD CHECKING	\$1,451.33
0010179	7/15/2022	Univar Solutions USA Inc	CSD CHECKING	\$4,247.50
0010180	7/15/2022	USA Blue Book	CSD CHECKING	\$534.99
0010181	7/15/2022	Wagner & Bonsignore Consulting Civil Engine	CSD CHECKING	\$1,852.50
0010182	7/15/2022	Zenon Environmental Corporation	CSD CHECKING	\$2,389.46
0010183	7/15/2022	Aqua-Metric Sales Company	CSD CHECKING	\$10,824.57
0010184	7/15/2022	Patricia Fukushima	CSD CHECKING	\$100.00
0010186	7/18/2022	A Leap Ahead IT	CSD CHECKING	\$6,888.22
0010187	7/18/2022	Industrial Electrical Company	CSD CHECKING	\$3,960.48
0010188	7/26/2022	A&D Automatic Gate and Access	CSD CHECKING	\$358.99
0010189	7/26/2022	ABA Protection Inc.	CSD CHECKING	\$1,638.82
0010190	7/26/2022	ABS Direct	CSD CHECKING	\$2,551.97
0010191	7/26/2022	Apple One Employment Services	CSD CHECKING	\$1,177.05
0010192	7/26/2022	APS Environmental	CSD CHECKING	\$1,373.75
0010193	7/26/2022	Aramark Uniform & Career Apparel, LLC	CSD CHECKING	\$609.47
0010194	7/26/2022	Bartkiewicz, Kronick & Shanahan	CSD CHECKING	\$8,863.30
0010195	7/26/2022	Borges & Mahoney	CSD CHECKING	\$474.93
0010196	7/26/2022	Brower Mechanical, Inc	CSD CHECKING	\$589.00
0010197	7/26/2022	Bryan Wheeler	CSD CHECKING	\$100.00
0010198	7/26/2022	Caltronics Business Systems	CSD CHECKING	\$6.44
0010199	7/26/2022	California Laboratory Services	CSD CHECKING	\$1,511.00
0010200	7/26/2022	CIT	CSD CHECKING	\$950.44
0010201	7/26/2022	Corelogic Solutions, LLC	CSD CHECKING	\$225.10
0010202	7/26/2022	EDCO Enterprises	CSD CHECKING	\$3,000.00
0010203	7/26/2022	Folsom Lake Ford, Inc.	CSD CHECKING	\$788.68
0010204	7/26/2022	GM Crane Services, Inc	CSD CHECKING	\$540.00
0010205	7/26/2022	Holt of California	CSD CHECKING	\$1,003.17
0010206	7/26/2022	Industrial Electrical Company	CSD CHECKING	\$2,939.02
0010207	7/26/2022	Jack Parker	CSD CHECKING	\$100.00
0010208	7/26/2022	Jeanette Edwards	CSD CHECKING	\$100.00
0010209	7/26/2022	Julius Lewis	CSD CHECKING	\$100.00
0010210	7/26/2022	Mountain Counties Water Resources Assoc.	CSD CHECKING	\$1,274.00
0010211	7/26/2022	Pace Supply Corp	CSD CHECKING	\$9,716.17
0010212	7/26/2022	Pitney Bowes	CSD CHECKING	\$506.70
0010213	7/26/2022	Pitney Bowes	CSD CHECKING	\$32.66
0010214	7/26/2022	Public Agency Retirement Services	CSD CHECKING	\$548.39
0010215	7/26/2022	Rancho Murieta Association	CSD CHECKING	\$394.10
0010216	7/26/2022	Regional Water Authority	CSD CHECKING	\$6,229.00
0010217	7/26/2022	Rogers Machinery Company, Inc	CSD CHECKING	\$1,500.00
0010218	7/26/2022	SIERRA VALLEY CONTRACTORS	CSD CHECKING	\$7,490.00
0010219	7/26/2022	S. M. U. D.	CSD CHECKING	\$17,269.16
0010220	7/26/2022	Solitude Lake Management LLC	CSD CHECKING	\$5,087.00
0010221	7/26/2022	Sprint	CSD CHECKING	\$759.80

\* Voided Checks

Check Number	Check Date	Vendor	Checkbook ID	Amount
0010222	7/26/2022	State of California	CSD CHECKING	\$64.00
0010223	7/26/2022	Tally Services Inc	CSD CHECKING	\$5,491.70
0010224	7/27/2022	Clifford Dunton	CSD CHECKING	\$100.00
0010225	7/27/2022	Fidelity National Title	CSD CHECKING	\$152.17
0010226	7/27/2022	Galls	CSD CHECKING	\$121.81
0010227	7/27/2022	LUXURY CLEANING SERVICE	CSD CHECKING	\$2,000.00
0010228	7/27/2022	Romo Landscaping	CSD CHECKING	\$385.00
0010229	7/27/2022	Thatcher Company	CSD CHECKING	\$5,915.00
0010230	7/27/2022	Univar Solutions USA Inc	CSD CHECKING	\$5,260.09
0010231	7/27/2022	USA Blue Book	CSD CHECKING	\$5,898.84
0010232	7/27/2022	Wagner & Bonsignore Consulting Civil Engine	CSD CHECKING	\$1,791.30
0010233	7/27/2022	Allyson Warr	CSD CHECKING	\$1,180.00
0010234	7/27/2022	Zenon Environmental Corporation	CSD CHECKING	\$3,471.34
0010235	7/27/2022	Caltronics	CSD CHECKING	\$465.07
0010236	7/27/2022	ABA Protection Inc.	CSD CHECKING	\$21,202.68
				-----
Total Checks:	71		Total Amount of Checks:	\$281,241.74

# CASH REQUIREMENTS

**THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 07/08/22. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES.**

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex *at or after 12:01 A.M.* on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
07/07/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx751	Direct Deposit	Net Pay Allocations	66,865.60	<b>66,865.60</b>
07/07/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx751	Garnishment	Employee Deductions	150.00	<b>150.00</b>
07/07/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx947	Taxpay@	Employee Withholdings		
				Medicare	1,292.17	
				Fed Income Tax	8,601.90	
				CA Income Tax	2,695.81	
				CA Disability	980.26	
				<b>Total Withholdings</b>	<b>13,570.14</b>	
				Employer Liabilities		
				Medicare	1,292.18	
				CA Unemploy	207.39	
				CA Emp Train	4.41	
				<b>Total Liabilities</b>	<b>1,503.98</b>	<b>15,074.12</b>
				<b>EFT FOR 07/07/22</b>		<b>82,089.72</b>
				<b>TOTAL EFT (Does not reflect administrative charges)</b>		<b>82,089.72</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
07/08/22	Refer to your records for account	Information	Payroll	Employee Deductions		
				6.75% PERSx	3,714.95	
				7% PERSx	1,918.62	
				AFLAC	454.41	
				AFLSTD	200.47	
				DCOMP	2,703.21	
				HEALTH	3,082.34	
				LEGSHI	37.82	
				LIFE INS	8.52	
				PERSM Post Tax	282.72	
				PXUME EE PRE	100.00	
				SURB	26.04	

# CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 07/08/22. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES.

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
07/08/22	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Union dues	295.40
				<b>Total Deductions</b>	<b>12,824.50</b>
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)</b>					<b>12,824.50</b>

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
07/13/22	Taxpay®	FED IT PMT Group	11,186.25
07/13/22	Taxpay®	CA IT PMT Group	3,676.07

# CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 07/22/22. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES.

**IMPORTANT COVID-19 INFORMATION:** If you filed IRS Form 7200, please notify your Paychex representative to avoid owing a balance at the end of the quarter and ensure your Form 941 is accurate.

**TRANSACTION DETAIL**

**ELECTRONIC FUNDS TRANSFER** - Your financial institution will initiate transfer to Paychex *at or after 12:01 A.M.* on transaction date.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<b>BANK DRAFT AMOUNTS &amp; OTHER TOTALS</b>
07/21/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx751	Direct Deposit	Net Pay Allocations	75,111.43	75,111.43
07/21/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx751	Garnishment	Employee Deductions	150.00	150.00
07/21/22	EL DORADO SAVINGS BANK,	xxxxxxxxxxxxx947	Taxpay®	Employee Withholdings		
				Medicare	1,445.52	
				Fed Income Tax	9,578.61	
				CA Income Tax	3,095.66	
				CA Disability	1,096.59	
				<b>Total Withholdings</b>	<b>15,216.38</b>	
				Employer Liabilities		
				Medicare	1,445.54	
				CA Unemploy	162.05	
				CA Emp Train	3.45	
				<b>Total Liabilities</b>	<b>1,611.04</b>	<b>16,827.42</b>
				<b>EFT FOR 07/21/22</b>		<b>92,088.85</b>
				<b>TOTAL EFT (Does not reflect administrative charges)</b>		<b>92,088.85</b>

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>		<u>TOTAL</u>
07/22/22	Refer to your records for account	Information	Payroll	Employee Deductions		
				6.75% PERSx	4,050.91	
				7% PERSx	1,890.56	
				AFLAC	454.41	
				AFLSTD	200.47	
				DCOMP	2,703.21	
				Deduction	95.04	
				HEALTH	3,787.50	
				LEGSHI	23.47	
				LIFE INS	8.52	
				PERSM Post Tax	282.72	
				PXUME EE PRE	100.00	
				SURB	28.83	



# CASH REQUIREMENTS

THIS REPORT SUMMARIZES YOUR PAYROLL TRANSACTIONS FOR THE CHECK DATE 07/22/22. IT DOES NOT REFLECT MISCELLANEOUS ADMINISTRATIVE CHARGES.

**REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (cont.)** - Paychex does not remit these funds. You must ensure accurate and timely payment of applicable items.

<u>TRANS. DATE</u>	<u>BANK NAME</u>	<u>ACCOUNT NUMBER</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	<u>TOTAL</u>
07/22/22	Refer to your records for account	Information	Payroll	Employee Deductions (cont.)	
				Union dues	413.56
				<b>Total Deductions</b>	<b>14,039.20</b>
<b>TOTAL REMAINING DEDUCTIONS / WITHHOLDINGS / LIABILITIES (Does not reflect administrative charges)</b>					<b>14,039.20</b>

**PAYCHEX WILL MAKE THESE TAX DEPOSIT(S) ON YOUR BEHALF** - This information serves as a record of payment.

<u>DUE DATE</u>	<u>PRODUCT</u>	<u>DESCRIPTION</u>	
07/27/22	Taxpay®	FED IT PMT Group	12,469.67
07/27/22	Taxpay®	CA IT PMT Group	4,192.25

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

**INVESTMENT REPORT**

July 31, 2022

**CSD FUNDS (7/31/22)**

*EL DORADO SAVINGS BANK*

Savings	\$	2,806,579
Checking	\$	177,246
Payroll	\$	44,344
<b>BANNER BANK EFT PAYMENTS ACCOUNT</b>	<b>\$</b>	<b>759,824</b>

**CSD OPERATING CAPITAL**

<b>TOTAL AVAILABLE CASH*</b>	<b>\$</b>	<b>3,787,992</b>
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**CSD INVESTMENT (6/30/22)**

<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>	\$	8,324,347
<i>CALIFORNIA ASSET MGMT PROGRAM (CAMP)</i>	\$	640,967

<b>TOTAL</b>	<b>\$</b>	<b>12,753,306</b>
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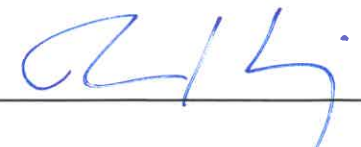
**MELLO ROOS BOND**

**COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)**

<i>BANK OF AMERICA</i>	\$	118,827
<i>WILMINGTON TRUST</i>		
Bond Special Tax Fund	\$	100,045
Bond Redemption Account	\$	-
Bond Acq & Construction	\$	17,668
Bond Reserve Fund	\$	391,581
Bond Surplus	\$	157,186
Bond Admin Expense	\$	22,405
Bond Principal	\$	-
Bond Interest	\$	-
	<b>\$</b>	<b>807,712</b>

\*Investments comply with the CSD adopted investment policy.

PREPARED BY: Paula O'Keefe

REVIEWED BY: , District Treasurer

## MEMORANDUM

Date: August 16, 2022  
To: Board of Directors  
From: Tom Hennig, General Manager  
Subject: General Manager's Report

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### **COVID-19 RESPONSE**

The Sacramento County Health Officer has rescinded the two health orders requiring masks and restricting public meetings to on-line. In accordance with this change, the District offices remain open for business. At this time Board meetings will be scheduled for the District Office. Committee Meetings will continue to be conducted via Zoom until further notice.

### **LEGISLATIVE UPDATE**

Senate Bill 1157, Hertzberg, as currently proposed, this bill would change the standards for indoor residential water use for urban water suppliers, to reflect those recommended by Department of Water Resources (DWR) and the State Water Resources Control Board (SWRCB). Specifically, it would change the indoor residential water use standards beginning January 1, 2025, to be:

- a) Beginning January 1, 2025, until January 1, 2030 – 47 gallons per capita daily (gpcd).
- b) Beginning January 1, 2030 – 42 gpcd.

Please note that Rancho Murieta would not be required to comply with these new standards until we exceed 3,000 water connections. At this time, it is not clear when the District will reach this milestone. We continue to monitor the progress of this bill and will remain active in the discussion through our membership with the Regional Water Authority.

**MEASURE R** – Based on the Board's July 20<sup>th</sup>, 2022, approval we have successfully registered Measure R with the County Registrar of Voters. The Resolution and the Ordinance were completed and filed by Amelia on July 21<sup>st</sup>. This was followed up with an "Argument in Favor" submitted by Linda Butler on August 11. The ballot measure was officially accepted by the Registrar of Voters and will appear on the November 8, 2022, ballot. We will discuss the "Do's and Don'ts" for the rules associated with District related involvement for providing education and outreach information.

**CYBER THREATS TO THE DISTRICT** – Paula O'Keefe was notified by staff that they had received a past due bill demanding payment via electronic funds transfer immediately. She quickly researched the invoice and discovered that this was not a vendor that we do business with. The issue was addressed by our cyber security team with Paula's assistance.

### **CAMERA PROGRAM UPDATE**

We are working with our vendor to develop design and build plans for the potential expansion of our current camera inventory as part of the FY 2022-23 CIP plans. We will be meeting with our local partners during this process. We are working to schedule a meeting with the leadership

from MGII to begin the process of improving our communications and to develop plans for placing surveillance cameras and other potential security measures.

**CAL-WASTE UPDATE**

**Food Waste Services Coming In 2023**

- The State of California has implemented its new organic waste recycling requirements, in accordance with the statewide mandate, Senate Bill 1383.
- Residential organic waste recycling (food scraps and yard waste) is anticipated to begin at the beginning of 2023 for most Cal-Waste residential customers.
- Currently, there are no changes to residential collection and how you should sort your waste at your place of residence. When your city, county, or special district begins the collection of food waste and yard waste in a comingled container, Cal-Waste will provide complete information regarding the details of the new program. Residential customers of Cal-Waste can expect to change their waste sorting habits so that any and all food scraps no longer go into their Trash Cart. Instead, the food scraps will be placed in the Green Waste Cart.
- ***Please do NOT change your waste sorting habits until you have been contacted by Cal-Waste with an official program start date.***

**BULKY WASTE PICK UP**

- The Board approved the 9<sup>th</sup> Amendment to the contract with Cal-Waste at the June 15, 2022, Regular Board Meeting. This included the discontinuance of the free Bulky Waste Pick Up for residents. Eliminating the \$3.05 costs of the monthly solid waste fees reduced the amount the District would have subsidized the payment by just over \$8,000 per month.
- Cal Waste has requested to update the franchise agreement for waste hauling with the District. We plan to investigate adding back at least one bulk waste pickup for every customer as part of these negotiations. The new agreement would include estimates for proposed rate increases that include a three-year phase-in for organic material handling.

**PRA REQUEST UPDATE**

There have been multiple PRA requests since last Board Meeting. The chart below shows the requests. As always, these requests strain the overly taxed employee load, because they are typically broad and require hours of Staff time to locate and compile the requested data. I am planning to hire a part time employee to work on the responses to this large number of requests. We will charge the appropriate budget for the costs associated with these requests.

8/8/2022	Crystal Matter	copy of the Management Letter to the Board from Bain to CSD that has to do with year-end 06/30/2020.
8/4/2022	Crystal Matter	All documents evidencing communications between Rancho Murieta Community Services District Board Members from November 1, 2018 through August 4, 2022.

8/4/2022	Crystal Matter	All documents evidencing communications involving Rancho Murieta Community Services District Board Member(s) and Thomas Hennig from November 2018 through August 4, 2022.
8/4/2022	Crystal Matter	All documents evidencing communications between Rancho Murieta Community Services District Board Member(s) and Rancho Murieta Association Board members concerning district business from March 1, 2020 through August 4, 2022.
8/4/2022	Crystal Matter	All documents evidencing communications between Rancho Murieta Community Services District Interim General Manager/General Manager, Thomas Hennig, and Rancho Murieta Association Board members concerning district business from March 1, 2020 through August 4, 2022.
8/4/2022	Crystal Matter	All recordings involving RMCS D business in the possession of the current General Manager. This request specifically <i>excludes</i> any recording from body worn cameras of RMCS D security officers that may be in the General Manager's possession.
8/4/2022	Crystal Matter	All documents sufficient to identify whether the Rancho Murieta Community Services District, to include employees and Board Members, have self-reported any Brown Act violations from 2018 through the present.
8/1/2022	Crystal Matter	Security Summary Logs 2019-2022
8/11/2022	Richard Gehrs	The settlement agreement for the lawsuit by Deborah Bradberry against CSD for wrongful termination which was reported following the executive session at the March 17, 2021 board meeting
7/23/2022	Richard Gehrs	A copy of the document which was referred to as 'New Director Reference Book' by Linda Butler at the July 7, 2022 meeting of the Communication and Technology Committee
7/21/2022	Richard Gehrs	Copy of the Resolution adopted by the CSD board of Directors in executive session on July 20, 2022 which decided the appeal by Rick Tompkins of his termination

### **OUTREACH/ADVOCACY**

**CSD/MVA (Murieta Village)** – Security Supervisor Benetiz and I met with two of the Board members to discuss a variety of local issues. Topics included methods to monitor for potential crimes and the recent efforts to occasionally patrol the Village on foot. This new plan has received positive comments from the residents. We will continue to meet with these Board members.

**CSD/MGII (Murieta Gardens)** – Director Maybee, Security Supervisor Benetiz and I met with about 10 residents of Murieta Gardens. This included two of the Board members. The bulk of this meeting was split between education related to Measure R and the additional cameras being planned to address surveillance of the entries and activity in and around the Gardens. Part of this discussion was to outline the role of the Gate Officers at the South Gate which supported the security concerns for the Gardens. We identified that the Gate Officers are trained to review and analyze surveillance video for all the District cameras. It was suggested that we install signs to

notice visitors that the District has surveillance cameras in place. We are currently looking into the logistics for installing this type of sign.

**CSD/RMA**– During the past month, I have met with the RMA GM to discuss various issues.

**CSD/COMMERCIAL PROPERTIES**– I have requested to host a meeting to discuss the overall needs of the commercial properties within the District. There is currently no meeting time established.

**MURIETA EQUESTRIAN CENTER**

- Working with Kelly to schedule a meeting to meet with Equine Center manager to discuss Security.

**SACRAMENTO REGIONAL WATER AUTHORITY (RWA)**

- Unable to attend the in-person board meeting in early August.

**SLOUGHHOUSE RESOURCE CONSERVATION DISTRICT (SRCD)** – SRCD has formed an advisory committee to assist the Conservation District with implementation of the Cosumnes Ground Water Authority implementation plan. I met with Herb Garms to discuss the possibility of future assessments to certain parcels within District boundaries. These assessments will be reviewed once SRDC has completed their analysis.

**GENERAL STAFFING UPDATE**

We will complete training for our new Patrol Officer Mel Outram next week.

We are happy to announce that Travis Bohannon has successfully completed his Wastewater Grade IV Certification. This allows Travis to certify our monthly wastewater reports to the Department of Water Resources.

**CONFERENCE/EDUCATION OPPORTUNITIES:**

Special District Leadership Academy	Sept. 18-21, 2022	Napa Valley, CA
GSRMA Annual Training	October 20-21, 2022	Corning, CA
AWWA Annual Fall Conference	October 24-26, 2022	Sacramento, CA
CSDA Board Secretary/Clerk	November 7-9, 2022	Monterey, CA

## MEMORANDUM

Date: August 16, 2022  
To: Board of Directors  
From: Paula O'Keefe, Director of Administration  
Subject: Administration / Financial Update

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On August 2, 2022, the Finance Committee met and discussed the following items:

- Update on the FY 2020-21 annual audit
- Update on Tyler Technologies Implementation plan
- Staffing updates
- Water Shut Off Information

The following is the summary of the August 2022 monthly Board Financial Report. The following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

### ***Monthly Budget to Actuals***

Staff are working to validate and update entries through April 2022 (FY2021-22), however staff are still entering revenue and expenses for the months of May and June for FY 2021-22 and July, FY 2022-23. Moving forward, District staff are working to provide a report produced through the current financial system to ensure transparency of financial information. Staff intend to provide up to date financials at the September Board meeting.

### ***Procurement and Contracts***

Staff entered into an agreement with El Dorado Savings to streamline our check processing procedures and will begin training on the automatic bank deposits soon. In the past, the District processed all checks manually and spent considerable amounts of staff time organizing, tabulating and validating deposits.

### ***Capital Improvement Projects Updates***

No updates at this time.

### ***Reserve Fund Purchases authorized by the General Manager***

No purchases authorized at this time.

### ***FY 2021-22 Audit***

District staff finalized the majority of the general ledger accounts and provided information to the auditors this week. We expect to begin engaging in conversation with the auditors next week. Staff will provide updates at the September 2022 Finance Committee meeting.

## Reserve Funds Balance Sheet

Staff are presenting the current totals as of July 31, 2022. It is important to note that the final reserve totals are dependent upon year end close and are not finalized for FY 2020-21 at this time.

### FY 2022-23 - Draft Reserve Beginning Balances

TB run ending 07/31/2022

Reserve Descriptions	Account #	FY 2021-22 Beginning Balance July 1, 2021	YTD Total Debit	YTD Total Credit	Year to Date Ending Balance April 30, 2022
Capital Improvement Reserve Fees - Admin	100-2510	0	0	0	0
Unreserved Fund Balance	100-2800	0	0	0	0
	<i>Subtotal</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
Water Capital Replacement	200-2505	2,494,807	0	0	2,494,807
Capital Improvement Reserves Fees - Admin Alloc	200-2505-99	39,990	0	0	39,990
Capital Improvement Reserves Fees - Water	200-2510	(110,775)	0	0	(110,775)
Capital Improvement Reserves Fees - Admin Alloc	200-2510-99	210,003	0	0	210,003
Water Supply Augmentation	200-2511	2,052,957	0	0	2,052,957
WTP Construction Fund Reserve	200-2513	(795,927)	0	0	(795,927)
Unreserved Fund Balance	200-2800	789,033	0	0	789,033
	<i>Subtotal</i>	<i>4,680,088</i>	<i>0</i>	<i>0</i>	<i>4,680,088</i>
Sewer Capital Improvement Connection	250-2500	4,342	0	0	4,342
Sewer Capital Replacement	250-2505	3,568,135	0	0	3,568,135
Capital Replacement Reserve Admin	250-2505-99	29,236	0	0	29,236
Capital Improvement Reserves Fees - Sewer	250-2510	76,847	0	0	76,847
Capital Improvement Reserves Fees - Admin Alloc	250-2510-99	159,077	0	0	159,077
Unreserved Fund Balance	250-2800	1,016,517	0	0	1,016,517
	<i>Subtotal</i>	<i>4,854,154</i>	<i>0</i>	<i>0</i>	<i>4,854,154</i>
Drainage Capital Replacement	260-2505	78,534	0	0	78,534
Capital Improvement Reserves Fees - Admin Alloc	260-2505-99	3,866	0	0	3,866
Capital Improvement Reserves Fees - Drainage	260-2510	344,134	0	0	344,134
Capital Improvement Reserves Fees - Admin Alloc	260-2510-99	35,262	0	0	35,262
Unreserved Fund Balance	260-2800	98,254	0	0	98,254
	<i>Subtotal</i>	<i>560,049</i>	<i>0</i>	<i>0</i>	<i>560,049</i>
Capital Improvement Reserves Fees - Admin Alloc	400-2505-99	6,418	0	0	6,418
Unreserved Fund Balance	400-2800	244,476	0	0	244,476
	<i>Subtotal</i>	<i>250,894</i>	<i>0</i>	<i>0</i>	<i>250,894</i>
Capital Replacement Reserve Security	500-2505	58,468	0	0	58,468
Capital Improvement Reserves Fees - Admin Alloc	500-2505-99	7,701	0	0	7,701
Capital Improvement Reserve Fees - Security	500-2510	(38,350)	0	0	(38,350)
Capital Improvement Reserves Fees - Admin Alloc	500-2510-99	135,466	0	0	135,466
Security Impact Fee Reserves	500-2513	38,488	0	0	38,488
Unreserved Fund Balance	500-2800	329,916	0	0	329,916
	<i>Subtotal</i>	<i>531,690</i>	<i>0</i>	<i>0</i>	<i>531,690</i>
<b>Total Reserves</b>		<b>10,876,873</b>	<b>0</b>	<b>0</b>	<b>10,876,873</b>



### **Interfund Borrowing**

The following are the updated totals for the repayment of the interfund borrowing as of July 30, 2022.

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance 7/1/2022</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance 07/31/2021</i>
WTP Construction Loan from Sewer	444,774	106	11,761	432,908
WTP Construction Loan from WSA	148,264	35	3,920	144,308
<i>Total Inter-fund Borrowing</i>	593,038	141	15,681	577,217

### **Utility Billing**

The State of California water shut off moratorium expired on December 31, 2021. District staff are continually working with residents who have significantly large past due balances through the payment plan to assist with repayment and potentially prevent water shut offs.

The District initiated the first round of water shutoff notifications during the month of March. District staff continue to enter into new payment installment agreements to resolve outstanding payments and bring these accounts current and in good standing, however there are still 76 residents who are not current on their bills. The District has locked off three residents and continues to work through the most egregious outstanding balances. Currently the district has 32 residents who are 90 days past due. The District continues to reach out to residents who are beyond the 90 past due and are working with them to bring their accounts current each month. We appreciate the residents who have been proactive in contacting us and working with us to bring their accounts current.

The District reminds all residents with past-due accounts that the District offers a payment plan to assist with bringing their accounts current. We encourage residents to work with the District to prevent additional late fee assessments and highly encourage all residents with past-due balances to contact the District immediately to rectify their account status. Of note; if entering into a payment plan, you are required to pay your monthly balance (including past due balance) in full or it will void the terms of the payment plan agreement. This means the account is now due and payable immediately and District staff will initiate the 10-day shut off notification. The District has encountered several residents who entered into payment agreements and subsequently voided them after nonpayment, however those residents brought their accounts current immediately in order to prevent utility shut offs.

### **Aging Report**

The total amount due to the District for outstanding 60 and 90 day past due balances is \$36,436.07. There are 96 residents who are 60 days past due and 51 residents 90 days past due. The 90 days past due balances ranging from \$2.17 to \$4,442.20 for a total outstanding amount of \$23,053.72.

### **Bills Paid List**

Attached is the "Bills Paid" check register and PayChex reports that reflect all of the checks ran between the month of July 2022.

## MEMORANDUM

Date: August 11, 2022  
To: Board of Directors  
From: Kelly Benitez, Security Supervisor  
Subject: Security Update Report for the Month of July

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### **OPERATIONS UPDATES**

The Department is currently working on the following projects:

- Currently we have 8 full-time gate officers and 4 patrol officers/Sgt Position Frozen. Currently have 2 part-time gate officers' positions open and recruiting for.
- Utilizing only 3 ABA contract security officers.
- Patrol non-covered shifts: 210 ours in 2022, Covid-19, and no overtime allowed to fill in patrol shifts.
- Safety Center Repairs obtained one estimate and are awaiting a second estimate.
- Training Officers
- CPR-AED certification will take place on August 12<sup>th</sup>. Training will include CPD-AED-First Aid, 3 hours total at \$75.00 a head.
- New Patrol Officer Mel Outram. Will be at the Aug 17<sup>th</sup> Board Meeting.
- Mandatory Meeting for all security staff Aug 12<sup>th</sup> with Director Maybee and GM Hennig.

### **Rancho Murieta Association activity:**

We continue to work with the RMA Leadership on a regular basis. Our focus is to improve our level of service and have positive contact with residents. The following list is the current focus of our meetings.

- General non-arch rules enforcement (see Violation Summary Report): continued to attend RMA Compliance meetings.
- July 4<sup>th</sup> event a success with RMA despite not having SSD.
- Successively worked with RMA on Vandalism Case.
- Attended Compliance Monthly Meeting.

### **Other Rancho Murieta Association activities:**

- Meeting set for August with Murieta Gardens to discuss Community Concerns.

**Rancho Murieta Association**  
**Violation Item Summary Report -- 2022**  
(This report includes RMA & CSD issued violations)

Violation Item Summary Report	Jan		Feb		March		April		May		June		July	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
<b>Motor vehicle violations:</b>														
Motorcycle														
No drivers license					1	0					1	0	1	0
Speeding	14	31	8	22	23	25	14	23	18	25	18	51	2	25
Speeding - twice speed limit			0	1									0	0
Stop signs	0	5	1	0	5	5	2	3	1	10			1	0
Bus stop signs														
Use of streets							1	0	0	2				
<b>Parking:</b>														
Driveway parking	9	0	18	0	25	13	1		8	2	8	6	2	0
Guest parking			0	1	0	1			0	3	0	5	0	0
Overnight street parking	3	9	5	11	8	1	6	0	10	1	12	2	7	0
Unauthorized Vehicle (24 hr pass)	1	0	0	0	1	1			1	2	6	3	3	1
Accumulation/dumping of debris							0	1	0	1	0	4	0	1
Advertising signs														
Barbeques, open fires, bonfires														
Carrying passengers/overloaded cart														
Clothes lines														
Commercial vehicle lettering	0	2												
Construction overnight parking														
Park hours / curfew	1	0			1	0	5	0			1	0	1	0
Decorative lights			0	9	0	6	0	3	0	2	0	2	0	4
Discharge of firearm														
Dog park investigations														
Dwelling exterior alterations														
Failure to identify														
Fences, screens & enclosures														
Guest w/o resident in comm areas														
Home business activities														
Noxious activities			1	0										
Open garage doors														
Pets - off leash / teathered / noise														
Property maintenance	0	10	0	7	0	4	0	28	0	21	0	10	0	4
Sign rules														
Skating in common area														
Sports equip/trampoline/basketball	0	5	0	7	0	2	0	13	0	5			0	5
Storage of building materials									0	2				
Stored vehicles	0	1			0	1	0	2	0	2	1	2	0	2
Trash containers														3
Use of common areas & facilities			0	1					0	1				1
Vandalism														
Vehicle repair or maintenance														
Interference RMA/RMCSD									0	1				
Working days & hours														
<b>Total Violations</b>	<b>28</b>	<b>63</b>	<b>33</b>	<b>59</b>	<b>64</b>	<b>59</b>	<b>29</b>	<b>73</b>	<b>38</b>	<b>80</b>	<b>47</b>	<b>85</b>	<b>17</b>	<b>46</b>
Citations written by RMCSD		28		33		64		29		38		47		17
Citations written by RMA		63		59		59		73		80		85		46
<b>Total Violations</b>		<b>91</b>		<b>92</b>		<b>123</b>		<b>102</b>		<b>118</b>		<b>132</b>		<b>63</b>

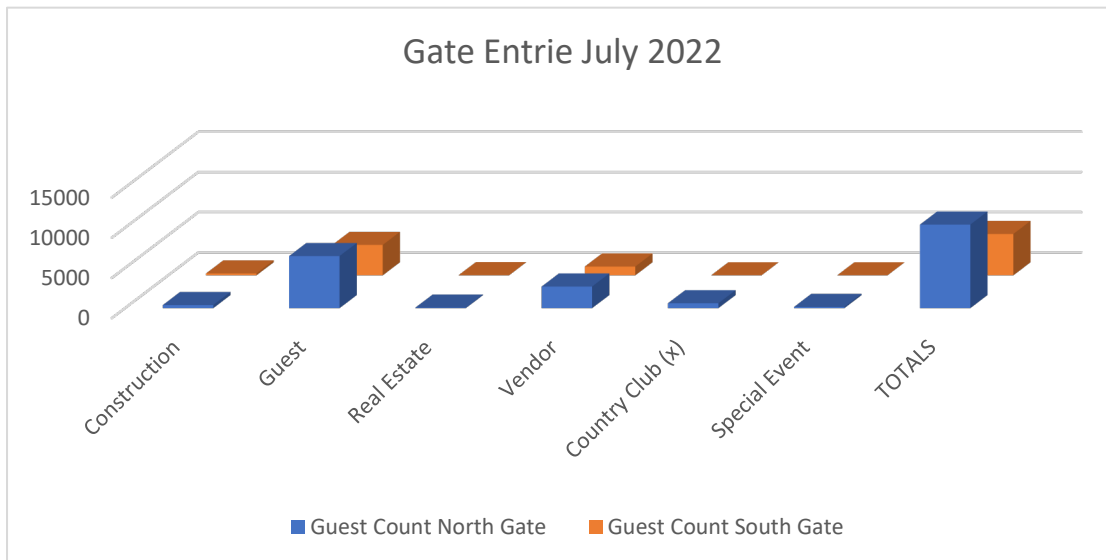
Violation Item Summary Report	August		September		October		November		December		Totals	
	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA	CSD	RMA
Motor vehicle violations:												
Motorcycle											0	0
No drivers license											3	0
Speeding											97	202
Speeding - twice speed limit											0	1
Stop signs											10	23
Bus stop signs											0	0
Use of streets											1	2
Parking:												
Driveway parking											71	21
Guest parking											0	10
Overnight street parking											51	24
Unauthorized Vehicle (24 hr pass)											12	7
Accumulation/dumping of debris											0	7
Advertising signs											0	0
Barbeques, open fires, bonfires											0	0
Carrying passengers/overloaded car											0	0
Clothes lines											0	0
Commercial vehicle lettering											0	2
Construction overnight parking											0	0
Park hours / curfew											9	0
Decorative lights											0	26
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											0	0
Home business activities											0	0
Noxious activities											1	0
Open garage doors											0	0
Pets - off leash / teathered / noise											0	0
Property maintenance											0	84
Sign rules											0	0
Skating in common area											0	0
Sports equip/trampoline/basketball											0	37
Storage of building materials											0	2
Stored vehicles											1	10
Trash containers											0	3
Use of common areas & facilities											0	3
Vandalism											0	0
Vehicle repair or maintenance											0	0
Interference RMA/RMCSD											0	1
Working days & hours											0	0
<b>Total Violations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>256</b>	<b>465</b>
Citations written by RMCSD		0		0		0		0		0		256
Citations written by RMA		0		0		0		0		0		465
<b>Total Violations</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>	<b>0</b>	<b>721</b>

# Gate Entries by Type

July 1-30, 2022

Pass Type	Guest Count North Gate	Guest Count South Gate	Count by Pass Type
Construction	389	237	626
Guest	6,481	3,786	10,267
Real Estate	69	20	89
Vendor	2,691	1,099	3,790
Country Club (x)	610	2	612
Special Event	159	4	163
<b>TOTALS</b>	<b>10,399</b>	<b>5,148</b>	<b>15,547</b>

Prior Month Totals: 6,273 3,813 10,086

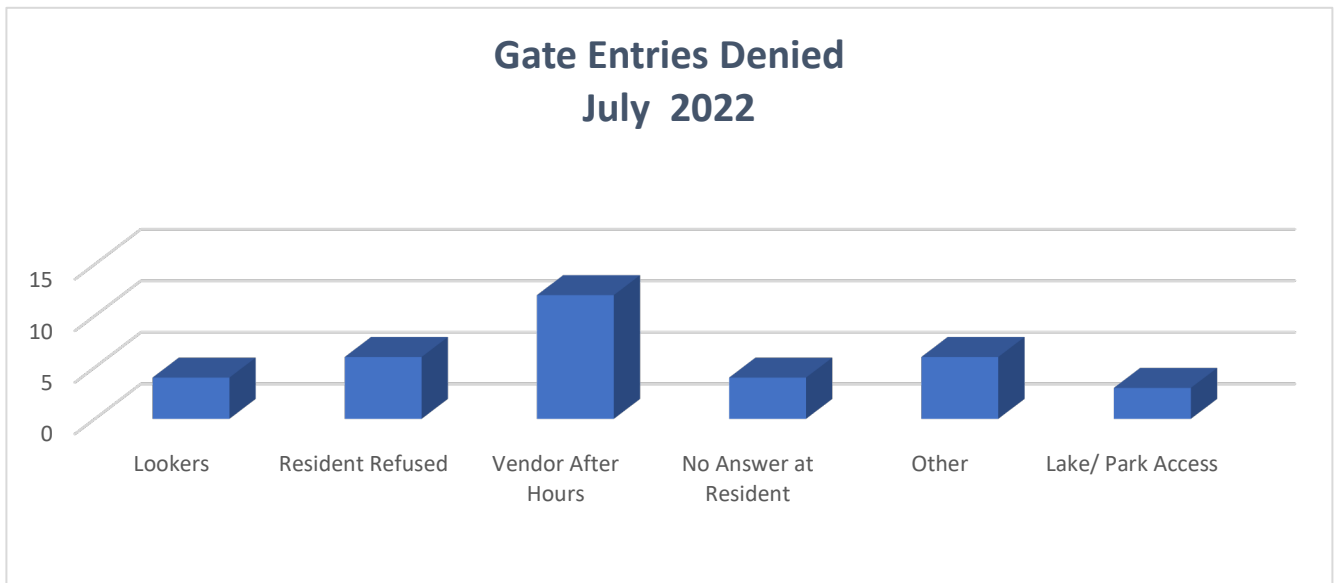


## Gate Entries Denied

**July 1-31, 2022**

	Lookers	Resident Refused	Vendor After Hours	No Answer at Resident	Other	Lake/ Park Access	TOTAL
<b>All Gates</b>	4	6	12	4	6	3	35

**Prior Month Totals:**                      3                      6                      9                      6                      2                      2                      27





**Rancho Murieta CSD Security**

15160 Jackson Rd  
Rancho Murieta, CA 95662

**Cases - Breakdown by Type**

ALARM	4
ANIMAL COMPLAINT	17
ASSAULT	1
ASSIST OTHER AGENCY	2
CITATION	4
DISTURBANCE	7
ESCORT	1
EXTRA PATROL	43
GUN SHOTS	1
INTOXICATED PERSON	1
JUVENILE DELIQUENCY	2
LOST/FOUND PROPERTY	2
MISCELLANEOUS	12
OPEN DOOR	3
PARKING	15
PETTY THEFT	2
REFUSED ENTRY	37
RESIDENT COMPLAINT	29
RMA RULE VIOLATION	11
SPEEDING COMPLAINT	3
SUSPICIOUS ACTIVITY	5
SUSPICIOUS PERSON	3
SUSPICIOUS VEHICLE	2
TRAFFIC ENFORCEMENT	13
TRASH-PICK UP	2

TRESPASSING	9
VANDALISM	2
VEHICLE ACCIDENT	8
WATER LEAK	12
WELFARE CHECK	3
Total	256





**INCIDENTS OF NOTE**  
**July 1-31, 2022**

**On July 24<sup>th</sup>, 2022 at approximately 00:15 hours, Vandalism/Reckless Driving.**

CSD security responded to several reports of a truck driving recklessly in the South. Several neighbors were awakened by the loud squealing wheels. CSD gate officer observed a white truck had left via the south gate and then immediately wanted to re-enter via the south gate, shortly after receiving the numerous calls of a reckless vehicle. CSD Gate Officer refused to let the vehicle into the community and formed the opinion the truck with the three males was involved in the original calls for service and they were possibly under the influence of alcohol.

The driver put his vehicle in reverse hit a sign and drove over the grass median area and fled W/B on Jackson. The truck fled to a resident's house in the Garden Community. CSD Security officer was on scene and witnessed (3) males exit the vehicle and hop a fence into the backyard. CSD security officer asked one of the males what they were doing, and he stated they lived there.

CSD Security monitored the area for several minutes and noticed that one of the males had removed the license plate from the vehicle they parked. SSD and CHP refused to respond since all parties were GOA.

On July 26<sup>th</sup>, CSD staff conducted a follow-up investigation and identified all parties involved. The male driver who does not live in RM was a guest of a Retreat resident. The other passenger lived in South RM. All were over 18 Years Old. The owners of the Retreat resident and their son who allowed the driver to enter came to CSD for an interview. During the interview with CSD staff, their son admitted that his friend drove recklessly and damaged RMA's grass and sign. The son denied that any party was under the influence, and they fled to their friend's house in the gardens because they believed CSD were police who would arrest them. The son stated his friend would be more than happy to pay for any damages.

## MEMORANDUM

Date: August 17, 2022  
To: Board of Directors  
From: Michael Fritschi, P.E. – Operations Director  
Subject: Operations Report

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**SB 170 Funded Projects** – An update of the SB 170 funded projects are as follows:

**Water Treatment Facility Sodium Hypochlorite Conversion** – The District recently met with HDR and discussed design alternatives. HDR will move the design to the 30% level and provide an opportunity to be reviewed by staff.

**Recycled Water Disinfection Project** – The District has sent out a new RFP to be returned by the end of August for design services for the Recycled Water Disinfection Upgrade at the wastewater treatment facility.

**Granlees Safety Improvements** – The preliminary analysis is waiting on some cultural resources' information and some mechanical cost estimates prior to finalization, after which the preliminary design will proceed to completion. After the preliminary design is complete, an RFP will be issued for design services.

### **Raw Water Storage & Delivery**

As of July 28, 2022, the total water stored between Clementia, Chesbro, and Calero totaled 3,723 acre-ft, 6% less (240 acre-ft) than in July 2021. Wastewater storage available for recycled water production as of July is at 210 acre-ft, a 21.5% increase over the same level from last year.

Algicide was added to Chesbro and Clementia in July to maintain water quality.

*Table 1. Raw Water and Wastewater Reservoir Storage comparisons 2022 to 2021 with **corrected Calero storage values***

	July 2022		July 2021		difference from 2021	%diff
	mgal	acre-ft	mgal	acre-ft		
<b>Clementia Storage</b>	275.4	810.7	302.6	850.0	-39.3	-4.6%
<b>Chesbro Storage</b>	336.0	1040.8	362.7	1105.5	-64.7	-5.9%
<b>Calero Storage</b>	601.7	1846.6	625.8	1920.4	-73.7	-3.8%
<b>Total of all Raw Water Reservoirs</b>	1213.1	3722.9	1291.0	3962.1	-239.2	-6.0%
<b>Wastewater Storage Reservoir available for production</b>	83.3	255.7	68.6	210.4	45.3	21.5%

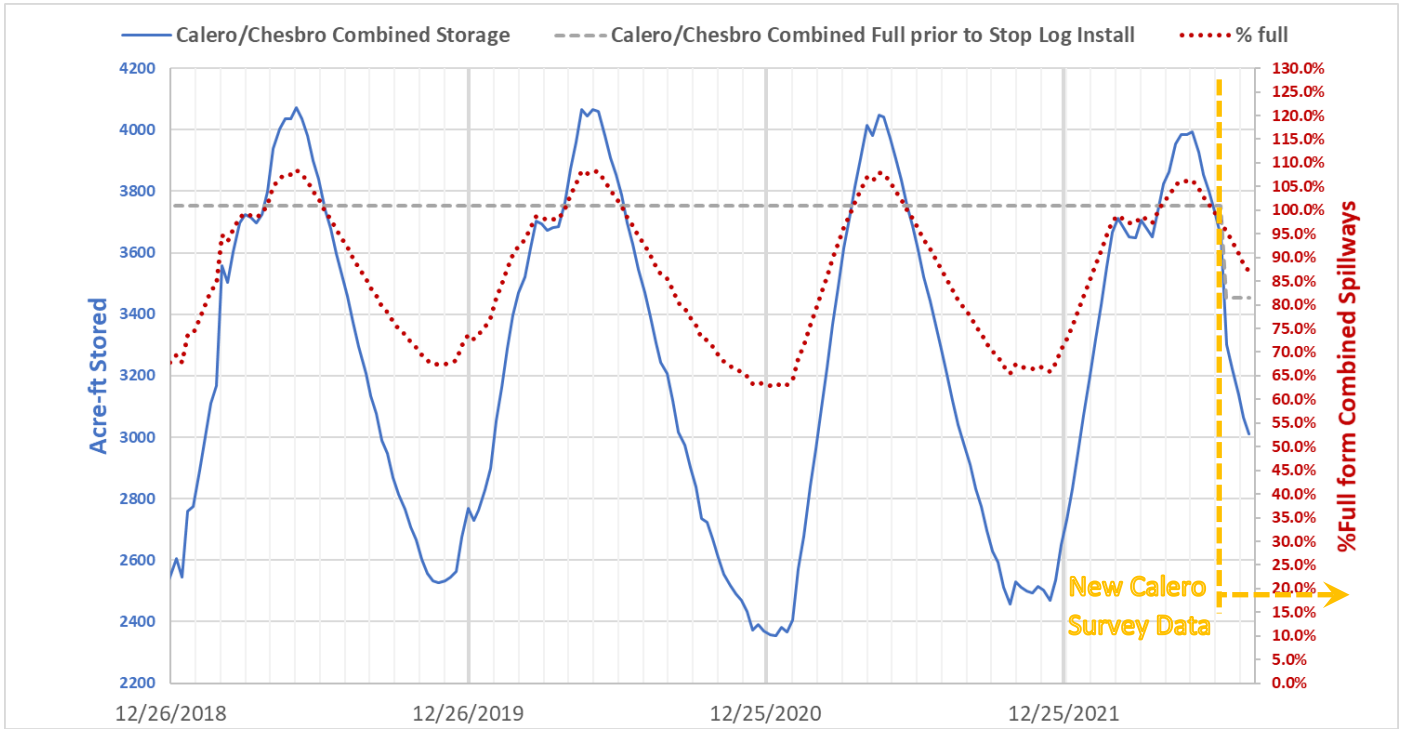


Figure 1. Storage Curve for Calero/Chesbro 2018 to Present (*The Historical Calero Storage Data prior to July 2022 has not been updated with the new stage storage curve at the time of this report*)

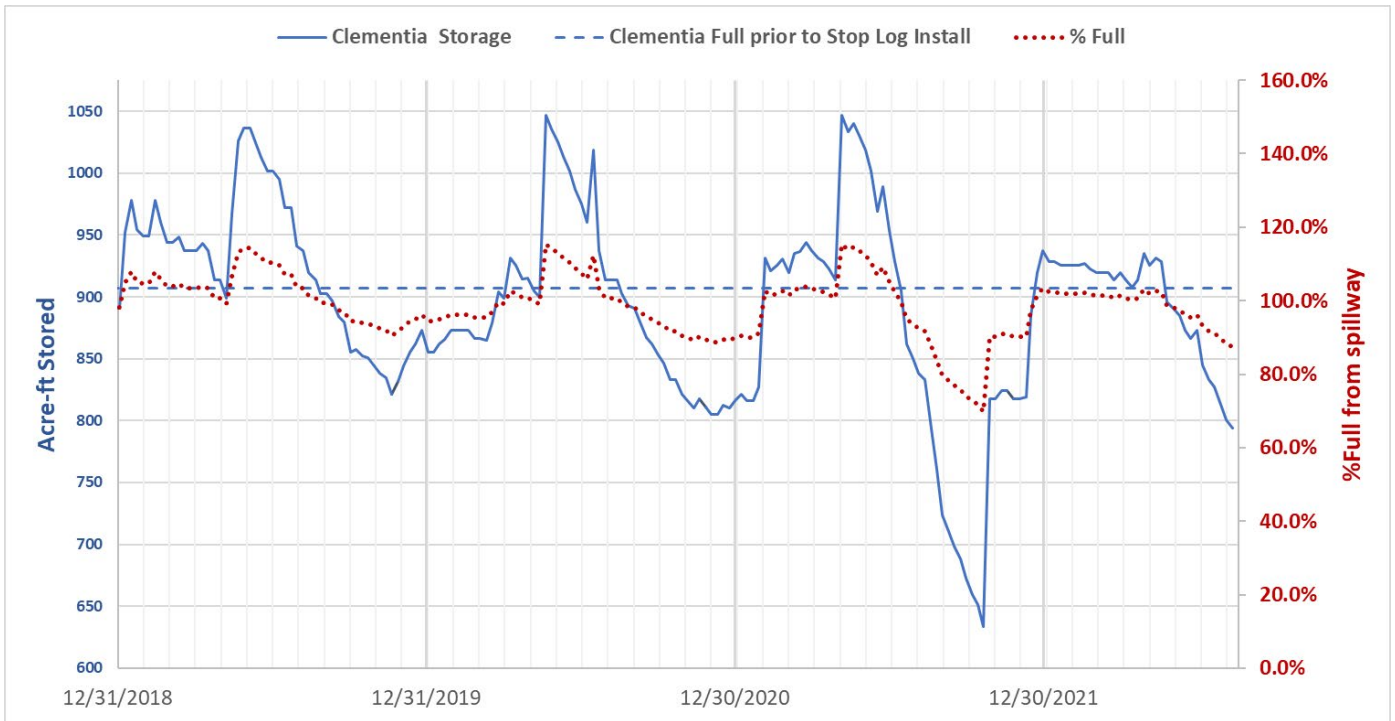
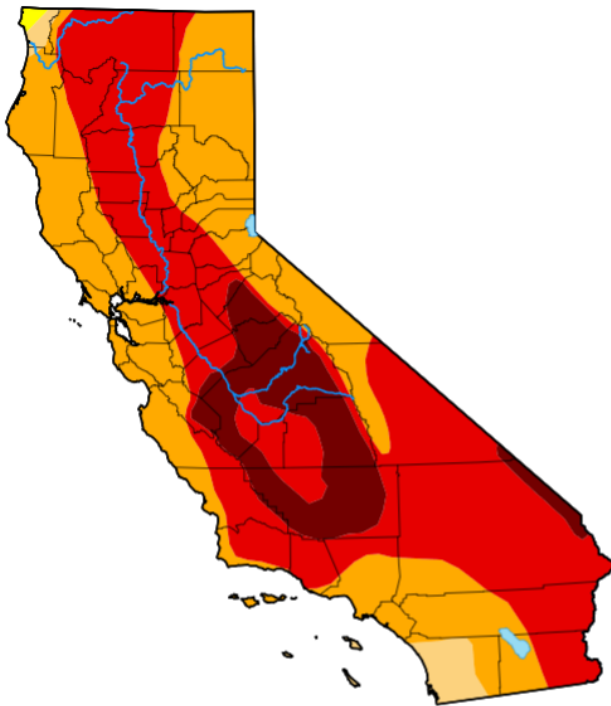


Figure 3. Storage Curve for Clementia 2018 to Present

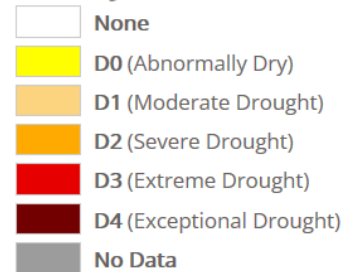
## California Drought Intensity



Map released: Thurs. July 28, 2022

Data valid: July 26, 2022 at 8 a.m. EDT

### Intensity



### Authors

United States and Puerto Rico Author(s):

**Curtis Riganti**, National Drought Mitigation Center

Pacific Islands and Virgin Islands Author(s):

**Ahira Sanchez-Lugo**, NOAA/NCEI

*The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. See accompanying **text summary** for forecast statements.*

### Water Conservation

The District has ordered 500 hydrometers and 2,000 toilet dye kits which will be advertised as free to Ratepayers and available at the District office. These hydrometer tools can assist our residents in preventing overwatering and the toilet dye kits can help identify leakage in toilet tanks.

### Water Consumption

As of July 31, cumulative potable water production for the year totaled 306 million gallons, 22 million gallons (7%) lower than the same use period in 2021. Potable water use was evaluated for 2021, and 2022 against the 15% reduction of 2020 use that was previously requested by the Governor of California (See table 2 below). According to the table, cumulative production is currently 16% higher than the requested 15% reduction of the 2020 production.

Table 2. Cumulative District Water production by Month for 2021 and 2022 compared to Cumulative 15% Reduction of 2020 use in **units of Million Gallons**.

	january	february	march	april	may	june	july	august	september	october	november	december	Total Annual
<b>2020 Production</b>	21.29	29.00	31.28	34.72	50.04	63.95	71.75	73.78	64.39	57.05	37.87	29.58	564.70
2020 Cumulative Production	21.29	50.29	81.57	116.28	166.32	230.27	302.02	375.80	440.19	497.24	535.11	564.70	
<b>15% Reduction of 2020</b>	<b>18.10</b>	<b>24.65</b>	<b>26.59</b>	<b>29.51</b>	<b>42.53</b>	<b>54.36</b>	<b>60.99</b>	<b>62.71</b>	<b>54.73</b>	<b>48.50</b>	<b>32.19</b>	<b>25.14</b>	<b>479.99</b>
Cummulative 15%-2020 Reduction	18.10	42.74	69.33	98.84	141.37	195.73	256.72	319.43	374.16	422.65	454.85	479.99	
<b>2021 Production</b>	24.11	21.14	29.68	46.29	62.54	68.86	76.00	73.78	66.03	48.66	25.79	22.71	565.59
%increase/%decrease from Cummulative 15%-2020 Reduction	33%	6%	8%	23%	30%	29%	28%	26%	25%	22%	19%	18%	
2021 Cummulative Production	24.11	45.25	74.93	121.23	183.76	252.62	328.63	402.40	468.43	517.09	542.88	565.59	
<b>2022 Production</b>	23.48	27.85	36.09	34.85	51.97	64.04	68.07						
%increase/%decrease from Cummulative 15%-2020 Reduction	23%	17%	21%	19%	19%	18%	16%						
<b>2022 Cummulative Production</b>	23.48	51.34	87.43	122.28	174.24	238.28	306.35						

The updated residential gallons per capita per day for May, June, & July is not included in this report as the residential water use data was not available at the time of the report preparation. The prior months data is shown below.

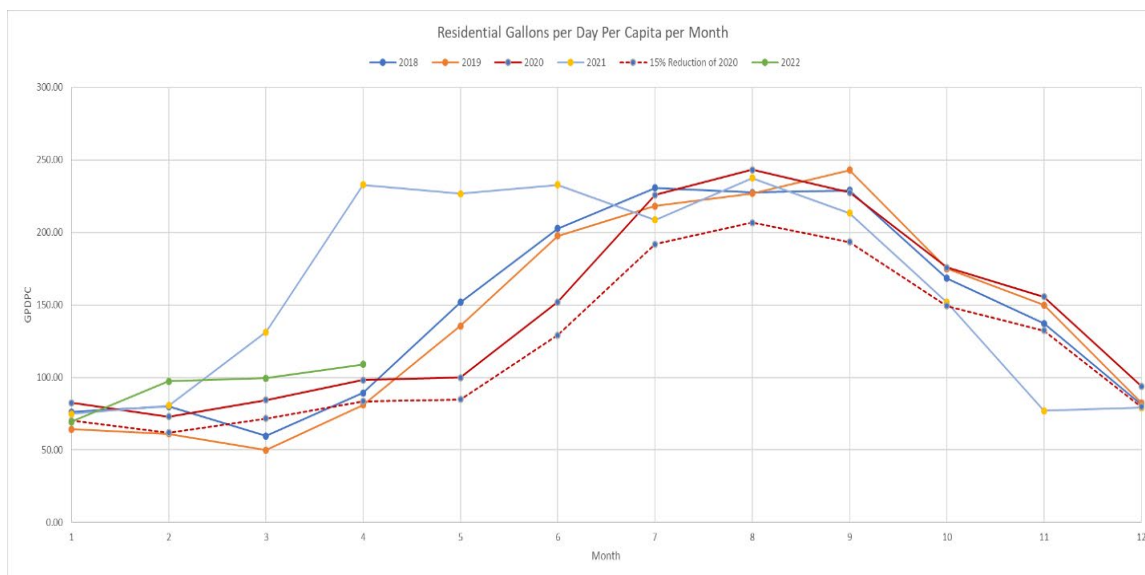


Figure 4. Monthly 2018, 2019, 2020, 2021, 2022 and Governor previously Requested 15% GPDPc reduction of 2020

## **Infrastructure**

### **Lift 6a**

Lift station 6a was previously operating with a temporarily installed emergency pump. The District has received and installed the 3-phase replacement pumps and the replacement VFDs and is testing the pumps.

### **Lift 3B**

Lift Station 3B has previously experienced a pump failure. The District has repaired the single-phase pump to regain redundancy while the District sizes adequate (3-phase) replacement pumps. This 3-phase replacement project was previously foreseen and included in the current fiscal year CIP. Staff will be receiving quotes soon for the replacement pumps, VFD, and labor to prepare the lift station for the new pumps. Staff intend to move forward with the pump replacement project pending Board CIP approval.

### **Recycled Water**

The Lake 11 Recycled water spill prevention design contract has been awarded and the District Engineer is nearing completion of the initial design. The District had an additional spill at the same location on the 10<sup>th</sup> of August. The second leak was due to a combination of deteriorated pipe around the installed plug and a higher operating level in Lake 11. Operations staff were able to place sandbags and have the County Club lower the lake level to where the infiltration subsided. The District submitted a second spill report with the regional water quality control board and the Office of Emergency Services.

The District has televised the length of the 55-inch storm drain and has determined that there is extensive damage past the plug that could also potentially receive infiltration from lake 11. The District will evaluate an alternative to slip lining the damaged pipe section that would result in a re-routing of the 55-inch section. A cost comparison of the repair/replace alternatives will be evaluated against the relative risks with the assistance of the District Engineer.

The District will be accelerating the design and construction schedule considering the second leak and the resulting conversation with the Regional Board. The District has met with the Country Club and has formally requested that the Country Club maintain the level of Lake 11 at the previous marked (lower) elevation until the project can be completed.

**Rio Oso Pump Replacement Update** – The Rio Oso pumps were scheduled for replacement last fiscal year. The District has received the new pumps but did not yet receive the new flex couplers. The District is scheduled to receive the flex couplers for the replacement pumps on August 12<sup>th</sup>.

The District has also received a quote for \$53,146 for the variable frequency drive (VFD) replacement for both pumps. It has been stated that the (2) VFDs for the Rio Oso pumps have surpassed their useful life by 5 years and that it would be wise to replace the VFD's sooner than later.

After receiving the flex couplers, the District will move forward with the pump replacement regardless of the status of the VFD's. The District will be quoted soon on a price to install the new pumps. After the initial pump replacement, it is planned to investigate the future modifications of the station to address permanent pump housing, piping modifications, pressure absorption, and a third pump scenario.

### **Water Treatment Facility**

Water Treatment Facility #1 and plant 2 are in operation and are currently producing potable water at a rate of 2.75 mgd.

### **Integrated Water Master Plan**

Staff have released an RFP for an update of the District Integrated Water Master plan. The Integrated Water Master Plan will provide support information as the District moves forward with the future Water Supply Assessment. The Master Plan will contain the information required from the Urban Water Management Plan, which will be a future requirement of the District when the District reaches 3,000 connections and becomes an Urban Water Supplier.

### **Minor Change to Permit 16762**

The District is investigating the filing of what is termed a "minor change" to the District water permit 16762 (the main water right) to allow the District to provide potable or non-potable water to the Sacramento Tree Foundation to be used at a location outside of the District boundary which is currently forbidden under the permit.

### **Calero Stage Storage Curve**

Adkins Engineering has provided quotes to perform a bathymetric survey on Reservoir Chesbro for \$18,000 and Reservoir Clementia for \$22,000. The survey would also provide updated stage storage curves. The District has contacted Solitude and Meridian Survey to try and get competitive quotes.

### **Laguna Joaquin – No Update**

**Lost Lake** – The District has performed some weed removal and is in the process of repairing the aeration system. The District is also getting a quote from Solitude Lake Management to remove primrose and duckweed from the water body.

**Weed Removal** – The District is contracting with Intergrazers to begin weed removal via goat herds around the District drainage networks. The contract is for \$12,000 and will supply (2) herds for 30 days of grazing.

### **Utility Crew Report July 2022 – Ron Greenfield**

- 1) The Utilities staff worked with only 50% of their normal operating staff for the first two weeks of July and then 75% staff for the rest of the month. Work is prioritized as to the severity and importance for safety and water leaks for the time being.
- 2) Utility star work order, we had 15 utility star work orders completed. Utility Star work orders are for final reads, rebates, meter swaps request, issues with homeowner water usage concerns and are doing water shut offs once again.

- 3) Three field markings for 811 USA locates completed.
- 4) Homeowner calls, two homeowners called for water related problems.
- 5) We had seven water leaks in the month of July with six having new service lines installed and three of the six requiring trenching from the main to meter box to install new service lines and one service line being repaired because it didn't require digging into asphalt.
- 6) Six valves exercised and approximately 5,000 gallons of water flushed through fire hydrants and or a blow-off in the month of July.
- 7) No meters were replaced or installed this month
- 8) Raw water line from Lake Clementia to CIA ditch has a leaking valve by the CIA ditch up stream valve is closed off to prevent leak until repairs can be made. This is on the list for repair.
- 9) Drainage this month has stayed the same, with the shortage of utility staff and summer help drainage weed cutting has not started but we are contracting with a goat header coming in and taking care of the weed growth that occurs in the drainage ditches due to over watering of landscape and water run-off. Goats are expected to be on site by August 15 or 16.
- 10) As of now we have planned for August:
  - a) We have four water leaks to take care of.
  - b) Video inspect Lake 11 outfall pipe.
  - c) Work with goat herder on drainage ditches to be cleaned.
  - d) Remove more vegetation from basin #5 (Lost Lake).
  - e) Ron off for backflow class and training August 24 through 26.

## **Development**

**Riverview** Developer has completed the block wall and headwalls for the 36-inch and 24-inch outlets for the crossing at Bird Loop. Framing has continued for the model homes on Mamba Court. The District has provided comments for the Phase 1A Record Drawings.

**Retreats** All water and sewer mains have been installed. The Developer is pre-testing the pressure on the water mains. The dry utilities are being installed. At the last board meeting the word "mothball" was used to explain the separation of the East from the North Retreats development. Mothball was a somewhat inaccurate way to describe what will be happening with the North portion of the project. KHov's engineer has been asked to separate North from East and finalize the East's Final Map so that the homes that are sold can close escrow. The final map creates the parcel that will become the homesites/lots within the subdivision. The North has fallen behind in having the "Models and Sales Office" because of the blasting and rock removal that Teichert ran into on the lots surrounding the models (Lots 3 and 4). KHov feels that the "mothball" comment is being interpreted as if they are shutting down the construction progress on the North. They are going as quickly as the conditions have allowed them to get all of the lots, utilities and ultimately the paving in, before the winter.

**Circle K/Shell** Plumbing inspection has been completed by the County. The Developer plans to potentially have the new station open by Thanksgiving.



**Murieta Gardens Lot 2 (Tractor Supply)** The District attended the preconstruction meeting on August 8, 2022. Veerkamp will be the onsite contractor.

**Murieta Gardens Pet Hospital (Lot 12) & Murieta PDF Office (Lot 10)** – No update

# Rancho Murieta Community Services District

**September 2022**

## Board/Committee Meeting Schedule

**September 1, 2022**

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

**September 6, 2022**

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

**September 21, 2022**

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



Alejandra Narvaez Mendoza  
3771 Edington Drive  
Rancho Cordova, CA 95742  
July 26, 2022

Paula O'Keefe and Board of Directors  
Director of Admin  
RMCS D  
15160 Jackson Rd,  
Rancho Murieta, CA 95683


Dear Paula O'Keefe and Board of Directors :

Please accept this as my official notice of resignation. As you know, over the last six months, we had many different opinions regarding the processes, work assignments, training and goals. During my exit interview, I explained all the issues that the company needs to work on. Our conflict has affected my ability to continue to grow in this public sector. The morale is affecting the goals I wanted to achieve. It has left me feeling uncertain about the future of this company. You and I will not be able to resolve the differences with management and leadership of this company, therefore I feel that resigning is the best option for me, and of course for other personal reasons.

I would like to say that I've been very generous on training Tawanda Mitchell for a month, not a lot of employees do that kind of gesture. It's too sad that RMCS D don't value their employees.

My last day at RMCS D will be August 26, 2022. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor. I want to wish everyone at Rancho Murieta CSD the best of luck for the future.

Sincerely,



Alejandra Narvaez Mendoza

## MEMORANDUM

Date: July 26, 2022  
To: Board of Directors  
From: Paula O'Keefe, Director of Administration  
Subject: Adopt the FY 2022-23 Budget and CIP

---

### RECOMMENDED ACTION

Staff request the Board adopt the FY 2022-23 Budget and CIP.

### BACKGROUND

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

For Fiscal Year 2022-23, the Prop 218 budget notification took place on March 30, 2022, at a Special Board meeting. After the initial presentation of the Prop 218 budget on March 30, 2022, the District received 1,382 letters in objection to the rate increase on or before the deadline of June 1, 2022. In response, district staff reworked the budget and reverted the utility rates (with the exception of Measure J and K taxes) to maintain the rates set in FY 2021-22.

The total proposed revenue budget is \$8,291,671, which is an overall increase of \$274,283, or 3% more than FY 2021-22 year end projections. Due to the successful Prop 218 protest, the District re-evaluated all residential and commercial rate usage and reserve contributions to determine the District's overall ability to fund capital improvement projects and increasing expenditure costs due to inflation. Using the zero-based budgeting method, considerations were taken to offset costs relating to the addition of two Accounting Technician positions, funding a previously unfunded Patrol Officer position, scheduled salary increases for existing staff, rising maintenance and repairs costs, a significant increase in solid waste operations and increased costs associated with general liability, risk management and PERS. The District has reworked the budget to present a more conservative effort to offset expenses throughout each fund, decreased the Security salary burden by freezing the Security Sergeant position for the full fiscal year and postponing the hiring of the Accounting Manager and Accountant. The total proposed expenditure budget is \$8,144,683, which is an increase of \$392,402, or -5% over the previous fiscal year end projections.

### *Budget Overview*

A sample bill and draft budget summaries for each fund are attached to assist in reviewing this draft of the FY2022-23 budget. The proposed budget results in a 0.34% increase, or \$0.73 per month, on the average monthly bill for a residential metered lot, which represents the 2% increase in Security and Drainage tax.

### REVENUE ASSUMPTIONS USED IN THIS PROPOSED BUDGET

1. Sacramento County property tax allocation is projected to increase using the same appraisal values from 2021 to 2022 for home sales.
2. Water consumption is projected to decrease over the calendar year FY 2021-22 demands due to Governor Gavin Newsom's calls for drought restrictions.

3. Reserve contributions required to cover increasing deferred maintenance costs, repairs and aging infrastructure will remain the same as FY 2021-22.
4. Water and Sewer rates will remain the same as FY 2021-22 for residential metered lots, Murieta Gardens II and Village residents.
5. Solid Waste rates will remain the same as FY 2021-22 for all sized containers.
6. Drainage and Security rates are increased by the legal maximum of 2%.

## **BUDGET EXPENSE ASSUMPTIONS**

### General Assumptions

1. Unrepresented salary increase pool of \$30,000.
2. Represented salary range increase of 3.5% annually over three years as prescribed by the new MOU effective January 1, 2021. Most represented staff also receive a 5% annual increase based on performance objectives through the annual review process.
3. Estimated health insurance premium increase of 12%.
4. Increase of 9% in Solid Waste contract to include a new Organics Waste recycling fee beginning January 1, 2023.
5. Increased costs of professional services due to shifting cost from reserves to operational budgets.
6. Annual contribution to OPEB Trust budget for \$185,000.
7. 17% overall increase in Risk Management costs: 21% increase in General Insurance, 10% increase in Workers' Compensation, costs spread across all funds.
8. Increased Unfunded Accrued Liability (UAL) PERS pension obligation.

### *Administration*

The Administration property tax allocations are being used to subsidize all funds this current Fiscal Year. Because of the successful Prop 218 protest, the District is carrying over the rates for fee-based services which include; Sewer, Water & Solid Waste, from FY 2021-22. The inability to raise rates to cover rising inflationary costs has created a deficit in all funds, with the exception of the Water fund. The District reduced operational expenses across the board to ensure the minimum amount of property tax needed to subsidize the Enterprise and Special tax funds. The property tax subsidies will bring Wastewater, Solid Waste, Drainage and Security funds whole.

Administration revenues are projected to be 1% higher than the previous year, primarily due to increased property taxes. Property tax allocations are increasing slightly based on the limited increase in the development of new homes and the increase in property assessment values as existing homes are sold.

Expenditures are projected to come in 2% less than the previous year based on the reallocation of insurance and risk management costs and a reduction in additional professional services costs. 100% of Administration operations are allocated to other funds based on the Cost Allocation Plan (CAP). The CAP identifies the specific percentages of support for the enterprise funds and allocates all direct (salaries), and indirect costs (materials, supplies, software expenses, etc.) to each of these funds based on various criteria, including the area of benefit and level of support.

## *Water*

The Water fund revenues are the most significant revenue source for the District. Water revenues are comprised of Residential and Commercial sales and other sources of revenue, including interest income, installation and inspection fees, and late charges. The District projects a total of \$2,905,332, or a 9% increase over prior year end projections. This increase includes a correction to the average water usage to provide a more accurate projection and includes new housing and commercial developments, while also taking water restrictions into consideration. The original Prop 218 notice included a five-year strategy to increase reserve contributions to 60% funding across all funds, however, due to the success of the Prop 218 protest, the District will continue collecting the same reserve contributions as FY 2021-22 in the amount of \$14 per month.

Water expenses are also projected at \$2,076,091 to decrease 8% over prior year projections. While operational costs have increased due to inflation, the Water fund expenditures have been cut significantly in order to mitigate an operational deficit. In order to mitigate increased costs, the District will continue to work with the operations staff and vendors to ensure projects and orders are within budgetary restrictions and monitor expenses closely to determine cost savings throughout the year to potentially reduce the projected shortfall. Considerations include reallocation of salaries in Water Administration, MOU increases, fuel and chemical costs and the Administration cost allocation.

With all the necessary expenditures cuts to ensure a balanced fund at the end of the fiscal year, the District will not need to utilize property tax funds to offset a deficit, rather, the fund projects to end with a slight surplus of \$84,983.

## *Sewer*

Sewer revenues are projected to increase 3% overall, based on the potential for additional new homes built throughout the fiscal year. The reserve contributions will remain at FY 2021-22 rate of \$14 per month.

Expenditures are also expected to decrease by 2%. Costs of treatment and day-to-day operational expenses have increased largely due to the current economic climate. Costs in maintenance and repairs have also increased largely due to inflation, however District staff have made significant operational cuts to offset a large shortfall. The Sewer fund will receive a Property Tax subsidy from the Administration fund to cover the expected shortfall of approximately \$159,651. Staff will continue to work directly with vendors to ensure cost containment strategies while supplying District operation staff with the necessary tools and equipment to continue providing superior sewer services.

## *Drainage*

The Drainage fund revenues are subsidized by property tax revenues. This subsidy is necessary as the fund does not collect enough revenue to cover its full cost of operations, including the annual 2% CPI increase allowed through Measure K. This increase is not subject to the Prop 218 approval requirement. Currently, the Drainage revenues are projected 2% more than the prior year end projections, at \$240,644. Drainage revenues are comprised of residential and commercial sales and do not collect a reserve fee through the utility billing.

Expenditures are expected to increase 32%, for a total of \$247,781, primarily due to the redistribution of the pooled general liability costs across all of the funds and a slight increase to the Administration cost allocation, leaving the projected shortfall of \$89,783, to be subsidized from the Administration fund property tax allocation. Additionally, Drainage is expected to increase costs over the next few years due to deferred maintenance and aging infrastructure.

### *Solid Waste*

The District contracts with California Waste Management and collects revenues to offset the cost of the contract with the vendor. The annual contract increase went from \$878,876 in the prior year to \$961,093, a difference of \$82,217 or 9% over the previous year. The 9% also includes a new Organics Waste recycling fee set to begin January 1, 2023. In order to offset rising Cal-Waste costs, the District eliminated the free bulk waste pickups that serve about 600 residents annually. This achieves a monthly cost saving for the District of slightly over \$3 per residence. However, Organics Waste costs, other cost increases and Administration allocation has created a projected deficit of \$110,975. The District will offset this deficit with the use of property tax funds to balance the fund.

### *Security*

Annual revenues are expected to decrease 9%, primarily due to the fluctuation of late fees & penalties, while taking new residential and commercial developments into consideration. Because Measure J taxes and annual 2% CPI adjustment do not cover the full cost of operations, the Security fund is also subsidized with the District's property tax allocations. Because of the need to use property taxes to subsidize the enterprise funds and Drainage, this year's property tax allocation is \$414,591 to balance out the fund.

Annual expenditures are expected to decrease by 7%, in part, because the District has chosen to freeze the Security Sergeant to contain costs, in addition to reducing expenses in other areas to mitigate the shortfall. Even though the current economy has significant inflationary impacts, the District has significantly cut operations expenses to ensure the Security fund is balanced at the end of the fiscal year. These cuts include the frozen Sergeant position, reductions in temporary staffing and contracting, training and Sheriff assistance for special events. District staff will continue to monitor expenses throughout the fiscal year and will provide the Board with future solutions to bridge the funding gap.

### *CIP*

District Administration and Operations staff reviewed the Association Reserve infrastructure list and determined which projects to prioritize based on funding and staff capacity. All FY 2021-22 projects, with the exception of the following projects were completed in the FY 2021-22:

- 22-09-04 Administration ERP Implementation and Project Manager
- 22-03-01 Rio Oso Pump Replacement
- 22-06-02 Reynosa 6-inch sewer
- 22-07-02 Automate East and West DAF valves

Projects 22-03-01 and 22-07-02 were cancelled by the Operations team. Project 22-03-01 was partially completed for FY 2021-22 and requires an additional appropriation to complete the project in full and will be carried over into FY 2022-23. CIP# 22-09-04 was initiated in FY 2021-22, however it was not completed. Staff expect to have the project partially implemented in FY 2022-23.

FY 2022-23 CIP includes several projects that are partially funded through state funding received in FY 2021-22; 23-07-01, 23-10-01 and 23-14-02. These projects were approved in FY 2021-22 and will need a new appropriation for the upcoming FY 2022-23.

### **SUMMARY**

Staff is recommending the Board formally adopt the Budget and CIP at the second reading on August 17, 2022.

## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Average Monthly Customer Bill							
<i>Residential Metered Lot</i>				Current Monthly Rates July 1, 2021	Proposed Monthly Rates July 1, 2022	\$ Change	% Change
<b>Water</b> <span style="float: right;"><i>Average Usage in CF</i></span>				<b>1,426</b>	<b>1,426</b>		
	Residential Base (excluding reserves)		\$38.73	\$38.73	\$0.00	0.0%	
	Reserve Contribution		14.00	14.00	-	0.0%	
	<b>Total Residential Base</b>		<b>\$52.73</b>	<b>\$52.73</b>	<b>\$0.00</b>	<b>0.0%</b>	
rate	Water Usage \$2.17 per 100 cubic foot		30.94				
new rate	Water Usage \$2.17 per 100 cubic foot			<b>30.94</b>	-	0.0%	
	<b>Total Water</b>		\$83.67	\$83.67	\$0.00	0.0%	
	<b>WTP Debt Service Charge (interfund borrowing)</b>		6.00	6.00	-	0.0%	
<b>Sewer</b>							
	Residential Base (excluding reserves)		46.26	46.26	-	0.0%	
	Reserve Contribution		14.00	14.00	-	0.0%	
	<b>Total Residential Base</b>		60.26	\$60.26	\$0.00	0.0%	
	<b>Solid Waste (avg. 64 Gallon Container)</b>		27.82	27.82	-	0.0%	
	<b>Organic Waste Charge (effective 1/1/23)</b>		-	-	-	0.0%	
	<b>Security Tax (Maximum Tax Ceiling \$31.54)</b>		30.93	31.54	0.62	2.0%	
	<b>Drainage Tax (Maximum Tax Ceiling \$5.53)</b>		5.43	5.53	0.11	2.0%	
	<b>Total RMCS D Bill</b>		<b>\$214.10</b>	<b>\$214.83</b>	<b>\$0.73</b>	<b>0.34%</b>	

Average Monthly Customer Bill							
<i>Murieta Village &amp; Murieta Gardens II</i>				Current Monthly Rates July 1, 2021	Proposed Monthly Rates July 1, 2022	\$ Change	% Change
<b>Water</b> <span style="float: right;"><i>Average Usage in CF</i></span>				<b>418</b>	<b>418</b>		
	Residential Base		\$38.73	\$38.73	\$0.00	0.0%	
	Reserve Contribution		14.00	14.00	-	0.0%	
	<b>Total Residential Base</b>		<b>\$52.73</b>	<b>\$52.73</b>	<b>\$0.00</b>	<b>0.0%</b>	
old rate	Water Usage \$2.17 per 100 cubic foot		9.07				
new rate	Water Usage \$2.17 per 100 cubic foot			<b>9.07</b>	-	0.0%	
	<b>Total Water</b>		\$61.80	\$61.80	\$0.00	0.0%	
	<b>*WTP Debt Service Charge (interfund borrowing)</b>		6.00	6.00	-	0.0%	
<b>Sewer</b>							
	Residential Base (excluding reserves)		46.26	46.26	-	0.0%	
	Reserve Contribution		14.00	14.00	-	0.0%	
	<b>Total Residential Base</b>		\$ 60.26	\$ 60.26	\$ -	0.0%	
	<b>Solid Waste (avg. 38 Gallon Container)</b>		23.42	23.42	-	0.0%	
	<b>Organic Waste Charge (effective 1/1/23)</b>		-	-	-	100.0%	
	<b>Security Tax (Maximum Tax Ceiling \$7.61)</b>		7.46	7.61	0.15	2.0%	
	<b>Drainage Tax (Maximum Tax Ceiling \$3.70)</b>		3.63	3.70	0.07	2.0%	
	<b>Total RMCS D Bill</b>		<b>\$ 162.56</b>	<b>\$ 162.79</b>	<b>\$ 0.22</b>	<b>0.14%</b>	

<i>Vacant or Unmetered Lot</i>							
	<b>Security Tax (Maximum Tax Ceiling \$24.75)</b>		\$24.27	\$24.75		2.0%	
**	<b>Water Standby</b> \$10.00 PER YEAR		\$0.83	\$0.83		0.0%	
**	<b>Sewer Standby</b> \$10.00 PER YEAR		\$0.83	\$0.83		0.0%	
	<b>Drainage Tax (Maximum Tax Ceiling \$5.53)</b>		\$5.43	5.53		2.0%	
			<b>\$31.36</b>	<b>\$31.95</b>			
	% Change over prior year			<b>1.88%</b>			
* This fee is not billed for the Murieta Gardens II properties due to not being part of the debt service customer base.							
** This fee is billed annually at \$10.00 and is shown as a monthly rate for comparison purposes only.							



**RESOLUTION NO. R2022-15**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
APPROVING THE BUDGET FOR FISCAL YEAR 2022-23**

**WHEREAS**, District departments have submitted estimates of budget requirements for Fiscal Year 2022-23 and those estimates have been reviewed by the General Manager and Finance Committee; and

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

**WHEREAS**, the Board of Directors has reviewed and considered the proposed budget for Fiscal Year 2022-23; and

**WHEREAS**, a public presentation and hearing were conducted for the budget for the Fiscal Year 2022-23 on June 1<sup>st</sup> at 2:00 p.m. in the Board Room at 15160 Jackson Road, Rancho Murieta, California.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that (1) the proposed budget for Fiscal Year 2022-23, as submitted by the District General Manager and as reviewed by the Board of Directors is a proper financial program for the budget period and constitutes the budget for 2022-23; and (2) the District's 2022-23 Budget is hereby adopted in the form as presented at this meeting and ordered filed with the County Auditor of Sacramento County in accordance with Sections 53901 and 61110 of the Government Code.

**INTRODUCED** by the Board of Directors on the 17<sup>th</sup> day of August 2022.

**PASSED AND ADOPTED** by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 17<sup>th</sup> day of August 2022, by the following roll call vote:

**AYES: Maybee, Jenco, Butler, Pohl**

**NOES: None**

**ABSENT: Merchant**

**ABSTAIN: None**

---

Timothy E. Maybee, President of the Board  
Rancho Murieta Community Services District

[SEAL]  
Attest:

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Amelia Wilder, District Secretary



# Rancho Murieta Community Services District

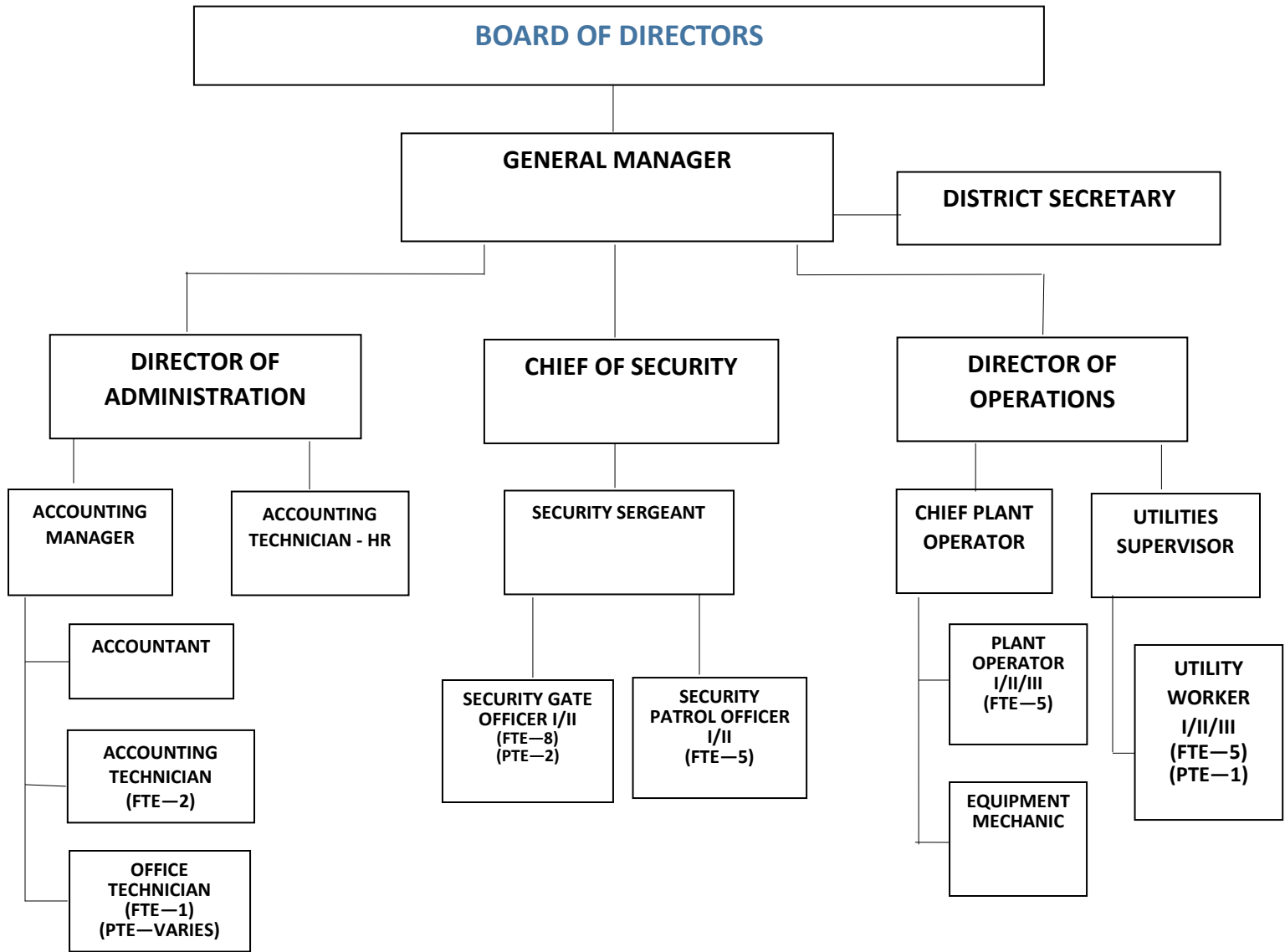


FY 2022-23

Proposed Budget



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT ORGANIZATIONAL CHART





**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**FY 2022-23 Proposed Budget**  
**Personnel Listing**

	FY 2019-20 Adopted	FY 2020-21 Adopted	FY 2021-22 Adopted	FY 2022-23 Proposed
<b>ADMINISTRATION</b>				
GENERAL MANAGER	1.0	1.0	1.0	1.0
DISTRICT SECRETARY	1.0	1.0	1.0	1.0
DIRECTOR OF ADMINISTRATION	1.0	1.0	1.0	1.0
CONTROLLER	1.0	1.0	0.0	0.0
ACCOUNTING SUPERVISOR	1.0	1.0	0.0	0.0
ACCOUNTING MANAGER	0.0	0.0	1.0	1.0
ACCOUNTANT	0.0	0.0	1.0	1.0
ACCOUNTING TECHNICIAN	0.0	0.0	3.0	3.0
ACCOUNTING ASSISTANT I/II	1.0	1.0	0.0	0.0
OFFICE TECHNICIAN	0.0	0.0	1.0	1.0
OFFICE ASSISTANT I/II	1.0	1.0	0.0	0.0
<b>SUBTOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>9.0</b>	<b>9.0</b>
<b>OPERATIONS</b>				
DIRECTOR OF OPERATIONS	1.0	1.0	1.0	1.0
CHIEF PLANT OPERATOR	1.0	1.0	1.0	1.0
PLANT OPERATOR I, II, III	4.0	4.0	4.0	4.0
EQUIPMENT MECHANIC	1.0	1.0	1.0	1.0
UTILITIES SUPERVISOR	1.0	1.0	1.0	1.0
UTILITY WORKER I, II, III	5.0	5.0	5.0	5.0
TEMP UTILITY WORKER	0.5	0.5	0.5	0.5
OPERATOR IN TRAINING	1.0	1.0	1.0	1.0
<b>SUBTOTAL</b>	<b>14.5</b>	<b>14.5</b>	<b>14.5</b>	<b>14.5</b>
<b>SECURITY</b>				
SECURITY SUPERVISOR	1.0	1.0	1.0	1.0
<i>SERGEANT - PATROL - FROZEN FOR FY2022-23</i>	<i>1.0</i>	<i>1.0</i>	<i>1.0</i>	<i>1.0</i>
PATROL OFFICER	5.0	5.0	5.0	5.0
GATE OFFICER	8.0	8.0	8.0	8.0
PART-TIME GATE OFFICER	2.0	2.0	2.0	2.0
<b>SUBTOTAL</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>	<b>17.0</b>
<b>TOTALS</b>	<b>38.5</b>	<b>38.5</b>	<b>40.5</b>	<b>40.5</b>



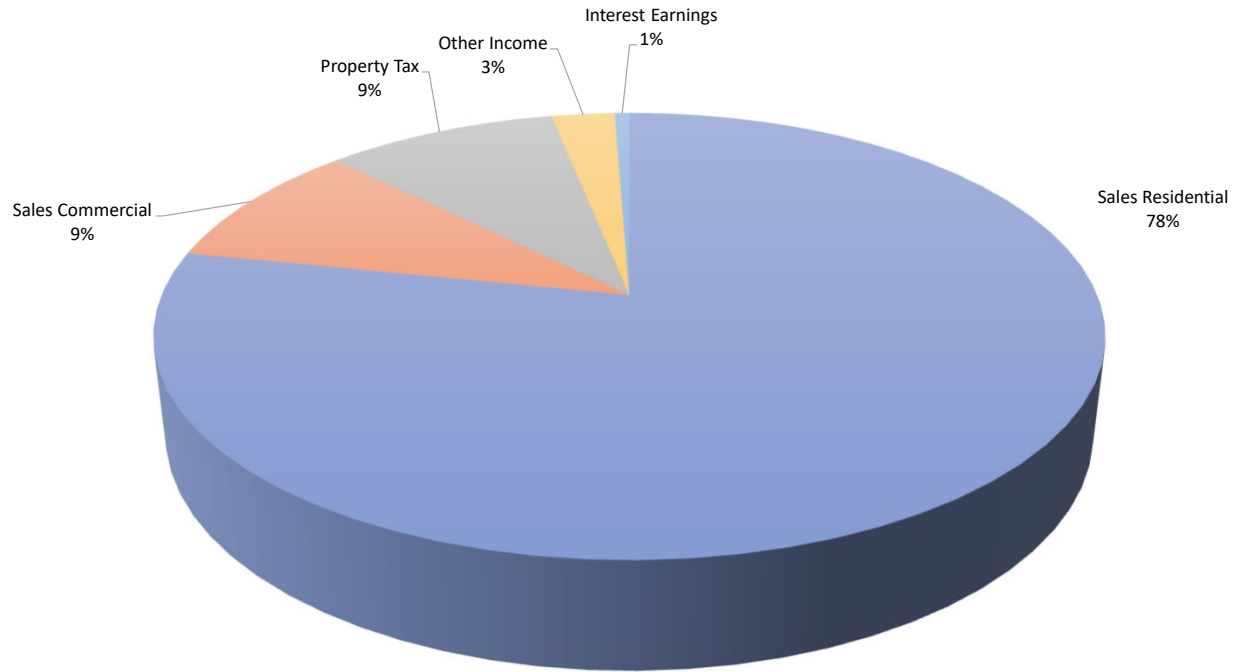
**RANCHO MURIETA CSD**  
**FY 2022-23 Proposed Budget**  
**Budget Summary**

	FY 2019-20 Actual	FY 2020-21 Unaudited	FY 2021-22 Projected Year End	% Budget Change	FY 2022-23 Proposed	% Budget Change
<b>Revenues</b>						
Administration	843,071	804,005	834,123	3.7%	817,450	-2%
Water	2,686,451	2,645,112	2,657,212	0.5%	2,905,332	9%
Sewer	1,671,504	1,540,870	1,647,416	6.9%	1,703,379	3%
Drainage	220,380	220,118	222,681	1.2%	240,644	8%
Solid Waste	725,222	753,273	1,010,340	34.1%	961,093	-5%
Security	1,396,374	1,470,397	1,645,615	11.9%	1,645,217	0%
<b>Total Revenues</b>	<b>7,543,000</b>	<b>7,433,776</b>	<b>8,017,388</b>	<b>7.9%</b>	<b>8,273,115</b>	<b>3%</b>
<b>Expenditures</b>						
Administration	1,626,915	1,621,544	1,952,026	20.4%	1,977,786	1%
Water	1,954,578	2,510,744	2,378,070	-5.3%	2,076,091	-13%
Sewer	1,950,063	1,350,841	1,400,419	3.7%	1,372,539	-2%
Drainage	213,189	182,212	206,805	13.5%	247,781	20%
Solid Waste	824,673	772,798	1,048,904	35.7%	1,032,280	-2%
Security	1,617,107	1,427,191	1,550,861	8.7%	1,438,206	-7%
<b>Total Operating Expenses</b>	<b>8,186,527</b>	<b>7,865,330</b>	<b>8,537,085</b>	<b>8.5%</b>	<b>8,144,683</b>	<b>-5%</b>
<b>Transfers</b>						
Transfer from 100 - Administration	(220,733)	(497,283)	(397,320)	-20.1%	(775,000)	95%
Transfer to 200 - Water	-	-	-	0.0%	-	0%
Transfer to 250 - Wastewater	-	-	-	0.0%	159,651	0%
Transfer to 260 - Drainage	-	24,853	32,848	32.2%	89,783	173%
Transfer to 400 - Solid Waste	-	-	-	0.0%	110,975	0%
Transfer to 500 - Security	220,733	472,430	364,472	-22.9%	414,591	14%
<b>Total Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Administration Allocation</b>						
Administration	-	(1,621,544)	(1,952,026)	20.4%	(1,977,786)	1%
Water	-	603,900	726,895	20.4%	744,258	2%
Sewer	-	402,143	484,187	20.4%	490,491	1%
Drainage	-	67,759	81,569	20.4%	82,646	1%
Solid Waste	-	32,107	38,650	20.4%	38,789	0%
Security	-	515,635	620,725	20.4%	621,602	0%
<b>Total Administration Allocation</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>
<b>Reserve Collections</b>						
Administration	-	-	-	-	-	-
Water	263,954	335,206	467,754	39.5%	468,854	0%
Sewer	230,796	235,348	494,295	110.0%	496,395	0%
Security	98,000	-	-	0.0%	-	0%
Drainage	66,000	-	-	0.0%	-	0%
<b>Total Reserve Collections</b>	<b>658,750</b>	<b>570,554</b>	<b>962,049</b>	<b>-69%</b>	<b>965,249</b>	<b>0%</b>
<b>Inter-fund Borrowing Repayment</b>						
Interfund Collection	188,221	212,199	212,199	0.0%	212,199	0%
Loan Repayment	211,127	187,905	187,905	0.0%	187,905	0%
<b>Interfund Loan Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0%</b>



**RANCHO MURIETA CSD**  
**FY 2022-23 Proposed Budget**  
**Revenue Summary**

**FY 2022-23 Proposed Revenues**



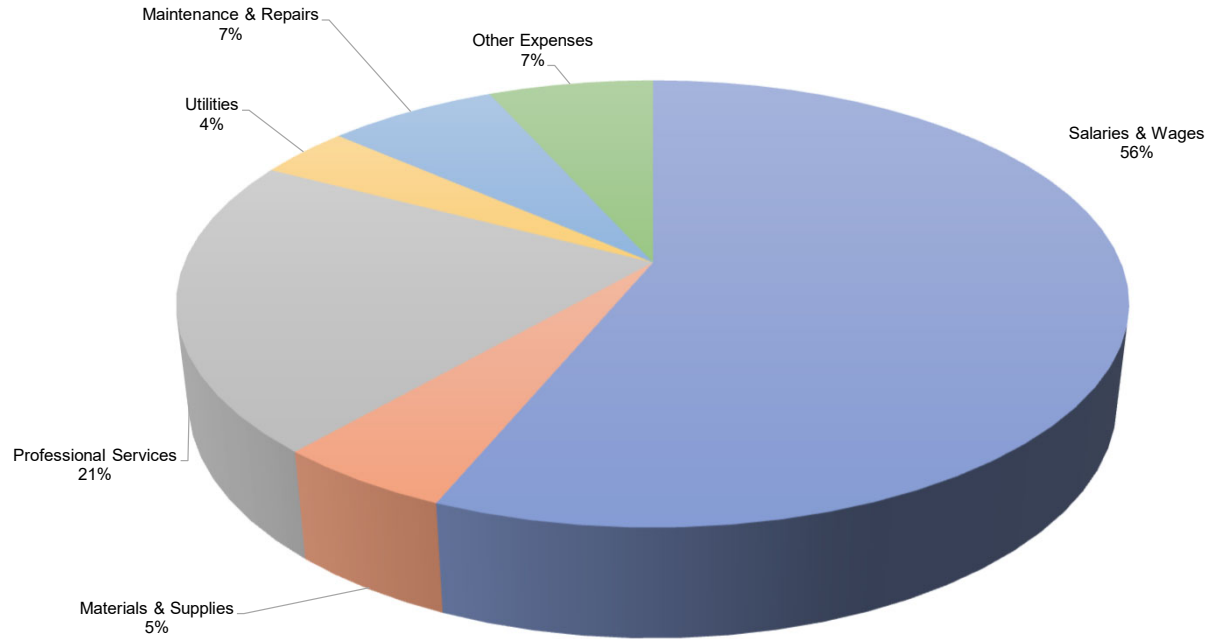
**FY 2022-23 Revenue Summary - All Funds**

<b>Category</b>	<b>Amount</b>
Sales Residential	6,470,917
Sales Commercial	765,678
Property Tax	775,000
Other Income	212,370
Interest Earnings	49,150
<b>Total</b>	<b><u>8,273,115</u></b>



**RANCHO MURIETA CSD**  
**FY 2022-23 Proposed Budget**  
**Expenditure Summary**

**FY 2022-23 Proposed Expenditures**



**FY 2021-22 Expenditure Summary - All Funds**

<b>Category</b>	<b>Amount</b>
Salaries & Wages	4,581,917
Materials & Supplies	419,018
Professional Services	1,734,528
Utilities	303,450
Maintenance & Repairs	560,878
Other Expenses	544,892
Capital Improvement	-
<b>Total</b>	<b><u>8,144,683</u></b>

**Rancho Murieta Community Services District  
Administration - Fund 100  
FY 2022-23 Budget**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		
	Audited Year End	Unaudited Year End	Year End Projections	Proposed Budget	Adopted Budget Vs. Year End Projection	
<b>Revenue</b>						
Property Tax	712,299	739,769	731,750	775,000	43,250	6%
Interest Income	2,673	515	2,369	450	(1,919)	-81%
Other Revenues	128,099	63,720	100,004	42,000	(58,004)	-58%
<b>TOTAL REVENUE</b>	<b>843,071</b>	<b>804,005</b>	<b>834,123</b>	<b>817,450</b>	<b>(16,673)</b>	<b>-2%</b>
<b>Expenditures</b>						
Salaries	736,634	842,574	955,083	948,800	(6,283)	-1%
Benefits	447,952	346,209	368,147	464,173	96,026	26%
Professional Services	327,695	315,663	475,166	460,663	(14,503)	-3%
Materials & Supplies	62,830	72,223	86,482	64,750	(21,732)	-25%
Other Expenses	51,804	44,874	67,149	39,400	(27,749)	-41%
<b>Subtotal Expenditures</b>	<b>1,626,915</b>	<b>1,621,544</b>	<b>1,952,026</b>	<b>1,977,786</b>	<b>25,760</b>	<b>1%</b>
<b>Transfers</b>						
Transfer Out - Water	-	-	-	-	-	-
Transfer Out - Wastewater	-	-	-	(159,651)	(159,651)	-
Transfer Out - Drainage	-	(24,853)	(32,848)	(89,783)	(56,935)	173%
Transfer Out - Solid Waste	-	-	-	(110,975)	(110,975)	-
Transfer Out - Security	(220,733)	(472,430)	(364,472)	(414,591)	(50,119)	14%
Transfer Out - Administration	(1,626,915)	(1,621,544)	(1,952,026)	(1,977,786)	(25,760)	1%
<b>Total Transfers</b>	<b>(1,847,648)</b>	<b>(2,118,827)</b>	<b>(2,349,346)</b>	<b>(2,752,786)</b>	<b>(403,440)</b>	<b>17%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,626,915</b>	<b>2,118,827</b>	<b>1,952,026</b>	<b>1,977,786</b>		
<b>Net Annual Activity</b>	<b>843,071</b>	<b>306,722</b>	<b>436,803</b>	<b>42,450</b>		
<b>Ending Balance</b>	<b>\$ 843,071</b>	<b>\$ 306,722</b>	<b>\$ 436,803</b>	<b>\$ 42,450</b>		



**Rancho Murieta Community Services District**  
**Water - Fund 200**  
**FY 2022-23 Budget**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		
	Audited Year End	Unaudited Year End	Year End Projections	Proposed Budget	Adopted Budget Vs. Year End Projection	
<b>Revenue</b>						
Residential Water Sales	2,179,144	2,322,077	2,266,405	2,490,075	223,670	10%
Commercial Water Sales	252,378	266,084	313,493	320,737	7,244	2%
Late Fees & Penalties	12,211	10,161	28,317	20,000	(8,317)	-29%
Other Sales	191,317	21,329	7,226	37,400	30,174	418%
Interest Income	3,284	1,054	315	3,800	3,485	1106%
Other Revenues	48,117	24,407	41,456	33,320	(8,136)	-20%
<b>Subtotal Revenue</b>	<b>2,686,451</b>	<b>2,645,112</b>	<b>2,657,212</b>	<b>2,905,332</b>	<b>248,120</b>	<b>9%</b>
<b>TOTAL REVENUE</b>	<b>2,686,451</b>	<b>2,645,112</b>	<b>2,657,212</b>	<b>2,905,332</b>	<b>248,120</b>	<b>9%</b>
<b>Expenditures - Administration</b>						
Salaries	78,967	463,225	436,973	131,210	(305,763)	-70%
Benefits	270,841	155,162	222,852	59,590	(163,262)	-73%
Professional Services	624,343	32,020	107,052	120,000	12,948	12%
Materials & Supplies	8,604	19,271	38,210	43,905	5,695	15%
Maintenance & Repairs	35,469	35,277	41,961	71,100	29,139	69%
Other Expenses	27,423	193,391	118,743	246,915	128,172	108%
<b>Subtotal Expenditures</b>	<b>1,045,646</b>	<b>898,346</b>	<b>965,790</b>	<b>672,720</b>	<b>(293,070)</b>	<b>-30%</b>
<b>Expenditures - Source of Supply</b>						
Salaries	20,021	18,344	9,821	24,442	14,621	149%
Benefits	8,966	8,705	6,143	11,919	5,776	94%
Professional Services	-	135,214	84,078	47,500	(36,578)	-44%
Materials & Supplies	5,247	5,103	-	17,500	17,500	-
Maintenance & Repairs	-	23,885	40,699	25,000	(15,699)	-39%
Utilities	89,648	184,016	100,288	87,450	(12,838)	-13%
Other Expenses	-	-	-	-	-	-
<b>Subtotal Expenditures</b>	<b>123,882</b>	<b>375,267</b>	<b>241,030</b>	<b>213,811</b>	<b>(27,219)</b>	<b>-11%</b>
<b>Expenditures - Water Treatment</b>						
Salaries	246,101	188,430	224,815	256,641	31,826	14%
Benefits	107,776	102,602	57,426	125,139	67,713	118%
Professional Services	-	-	2,573	-	(2,573)	-100%
Materials & Supplies	10,249	93,224	161,933	109,000	(52,933)	-33%
Maintenance & Repairs	-	198,407	156,803	85,000	(71,803)	-46%
Utilities	83,489	121,323	122,922	65,000	(57,922)	-47%
Other Expenses	-	3,363	1,448	3,500	2,052	142%
<b>Subtotal Expenditures</b>	<b>447,615</b>	<b>707,350</b>	<b>727,920</b>	<b>644,280</b>	<b>(83,640)</b>	<b>-11%</b>
<b>Expenditures - Transmission and Delivery</b>						
Salaries	203,881	196,159	156,154	256,641	100,487	64%
Benefits	89,774	97,264	46,992	125,139	78,147	166%
Professional Services	-	-	-	-	-	-
Materials & Supplies	-	60,470	45,350	41,500	(3,850)	-8%
Maintenance & Repairs	-	90,052	151,330	80,000	(71,330)	-47%
Utilities	43,780	84,379	42,754	42,000	(754)	-2%
Other Expenses	-	1,457	751	-	(751)	-100%
<b>Subtotal Expenditures</b>	<b>337,435</b>	<b>529,780</b>	<b>443,330</b>	<b>545,280</b>	<b>101,950</b>	<b>23%</b>
<b>Admin Allocation</b>						
Administration Expenses	-	603,900	726,895	744,258		
<b>Total Admin Expense</b>	<b>-</b>	<b>603,900</b>	<b>726,895</b>	<b>744,258</b>		
<b>TOTAL EXPENDITURES</b>	<b>1,954,578</b>	<b>3,114,644</b>	<b>3,104,965</b>	<b>2,820,349</b>		
<b>Net Annual Activity</b>	<b>731,873</b>	<b>(469,532)</b>	<b>(447,753)</b>	<b>84,983</b>		
<b>Ending Balance</b>	<b>\$ 731,873</b>	<b>\$ (469,532)</b>	<b>\$ (447,753)</b>	<b>\$ 84,983</b>		

**Rancho Murieta Community Services District**  
**Wastewater - Fund 250**  
**FY 2022-23 Budget**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		
	Audited Year End	Unaudited Year End	Year End Projections	Proposed Budget	Adopted Budget Vs. Year End Projection	
<b>Revenue</b>						
Residential Wastewater Sales	1,318,542	1,335,947	1,448,926	1,486,937	38,011	3%
Commercial Wastewater Sales	141,405	147,045	160,290	153,192	(7,098)	-4%
Late Fees & Penalties	12,211	10,161	28,317	18,000	(10,317)	-36%
Other Sales	2,184	2,184	2,184	2,250	66	3%
Interest Income	87,799	17,120	2,181	42,500	40,319	1848%
Other Revenues	109,362	28,413	5,517	500	(5,017)	-91%
<b>Subtotal Revenues</b>	<b>1,671,504</b>	<b>1,540,870</b>	<b>1,647,416</b>	<b>1,703,379</b>	<b>55,963</b>	<b>3%</b>
<b>Transfers</b>						
Property Tax Subsidy	-	-	-	159,651	159,651	
<b>Subtotal Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>159,651</b>	<b>159,651</b>	
<b>TOTAL REVENUE</b>	<b>1,671,504</b>	<b>1,540,870</b>	<b>1,647,416</b>	<b>1,863,030</b>	<b>215,614</b>	<b>13%</b>
<b>Expenditures - Administration</b>						
Salaries	47,867	39,178	72,264	73,326	1,062	1%
Benefits	331,243	262,416	170,772	34,650	(136,122)	-80%
Professional Services	394,278	21,694	61,049	47,000	(14,049)	-23%
Materials & Supplies	38,053	32,056	23,456	35,325	11,869	51%
Maintenance & Repairs	55,555	71,205	125,705	68,687	(57,018)	-45%
Other Expenses	148,872	109,343	126,781	159,876	33,095	26%
<b>Subtotal Expenditures</b>	<b>1,015,869</b>	<b>535,892</b>	<b>580,028</b>	<b>418,864</b>	<b>(161,164)</b>	<b>-28%</b>
<b>Expenditures - Collection</b>						
Salaries	140,866	54,528	61,327	171,094	109,767	179%
Benefits	62,782	11,919	8,973	80,850	71,877	801%
Professional Services	-	-	5,688	2,500	(3,188)	-56%
Materials & Supplies	2,369	91	10,969	2,500	(8,469)	-77%
Maintenance & Repairs	84,833	43,474	172,899	100,000	(72,899)	-42%
Utilities	38,625	68,842	45,305	64,000	18,695	41%
Other Expenses	-	38	582	600	18	3%
<b>Subtotal Expenditures</b>	<b>329,475</b>	<b>178,892</b>	<b>305,744</b>	<b>421,544</b>	<b>115,800</b>	<b>38%</b>
<b>Expenditures - Transmission and Delivery</b>						
Salaries	195,302	180,045	164,636	211,423	46,787	28%
Benefits	85,338	53,817	25,861	99,908	74,047	286%
Professional Services	1,154	4,001	1,119	1,200	81	7%
Materials & Supplies	54,619	77,414	68,804	76,000	7,196	10%
Maintenance & Repairs	122,530	122,202	199,366	98,000	(101,366)	-51%
Utilities	145,775	193,329	54,860	45,000	(9,860)	-18%
Other Expenses	-	5,250	-	600	600	-
<b>Subtotal Expenditures</b>	<b>604,719</b>	<b>636,058</b>	<b>514,646</b>	<b>532,131</b>	<b>17,485</b>	<b>3%</b>
<b>Admin Allocation</b>						
Administration Expenses	-	402,143	484,102	490,491	6,388	1%
<b>Total Admin Expense</b>	<b>-</b>	<b>402,143</b>	<b>484,102</b>	<b>490,491</b>	<b>6,388</b>	
<b>TOTAL EXPENDITURES</b>	<b>1,950,063</b>	<b>1,752,984</b>	<b>1,884,521</b>	<b>1,863,030</b>		
<b>Net Annual Activity</b>	<b>(278,559)</b>	<b>(212,114)</b>	<b>(237,105)</b>	<b>0</b>		
<b>Ending Balance</b>	<b>\$ (278,559)</b>	<b>\$ (212,114)</b>	<b>\$ (237,105)</b>	<b>0</b>		

**Rancho Murieta Community Services District**  
**Drainage - Fund 260**  
**FY 2022-23 Budget**

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>		
	<u>Audited Year End</u>	<u>Unaudited Year End</u>	<u>Year End Projection</u>	<u>Proposed Budget</u>	<u>Adopted Budget Vs. Year End Projection</u>	
<b>Revenue</b>						
Residential Sales	178,024	178,339	181,256	184,881	3,625	2%
Commercial Sales	32,352	40,490	54,669	55,762	1,093	2%
Interest Income	1,401	255	63	-	(63)	-100%
Other Revenues	8,602	6,034	-	-	-	-
<b>Subtotal Revenue</b>	<u>220,380</u>	<u>225,118</u>	<u>235,988</u>	<u>240,644</u>	<u>4,655</u>	2%
<b>Transfers</b>						
Property Tax Subsidy	-	24,853	32,848	89,783	56,935	173%
<b>Subtotal Subsidy</b>	<u>-</u>	<u>24,853</u>	<u>32,848</u>	<u>89,783</u>	<u>56,935</u>	173%
<b>TOTAL REVENUE</b>	<u><u>220,380</u></u>	<u><u>249,971</u></u>	<u><u>268,836</u></u>	<u><u>330,427</u></u>	<u><u>61,590</u></u>	23%
<b>Expenditures</b>						
Salaries	-	65,983	104,783	106,323	1,540	1%
Benefits	104,923	36,622	40,728	51,843	11,115	27%
Professional Services	4,692	28,738	25,654	41,477	15,823	62%
Materials & supplies	8,696	18,887	-	22,538	22,538	-
Maintenance & Repairs	15,412	24,439	9,035	12,100	3,065	34%
Other Expenses	11,482	7,543	7,067	13,500	6,433	91%
<b>Subtotal Expenditures</b>	<u>145,205</u>	<u>182,212</u>	<u>187,267</u>	<u>247,781</u>	<u>60,514</u>	32%
<b>Admin Allocation</b>						
Administration Expenses	67,984	67,759	81,569	82,646	1,076	1%
<b>Total Admin Expense</b>	<u>67,984</u>	<u>67,759</u>	<u>81,569</u>	<u>82,646</u>	<u>1,076</u>	1%
<b>TOTAL EXPENDITURES</b>	<u><u>213,189</u></u>	<u><u>249,971</u></u>	<u><u>268,836</u></u>	<u><u>330,427</u></u>	<u><u>61,591</u></u>	23%
<b>Net Annual Activity</b>	<u>7,191</u>	<u>0</u>	<u>0</u>	<u>0</u>		
<b>Ending Balance</b>	<u><u>\$ 7,191</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>	<u><u>\$ 0</u></u>		

**Rancho Murieta Community Services District**  
**Solid Waste - Fund 400**  
**FY 2022-23 Budget**

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>		
	<u>Audited Year End</u>	<u>Unaudited Year End</u>	<u>Year End Projection</u>	<u>Proposed Budget</u>	<u>Adopted Budget Vs. Year End Projection</u>	
<b>Revenue</b>						
Residential Revenues	721,248	752,395	981,489	959,893	(21,596)	-2%
Interest Income	3,974	781	181	1,200	1,019	562%
Other Revenues	-	97	-	-	-	-
<b>Subtotal Revenues</b>	<u>725,222</u>	<u>753,273</u>	<u>981,670</u>	<u>961,093</u>	<u>(20,577)</u>	
<b>Transfers</b>						
Property Tax Subsidy	-	-	-	110,975	110,975	-
<b>Subtotal Transfers</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>110,975</u>	<u>110,975</u>	
<b>Total Revenue</b>	<u><b>725,222</b></u>	<u><b>753,273</b></u>	<u><b>981,670</b></u>	<u><b>1,072,068</b></u>	<u><b>90,398</b></u>	<b>9%</b>
<b>Expenditures</b>						
Cal-Waste Contract	624,023	715,708	968,291	978,497	10,206	1%
Professional Services	2,251	25,655	13,640	8,423	(5,217)	-38%
Other Expenses	166,186	31,435	52,736	45,360	(7,376)	-14%
<b>Total Expenditures</b>	<u>792,460</u>	<u>772,798</u>	<u>1,034,668</u>	<u>1,032,280</u>	<u>(2,388)</u>	<b>0%</b>
<b>Admin Allocation</b>						
Administration Expenses	32,213	32,107	38,650	39,789	1,139	3%
<b>Total Admin Expense</b>	<u>32,213</u>	<u>32,107</u>	<u>38,650</u>	<u>39,789</u>	<u>1,139</u>	<b>3%</b>
<b>TOTAL EXPENDITURES</b>	<u><b>824,673</b></u>	<u><b>804,905</b></u>	<u><b>1,073,318</b></u>	<u><b>1,072,069</b></u>		
<b>Net Annual Activity</b>	<b>(99,451)</b>	<b>(51,631)</b>	<b>(91,647)</b>	<b>(0)</b>		
<b>Ending Balance</b>	<u><b>\$ (99,451)</b></u>	<u><b>\$ (51,631)</b></u>	<u><b>\$ (91,647)</b></u>	<u><b>\$ (0)</b></u>		

**Rancho Murieta Community Services District**  
**Security - Fund 500**  
**FY 2022-23 Budget**

	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23		
	Audited Year End	Unaudited Year End	Year End Projections	Current Budget	Adopted Budget Vs. Year End Projection	
<b>Revenue</b>						
Residential Sales	1,179,992	1,197,421	1,217,909	1,349,131	131,222	11%
Commercial Sales	161,286	221,461	236,312	235,986	(326)	0%
Late Fees & Penalties	26,523	22,421	58,733	37,100	(21,633)	-37%
Permit Fees	7,560	10,770	6,827	7,800	973	14%
Interest Income	3,890	750	81	1,200	1,119	1380%
Other Revenues	17,123	17,573	15,743	14,000	(1,743)	-11%
<b>Subtotal Revenue</b>	<b>1,396,374</b>	<b>1,470,397</b>	<b>1,807,114</b>	<b>1,645,217</b>	<b>(161,897)</b>	<b>-9%</b>
<b>Transfer In</b>						
Transfer In - Property Tax	220,733	472,430	364,472	414,591	50,119	14%
<b>Total Transfers</b>	<b>220,733</b>	<b>472,430</b>	<b>364,472</b>	<b>414,591</b>	<b>50,119</b>	<b>14%</b>
<b>TOTAL REVENUE</b>	<b>1,617,107</b>	<b>1,942,827</b>	<b>2,171,587</b>	<b>2,059,808</b>	<b>(111,779)</b>	<b>-5%</b>
<b>Expenditures - Administration</b>						
Salaries	128,245	134,288	208,069	122,790	(85,279)	-41%
Benefits	423,275	181,574	135,229	128,679	(6,551)	-5%
Professional Services	14,661	23,705	35,729	5,900	(29,829)	-83%
Materials & Supplies	5,334	156	77	-	(77)	-100%
Maintenance & Repairs	1,064	1,441	3,420	-	(3,420)	-100%
Other Expenses	24,707	3,293	9,543	1,321	(8,222)	-86%
Capital Projects	-	-	-	-	-	-
<b>Subtotal Expenditures</b>	<b>597,285</b>	<b>344,458</b>	<b>392,068</b>	<b>258,690</b>	<b>(133,378)</b>	<b>-34%</b>
<b>Expenditures - Security Gate</b>						
Salaries	308,316	370,813	311,569	383,670	72,101	23%
Benefits	192,287	151,695	156,760	302,343	145,583	93%
Professional Services	51,306	71,693	151,022	16,368	(134,654)	-89%
Materials & Supplies	1,338	5,470	-	2,500	2,500	-
Maintenance & Repairs	12,209	20,813	27,108	7,325	(19,783)	-73%
Other Expenses	21,249	17,241	28,187	16,720	(11,467)	-41%
<b>Subtotal Expenditures</b>	<b>586,703</b>	<b>637,725</b>	<b>674,646</b>	<b>728,926</b>	<b>54,280</b>	<b>8%</b>
<b>Expenditures - Security Patrol</b>						
Salaries	215,621	273,606	238,564	198,687	(39,877)	-17%
Benefits	163,513	95,752	113,004	212,637	99,633	88%
Professional Services	11,845	8,518	94,011	5,000	(89,011)	-95%
Materials & Supplies	179	8,996	6,350	3,500	(2,850)	-45%
Maintenance & Repairs	18,061	33,450	16,336	13,666	(2,670)	-16%
Other Expenses	23,901	24,686	15,883	17,100	1,217	8%
<b>Subtotal Expenditures</b>	<b>433,119</b>	<b>445,008</b>	<b>484,148</b>	<b>450,590</b>	<b>(33,558)</b>	<b>-7%</b>
<b>Admin Allocation</b>						
Administration Expenses	-	515,635	620,725	621,602	877	0%
<b>Total Admin Expense</b>	<b>-</b>	<b>515,635</b>	<b>620,725</b>	<b>621,602</b>	<b>877</b>	<b>0%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,617,107</b>	<b>1,942,826</b>	<b>2,171,586</b>	<b>2,059,808</b>	<b>(111,779)</b>	<b>-5%</b>
<b>Net Annual Activity</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Ending Balance</b>	<b>\$ (0)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>		



# Rancho Murieta Community Services District



FY 2022-23

Capital Improvement Plan



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**FY 2022-23 Proposed Budget**  
**Capital Improvement Projects**

Project Number	Priority	Project Description	Total Budget	Funding Source
<b>Administration</b>				
22-09-04	1	ERP Impementation and Project Management Svcs	230,000	
		<b>Administration Total</b>	<b>230,000</b>	
<b>Water</b>				
23-04-01	1	Granlees Safety Improvmeents	775,000	Water Replacement
23-10-01	2	Water Plant Chlorine Gas to NaOCl -	540,500	Water Replacement
23-08-01	3	Water Plant Drying Bed Rehabilitaion	65,000	Water Replacement
23-09-01	4	Water Plant Sedimentation Basin Rehabilitation	75,000	Water Replacement
23-20-01	5	Integrated Water Master Plan	200,000	Water Replacement
23-06-01	6	Rio Oso Pump Configuration	380,000	Water Replacement
23-05-01	7	SCADA Server WTP	141,400	Water Replacement
23-02-01	8	CIA Flow Measuring & Rehabilitaion	45,000	Water/Wastewater Replacement
23-01-01	9	Condition Assessment - Unit 6	20,000	Water Replacement
23-03-01	10	GIS Upgrades	40,000	Water/Wastewater Replacement
23-21-01	11	Design Standards Renewal	30,000	Water Replacement
23-07-01	12	Smart Meter Replacement	694,000	Water Replacement
		<b>Water Total</b>	<b>3,005,900</b>	
<b>WasteWater</b>				
23-11-02	1	Lift Stations	591,000	Wastewater Replacement
23-14-02	2	Wastewater Plant Chlorine Gas to NaOCl -	450,000	Wastewater Replacement/Improvement
23-12-02	3	Wastewater Plant Chlorine Analyzer Cabinet	15,000	Wastewater Replacement
23-15-02	4	Wastewater Plant DAF Bearing Replacement	60,000	Wastewater Replacement
23-16-02	5	Wastewater Plant Drying Bed Pump Station Rehabilitation	75,000	Wastewater Replacement
23-01-02	6	Condition Assessment - Unit 6	20,000	Wastewater Replacement
23-03-02	7	GIS Upgrades	40,000	Wastewater Replacement
23-22-02	8	Design Standards Renewal	35,000	Wastewater Replacement
23-13-02	9	Rainwater Harvesting to Recycled Water	250,000	Wastewater Improvement
		<b>Wastewater Total</b>	<b>1,536,000</b>	
<b>Security</b>				
23-19-03	1	Security Center Repairs	68,000	Security Replacement
23-18-03	2	Security Vehicle	35,000	Security Replacement
23-17-03	3	Security Cameras	332,350	Security Replacement
		<b>Security Total</b>	<b>435,350</b>	
<b>State Funding - SB170</b>				
23-04-01	1	Granlees Safety Improvmeents	170,000	State Funding
23-10-01	2	Water Plant Chlorine Gas to NaOCl -	352,000	State Funding
23-14-02	2	Wastewater Plant Chlorine Gas to NaOCl -	750,000	State Funding
		<b>State Funding Total</b>	<b>1,272,000</b>	
<b>2022-23 Grand Totals</b>			<b>6,479,250</b>	



Rancho Murieta  
Community Services  
District

Administration Reserves



**PROJECT TITLE:** ERP Implementatinon and Project Management Svcs

**CAPITAL PLAN** Administration Unrestricted Fund Balance

**CIP #** 22-09-04

**PROJECT BASIS:** Replace existing financial system.

**DESCRIPTION:** Great Plains was implemented in 1998. The system has not grown with the District and does not allow a fully integrated financial system. There are currently three additional systems that supplement Great Plains, including A/P, Payroll and Utility Billing processing. The District has received material weaknesses as a result of the lack of a fully functioning fund accounting financial management system.

**ENVIRONMENTAL OR REGULATORY ISSUES:** N/A

**RISK ASSESSMENT:** N/A

**PROJECT BUDGET:** \$230,000

**BASIS OF COST EST:** Budgetary estimate from vendor websites.



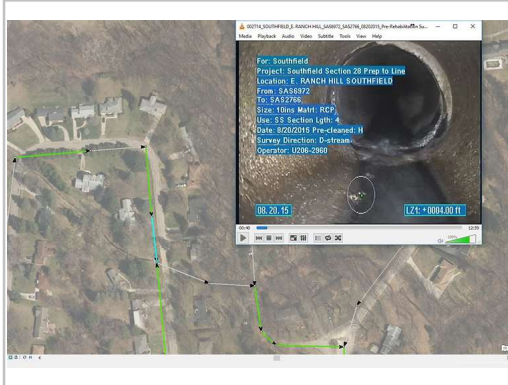
Rancho Murieta  
Community Services  
District

Water/Wastewater Reserves



**CAPITAL FUND:** Water/Sewer

**PROJECT TITLE:** Utilities Condition Assessment



**CIP #** 23-01-01/02

**PROJECT BUDGET:** 40,000

**PROJECT DESCRIPTION:** Underground Utilities Condition Assessment for Unit 6

**JUSTIFICATION:**

Perform water, storm, and sewer system condition assessment throughout Unit 6. Utilize NASSCO rating CCTV for sewer and storm water and acoustic and electromagnetic inspection for water lines. Update GIS database with assessment information.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

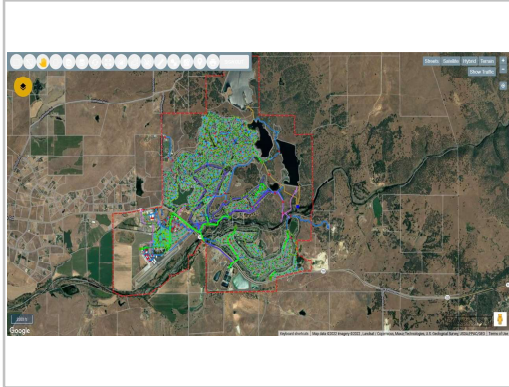
**REPLACEMENT:**

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
CAPITAL IMPROVEMENT PLAN  
FY 2022-27**



**CAPITAL FUND:** Water/Sewer

**PROJECT TITLE:** GIS System Upgrades



**CIP #** 23-03-01/02

**PROJECT BUDGET:** \$80,000

**PROJECT DESCRIPTION:** Upgrades to the existing Geographical Information System (GIS)

**JUSTIFICATION:**

Upgrades to the District GIS system will enrich the existing database, add storm drain lines and security camera interface as well as interfacing with District CMMS and financial software.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**



Rancho Murieta  
Community Services  
District

Water Reserves



**CAPITAL FUND:** Water

**PROJECT TITLE:** CIA Ditch Flow Measuring and Rehab Project



**CIP #** 23-02-01

**PROJECT BUDGET:** 45,000

**PROJECT DESCRIPTION:** Rehabilitation of CIA Ditch Infrastructure

**JUSTIFICATION:**

Rehabilitation of flow meter at yellow bridge, install flow measurement from ditch to Laguna Joaquin, restore sluice gate to Laguna Joaquin, install permanent flow measurement weir at equestrian center, investigate seepage at Yellow Bridge and Granlees estate. Roughly 2/3 of this cost will be reimbursed by CIA.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**



**CAPITAL FUND:** Water

**PROJECT TITLE:** Granlees Forebay Improvements & Rehabilitation



**CIP #** 23-04-01

**PROJECT BUDGET:** \$945,000

**PROJECT DESCRIPTION:** Safety access and intake improvements of the forebay

**JUSTIFICATION:**

This project will move toward correcting deferred maintenance of safety and operational components to the intake forebay. A total of \$170,000 has been allocated to go toward this project from the SB 170 grant.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

There will be some environmental permitting required for any "in-stream" work.

**RISK ASSESSMENT:**

N/A

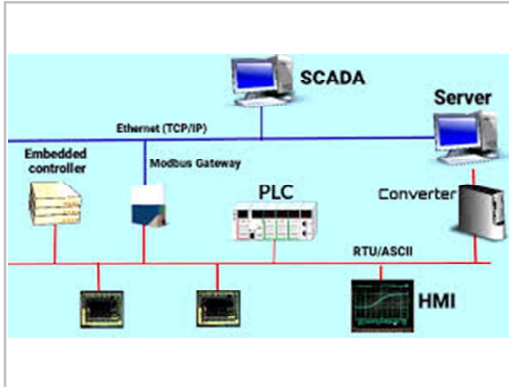
**REPLACEMENT:**

Some replacement of existing components.



**CAPITAL FUND:** Water

**PROJECT TITLE:** WTP SCADA Server Replacement



**CIP #** 23-05-01

**PROJECT BUDGET:** 141,400

**PROJECT DESCRIPTION:** Replace SCADA Server, the Water Treatment Facility

**JUSTIFICATION:**

Replace antiquated SCADA server at the Water Treatment Facility, update software, hardware, and programming.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**





**CAPITAL FUND:** Water

**PROJECT TITLE:** Rio Oso Pump Re-Configuration



**CIP #** 23-06-01

**PROJECT BUDGET:** 380,000

**PROJECT DESCRIPTION:** Add a third duty pump, controls, and piping

**JUSTIFICATION:**

Design and add a third duty pump to act as a "jockey pump" that will operate efficiently and satisfy water demand most of the time and utilize the larger inefficient existing pumps to supply pressure during high demand or emergency conditions. Re-configure piping to allow pump placement and to allow isolation of pumps. Jockey pump output will be controlled with new controller and variable frequency drive. The existing pump housing will be removed and replaced with a new water tight enclosure.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**



**CAPITAL FUND:** Water

**PROJECT TITLE:** Service Meter Replacement



**CIP #** 23-07-01

**PROJECT BUDGET:** 694,000

**PROJECT DESCRIPTION:** Replace 33% of Service Meters

**JUSTIFICATION:**

Replace 33% of existing aging meters with SMART Meters that can be read remotely and provide early leak detection. The District will seek out grant funding for this project.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**



**CAPITAL FUND:** Water

**PROJECT TITLE:** WTP North Drying Bed Rehabilitation



**CIP #** 23-08-01

**PROJECT BUDGET:** 65,000

**PROJECT DESCRIPTION:** North WTP Drying bed Rehabilitation

**JUSTIFICATION:**

Clean out and re-sand (2) northern drying beds at the WTP for continued service in removing solids from the waste streams. This is integral to the proper operation of the water treatment facility.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

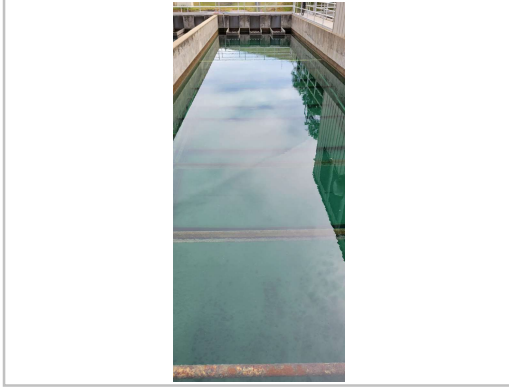
**RISK ASSESSMENT:**

**REPLACEMENT:**



**CAPITAL FUND:** Water

**PROJECT TITLE:** Sed. Basin #2 - Chain/Flight Replacement



**CIP #** 23-09-01

**PROJECT BUDGET:** \$75,000

**PROJECT DESCRIPTION:** Sed. Basin #2 - Chain/Flight Replacement

**JUSTIFICATION:**

Chain and flight system, including bearings, is in need of replacement for sedimentation basin #2.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**



**CAPITAL FUND:** Water Treatment

**PROJECT TITLE:** Water Plant Chlorine Gas to NaOCl



**CIP #** 23-10-01

**PROJECT BUDGET:** 892,500

**PROJECT DESCRIPTION:** Replace chlorine gas system with sodium hypochlorite system

**JUSTIFICATION:**

Replacing chlorine gas with sodium hypochlorite will improve chemical availability and redundancy and safety. Chlorine gas is getting more difficult to obtain and has the potential to triple in price over the next few years. This project was initially awarded \$350,000 in SB 170 grant funding.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

N/A

**RISK ASSESSMENT:**

N/A

**REPLACEMENT:**

No



**CAPITAL FUND:** Water/Sewer

**PROJECT TITLE:** Update Design Standards



**CIP #**

**PROJECT BUDGET:** \$65,000

**PROJECT DESCRIPTION:** Update Design Standards

**JUSTIFICATION:**

There is a cost inherent in keeping design standards properly maintained in both staff time and in consulting fees. Many of the District standards are in need of updating. In keeping outdated standards the District runs the risk of infrastructure being installed in a quality or state that is not in the best long term interest of the District. The cost of receiving infrastructure that is of sub-standard quality or installation can result in very costly future repairs or early failures.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**



**CAPITAL FUND:** Water

**PROJECT TITLE:** Integrated Water Master Plan



**CIP #**

**PROJECT BUDGET:** \$200,000

**PROJECT DESCRIPTION:** Update the 2010 Integrated Water Master Plan

**JUSTIFICATION:**

The Integrated Water Master Plan will provide support information as the District moves forward with the future Water Supply Assessment. The Master Plan will contain the information required from the Urban Water Management Plan, which will be a future requirement of the District when the District reaches 3000 connections and becomes an Urban Water Supplier.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**



Rancho Murieta  
Community Services  
District

Sewer Reserves





**CAPITAL FUND:** Sewer Reserve

**PROJECT TITLE:** Lift Station Improvements



**CIP #** 23-11-02

**PROJECT BUDGET:** 591,000

**PROJECT DESCRIPTION:** Priority Repairs and Upgrades to Lift Stations

**JUSTIFICATION:**

This project consists of correcting deferred maintenance and upgrading back up power system for Starter Shack, Alameda, FAA, Cantova, Green, Lift 3b, and Lift 6a.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

N/A

**RISK ASSESSMENT:**

N/A

**REPLACEMENT:**



**CAPITAL FUND:** Sewer

**PROJECT TITLE:** Chlorine Analyzer Cabinet



**CIP #** 23-12-02

**PROJECT BUDGET:** \$15,000

**PROJECT DESCRIPTION:** Install Chlorine analyzer instrumentation and cabinet

**JUSTIFICATION:**

Need to build pad and install cabinet for recycled water pump station (north course) and install chlorine analyzer instrumentation for residual monitoring.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**



**CAPITAL FUND:** Sewer

**PROJECT TITLE:** Rain Water Harvesting to Recycled Water



**CIP #** 23-13-02

**PROJECT BUDGET:** 250,000

**PROJECT DESCRIPTION:** Design budget to complete rainwater harvesting modifications

**JUSTIFICATION:**

Provide funding for the design for the first phase of storm water capture from Main Lift South to utilize as dry season recycled water. This project may include the evaluation and design of re-purposing existing ponds on District property and piping, pumps, and controls required to capture and blend storm water to be routed through secondary and tertiary treatment.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

This project will likely need an update of the District WDR

**RISK ASSESSMENT:**

**REPLACEMENT:**

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
CAPITAL IMPROVEMENT PLAN  
FY 2022-27**



**CAPITAL FUND:**

**PROJECT TITLE:**

**CIP #**

**PROJECT BUDGET:**

**PROJECT DESCRIPTION:**

**JUSTIFICATION:**

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**



**CAPITAL FUND:** Sewer

**PROJECT TITLE:** DAF Bearing Replacement



**CIP #** 23-15-02

**PROJECT BUDGET:** \$60,000

**PROJECT DESCRIPTION:** DAF Bearing Replacement Project

**JUSTIFICATION:**

To replace worn main drive bearings in both Dissolved Air Flotation units. This work would occur during off-recycled water season. Parts would be procured earlier and made ready.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**



**CAPITAL FUND:** Wastewater Treatment

**PROJECT TITLE:** WWRP Drying Bed Pump Station Rehabilitation



**CIP #** 23-16-02

**PROJECT BUDGET:** \$75,000

**PROJECT DESCRIPTION:** WWRP Drying Bed Pump Station Rehabilitation

**JUSTIFICATION:**

Rebuild both pumps in the drying bed station wet well and replace control panel. This is a very critical project to the continued operation of the wastewater treatment facility.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

N/A

**RISK ASSESSMENT:**

N/A

**REPLACEMENT:**

Pumps rebuilt, panel replaced.



Rancho Murieta  
Community Services  
District

Security Reserves



**CAPITAL FUND:** Security

**PROJECT TITLE:** Security Camera Project



**CIP #** 23-17-03

**PROJECT BUDGET:** \$332,350

**PROJECT DESCRIPTION:** Security Camera Installation

**JUSTIFICATION:**

34 Security cameras are envisioned to be installed throughout the district to enhance the security of district infrastructure. See attached list and map of proposed installation locations.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

None envisioned

**RISK ASSESSMENT:**

**REPLACEMENT:**

New installations



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
CAPITAL IMPROVEMENT PLAN  
FY 2022-27**



**CAPITAL FUND:** Security

**PROJECT TITLE:** Replacement Security Vehicle



**CIP #** 23-18-03

**PROJECT BUDGET:** 35,000

**PROJECT DESCRIPTION:** Replace the 2016 Jeep Cherokee

**JUSTIFICATION:**

The existing 2016 Jeep Cherokee needs to be replaced due to ..... this estimate includes proper outfitting of decals, laptop installation, and other security outfitting.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

none foreseen

**RISK ASSESSMENT:**

**REPLACEMENT:**

This is direct replacement



**CAPITAL FUND:** Security Replacement

**PROJECT TITLE:** Security Center Rehabilitation



**CIP #** 23-19-03

**PROJECT BUDGET:** 68,000

**PROJECT DESCRIPTION:** Rehabilitate the Security Safety Center

**JUSTIFICATION:**

The Security Safety Center needs extensive repairs both internally and externally, including siding, window replacements and removal of dry rot and potential fungal mitigation efforts.

**ENVIRONMENTAL OR REGULATORY ISSUES:**

**RISK ASSESSMENT:**

**REPLACEMENT:**

## MEMORANDUM

Date: August 11, 2022  
To: Board of Directors  
From: Paula O'Keefe, Director of Administration  
Subject: Adopt Ordinance O2022-03 Amending District Code Chapter 4 (Purchasing and Bidding) to Allow for Rule Suspension and Add Designee

---

### RECOMMENDED ACTION

It is recommended that the Board approve the amendment of District code Chapter 4 (Purchasing and Bidding) to allow for rule suspension and add designee.

### BACKGROUND

Periodically, the District requires emergency contract services. It is imperative that these services be completed immediately in some cases to prevent costly damages to property or other implications. When these situations arise, the District has typically moved forward without the Board approval as an emergency contract and then requested the Board ratify the expenses and approve the sole source bid.

District staff have worked with the attorneys to ensure the correct language is included in the addition to District Code Chapter 4, Section 1.06. It reads:

*1.06 Rule Suspension. By motion, the Board in its discretion may at any meeting temporarily suspend a rule, procedure, or requirement in this chapter, so long as the suspension does not violate any state law.*

Additionally, staff have worked with the District attorneys to revise language with relation to the Administration of the Chapter and the Delegation of Authority. Section 1.02 is amended in District Code to allow delegation authority in the event of an Acting or Interim General Manager through Board designation to read as follows:

*Administration of Chapter: The General Manager shall be the Purchasing Agent for the District and shall have the duties and power described by the applicable laws of the state, District Ordinance, District Code, Procurement Policies and applicable resolutions of the Board relating to the administration of chapter and shall take steps as are reasonable and proper to ensure compliance with this Chapter. In the event of a vacancy in the General Manager position, the Acting or Interim General Manager designated by the Board shall be the Purchasing Agent. In the event of a long-term vacancy of the General Manager position, not filled by an Acting or Interim General Manager, the board President may designate any District staff to be the Purchasing Agent.*

Section 3.02 is amended in District Code to delegate purchasing agent authority and describes the relevant actions to read as follows:

*Delegation of Authority: The General Manager may delegate in writing the authority assigned by this Chapter for the purchase of goods and supplies, the execution of contracts, work orders and change orders, the procurement of professional services, the verification of sole source procurement authorization and the declaration of disposition of surplus property to his or her designee, as the General Manager deems proper.*

Staff are recommending the Board approve these amendments to clarify the delegation of authority and add the rule suspension to allow for emergency contracts and exceptions to the bidding process.

**FINANCIAL IMPACT**

There is no financial impact at this time.

**ORDINANCE NO. O2022-03**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
AMENDING DISTRICT CODE CHAPTER 4 (PURCHASING AND BIDDING)  
REGARDING ADMINISTRATION OF PURCHASING AND BIDDING, RULE SUSPENSION,  
AND DELEGATION OF AUTHORITY**

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

**SECTION 1. PURPOSE AND AUTHORITY.** District Code chapter 4 establishes local rules and procedures governing District purchasing, bidding, and contracting. The purpose of this ordinance is to revise chapter 4 to authorize appointment of the District purchasing agent, allow the Board on a case-by-case basis to suspend the purchasing and bidding rules, and allow for delegation of purchasing authority. This ordinance is adopted pursuant to Government Code sections 54202, 61060 and 61063 and other applicable law.

**SECTION 2. CODE AMENDMENT**

Section 1.02 is amended in District Code to allow delegation authority in the event of an Acting or Interim General Manager through Board designation to read as follows:

Administration of Chapter: The General Manager shall be the Purchasing Agent for the District and shall have the duties and power described by the applicable laws of the state, District Ordinance, District Code, Procurement Policies and applicable resolutions of the Board relating to the administration of chapter and shall take steps as are reasonable and proper to ensure compliance with this Chapter. In the event of a vacancy in the General Manager position, the Acting or Interim General Manager designated by the Board shall be the Purchasing Agent. In the event of a long-term vacancy of the General Manager position, not filled by an Acting or Interim General Manager, the board President may designate any District staff to be the Purchasing Agent.

Section 1.06 is added to District Code chapter 4 to read as follows:

1.06 Rule Suspension. By motion, the Board in its discretion may at any meeting temporarily suspend a rule, procedure, or requirement in this chapter, so long as the suspension does not violate any state law.

Section 3.02 is amended in District Code to delegate purchasing agent authority and describes the relevant actions to read as follows:

Delegation of Authority: The General Manager may delegate in writing the authority assigned by this Chapter for the purchase of goods and supplies, the execution of contracts, work orders and change orders, the procurement of professional services, the verification of sole

source procurement authorization and the declaration of disposition of surplus property to his or her designee, as the General Manager deems proper.

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

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

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

**INTRODUCED** by the Board of Directors on the 20th day of July 2022.

**PASSED AND ADOPTED** by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 17th day of August 2022 by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Tim Maybee  
President, Board of Directors

Attest:

\_\_\_\_\_  
Amelia Wilder, District Secretary

# **RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

DISTRICT CODE  
CHAPTER 4

## **PURCHASING AND BIDDING**



Amended ~~October 16, 2019~~August 17, 2022 by  
Ordinance O20~~19-0422-04~~

**Section 1.00 General Provisions**

- 1.01 Purpose: The purpose of this Chapter is to establish efficient procedures for the purchase of supplies, materials, equipment, and services, and for letting construction contracts consistent with state law.
- 1.02 Administration of Chapter: The General Manager shall be the Purchasing Agent for the Rancho Murieta Community Services District and shall have the duties and power described by the applicable laws of the state, District Ordinance, District Code, Procurement PoliciesPolicies, and applicable resolutions of the Board relating to the administration of chapter and shall take steps as are reasonable and proper to ensure compliance with this Chapter. In the event of a vacancy in the General Manager position, the Acting or Interim General Manager designated by the Board shall be the Purchasing Agent. In the event of a long-term vacancy of the General Manager position, not filled by an Acting or Interim General Manager, the board President may designate any District staff to be the Purchasing Agent. shall administer the regulations contained in this Chapter and shall take steps as are reasonable and proper to ensure compliance with this Chapter.
- 1.03 Additional Procedures: The General Manager may establish and maintain administrative regulations and standards that implement the provisions of this Chapter, including, but not limited to:
  - a. Procedures for inspecting deliveries of supplies, materials and equipment and for evaluating the provision of general or professional services;
  - b. Procedures for submitting requisitions for supplies, materials, equipment, and services by District employees; and
  - c. Procedures for the control and safeguarding of District supplies, materials, and equipment,

The General Manager shall submit the proposed administrative regulations to the Board for approval, and, if approved, shall thereafter carry out and enforce such regulations and standards.

- 1.04 Bulk Orders: When practicable, the General Manager shall seek to reduce the number of purchasing transactions for commonly used or purchased materials, supplies, and equipment by combining them into bulk orders.

1.05 Purchases by the Department of General Services. As appropriate, the Office of Procurement, California Department of General Services, may purchase miscellaneous equipment and supplies for the District as authorized by state law. The General Manager may sign and deliver all necessary requests and other documents in connection with such purchases.

~~1.05~~ 1.06 Rule Suspension. By motion, the Board in its discretion may at any meeting temporarily suspend a rule, procedure, or requirement in this chapter, so long as the suspension does not violate any state law.

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**Section 2.00 Definitions**

As used in this Chapter, the following words and phrases shall have the following meaning:

- 2.01 Bidder's List: List of prospective suppliers, vendors and qualified contractors capable of providing the commodity or service being bid upon, maintained by the General Manager.



- 2.02 **Board:** Board of Directors of the Rancho Murieta Community Services District.
- 2.03 **Commodity:** Supplies, materials, equipment, and other tangible personal property appropriate for the reasonable operation of the District.
- 2.04 **Competitive Bidding:** The formal or informal submission, or receipt, of verbal or written estimates or cost proposals in terms of dollars, man days of work required, percentage of construction cost, or any other measure of compensation whereby the District may compare prices and other relevant criteria. The competitive bidding process typically involves the submission of offers by bidders pursuant to a public notice inviting bidders to provide the District with a specified commodity or service, or to purchase District personal property which has been found by the Board not to be required for public use, and which offers are submitted under seal or by voice at a public auction.
- 2.05 **Construction Contract:** Public works contract for the construction or completion of any building, structure or improvement, or a contract for the furnishing of materials and supplies for such work that is subject to the regulations contained in Public Contract Code sections 20680 to 20683.
- 2.06 **District:** Rancho Murieta Community Services District.
- 2.07 **Force Account:** Any work performed by District employees, or day's labor under District supervision or superintendence.
- 2.08 **General Services:** Services that do not require any unique skill, special background, or training and involve routine, recurring, and usual work for the continued operation and maintenance of the District. General services include the provision of telephone, gas, water, electric, light and power services and rentals of equipment and machinery.
- 2.09 **Open Market:** Purchase of a Commodity or services that does not require the solicitation of competitive sealed bids for awarding to the lowest responsible bidder.
- 2.10 **Professional Services:** Services performed by an attorney, physician, architect, engineer, land surveyor, construction manager, appraiser, expert, accounting firm, computer or information technology consultant, or other consultant or organization possessing a high degree of technical and professional skills and that require specific skills, experience and training, and professional judgment.

### **Section 3.00 General Manager Authority**

- 3.01 **Powers and Duties of General Manager:** The General Manager shall, under the direction of the Board and in compliance with the provisions of this Chapter and applicable state law:
- a. Purchase or contract for all Commodities, construction work, or General and Professional Services required by the District in amounts or estimated amounts of up to \$25,000 or less and sign such contracts.
  - b. Submit to the Board, for review and approval, all Construction Contracts and contracts for the purchase of Commodities or retention of General or Professional Services in amounts or estimated amounts exceeding \$25,000. After approval by the Board, the General Manager may sign such contracts on the District's behalf.

- c. Dispose of property pursuant to Section 8.
- d. In consultation with District counsel, develop standard forms and specifications for invitations to bid and related bid documents, purchase orders, Construction Contracts, and contracts for General or Professional Services, and prescribe the use of other forms and procedures as may be required to carry out the provisions of this Chapter.
- e. Supervise the inspection of all Commodities and services purchased under this Chapter to assure conformance with District specifications.
- f. Maintain up-to-date Bidder's List, vendor's catalogs, files, and such other records as needed to perform these duties.
- g. Ensure that purchasing specifications are written to encourage full competition.
- h. Perform such other tasks as may be necessary or appropriate to administer the provisions of this Chapter.

3.02 Delegation of ~~Responsibility~~Authority: The General Manager may delegate the ~~duties and responsibilities~~ authority assigned by this Chapter for the purchase of goods and supplies, the execution of contracts, work orders and change orders, the procurement of professional services, the verification of sole source procurement authorization and the declaration of disposition of surplus property to his or her designee, as the General Manager deems proper.

3.03 Expenditures from Reserve Funds: The General Manager spending authority under sections 5.00 (Commodities, General Services and Construction Contracts of \$25,000 or Less) and 7.02 (Professional Service Contracts of \$25,000 or Less) applies to any expenditure that will be funded from an existing District reserve fund. Any expenditure from a reserve fund in excess of \$25,000 requires Board approval (except as provided by section 3.04 for expenditures on budget-approved capital projects or section 4.00 for emergency purchases and contracting).

3.04 Expenditures on Budget-Approved Capital Projects: The General Manager may approve a purchase of Commodities, General Services contract, Professional Services contract, or Construction Contract in an amount or estimated amount of \$50,000 or less if (a) the purchase or contract directly supports or furthers a particular capital improvement or replacement project, and (b) the costs of the particular project are included within the current year's Board-approved budget. For any such purchase of Commodities, General Services contract, Professional Services contract, or Construction Contract of \$25,000 or less, the General Manager may make the purchase or approve the contract on the Open Market by seeking the most favorable terms and price either through negotiation, comparative pricing, or informal Competitive Bidding, whichever method the General Manager deems most appropriate in the circumstances. For any such purchase of Commodities, General Services contract, or Construction Contract between \$25,000 and \$50,000, the General Manager shall follow the competitive bidding and award procedures set forth in section 6.00 (Commodities, General Services and Construction Contracts in Excess of \$25,000) and section 6.02(e) is modified to authorize the General Manager to award and approve the purchase or contract. For any such Professional Services contract between \$25,000 and \$50,000, the General Manager shall follow the RFP/Q, selection, and award procedures set forth in section 7.03 (Professional Service Contracts

Exceeding \$25,000) and section 7.03(c) is modified to authorize the General Manager to award and approve the contract.

#### **Section 4.00 Emergency Purchases and Contracting**

- 4.01 Determination of Emergency: The authority to declare the existence of an emergency, including but not limited to emergencies described in Government Code sections 8558 and 54956.5 and Public Contract Code section 1102, generally resides with the Board. When urgent circumstances preclude taking the time for such determination by the Board, the General Manager may declare the existence of an emergency subject to ratification of the Board at its next Board meeting.
- 4.02 Authority of General Manager: In cases of emergency as determined by the Board or General Manager as set forth in Section 4.01 above, when repair or replacements are necessary to permit the continued operation of the District, or to avoid danger to life or property, the General Manager may replace or repair any District building, structure, equipment or facility, purchase or contract for the necessary Commodities and General or Professional Services, and take any other related and immediate action necessary or appropriate to respond to the emergency without complying with the Competitive Bidding requirements in Section 6 of this Chapter.
- 4.03 Delegation of Authority by General Manager: If the General Manager is unavailable to take the actions described in Section 4.02 above, the department manager or supervisor or acting supervisor in need of emergency Commodities or General or Professional Services may make the necessary purchases, securing competitive quotations whenever possible. The supervisor may issue a verbal order to a vendor as necessary to resolve the immediate hazard. The supervisor must notify the General Manager of his or her actions as soon as reasonably possible.
- 4.04 Board Notification and Approval: The General Manager shall promptly report to the Board the emergency actions taken and the circumstances surrounding such emergency.

If the General Manager approves a Construction Contract without giving public notice for bids where it would normally be required, he or she shall inform the Board of Directors no later than seven days after the action, or at the Board's next regularly scheduled meeting, if that meeting will occur no later than 14 days after the action, and every regularly scheduled Board meeting thereafter until such emergency action is terminated. Following notice to the Board by the General Manager, the Board must decide whether to approve, by a four-fifths vote, the continuation of such emergency work. If the Board does not allow the emergency action to continue, the General Manager shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice inviting bids for the emergency work.

- 4.05 Delegation of Emergency Construction Contract Authority: Pursuant to Public Resources Code section 22050(b)(1), the Board delegates to the General Manager the authority to order emergency Construction Contract action under Public Contract Code section 22050(a).

#### **Section 5.00 Commodities, General Services and Construction Contracts of \$25,000 or Less**

- 5.01 Commodities and General Services: For a purchase of Commodities or contract for General Services in an amount or estimated amount of \$25,000 or less, the General Manager may make the purchase or approve the contract on the Open Market by seeking the most favorable terms and price either through

negotiation, comparative pricing or informal Competitive Bidding, whichever method the General Manager deems most appropriate in the circumstances.

- 5.02 Construction Contracts: The General Manager may approve a Construction Contract without Competitive Bidding when the cost of such work does not exceed \$25,000. The General Manager shall seek the most favorable terms and price through negotiation, comparative pricing or informal Competitive Bidding as the General Manager deems most appropriate in the circumstances.

Alternatively, the District may perform the construction, reconstruction, erection, alteration, renovation, improvement, or repair of any building, structure, or facility owned, leased, or operated by the District by Force Account.

- 5.03 Availability of Funds: The General Manager may authorize a purchase or contract under Section 5.01 or 5.02 above only if there are unexpended funds available in the District budget for the purchase or to pay the costs of such contract. If there are no unexpended funds within the approved District budget, then the purchase or contract must be authorized by the Board.
- 5.04 Change Orders and Contract Amendments: The General Manager may negotiate, approve and sign change orders and contract amendments, provided that the sum of all change orders or amendments, does not exceed the approved contingency amount for the specific project. Any change orders or contract amendments that exceed the approved contingency amount shall require Board approval.

#### **Section 6.00 Commodities, General Services and Construction Contracts in Excess of \$25,000**

- 6.01 Competitive Bidding Required: A purchase of Commodities, a contract for General Services, or a Construction Contract in an amount or estimated amount exceeding \$25,000 shall be made pursuant to the Competitive Bidding requirements set forth in this Section 6, unless one of the following exceptions applies:

- a. Commodities or General Services can be obtained from only one vendor, manufacturer, distributor, or service provider as described in Section 6.06 below;
- b. Purchases made through the California Department of General Services;
- c. Emergency purchases or work as described in Section 4 of this Chapter;
- d. For Commodities or General Services, the General Manager determines that Competitive Bidding would not be advantageous or in the best interests of the District and recommends a single vendor/provider purchase or contract to the Board for approval; or
- e. For Commodities or General Services, the Board determines or directs otherwise.

- 6.02 Bidding Procedures: The bidding procedures are as follows:

- a. Notice Inviting Bids: The General Manager, or his or her designee, shall prepare a notice inviting bids for the purchase or contract that includes a general description of the supplies, materials, equipment to be purchased (including, if appropriate, bid specifications) or the General Service or construction work to be performed, the deadline for receipt of sealed bids, and the time and place for the bid opening.

- b. **Publication of Notice:** For Commodities and General Services, the notice inviting bids shall be posted in three public places in the District, distributed to prospective suppliers, vendors, and contractors on the Bidder's List, and otherwise distributed as the General Manager deems appropriate. For Construction Contracts, the notice inviting bids shall be published as required by Public Contract Code section 20682 or 20682.5.
- c. **Bid Security:** When the General Manager deems appropriate, a bidder's security may be required for the purchase of Commodities and General Services in a form and amount as determined by the General Manager. If a bidder's security is required, the bidder security requirement shall be set forth in the notice inviting bids. Bids that are delivered without the required bid security shall not be considered by the District.

All bids for Construction Contracts must be sealed and be accompanied by a bidder's security as required by Public Contract Code section 20683.

- d. **Bid Opening:** At the time and place for the bid opening, the bids shall be opened in public. The General Manager shall tabulate all bids received and keep them open for public inspection for a period of not less than 30 calendar days after the bid opening. At the next Board meeting following the opening of bids, the General Manager shall present the bids to the Board.
- e. **Lowest Responsible Bidder:** The District will only consider bidders who submit a complete and fully responsive bid. The General Manager shall make a recommendation to the Board on an award to the lowest responsible responsive bidder. In its discretion, the Board may award the contract to the lowest responsible responsive bidder, reject all bids and re-advertise for bids, or reject all bids and not proceed with the purchase or contract. Additionally, for Commodities and General Services, the Board may reject all bids and direct that an Open Market purchase be made, provided the price paid on the Open Market shall not exceed the bid of the lowest responsible responsive bidder. The Board may waive any irregularity or informality in any bid.

In determining the lowest responsible responsive bidder, price alone shall not be the determinative factor, but shall be considered along with other factors including, but not limited to, the ability of the bidder to deliver or perform the work, availability of the Commodities or services required, prior work experience, location of the vendor or service provider, and any other factors relating to the particular needs of the District for the Commodities to be purchased or the General Services or construction work required.

Upon an award to the lowest responsible responsive bidder, the security of an unsuccessful bidder, if any, shall be returned within a reasonable amount of time, but in no event shall the District hold the security beyond 60 days from the time the award is made.

- 6.03 **Forfeiture of Bid Security:** Upon award to the lowest responsible responsive bidder, if the successful bidder fails to proceed with the sale to the District or enter into a contract with the District within 10 days from the date of the award, the bidder shall forfeit the bid security.
- 6.04 **Bid Protests:** Any bid protest from an unsuccessful bidder must be submitted in writing to the District by the seventh day following the date of award. A "bid protest" means any protest, objection, complaint, or challenge to, concerning or against (i) a rejection of a bidder for any reason; (ii) a contract award to the apparent low bidder; (iii) another bidder's bid; or (iv) the legality or enforceability of the bid documents

or contract documents or process. The bidder filing the protest must have actually submitted a bid for the purchase or contract. The protest shall be in the form of a letter or memorandum to the General Manager and shall include the following: (i) a complete statement of the basis or bases for the protest, including supporting documents; (ii) a reference to the specific portion(s) of the contract or bid documents that form(s) the basis of the protest; and (iii) the name, address, and telephone number of the person representing the protesting bidder.

The bidder filing the protest shall concurrently transmit a copy of the protest document and any attached documentation to all other bidders with a direct financial interest who may be adversely affected by the outcome of the protest, including all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

The Board shall issue a prompt decision on the protest. If the Board determines that a protest is frivolous, the bidder submitting the protest may be determined to be irresponsible and be deemed ineligible for future contract awards as described in Section 6.05 below.

The procedure and time limits set forth in this Section are mandatory and are the bidder's sole and exclusive remedy in the event of a bid protest. Failure to timely comply with these procedures will constitute a waiver of any right to further pursue the bid protest, including filing a petition for writ of mandate, Government Claims Act claim, or other lawsuit or legal proceeding.

6.05 Rejection of Irresponsible Bidder: The General Manager may declare a bidder to be irresponsible for the following reasons:

- a. Failure to furnish satisfactory proof of responsibility when requested by the District;
- b. Unsatisfactory delay in the performance of a contract or purchase order;
- c. Unsatisfactory performance of a contract or purchase order;
- d. Submittal of a frivolous bid protest as described in Section 6.04 above; or
- e. Violations or attempted violations of this Chapter.

Once a bidder has been determined to be irresponsible, the General Manager may remove the bidder from the Bidder's List and deem the bidder to be ineligible for future contract awards for a reasonable period of time as determined by the General Manager. The barred bidder shall be furnished with a written notice explaining the reasons for the irresponsibility determination, and may appeal such decision to the Board within 10 days of receiving the notice.

6.06 Single Vendor or Provider Purchases: When the District requires Commodities or General Services that can be obtained or purchased from only one vendor, manufacturer, distributor authorized to sell within the District, or service provider, the General Manager may conduct negotiations with such vendor, manufacturer, distributor, or service provider to secure the most favorable terms and price without complying with the requirements of Sections 6.01 and 6.02 above. All single vendor/provider purchases shall be supported by written documentation indicating the facts and nature supporting the determination that the single vendor/provider purchase is appropriate in the circumstances. All single vendor/provider purchases in an amount or estimated amount exceeding \$25,000 require Board approval.

- 6.07 Special Commodities: When the District requires special supplies, materials, or equipment that must be compatible with existing District equipment, or that must perform complex or unique functions, or that are otherwise patented or proprietary, the General Manager, in consultation with the department manager or supervisor, may limit bidding to a specific product type or brand name product.

Bidders who submit alternative products or brand names are responsible for demonstrating, to the District's satisfaction, that the proposed alternative product is equal in quality and performance to those specified in the bid documents.

- 6.08 Splitting of Transactions Unlawful: The District shall not split requirements for Commodities, General Services, and Construction Contracts into amounts or estimated amounts of less than \$25,000 to avoid the provisions of this Section 6.

### **Section 7.00 Contracts for Professional Services**

- 7.01 Factors to Consider: A Professional Services contract shall be awarded only to firms and persons who have demonstrated an adequate level of experience, competence, training, credentials, character, integrity, reputation, financial responsibility, resources, equipment, staffing, and other professional qualifications necessary to competently perform the services required by the District in the time period and price stated. The cost of service shall not be the determinative factor, as it may be in the District's best interest to award the Professional Services contract to a higher-priced consultant based on the scope of services, availability, unique skills, staffing levels, timing, prior experience, familiarity with District operations, and other information as determined by the District. The information required for determining the qualifications for providing the District with such services shall be developed by the department manager or supervisor requiring the professional services, in consultation with the General Manager.

When selecting an architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firm, the selection will be based on the demonstrated competence and professional qualifications necessary for the satisfactory performance of the required services in accordance with Government Code section 4526.

- 7.02 Contracts for \$25,000 or Less: For Professional Service contracts in an amount or estimated amount of \$25,000 or less, the General Manager may negotiate, approve and sign the Professional Services contract through negotiation, comparative pricing or informal Competitive Bidding, whichever method the General Manager deems most appropriate in the circumstances.

The General Manager may approve the contract only if there are unexpended funds available in the District budget to pay the costs of the Professional Services contract. If there are no unexpended funds within the approved District budget, then the contract must be authorized by the Board.

- 7.03 Contracts Exceeding \$25,000: A contract for Professional Services in an amount or estimated amount exceeding \$25,000 shall be made pursuant to the solicitation procedures as follows:
- a. Request for Proposal/Qualifications: The General Manager, or his or her designee, shall prepare a request for proposal/qualifications ("RFP/Q") that describes the Professional Services needed, the required minimum qualifications, any required pre-proposal conferences, the requirement that the proposal be sealed, the deadline for submitting the proposal/qualifications, and the place and time for making the submission.

- b. Selection of Consultant: The General Manager, in consultation with the department manager or supervisor requiring the Professional Services, shall review all proposals received in compliance with the RFP/Q requirements and may conduct follow-up interviews with the most qualified consultants. The proposals need not be opened in public. At the next Board meeting following the opening of proposals, the General Manager shall present the proposals to the Board.
- c. Award of Contract: The General Manager shall make a recommendation to the Board on an award to the most qualified proposal based on the factors described in Section 7.01 above. In lieu of the RFP/Q process, if the General Manager determines that the process would not be advantageous or in the best interests of the District, the General Manager may recommend a sole source Professional Services contract to the Board. In its discretion, the Board may award the contract to the person or firm recommended by the General Manager or, if applicable, another proposer, reject all proposals and re-solicit proposals, reject all proposals and not proceed with the contract, or reject all proposals and direct that the General Manager solicit and negotiate a contract with a specific person or firm.

7.04 Contract Amendments: The General Manager may negotiate and execute Professional Services contract amendments, provided that the sum of all amendments does not exceed the approved contingency amount. Any contract amendment that exceeds the approved contingency amount shall require Board approval.

#### **Section 8.00 Disposal of District Property**

- 8.01 Disposal of Surplus Real Property: The General Manager shall dispose of real property that the Board has determined to be no longer necessary for the District's use in compliance with the requirements set forth in Government Code sections 54220 through 54233 and as otherwise directed by the Board.
- 8.02 Disposal of Surplus Personal Property: This section applies to surplus personal property, which is personal property owned by the District that the Board has declared surplus as inadequate or no longer necessary for the needs of the District. The General Manager may sell surplus personal property, or trade-in surplus personal property, as the Manager deems in the best interests of the District. The General Manager may discard or dispose of unsalable surplus personal property in any appropriate manner. The General Manager may also discard or destroy surplus personal property in any appropriate manner that may have some resale value but where, because of safety or liability concerns, destruction or disposal is preferable to sale.



# **RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

DISTRICT CODE  
CHAPTER 4

## **PURCHASING AND BIDDING**



Amended August 17, 2022 by  
Ordinance O2022-04

## Section 1.00 General Provisions

- 1.01 Purpose: The purpose of this Chapter is to establish efficient procedures for the purchase of supplies, materials, equipment, and services, and for letting construction contracts consistent with state law.
- 1.02 Administration of Chapter: The General Manager shall be the Purchasing Agent for the Rancho Murieta Community Services District and shall have the duties and power described by the applicable laws of the state, District Ordinance, District Code, Procurement Policies, and applicable resolutions of the Board relating to the administration of chapter and shall take steps as are reasonable and proper to ensure compliance with this Chapter. In the event of a vacancy in the General Manager position, the Acting or Interim General Manager designated by the Board shall be the Purchasing Agent. In the event of a long-term vacancy of the General Manager position, not filled by an Acting or Interim General Manager, the board President may designate any District staff to be the Purchasing Agent. .
- 1.03 Additional Procedures: The General Manager may establish and maintain administrative regulations and standards that implement the provisions of this Chapter, including, but not limited to:
- a. Procedures for inspecting deliveries of supplies, materials and equipment and for evaluating the provision of general or professional services;
  - b. Procedures for submitting requisitions for supplies, materials, equipment, and services by District employees; and
  - c. Procedures for the control and safeguarding of District supplies, materials, and equipment and the maintenance of an inventory system for such supplies, materials, and equipment.

The General Manager shall submit the proposed administrative regulations to the Board for approval, and, if approved, shall thereafter carry out and enforce such regulations and standards.

- 1.04 Bulk Orders: When practicable, the General Manager shall seek to reduce the number of purchasing transactions for commonly used or purchased materials, supplies, and equipment by combining them into bulk orders.
- 1.05 Purchases by the Department of General Services. As appropriate, the Office of Procurement, California Department of General Services, may purchase miscellaneous equipment and supplies for the District as authorized by state law. The General Manager may sign and deliver all necessary requests and other documents in connection with such purchases.
- 1.06 Rule Suspension. By motion, the Board in its discretion may at any meeting temporarily suspend a rule, procedure, or requirement in this chapter, so long as the suspension does not violate any state law.

## Section 2.00 Definitions

As used in this Chapter, the following words and phrases shall have the following meaning:

- 2.01 Bidder's List: List of prospective suppliers, vendors and qualified contractors capable of providing the commodity or service being bid upon, maintained by the General Manager.
- 2.02 Board: Board of Directors of the Rancho Murieta Community Services District.

- 2.03 Commodity: Supplies, materials, equipment, and other tangible personal property appropriate for the reasonable operation of the District.
- 2.04 Competitive Bidding: The formal or informal submission, or receipt, of verbal or written estimates or cost proposals in terms of dollars, man days of work required, percentage of construction cost, or any other measure of compensation whereby the District may compare prices and other relevant criteria. The competitive bidding process typically involves the submission of offers by bidders pursuant to a public notice inviting bidders to provide the District with a specified commodity or service, or to purchase District personal property which has been found by the Board not to be required for public use, and which offers are submitted under seal or by voice at a public auction.
- 2.05 Construction Contract: Public works contract for the construction or completion of any building, structure or improvement, or a contract for the furnishing of materials and supplies for such work that is subject to the regulations contained in Public Contract Code sections 20680 to 20683.
- 2.06 District: Rancho Murieta Community Services District.
- 2.07 Force Account: Any work performed by District employees, or day's labor under District supervision or superintendence.
- 2.08 General Services: Services that do not require any unique skill, special background, or training and involve routine, recurring, and usual work for the continued operation and maintenance of the District. General services include the provision of telephone, gas, water, electric, light and power services and rentals of equipment and machinery.
- 2.09 Open Market: Purchase of a Commodity or services that does not require the solicitation of competitive sealed bids for awarding to the lowest responsible bidder.
- 2.10 Professional Services: Services performed by an attorney, physician, architect, engineer, land surveyor, construction manager, appraiser, expert, accounting firm, computer or information technology consultant, or other consultant or organization possessing a high degree of technical and professional skills and that require specific skills, experience and training, and professional judgment.

### **Section 3.00 General Manager Authority**

- 3.01 Powers and Duties of General Manager: The General Manager shall, under the direction of the Board and in compliance with the provisions of this Chapter and applicable state law:
- a. Purchase or contract for all Commodities, construction work, or General and Professional Services required by the District in amounts or estimated amounts of up to \$25,000 or less and sign such contracts.
  - b. Submit to the Board, for review and approval, all Construction Contracts and contracts for the purchase of Commodities or retention of General or Professional Services in amounts or estimated amounts exceeding \$25,000. After approval by the Board, the General Manager may sign such contracts on the District's behalf.
  - c. Dispose of property pursuant to Section 8.

- d. In consultation with District counsel, develop standard forms and specifications for invitations to bid and related bid documents, purchase orders, Construction Contracts, and contracts for General or Professional Services, and prescribe the use of other forms and procedures as may be required to carry out the provisions of this Chapter.
  - e. Supervise the inspection of all Commodities and services purchased under this Chapter to assure conformance with District specifications.
  - f. Maintain up-to-date Bidder's List, vendor's catalogs, files, and such other records as needed to perform these duties.
  - g. Ensure that purchasing specifications are written to encourage full competition.
  - h. Perform such other tasks as may be necessary or appropriate to administer the provisions of this Chapter.
- 3.02 Delegation of Authority: The General Manager may delegate the authority assigned by this Chapter for the purchase of goods and supplies, the execution of contracts, work orders and change orders, the procurement of professional services, the verification of sole source procurement authorization and the declaration of disposition of surplus property to his or her designee, as the General Manager deems proper.
- 3.03 Expenditures from Reserve Funds: The General Manager spending authority under sections 5.00 (Commodities, General Services and Construction Contracts of \$25,000 or Less) and 7.02 (Professional Service Contracts of \$25,000 or Less) applies to any expenditure that will be funded from an existing District reserve fund. Any expenditure from a reserve fund in excess of \$25,000 requires Board approval (except as provided by section 3.04 for expenditures on budget-approved capital projects or section 4.00 for emergency purchases and contracting).
- 3.04 Expenditures on Budget-Approved Capital Projects: The General Manager may approve a purchase of Commodities, General Services contract, Professional Services contract, or Construction Contract in an amount or estimated amount of \$50,000 or less if (a) the purchase or contract directly supports or furthers a particular capital improvement or replacement project, and (b) the costs of the particular project are included within the current year's Board-approved budget. For any such purchase of Commodities, General Services contract, Professional Services contract, or Construction Contract of \$25,000 or less, the General Manager may make the purchase or approve the contract on the Open Market by seeking the most favorable terms and price either through negotiation, comparative pricing, or informal Competitive Bidding, whichever method the General Manager deems most appropriate in the circumstances. For any such purchase of Commodities, General Services contract, or Construction Contract between \$25,000 and \$50,000, the General Manager shall follow the competitive bidding and award procedures set forth in section 6.00 (Commodities, General Services and Construction Contracts in Excess of \$25,000) and section 6.02(e) is modified to authorize the General Manager to award and approve the purchase or contract. For any such Professional Services contract between \$25,000 and \$50,000, the General Manager shall follow the RFP/Q, selection, and award procedures set forth in section 7.03 (Professional Service Contracts Exceeding \$25,000) and section 7.03(c) is modified to authorize the General Manager to award and approve the contract.

## **Section 4.00 Emergency Purchases and Contracting**

- 4.01 Determination of Emergency: The authority to declare the existence of an emergency, including but not limited to emergencies described in Government Code sections 8558 and 54956.5 and Public Contract Code section 1102, generally resides with the Board. When urgent circumstances preclude taking the time for such determination by the Board, the General Manager may declare the existence of an emergency subject to ratification of the Board at its next Board meeting.
- 4.02 Authority of General Manager: In cases of emergency as determined by the Board or General Manager as set forth in Section 4.01 above, when repair or replacements are necessary to permit the continued operation of the District, or to avoid danger to life or property, the General Manager may replace or repair any District building, structure, equipment or facility, purchase or contract for the necessary Commodities and General or Professional Services, and take any other related and immediate action necessary or appropriate to respond to the emergency without complying with the Competitive Bidding requirements in Section 6 of this Chapter.
- 4.03 Delegation of Authority by General Manager: If the General Manager is unavailable to take the actions described in Section 4.02 above, the department manager or supervisor or acting supervisor in need of emergency Commodities or General or Professional Services may make the necessary purchases, securing competitive quotations whenever possible. The supervisor may issue a verbal order to a vendor as necessary to resolve the immediate hazard. The supervisor must notify the General Manager of his or her actions as soon as reasonably possible.
- 4.04 Board Notification and Approval: The General Manager shall promptly report to the Board the emergency actions taken and the circumstances surrounding such emergency.

If the General Manager approves a Construction Contract without giving public notice for bids where it would normally be required, he or she shall inform the Board of Directors no later than seven days after the action, or at the Board's next regularly scheduled meeting, if that meeting will occur no later than 14 days after the action, and every regularly scheduled Board meeting thereafter until such emergency action is terminated. Following notice to the Board by the General Manager, the Board must decide whether to approve, by a four-fifths vote, the continuation of such emergency work. If the Board does not allow the emergency action to continue, the General Manager shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice inviting bids for the emergency work.

- 4.05 Delegation of Emergency Construction Contract Authority: Pursuant to Public Resources Code section 22050(b)(1), the Board delegates to the General Manager the authority to order emergency Construction Contract action under Public Contract Code section 22050(a).

## **Section 5.00 Commodities, General Services and Construction Contracts of \$25,000 or Less**

- 5.01 Commodities and General Services: For a purchase of Commodities or contract for General Services in an amount or estimated amount of \$25,000 or less, the General Manager may make the purchase or approve the contract on the Open Market by seeking the most favorable terms and price either through negotiation, comparative pricing or informal Competitive Bidding, whichever method the General Manager deems most appropriate in the circumstances.

5.02 Construction Contracts: The General Manager may approve a Construction Contract without Competitive Bidding when the cost of such work does not exceed \$25,000. The General Manager shall seek the most favorable terms and price through negotiation, comparative pricing or informal Competitive Bidding as the General Manager deems most appropriate in the circumstances.

Alternatively, the District may perform the construction, reconstruction, erection, alteration, renovation, improvement, or repair of any building, structure, or facility owned, leased, or operated by the District by Force Account.

5.03 Availability of Funds: The General Manager may authorize a purchase or contract under Section 5.01 or 5.02 above only if there are unexpended funds available in the District budget for the purchase or to pay the costs of such contract. If there are no unexpended funds within the approved District budget, then the purchase or contract must be authorized by the Board.

5.04 Change Orders and Contract Amendments: The General Manager may negotiate, approve and sign change orders and contract amendments, provided that the sum of all change orders or amendments, does not exceed the approved contingency amount for the specific project. Any change orders or contract amendments that exceed the approved contingency amount shall require Board approval.

## **Section 6.00 Commodities, General Services and Construction Contracts in Excess of \$25,000**

6.01 Competitive Bidding Required: A purchase of Commodities, a contract for General Services, or a Construction Contract in an amount or estimated amount exceeding \$25,000 shall be made pursuant to the Competitive Bidding requirements set forth in this Section 6, unless one of the following exceptions applies:

- a. Commodities or General Services can be obtained from only one vendor, manufacturer, distributor, or service provider as described in Section 6.06 below;
- b. Purchases made through the California Department of General Services;
- c. Emergency purchases or work as described in Section 4 of this Chapter;
- d. For Commodities or General Services, the General Manager determines that Competitive Bidding would not be advantageous or in the best interests of the District and recommends a single vendor/provider purchase or contract to the Board for approval; or
  - e. For Commodities or General Services, the Board determines or directs otherwise.

6.02 Bidding Procedures: The bidding procedures are as follows:

- a. Notice Inviting Bids: The General Manager, or his or her designee, shall prepare a notice inviting bids for the purchase or contract that includes a general description of the supplies, materials, equipment to be purchased (including, if appropriate, bid specifications) or the General Service or construction work to be performed, the deadline for receipt of sealed bids, and the time and place for the bid opening.
- b. Publication of Notice: For Commodities and General Services, the notice inviting bids shall be posted in three public places in the District, distributed to prospective suppliers, vendors, and

contractors on the Bidder's List, and otherwise distributed as the General Manager deems appropriate. For Construction Contracts, the notice inviting bids shall be published as required by Public Contract Code section 20682 or 20682.5.

- c. Bid Security: When the General Manager deems appropriate, a bidder's security may be required for the purchase of Commodities and General Services in a form and amount as determined by the General Manager. If a bidder's security is required, the bidder security requirement shall be set forth in the notice inviting bids. Bids that are delivered without the required bid security shall not be considered by the District.

All bids for Construction Contracts must be sealed and be accompanied by a bidder's security as required by Public Contract Code section 20683.

- d. Bid Opening: At the time and place for the bid opening, the bids shall be opened in public. The General Manager shall tabulate all bids received and keep them open for public inspection for a period of not less than 30 calendar days after the bid opening. At the next Board meeting following the opening of bids, the General Manager shall present the bids to the Board.
- e. Lowest Responsible Bidder: The District will only consider bidders who submit a complete and fully responsive bid. The General Manager shall make a recommendation to the Board on an award to the lowest responsible responsive bidder. In its discretion, the Board may award the contract to the lowest responsible responsive bidder, reject all bids and re-advertise for bids, or reject all bids and not proceed with the purchase or contract. Additionally, for Commodities and General Services, the Board may reject all bids and direct that an Open Market purchase be made, provided the price paid on the Open Market shall not exceed the bid of the lowest responsible responsive bidder. The Board may waive any irregularity or informality in any bid.

In determining the lowest responsible responsive bidder, price alone shall not be the determinative factor, but shall be considered along with other factors including, but not limited to, the ability of the bidder to deliver or perform the work, availability of the Commodities or services required, prior work experience, location of the vendor or service provider, and any other factors relating to the particular needs of the District for the Commodities to be purchased or the General Services or construction work required.

Upon an award to the lowest responsible responsive bidder, the security of an unsuccessful bidder, if any, shall be returned within a reasonable amount of time, but in no event shall the District hold the security beyond 60 days from the time the award is made.

- 6.03 Forfeiture of Bid Security: Upon award to the lowest responsible responsive bidder, if the successful bidder fails to proceed with the sale to the District or enter into a contract with the District within 10 days from the date of the award, the bidder shall forfeit the bid security.
- 6.04 Bid Protests: Any bid protest from an unsuccessful bidder must be submitted in writing to the District by the seventh day following the date of award. A "bid protest" means any protest, objection, complaint, or challenge to, concerning or against (i) a rejection of a bidder for any reason; (ii) a contract award to the apparent low bidder; (iii) another bidder's bid; or (iv) the legality or enforceability of the bid documents or contract documents or process. The bidder filing the protest must have actually submitted a bid for the purchase or contract. The protest shall be in the form of a letter or memorandum to the General Manager and shall include the following: (i) a complete statement of the basis or bases for the protest, including

supporting documents; (ii) a reference to the specific portion(s) of the contract or bid documents that form(s) the basis of the protest; and (iii) the name, address, and telephone number of the person representing the protesting bidder.

The bidder filing the protest shall concurrently transmit a copy of the protest document and any attached documentation to all other bidders with a direct financial interest who may be adversely affected by the outcome of the protest, including all other bidders who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

The Board shall issue a prompt decision on the protest. If the Board determines that a protest is frivolous, the bidder submitting the protest may be determined to be irresponsible and be deemed ineligible for future contract awards as described in Section 6.05 below.

The procedure and time limits set forth in this Section are mandatory and are the bidder's sole and exclusive remedy in the event of a bid protest. Failure to timely comply with these procedures will constitute a waiver of any right to further pursue the bid protest, including filing a petition for writ of mandate, Government Claims Act claim, or other lawsuit or legal proceeding.

6.05 Rejection of Irresponsible Bidder: The General Manager may declare a bidder to be irresponsible for the following reasons:

- a. Failure to furnish satisfactory proof of responsibility when requested by the District;
- b. Unsatisfactory delay in the performance of a contract or purchase order;
- c. Unsatisfactory performance of a contract or purchase order;
- d. Submittal of a frivolous bid protest as described in Section 6.04 above; or
- e. Violations or attempted violations of this Chapter.

Once a bidder has been determined to be irresponsible, the General Manager may remove the bidder from the Bidder's List and deem the bidder to be ineligible for future contract awards for a reasonable period of time as determined by the General Manager. The barred bidder shall be furnished with a written notice explaining the reasons for the irresponsibility determination, and may appeal such decision to the Board within 10 days of receiving the notice.

6.06 Single Vendor or Provider Purchases: When the District requires Commodities or General Services that can be obtained or purchased from only one vendor, manufacturer, distributor authorized to sell within the District, or service provider, the General Manager may conduct negotiations with such vendor, manufacturer, distributor, or service provider to secure the most favorable terms and price without complying with the requirements of Sections 6.01 and 6.02 above. All single vendor/provider purchases shall be supported by written documentation indicating the facts and nature supporting the determination that the single vendor/provider purchase is appropriate in the circumstances. All single vendor/provider purchases in an amount or estimated amount exceeding \$25,000 require Board approval.

6.07 Special Commodities: When the District requires special supplies, materials, or equipment that must be compatible with existing District equipment, or that must perform complex or unique functions, or that



are otherwise patented or proprietary, the General Manager, in consultation with the department manager or supervisor, may limit bidding to a specific product type or brand name product.

Bidders who submit alternative products or brand names are responsible for demonstrating, to the District's satisfaction, that the proposed alternative product is equal in quality and performance to those specified in the bid documents.

- 6.08 Splitting of Transactions Unlawful: The District shall not split requirements for Commodities, General Services, and Construction Contracts into amounts or estimated amounts of less than \$25,000 to avoid the provisions of this Section 6.

## **Section 7.00 Contracts for Professional Services**

- 7.01 Factors to Consider: A Professional Services contract shall be awarded only to firms and persons who have demonstrated an adequate level of experience, competence, training, credentials, character, integrity, reputation, financial responsibility, resources, equipment, staffing, and other professional qualifications necessary to competently perform the services required by the District in the time period and price stated. The cost of service shall not be the determinative factor, as it may be in the District's best interest to award the Professional Services contract to a higher-priced consultant based on the scope of services, availability, unique skills, staffing levels, timing, prior experience, familiarity with District operations, and other information as determined by the District. The information required for determining the qualifications for providing the District with such services shall be developed by the department manager or supervisor requiring the professional services, in consultation with the General Manager.

When selecting an architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firm, the selection will be based on the demonstrated competence and professional qualifications necessary for the satisfactory performance of the required services in accordance with Government Code section 4526.

- 7.02 Contracts for \$25,000 or Less: For Professional Service contracts in an amount or estimated amount of \$25,000 or less, the General Manager may negotiate, approve and sign the Professional Services contract through negotiation, comparative pricing or informal Competitive Bidding, whichever method the General Manager deems most appropriate in the circumstances.

The General Manager may approve the contract only if there are unexpended funds available in the District budget to pay the costs of the Professional Services contract. If there are no unexpended funds within the approved District budget, then the contract must be authorized by the Board.

- 7.03 Contracts Exceeding \$25,000: A contract for Professional Services in an amount or estimated amount exceeding \$25,000 shall be made pursuant to the solicitation procedures as follows:
- a. Request for Proposal/Qualifications: The General Manager, or his or her designee, shall prepare a request for proposal/qualifications ("RFP/Q") that describes the Professional Services needed, the required minimum qualifications, any required pre-proposal conferences, the requirement that the proposal be sealed, the deadline for submitting the proposal/qualifications, and the place and time for making the submission.
  - b. Selection of Consultant: The General Manager, in consultation with the department manager or supervisor requiring the Professional Services, shall review all proposals received in compliance

with the RFP/Q requirements and may conduct follow-up interviews with the most qualified consultants. The proposals need not be opened in public. At the next Board meeting following the opening of proposals, the General Manager shall present the proposals to the Board.

- c. Award of Contract: The General Manager shall make a recommendation to the Board on an award to the most qualified proposal based on the factors described in Section 7.01 above. In lieu of the RFP/Q process, if the General Manager determines that the process would not be advantageous or in the best interests of the District, the General Manager may recommend a sole source Professional Services contract to the Board. In its discretion, the Board may award the contract to the person or firm recommended by the General Manager or, if applicable, another proposer, reject all proposals and re-solicit proposals, reject all proposals and not proceed with the contract, or reject all proposals and direct that the General Manager solicit and negotiate a contract with a specific person or firm.

7.04 Contract Amendments: The General Manager may negotiate and execute Professional Services contract amendments, provided that the sum of all amendments does not exceed the approved contingency amount. Any contract amendment that exceeds the approved contingency amount shall require Board approval.

## **Section 8.00 Disposal of District Property**

8.01 Disposal of Surplus Real Property: The General Manager shall dispose of real property that the Board has determined to be no longer necessary for the District's use in compliance with the requirements set forth in Government Code sections 54220 through 54233 and as otherwise directed by the Board.

8.02 Disposal of Surplus Personal Property: This section applies to surplus personal property, which is personal property owned by the District that the Board has declared surplus as inadequate or no longer necessary for the needs of the District. The General Manager may sell surplus personal property, or trade-in surplus personal property, as the Manager deems in the best interests of the District. The General Manager may discard or dispose of unsalable surplus personal property in any appropriate manner. The General Manager may also discard or destroy surplus personal property in any appropriate manner that may have some resale value but where, because of safety or liability concerns, destruction or disposal is preferable to sale.

## MEMORANDUM

Date: August 9, 2022  
To: Board of Directors  
From: Michael Fritschi, P.E. - Director of Operations  
Subject: Pyrethroid Management Plan Integrated Pest Management Policy

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### RECOMMENDED ACTION

It is recommended that the Board adopt the Pyrethroid Management Plan Integrated Pest Management Policy as presented.

### BACKGROUND

In May the District was contacted by an Environment Scientist from the Central Valley Regional Water Board that oversees the Pyrethroid total maximum daily load (TMDL) and Control Program to discuss deficiencies in the District Pyrethroid Management Plan previously submitted.

On 19 August 2021, the District submitted an earlier draft Pyrethroid Management Plan to the State in fulfillment of the ORDER TO SUBMIT TECHNICAL AND MONITORING REPORTS PURSUANT TO CALIFORNIA WATER CODE SECTIONS 13267 AND 13383 (Order) issued on 13 July 2020. Water Board Staff completed their review of the Rancho Murieta CSD's Plan and did not recommend approval as they felt the plan did not sufficiently address and adhere to the requirements of the Water code. The State Executive Officer extended the Plan submittal deadline to 30 June 2023.

The District met with the State via zoom and discussed the plan deficiencies. At that time the State offered a template of the integrated pest management policy to the District. Approving the policy and correcting some of the broken web links would put the District in compliance. The template plan was reviewed and forwarded to the improvements committee with the intent on presenting to the Board in August.

## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Improvements	<b>Policy #</b> 2022-02
<b>Title:</b>	District Pyrethroid Management Integrated Pest Management Policy	

### INTRODUCTION

The Rancho Murieta Community Services District (RMCSD) is committed to implementing an Integrated Pest Management (IPM) approach to guide the management of its facilities, landscaped areas, and rights-of-way. The IPM approach promotes the protection of the residents and visitors, as well as the local waterways, and utilizes a pest management strategy that promotes the long-term suppression of pest problems with minimum impact on non-target organisms and the environment as well as a reduction in use of pesticides. Least toxic pesticides are used only after an assessment indicates such a need, consistent with the provisions of this IPM Policy.

The adoption of this IPM Policy facilitates compliance with the Phase II Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit and the Basin Plan Amendment (BPA) for the Control of Pyrethroid Pesticide Discharges (Resolution R5-2017-0057).

### APPROACH

For the purposes of its IPM policy, the District adopts the following University of California Statewide Integrated Pest Management<sup>1</sup> (UC-IPM) definition:

IPM is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

### PURPOSE

It is the purpose and intent of this IPM Policy to:

1. Reduce reliance on and minimize the use of pesticides<sup>2</sup> as a part of District operations and on District property and rights-of-way that may adversely impact water quality; and
2. Outline how District departments are to perform pest management so that it is consistent with this IPM Policy.

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<sup>1</sup> <https://www2.ipm.ucanr.edu/what-is-IPM/>

<sup>2</sup> As defined in Section 12753 of Chapter 2 of Division 7 of the California Food and Agricultural Code.

## **1.0 SCOPE**

The IPM Policy governs District employees and contractors hired by District departments and persons acting under the authority of the District in the care and maintenance of District facilities, landscaped areas, and rights-of-way.

The term “pesticides” is a general term that includes herbicides, insecticides, fungicides, and rodenticides.

## **2.0 POLICY**

It is the policy of the District that:

1. Departments performing pest management will conform with the District’s IPM Policy.
2. The District’s IPM approach will include the following:
  - a) Educate and train District staff in the IPM program, practices, and policy.
  - b) Require District staff and pesticide application contractors to implement the IPM Policy on all District facilities, landscaped areas, and rights-of-way and to maintain records on and report the types and amounts of pesticides used, as well as IPM methods considered and used to prevent and control pests.
  - c) Reduce to the maximum extent practicable the use of pesticides.
  - d) Consider taking a “no-action” approach in addressing certain pest control issues.
  - e) Review and consider available non-chemical options before using a chemical pesticide.
  - f) Identify pests and least toxic methods to control pests.
  - g) Identify, evaluate, and minimize or eliminate conditions that encourage pest problems.
  - h) Conduct careful and efficient inspection, monitoring, and assessment of pest problems by designated personnel or contractor knowledgeable of IPM methods.
  - i) Maintain records on IPM methods considered and used to prevent and control pests.
  - j) Comply with all applicable local, State of California (State), and Federal regulations, including pesticide use and reporting.
  - k) Conduct decision-making based on the best available science and data.
  - l) Refer residents and pest control operators to the District’s stormwater program and the local Department of Agricultural Weights and Measures for information on less toxic methods of pest control.
  - m) Provide public access to the District’s IPM Policy.
3. IPM Policy General Requirements
  - a) Eliminate the use of Category I pesticides.
  - b) Minimize the use of Category II, III, and IV pesticides.
  - c) Eliminate the use of pesticides that are classified by government agencies as known carcinogens, reproductive toxicants (teratogens, mutagens), endocrine disruptors, carbamates, organophosphates, or ground water contaminants.
  - d) Use pesticides only when necessary and select a pesticide that is both effective and least toxic.
  - e) Develop pest-specific plans to prevent or reduce the incidence of pest problems.
  - f) Require District staff and pesticide application contractors to comply with the Phase II Permit requirements to reduce the amount of pesticides and herbicides used during municipal operations and activities.

## **2.1 IMPLEMENTATION**

This IPM Policy shall be implemented by District departments and through an IPM Coordinator. Several areas important to the implementation of the IPM Policy are outlined below, including a description of the IPM Coordinator role.

## **2.2 IPM COORDINATOR**

The Operations Director is designated as the District 's IPM Coordinator and is responsible for coordinating with the departments involved in pest management to ensure that the IPM Policy is implemented. The IPM Coordinator is assisted by various District staff.

The primary responsibilities include the following:

1. Education and Training:
  - a) Communicate the goals and requirements of the IPM Policy to District departments.
  - b) Request and maintain information regarding the District 's IPM trainings offered or attended.
  - c) Provide information to District staff performing pest management as needed to ensure that the requisite IPM practices are implemented.
2. IPM Applications and Guidelines:
  - a) Ensure District staff and pesticide application contractors are authorized as Pesticide Applicators and are complying with the District 's IPM Policy.
3. Product Selection and Product Use Approval:
  - a) Work with District staff performing pest management to develop a form for exemption requests.
  - b) Ensure that no products on the prohibited use product list are applied unless District approves an exemption request.
4. Notification of Pesticide Applications:
  - a) Use a standardized design for a pesticide application notification sign that includes the date of application, the name and type of product used, the signal word, and a contact telephone number where the public may call for information about the proposed application on all school sites as required by the Healthy Schools Act.
5. Pesticide Application Contracts:
  - a) Ensure that contracted pesticide applicators are appropriately trained and certified, implement IPM, and follow the District 's health and safety procedures and OSHA requirements.
6. Record Keeping:
  - a) Work with District staff performing pest management to develop forms summarizing pesticide use.
  - b) Provide direction regarding the pesticide application recordkeeping and reporting of the methods and pesticides used/applied on the District 's facilities, landscaped areas, and rights-of-way.
  - c) Review the pesticide application records (Pesticide Use Reports (PURs)) and follow-up reports to ensure that the activities are consistent with the IPM Policy.
  - d) Provide information to the District 's Operations Director for the stormwater Annual Report or other required reporting, as needed.

### ***Education and Training***

Education and training of appointed personnel is critical to the success of the IPM Program. Key staff and contractors involved in pest management or application will be educated in IPM policies and

procedures. Education may include classroom training, on-site training, or informal meetings and will typically be held once a year. IPM topics discussed may include, but not be limited to, pest control action thresholds; pest management decisions; pest monitoring and identification; prevention; control; and effectiveness evaluations.

### ***IPM Applications and Guidelines***

Only persons specifically authorized by the IPM Coordinator as Pesticide Applicators will be permitted to bring or use pesticides on District property. Pesticide applicators must follow regulations and label precautions. Applicators will have training in IPM and must comply with the District's IPM Policy.

### ***Product Selection and Product Use Approval***

Except for pesticides granted an emergency exemption, the District will not use any products on the prohibited use product list below. If it is determined that an EPA registered pesticide must be used, then the least-toxic material will be chosen.

1. Prohibited Use Products: Pesticides used by the District shall not contain the following ingredients:
  - a) Organophosphates, or organochlorines, or carbamates listed by the United States Environmental Protection Agency (Office of Pesticides Programs, Document 735-F-99-14, May 1999), or California Department of Pesticide Regulation Chemical Inquiries Database.
  - b) Glyphosate or glyphosate containing products.
2. Banned Use Areas: Except in the case of an emergency, no pesticides will be applied on District playground properties. Currently there are no playground properties controlled by the District.

### ***Notification of Pesticide Applications***

The District shall provide the public and its employees with notification of pesticide applications through the use of signs at all school sites as required by the Healthy Schools Act. Currently there are no schools controlled by the District.

### ***Pesticide Application Contracts***

Where pesticide management and/or applications are provided by contractors, the District will contract with IPM-trained and/or IPM-certified pest control applicators. A clause will be included within the contract to ensure that pesticide applicators implement IPM and follow the District's safety data sheet (SDS) and health and safety program.

As detailed in the District's IPM contractors are responsible for the filing of all required records and reports, including, but not limited to, Notice of Intent to Apply and PURs, as specified by all county, State, and federal agencies.

### ***Record Keeping***

The District shall maintain records of the IPM methods used and pesticide applications for a period consistent with the District's record retention policy. This information may also be reported within District stormwater Annual Reports or other required reporting if pesticides are used during the year. The information reported shall include the following:

1. All the information listed below will be documented on an official Pest Control recommendation form to be supplied by a Pest Control Adviser (PCA) annually prior to any pest control operation. The form will include:
  - a) Name of the entity responsible.
  - b) Specific site of the application.
  - c) The target pest.
  - d) The date the pesticide was used and re-entry period if applicable.
  - e) Date of expiration of the PCA recommendation.
  - f) Schedule, timing, and conditions.
  - g) The name and active ingredient of the pesticide to be applied and EPA registration number.
  - h) The pesticide signal word.
2. The IPM Coordinator or PCA will prepare a follow-up record to include:
  - a) Prevention and other non-chemical methods of control used.
  - b) Chemical methods used.
  - c) The effectiveness of the pesticide or management action.
  - d) If application was undertaken in a pest control emergency, provide explanation of circumstances of the emergency.

### **3.0 RECOMMENDED PEST CONTROL PRODUCTS**

The District recommends that the pesticides purchased for use on District facilities, landscaping, or rights-of-way follow the guidelines of the IPM Policy such that they are the most effective and present the lowest risk to the environment. Pesticide application should only be used when needed and in combination with other approaches to ensure effective, long-term control.

Our Water, Our World (OWOW), a program that partners with cities and counties to promote less-toxic, eco-friendly pest solutions and products, has developed lists of less-toxic pesticides that are organized by:

- Brand,
- Pest, and
- Active ingredients.

The products lists are intended to capture less-toxic products that are compatible with IPM policies and can be found on the “Active Ingredients” page of the OWOW website: <https://ourwaterourworld.org/pesticide-ingredients/>.

Those purchasing pesticides on behalf of District should consult these lists prior to selecting a pesticide for purchase. Contracted pesticide applicators should also be encouraged to utilize the lists when purchasing materials for application on District property.

### **4.0 PRACTICES**

Any pest control chemicals would be stored in a secure building at the District Maintenance Shop, located at the wastewater treatment facility.



<p><b>User Qualifications</b></p>	<ul style="list-style-type: none"> <li>■ Chemical application and advice on pest management problems will be made by the IPM Coordinator or a licensed pest control company, particularly in the creation of customized IPM problems, which may require detailed knowledge of the biology and ecology of a particular species.</li> <li>■ If pesticides are required, District staff will determine, or coordinate with a licensed pest control company to determine, the best product and application in accordance with the approval requirements.</li> <li>■ Only trained personnel can prepare and use all chemicals.</li> </ul>
<p><b>Species Considerations</b></p>	<ul style="list-style-type: none"> <li>■ Time the treatment to coincide with the presence of the pest.</li> <li>■ Use a selective chemical that has the least effect on non-target species and treat only the area affected.</li> </ul>
<p><b>User Safety</b></p>	<ul style="list-style-type: none"> <li>■ Users must wear protective clothing appropriate to the pest chemical application used.</li> <li>■ Ensure that anyone handling toxic chemicals never works alone and that the work area is well-ventilated.</li> <li>■ Wear a respirator for outdoor spraying or dusting of organic phosphorus compounds.</li> <li>■ Eating, drinking, and smoking must be prohibited when using or handling chemicals.</li> <li>■ Users must be familiar with the chemicals they are likely to be using, the effects the chemicals may have on the body, and how the chemicals may enter the body.</li> <li>■ Users must be aware of the signs and symptoms of acute poisoning related to chemicals they are using. They must stop work if they are feeling ill and seek medical advice.</li> </ul>
<p><b>Equipment</b></p>	<ul style="list-style-type: none"> <li>■ Equipment must be frequently checked and properly maintained, both for health and safety reasons and to minimize spray drift.</li> </ul>
<p><b>Weather/Time Restrictions</b></p>	<ul style="list-style-type: none"> <li>■ Spraying must not be carried out in unsuitable weather. Anyone operating sprayers must have access to a wind-speed meter, and only spray when the wind speed is negligible.</li> <li>■ Spraying must not take place within 48 hours of a rain event.</li> <li>■ Hours of work must be controlled so that building occupants are not exposed.</li> </ul>

<p><b>BASIC PLANT AND FUNGI CONTROL PRACTICES</b></p>	
<p><b>Maintenance</b></p>	<ul style="list-style-type: none"> <li>■ Keep the building grounds well-maintained. Clear plant debris, especially from fruit-bearing trees.</li> <li>■ Maintenance personnel shall use mulch and other landscaping best practices, warding off weeds and other pests.</li> <li>■ Keep vegetation trimmed at least 18 inches from the building.</li> </ul>
<p><b>Plantings</b></p>	<ul style="list-style-type: none"> <li>■ Maintain and plan landscape features to eliminate safe havens for pests.</li> <li>■ Avoid monocultures by mixing plant species in planters and gardens.</li> </ul>

<b>Manual Controls</b>	<ul style="list-style-type: none"> <li>■ Landscaping shall be hand weeded and chemical control shall be kept to a minimum. This measure prevents human and environmental exposure to hazardous chemicals.</li> </ul>
<b>Chemical Controls</b>	<ul style="list-style-type: none"> <li>■ When chemical use is necessary, replace hazardous substances with least-toxic chemicals as defined by <b>Our Water, Our World; 2020 San Francisco Reduced-Risk Pesticide List</b>.</li> </ul>
<b>Inspection Schedule and Location</b>	<ul style="list-style-type: none"> <li>■ Responsible parties will inspect the site at regular intervals to monitor and apply pest controls operations.</li> </ul>

<b>BASIC ANIMAL PEST CONTROL PRACTICES</b>	
<b>Site/Building Cleanliness</b>	<ul style="list-style-type: none"> <li>■ Keep garbage containers clean, free of odors, and covered. Sanitation measures reduce habitat and food sources for pests.</li> <li>■ Keep areas around garbage containers free of spillage or garbage to prevent the collection of trash or debris on the ground around or underneath the containers.</li> <li>■ Keep grounds free of high weeds, trash, old equipment, and debris, as these conditions create ideal harborage for rodents.</li> </ul>
<b>Structural Integrity</b>	<ul style="list-style-type: none"> <li>■ Maintain the building exterior in good condition with no holes or openings larger than ¼ inch including, but not limited to, windows, doors, fans, vents, etc. to keep pests from entering the building.</li> <li>■ Address any deficiencies in the building exterior with corrective measures, i.e., cementing, screening, caulking, installing stripping on door bases, etc.</li> <li>■ Maintain door sweeps on all applicable doors to produce a good seal to the ground.</li> </ul>
<b>Inspection Schedule and Location</b>	<ul style="list-style-type: none"> <li>■ Visual inspections shall be performed monthly to identify problem areas.</li> </ul>

<b>SPECIFIC ANIMAL CONTROL STRATEGIES</b>	
<b>Ants</b>	<ul style="list-style-type: none"> <li>■ Always keep food items in sealed containers or store them in the refrigerator or freezer. Clean surfaces and storage areas to remove crumbs and stains. Keep sinks and worktops clean and dry.</li> <li>■ Prune branches close to the building or anything that might create a bridge for the ants to cross.</li> <li>■ In areas where ants are present, wipe the areas down with soapy water to prevent the formation of major scent trails. If there already is an established trail, wipe backwards from the food source to the entrance of the trail.</li> <li>■ Treat only areas that have active pest infestations. Temporary blockades can be made using chili powder, cinnamon, boric acid, or sticky substances such as petroleum jelly.</li> <li>■ Baits are best put in the path of an ant trail and then removed after the ant activity stops.</li> <li>■ Identify the ant species for most relevant measures.</li> </ul>
<b>Aphids</b>	<ul style="list-style-type: none"> <li>■ Prune out infested leaves.</li> <li>■ Knock off aphids by spraying with a strong stream of water.</li> <li>■ Wait for hot weather; most aphids are gone by mid-June.</li> <li>■ Release ladybugs on heavily infested plants.</li> <li>■ Spray with insecticidal oil or soap (Safer soap).</li> </ul>
<b>Bed Bugs</b>	<ul style="list-style-type: none"> <li>■ Call professional pest management to inspect and treat for the presence of bed bugs indicated by the initial inspection.</li> </ul>
<b>Caterpillars</b>	<ul style="list-style-type: none"> <li>■ Obtain a correct identification of the caterpillar to prescribe the most appropriate form of control.</li> <li>■ Bacterial insecticides derived from natural ingredients are available to control caterpillars.</li> </ul>
<b>Cockroaches</b>	<ul style="list-style-type: none"> <li>■ There are five main species of cockroaches and effective control depends on identifying them correctly.</li> <li>■ All food handling areas should be cleaned frequently.</li> <li>■ IPM measures for controlling cockroaches include effective hygiene and exclusion practices, sticky traps lined with pheromones, boric acid, and insect growth regulators.</li> </ul>
<b>Dust Mites</b>	<ul style="list-style-type: none"> <li>■ Fabrics, bedding, and carpets attract and generate dust and dust mites. To keep dust mites at bay, keep building well-ventilated and dry.</li> </ul>
<b>Scales (hard and soft)</b>	<ul style="list-style-type: none"> <li>■ Provide plant with proper irrigation.</li> <li>■ Encourage natural enemies (ladybugs, lacewings).</li> </ul>

**SPECIFIC ANIMAL CONTROL STRATEGIES CONTINUED**

<p align="center"><b>Flies</b></p>	<ul style="list-style-type: none"> <li>■ Collection of waste and residues should be carried out at least twice a week.</li> <li>■ Keep refuse areas clean to avoid providing flies with breeding grounds.</li> <li>■ Ensure bin lids fit tightly and the bins are cleaned regularly.</li> <li>■ Use fine mesh window and door screens as a barrier against entry by any flying insect.</li> <li>■ Ultra-violet (UV) fly killing equipment is very effective so long as it is situated correctly. In food preparation areas, UV equipment should only be used once all possible precautions have been taken to keep flying insects out. Position the UV equipment close to an entry point, at right angles to the nearest competing light source such as a window. In many catering establishments, poorly situated UV equipment poses a greater food hygiene hazard than lacking pest repellants altogether. This is because when placed next to the food preparation area, they draw flies to the food, which they are likely to contaminate before being killed.</li> <li>■ Natural chemical treatments include pyrethrum extracted from the <i>Chrysanthemum cineraria folium</i> plant that can be used in kitchens and restaurants.</li> </ul>
<p align="center"><b>Mosquitoes</b></p>	<ul style="list-style-type: none"> <li>■ Find and eliminate their habitat.</li> <li>■ Do not allow flowerpots, buckets, plastic sheeting, or other open containers outside to collect water.</li> <li>■ Drain unused pools or fountains so that the water cannot become stagnant.</li> <li>■ Drain or fill depressions, mud flats, and other areas that might hold water.</li> <li>■ Repair leaking taps and air-conditioning units so that puddles cannot form and ensure that septic tanks and sewage systems are properly maintained and in good working order.</li> <li>■ Avoid over-irrigating lawns and gardens and keep weeds and grass well-clipped.</li> <li>■ To prevent mosquitoes from coming indoors, fit fine-mesh screens to porches, doors, and windows.</li> </ul>
<p align="center"><b>Fabric/ Clothing Moths</b></p>	<ul style="list-style-type: none"> <li>■ Fabrics should be washed and then put in bags and placed in a freezer. When taken out to thaw, shake the fabrics vigorously to remove dead larvae.</li> <li>■ Clean the areas where fabrics have been stored with vinegar and water.</li> <li>■ Store fabrics in cedar chests or closets. Place cedar chips or blocks or lavender sachets in drawers.</li> <li>■ For acute moth problems, reusable traps can be baited with a controlled-release pheromone system to lure moths into the trap and disrupt their mating cycle.</li> <li>■ Avoid mothballs and insect foggers.</li> </ul>

<p><b>Pantry Moths</b></p>	<ul style="list-style-type: none"> <li>■ Vacuum affected areas.</li> <li>■ Scrub all surfaces with hot water and detergent, especially in corners and around the edges of removable shelves. White vinegar also works.</li> <li>■ Food items and containers should be thoroughly cleaned with a detergent and water solution and wiped down with a vinegar rinse before being put back. Use air-tight containers made of hard plastic, glass, or metal and not plastic bags.</li> <li>■ Kill any moths with a fly swatter or moth traps.</li> <li>■ Peppermint gum, bay leaves, peppercorns, and cloves may also help deter pantry moths.</li> </ul>
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<p><b>SPECIFIC ANIMAL CONTROL STRATEGIES CONTINUED</b></p>	
<p><b>Rodents</b></p>	<ul style="list-style-type: none"> <li>■ Rodent control should start with a survey to determine the source of the problem and the conditions that encourage the infestation.</li> <li>■ Remove food sources.</li> <li>■ Eliminate places of refuge.</li> <li>■ Openings in building foundations and walls should be closed or screened with wire mesh that has holes not more than 1.25 cm (0.5 in) wide. Where pipes enter masonry, force heavy hardware cloth or steel wool into the opening, then fill it with concrete.</li> <li>■ Continuous surveillance is necessary and places where rodents have been gnawing to gain entry to a building should be sealed with metal flashing.</li> <li>■ Doors are particularly vulnerable to rodent entry so ensure that external doors and windows close tightly with no gaps at the bottom.</li> <li>■ Materials stored in the open, in sheds or in building should be stacked at least 30 cm (1 ft.) above the ground.</li> <li>■ Stringent waste disposal practices should be observed – secure all waste in closed containers and not just plastic bags.</li> <li>■ Wash bins regularly. Make sure composting bins are designed to prevent rodents from entering.</li> <li>■ Bait should be sticky to ensure that the mouse triggers the trap mechanism even if it only lightly touches the bait. Mice prefer peanut butter or chocolate. Bacon, oatmeal, or apples can also be used as bait.</li> <li>■ An alternative to snap traps is a battery-operated trap that generates a high voltage once the rat or mouse is inside.</li> </ul>
<p><b>Slugs and Snails</b></p>	<ul style="list-style-type: none"> <li>■ There are various non-chemical solutions to eliminate slugs and snails, including putting salt or sharp shingle around vulnerable plants, drowning them in beer, or simply throwing them over a fence. Elemental copper bands also repel snails and slugs. Remove daytime hiding places (weeds, debris, etc.).</li> </ul>
<p><b>Wasps and Hornets</b></p>	<ul style="list-style-type: none"> <li>■ A simple trap can be made by putting beer or a solution of jam or honey and water in an open jar around the grounds. If this does not work, there are branded traps available containing specially formulated attractant baits.</li> </ul>

## 5.0 DEFINITIONS FOR USE WITH THIS POLICY

1. "Basin Plan Amendment" or "BPA" means the regulatory requirements for the Control of Pyrethroid Pesticide Discharges that was adopted by the Central Valley Water Board on June 8, 2017, with the adoption of Resolution R5-2017-0057. The BPA established measurable pyrethroid concentration goals and an implementation program for the control of pyrethroid pesticides that are or could potentially impact aquatic life in the Sacramento and San Joaquin River watersheds.
2. "Contractor" means a person, firm, or corporation or other entity, including a governmental entity that enters into a contract with the District for pest management services.
3. "Integrated Pest Management" or "IPM" means an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.<sup>3</sup>
4. "IPM Coordinator" means the designated agent or employee experienced in IPM field and office work and is responsible for IPM program coordination for the District.
5. "IPM Policy" means this Integrated Pest Management Policy.
6. "Pest" means any pest as defined in Section 12754.5 of Chapter 2 of Division 7 of the California Food and Agricultural Code. Pest includes any of the following that is or is liable to become, dangerous or detrimental to the public health or the agricultural or nonagricultural environment of the State:
  - a) Any insect, predatory animal, rodent, nematode or weed;
  - b) Any form of terrestrial, aquatic, or aerial plant or animal, virus, fungus, bacteria or other microorganism (except viruses, fungi, bacteria or other microorganisms on or in living man or other living animals);
  - c) Anything that the Secretary of the California Department of Food and Agriculture or the Director of Pesticide Regulation for the California Department of Food and Agriculture by regulation declares to be a pest.
7. "Pest Control Adviser" or "PCA" means any person possessing a current pest control adviser license issued by the California Department of Pesticide Regulation. The PCA license is required for making pest control recommendations in the landscape setting.
8. "Pest Control Operator" or "PCO" means any person possessing a current pest control operator license issued by the California Department of Pesticide Regulation. The PCO license is required when performing structural pest control.
9. "Pest-Specific Plan" means a written plan addressing the management and control of a particular pest. Components of Pest-Specific Plans should include pest biology, impacts, pest thresholds, recommended treatments, monitoring frequency, cultural practices, and site modifications to prevent or reduce the incidence of pest problems.

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<sup>3</sup> <https://www2.ipm.ucanr.edu/what-is-IPM/>

10. "Pesticide" means pesticide as defined in Section 12753 of Chapter 2 of Division 7 of the California Food and Agricultural Code. Pesticide includes any of the following:
  - a) Any substance or combination of substances which is intended to be used for defoliating plants, regulating plant growth, or for preventing, destroying, repelling or mitigating any pest which may infest or be detrimental to vegetation, man, animals or households or be present in any agricultural or nonagricultural environment whatsoever;
  - b) Any spray adjuvant.
11. "Pesticide Applicator" means any person or company hired by a District Department who applies pesticides, as defined in this section, to property owned, leased or managed by the District.
12. "Phase II Permit" means the State Water Resources Control Board's Phase II Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) General Permit No. CAS000004, Order No. 2013-0001, adopted February 5, 2013, and subsequent reissuances of this Order.
13. "Signal Word" means the toxicity category word on the pesticide label: Danger, Warning, Caution or None Required. See Toxicity Category I; II, III, IV product.
14. "Pesticide Use Report Form" or "PUR" means a document that records pesticide use or other treatment practices within and associated with City owned, managed, or leased structures.
15. "Toxicity Category I; II, III, IV product" means any pesticide, as defined in 40 Code of Federal Regulations Section 156.10, meeting the appropriate toxicity categories and bearing on the front label panel the signal word Danger, Warning, Caution or None Required.

<b>Approved by Rancho Murieta Community Services District Board of Directors</b>	Adopted XX/XX/2022
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**Rancho Murieta Community Services District  
Security Department  
Memorandum**

Date: 08/11/2022  
To: Board of Directors  
From: Kelly Benitez  
Subject: Safety Center Repairs – CIP# 23-19-03

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**RECOMMENDED ACTION**

It is recommended that the Board approve the Bid from Local Community Builders for repairs to the Safety Center in an amount not to exceed \$48,584 plus a 15% contingency for \$55,871.60. The District will appropriate the funds from the Security Replacement Reserve account.

**BACKGROUND**

This Safety Center was opened in July of 2006 as a community center for the Sacramento County Sheriff's Office, California Highway Patrol and Security Personnel with the Community Service District (CSD). The Safety Center is a 1440 square foot facility that includes a small kitchen and two restrooms, offices, locker room and is the hub for all CSD security personnel which includes the head of security.

The Safety Center is a community service center that in its current condition does not look sophisticated per our CSD standards. I would like to improve the appearance and inside space to appeal to attract more law enforcement personnel to visit the location as well as to transform the inside of the Safety Center into a functioning emergency operations center for CSD in the event of natural disasters or other type of emergencies. Due to the age of the building, and improper seal around the windows, there is extensive damage to the facility from leaks.

The siding and flashing of the Safety Center are penetrated with dry rot. According to the SF GATE, of all the timber fungi, dry rot is one of the most dangerous, not just to the integrity of your building, but because of the underlying damp problem it represents. There are also several leaks in the Safety Center that have not been addressed over the past 16 years. This condition poses a real concern that mold may be discovered behind the panels. The windows on the Safety Center are single pane from the factory and are not energy efficient.

The following repairs will be a good start for such goals:



- Replace siding effected with dry rot
- Install new dual pane windows
- Install new gutters and trim
- Paint exterior of building
- Replace electrical outlets effected by previous flooding
- As needed, consider replacing carpeting once the other repairs are complete

## **FINANCIAL IMPACT**

Due to the current labor market, obtaining bid from qualified contractors has been a challenge. Staff was able to obtain bids from two contractors to obtain bids to make the necessary repairs. Blue Model Remodeling and Local Community Builders. It is recommended that we approve the bid from Local Community Builders, as it was the low. It is important to consider that there will likely be damages under the siding that cannot be seen until the work is started.

Local Community Builders  
 Safety Center Quote  
 8/16/2022

Item	Description	Cost
Plans & Permits	Plans and Permits . Allowance given to secure new siding and new windows permit.	\$2,000
Demolition	Demolition of existing siding, trim and windows on east, south and west facing exterior walls.	\$3,164
Rough Carpentry	Rough Carpentry.	\$8,920
Lumber	Lumber. Use most materials chosen from James Hardie siding and trim. James Hardie HZ10 products is especially designed to resist moisture, cracking and shrinking and swelling for increased durability and workability. Currently it is more affordable then wood products and carries a thirty year warranty on siding and a 15 year warranty on trim.	\$3,600
Gutters & Downspouts	Gutters and Downspouts. 140'-00" lineal feet of 5 1/2" Gutters in colonial red color matching existing. Four 2" x 3" Downspouts approximately 44'-00" lineal feet	\$2,500
Windows & Trim	Windows. New Milgard Tuscany Vinyl windows. Materials and Labor to install. Old windows should be replaced while siding is being installed. This will insure a weather tight seal and give added insulation and less heat/cool transfer loss. Includes Installation .	\$10,900
Rough Electrical	Rough Electrical. Two outlets will need to be removed and replaced after siding is installed .	\$2,000
Painting Exterior	Painting Exterior with Elastomeric Kelly Moore Paint . Elastomeric paint will contain a natural or synthetic Polymer having elastic properties and will seal small penetrations and will help prevent water intrusion. Two coats, base color and separate trim color.	\$6,000
Jobsite Labor	Job site labor , pick up and delivery, additional supervision	\$1,500
Supervision	Overhead & Profit	\$8,000

Local Community Builders  
Safety Center Quote  
8/16/2022

Unknown	This quote does not include unforeseen conditions and or internal dry rot	TBD
<b>TOTAL</b>		<b>\$48,584</b>



## Contractor's License Detail for License # 1088661

**DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.**

- ▶ CSLB complaint disclosure is restricted by law ([B&P 7124.6](#)) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click [here](#) for a definition of disclosable actions.
- ▶ Only construction related civil judgments reported to CSLB are disclosed ([B&P 7071.17](#)).
- ▶ Arbitrations are not listed unless the contractor fails to comply with the terms.
- ▶ Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 8/16/2022 9:09:47 AM

### Business Information

LOCAL COMMUNITY BUILDERS  
3002 55TH STREET  
SACRAMENTO, CA 95820  
Business Phone Number:(916) 807-5094

**Entity** Corporation  
**Issue Date** 03/16/2022  
**Expire Date** **03/31/2024**

### License Status

**This license is current and active.**

**All information below should be reviewed.**

### Classifications

B - GENERAL BUILDING

### Bonding Information

#### Contractor's Bond

This license filed a Contractor's Bond with [AMERICAN CONTRACTORS INDEMNITY COMPANY](#).

**Bond Number:** 100637221  
**Bond Amount:** \$15,000  
**Effective Date:** 02/17/2022

#### Bond of Qualifying Individual

The qualifying individual THOMAS J LEONARD PITTMAN certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.

**Effective Date:** 03/16/2022

### Workers' Compensation

This license is exempt from having workers compensation insurance; they certified that they have no employees at this time.

**Effective Date:** 02/17/2022  
**Expire Date:** None



Blue Valley Remodeling, Inc  
 1690 Long Gate Road  
 Plymouth, CA 95669  
 License #899796

# Estimate

Date	Estimate #
7/14/2022	541

Name / Address
Rancho Murieta Community Service District 15160 Jackson Highway Rancho Murieta, CA 95683

Item	Description	Qty	Rate	Total
01 Plans and Per...	Plans and Permits. Allowance given to secure new siding and new windows permit.		1,000.00	1,000.00
02.10 Demolition	Demolition of existing siding, trim and windows on east, south and west facing exterior walls.		3,900.00	3,900.00
07 Rough Carpentry	Rough Carpentry.		9,785.00	9,785.00
08 Lumber	Lumber. Use of all materials chosen from James Hardie siding and trim. James Hardie HZ10 products is especially designed to resist moisture, cracking and shrinking and swelling for increased durability and workability. Currently it is more affordable then wood products and carries a thirty year warranty on siding and 15 year warranty on trim. Hardiepanel selected to be Sierra 8. All trim to be Rustic Grain		7,963.36	7,963.36
10.1 Gutters and ...	Gutters and Downspouts. 140'-00" lineal feet of 5 1/2" Gutters in colonial red color matching existing. Four 2" x 3" Downspouts approximately 44'-00" lineal feet		2,900.00	2,900.00
13 Windows & Tr...	Windows. New Milgard Tuscany Vinyl windows. Materials and Labor to install. Old windows should be replaced while siding is being installed. This will insure a weather tight seal and give added insulation and less heat/cool transfer loss. Includes Installation.		12,002.13	12,002.13
16.1 Rough Electr...	Rough Electrical. Some fixtures and conduits will need to be removed and replaced after siding is installed.	8	110.00	880.00
24.3 Painting Ext...	Painting Exterior with Elastomeric Kelly Moore Paint. Elastomeric paint will contain a natural or synthetic Polymer having elastic properties and will seal small penetrations and will help prevent water intrusion. Two coats, base color and separate trim color.		4,400.00	4,400.00
29.2 Jobsite labor	Job site labor, pick up and delivery, additional supervision	42,830.49	0.07	2,998.08
29.Supervision, o...	Supervision, overhead and profit	45,828.57	0.25	11,456.94

Signature *Pauli* PRESIDENT

BLUE VALLEY REMODELING, INC

**Total** \$57,285.51

# Blue Valley Remodeling, Inc.

1690 Long Gate Road  
Plymouth, CA 95669  
License #899796

bluevalleyremodelinginc@gmail.com

## PROPOSAL AND CONTRACT

California Contractor's License No. 899796

Date 7/14/2022

Charge to: Rancho Murieta Community  
Service District  
15160 Jackson Highway

Job Address: 15160 Jackson Highway  
Rancho Murieta, CA 95683

Owner: RMCS D

Blue Valley Remodeling, Inc. Agrees to furnish materials as per specifications listed below and subject to conditions on pages 2-4 of this contract.

	Total
Plans and Permits. Allowance given to secure new siding and new windows permit.	1,000.00
Demolition of existing siding, trim and windows on east, south and west facing exterior walls.	3,900.00
Rough Carpentry.	9,785.00
Lumber. Use of all materials chosen from James Hardie siding and trim. James Hardie HZ10 products is especially designed to resist moisture, cracking and shrinking and swelling for increased durability and workability. Currently it is more affordable then wood products and carries a thirty year warranty on siding and 15 year warranty on trim. Hardiepanel selected to be Sierra 8. All trim to be Rustic Grain	7,963.36
Gutters and Downspouts. 140'-00" lineal feet of 5 1/2" Gutters in colonial red color matching existing. Four 2" x 3" Downspouts approximately 44'-00" lineal feet	2,900.00
Windows. New Milgard Tuscany Vinyl windows. Materials and Labor to install. Old windows should be replaced while siding is being installed. This will insure a weather tight seal and give added insulation and less heat/cool transfer loss. Includes Installation.	12,002.13

### Total

FOR BLUE VALLEY REMODELING, INC

For Purchaser \_\_\_\_\_

Salesman \_\_\_\_\_

Prnit Name \_\_\_\_\_

Officer  \_\_\_\_\_

Owner \_\_\_\_\_

Date 07/14/2022 \_\_\_\_\_

Accepted By \_\_\_\_\_

**Blue Valley Remodeling, Inc.**

1690 Long Gate Road  
Plymouth, CA 95669  
License #899796

bluevalleyremodelinginc@gmail.com

**PROPOSAL AND CONTRACT**

California Contractor's License No. 899796

Date 7/14/2022

Charge to: Rancho Murieta Community  
Service District  
15160 Jackson Highway

Job Address: 15160 Jackson Highway  
Rancho Murieta, CA 95683

Owner: RMCS D

Blue Valley Remodeling, Inc. Agrees to furnish materials as per specifications listed below and subject to conditions on pages 2-4 of this contract.

	Total
Rough Electrical. Some fixtures and conduits will need to be removed and replaced after siding is installed.	880.00
Painting Exterior with Elastomeric Kelly Moore Paint. Elastomeric paint will contain a natural or synthetic Polymer having elastic properties and will seal small penetrations and will help prevent water intrusion. Two coats, base color and separate trim color.	4,400.00
Job site labor, pick up and delivery, additional supervision	2,998.08
Supervision, overhead and profit	11,456.94

**Total** \$57,285.51

FOR BLUE VALLEY REMODELING, INC

Salesman \_\_\_\_\_

Officer \_\_\_\_\_

Date \_\_\_\_\_

Rwin  
07/14/2022

For Purchaser \_\_\_\_\_

Print Name \_\_\_\_\_

Owner \_\_\_\_\_

Accepted By \_\_\_\_\_



# **Blue Valley Remodeling, Inc.**

15160 Jackson Highway Job Address:  
Rancho Murieta, CA 95683

1690 Long Gate Road  
Plymouth, CA 95669  
License #899796

bluevalleyremodelinginc@gmail.com

Workers Compensation Insurance: Contractor, at his own cost and expense, must procure and maintain during the continuance of this Contract, a policy of workers' compensation or employer's liability insurance for the protection of his employees (including executive, managerial, and supervisory employees) engaged in work on the project, and must, on demand, deposit with Owner a certificate evidencing the policy. Right to Remedy Defect: Contractor has the right to remedy any defects of deficiencies prior to owner authorizing repairs by others and/or changes to work performed by Blue Valley Remodeling, Inc. Right to Stop Work: Contractor shall have the right to stop work if any payment shall not be made to Contractor under this agreement. Contractor may keep the job idle until all payments due are received. Contractor has the right to stop work if the payments are not made strictly in accordance with payment schedule.

Clean-Up: Upon completion of the work Contractor will remove debris and surplus material from Owner's property and leave it in a neat and broom condition. All surplus materials belong to the Contractor. Owner will indemnify and hold Blue Valley Remodeling, Inc. harmless for any claims related to any work performed on this home by others.

Upon satisfactory payment being made for any portion of the work performed, the contractor shall, prior to any further payment being made, furnish to the person Contracting for the home improvement or swimming pool a release from any claim or mechanic's Lien pursuant to Section 3114 of the Civil Code for that portion of the work for which payment has been made.

#### Owner's Duties:

Fire Insurance: Owner, at owner's own cost and expense, must procure promptly after the execution of this Contract and maintain during the continuance of this Contract a policy of fire insurance with course construction, vandalism, and malicious mischief clauses attached, insuring the project and all materials delivered to the project site for their full insurable value with loss hereunder payable to the follow in, as their interest may appear: Owner, any beneficiary of a deed of trust encumbering the property on which the property is located; and Contractor.

Destruction of Project: If all or any portion of the project is destroyed by Fire, Theft, Vandalism, Accident, Act of God, or other cause not the fault of the Contractor, any work done or materials furnished by Contractor in restoring or rebuilding the project, will be paid for by Owner as extra work performed by Contractor pursuant to the above provisions of this Contract.

Taxes and Assessments. Owner will pay taxes and special assessments of all descriptions.

Protection of Owner's Property. Owner agrees to remove or protect personal property, inside and out, including but not limited to carpets, rugs, drapes, furniture, paintings, art, or antiques, shrubs, plantings, and personal property. Contractor shall not be held responsible for damage or loss of said items.

#### Blue Valley Remodeling, Inc.'s Limited Liability:

Blue Valley Remodeling, Inc. shall not be responsible or liable for any settling cracks or settling that may occur due to movement, expansion, or contraction of existing soil. Blue Valley Remodeling, Inc. shall be specifically excluded from any cost, damages, claims or remediation related to mold or mildew; Owner indemnifies and holds Contractor harmless from any claims or costs related to mold or mildew issues. This provision is irrevocable and survives completion of the contract work.

Pre-Existing Conditions and Hidden Damages: Contractor shall not be held responsible for any pre-existing hidden, concealed, or unforeseeable conditions or damages, i.e., cracked driveways, broken studs, rafters or joists, dry rot, insulation, interior and exterior walls, hidden defects, chipped or cracked texture, hidden concrete footings, or paint, etc., or their repairs unless stated; including re-installation of existing specified materials, and any structural deficiency. For the purpose of this paragraph, a hidden, concealed and unforeseeable condition shall mean a condition not readily observable and includes items such as hidden rock at new footings, septic tanks, faulty wiring in walls, missing footings, faulty plumbing or sewer lines, tree roots, or pre-existing items not in compliance with plans or building code, etc.

Matching Material: Contractor calls attention to the Owner to the limitations of matching plaster, stucco, concrete, masonry and roofing materials, and while Contractor shall make every effort to match existing materials, textures, colors and planes, exact duplication is not promised. Contractor shall have the right to substitute materials of similar quality, pattern and design if unable to obtain the exact matching materials locally. Unless specified in this proposal or on the plans, Contractor will attempt to match existing textures, trims, outlet covers, gutters, overhangs, doors, casings, sills, and the like on this project, unless stated otherwise in this proposal or on approved plans.

Square and Plumb: Out of square and plumb conditions of existing structure will require some of the same in new work to properly mask the existing conditions and not call undue attention to those details. Facilities: unless stated; Toilet facilities and Utilities: Owner agrees to make toilet facilities available to all workers. Electric, water, and other utilities shall be furnished by Owner at no expense to Contractor. Any of the above items that are not available to Contractor upon start of work will be supplied to by Contractor and in turn the exact costs will be invoiced to customer as Contractor is billed.

Access to Work: Owner shall grant free access to work areas for workers and shall allow storage of materials and rubbish. Owner agrees to keep driveways clear and available for movement and parking of trucks during normal working hours (this includes removal of snow and ice).

Protection of Owners Property: Contractor and workers shall not be expected to keep the gates and the like closed for animals and children.

Owner agrees to remove and/or protect any personal property, in or near the work area, including shrubs, flowers, wall hangings, knick knacks, and the like. Owner shall be responsible for safety of all pets on -site. Protection of Construction Equipment and Materials: Contractor assumes Owner will protect their home within reason (i.e. locked doors and windows). Contractor may leave and store tools, equipment and material while work is in progress in any particular area.



# Blue Valley Remodeling, Inc.

Job Address:

690 Long Gate Road  
Plymouth, CA 95669  
License #899796

15160 Jackson Highway  
Rancho Murieta, CA 95683

bluevalleyremodelinginc@gmail.com

If either Owner or Blue Valley Remodeling, Inc. determines that reasonable protection cannot be assumed, Contractor will supply a storage unit and in turn invoice the homeowner the exact costs of the storage unit.

**Owner-Supplied Materials and/or Labor Warranty:** Materials and labor supplied by the owner often create scheduling and warranty problems. We do not recommend supplying material or labor for your own protection. Should you decide to apply materials they will be exempt from our warranty. Should work to be performed by the Owner cause delays in the work we or our subcontractors are to perform as part of this contract Owner acknowledges that a one day delay caused by owner supplier work may cause a delay of a week or more if it causes sub-contractors to reschedule workers to future open slots. Owner assumes all liability for injury or damage to materials or premises while engaged in Owner Supplied Labor.

**Pre-Construction Planning Fee:** Owner(s) agree to pay a non-refundable fee of (\$\_\_\_\_) for planning and time spent working to assist owner to create the estimate. This fee shall only apply if the job does not move forward for any reason. If job commences, this fee shall be considered a credit towards the first invoice. **Homeowners Agent:** In the event the Owners are out of town and unavailable by telephone and/or fax, then the Owner will appoint a person as their agent and give that person the legal authority to make decisions for the time the Owners are unavailable. The decisions to be made pertain to hidden, concealed and unforeseeable conditions, and will require a letter to correct the condition, or, to proceed without correcting. Contractor may accept Owner's decisions or changes if they are available by telephone. These decisions will be documented and both parties agree they are binding.

**Moving of Equipment:** No moving of any furniture or personal property is included in proposal. If items are moved at owner's request, Contractor shall not be responsible for any damages, which may occur. Contractor agrees to use reasonable care when moving or lifting any existing objects such as gutters, downspouts, conduits, signs, skylights, plumbing, air conditioners, TV antennas, guide wires, etc., and shall not be held responsible for their replacement or repairs unless stated. **Plants and Shrubs:** Contractor agrees to use reasonable care when working around plants and shrubs, but shall not be held responsible for trimmed or damaged plants, bushes, trees, ground coverings, lawns, etc., or be held responsible for their placement or repairs unless stated. Except for grading called out in plans or proposal, no grading or landscaping of any kind is included in this proposal.

**Changes Not Approved by Contractor:** In the event Owner agrees to, permits, authorizes, constructs or permits construction of changes in the plans, specification, and documents or does not follow recommendations or reports prepared by Contractor pursuant to this agreement, which changes are not consented to in writing by Contractor, Owner acknowledges that the changes and their effects are not the responsibility of the Contractor and Owner agrees to release Contractor from all liability arising from the use of such changes and further agrees to defend, indemnify, and hold harmless Contractor, its officers, directors, principals, agents, sub-contractors and employees from and against all claims, demands, damages or costs arising from the changes and their effects.

**Toxic Materials.** Owner acknowledges that Contractor's scope of services for this project do not include any services related in any way to mold or mildew related items, asbestos, lead based paint and/or other hazardous or toxic materials. Should Contractor or any other party encounter such materials on job-site, or should it become known that such materials are present or may be present on the job-site or any adjacent or nearby areas which may affect Contractor's services, Contractor may, at his option, terminate work on the project until such time as Owner retains a specialist contractor to abate and/or remove the asbestos and/or hazardous materials and warrant that the job-site is free from any hazard, which may result from existence of such materials.

**Drainage:** Contractor shall be obligated to slope grade away from newly created square footage to a distance of four feet provide space is available. Any and all other drainage issues (unless specifically included in the scope of work) shall not be the responsibility of Contractor. Owner shall discuss drainage issues with Architect and/or other professionals.

Owner shall hold Blue Valley Remodeling, Inc. harmless from any and all claims made against Blue Valley Remodeling, Inc. that are not within the direct scope of work spelled out in this contract.

**Leaks or Water Intrusion:Water Intrusion Addendum:** The location and repair of pre-existing leaks is usually imprecise and uncertain at best. Additionally, leaks may be the result of certain construction methods or defects, which may be pervasive. **CONTRACTOR PROVIDES NO WARRANTY THAT ANY OR ALL PRE-EXISTING LEAKS WILL NOT BE LOCATED AND REPAIRED OR THAT THE REPAIR MADE WILL BE PERMANENT. OWNER HOLDS CONTRACTOR HARMLESS FROM ANY AND ALL FUTURE CLAIMS RELATED TO WATER INTRUSION.** Customer and Contractor agree that Contractor is not a whole house inspector or specialist in locating leaks. Contractor will make a best efforts attempt to repair any defect actually identified. However, Contractor makes no warranty that any particular leak will not reoccur or that additional leaks in this or their locations will not occur.

Customer and Contractor agree that not all-existing leaks may have been located and/or repaired.

Customer and Contractor agree that not all-existing leaks may have been located and/or repaired. Contractor is not responsible for the location or repair of any area not specifically set forth in the scope of work provision of this contract. Customer agrees to provisions which are set forth in the scope of work provision.



# **Blue Valley Remodeling, Inc.**

1690 Long Gate Road  
Plymouth, CA 95669  
License #899796

Job Address:  
15160 Jackson Highway  
Rancho Murieta, CA 95683

bluevalleyremodelinginc@gmail.com

## Other Exclusions

Contractor is not responsible for items needing repair even though such condition was actually known or "should have been known" but was not specifically identified and included in the scope of work. Contractor is specifically not responsible for damage from water intrusion of any kind to people or property (personal or real), including but not limited to dry rot, mold, mildew or any other condition arising from water intrusion. This includes mold remediation, lead based paint removal, asbestos remediation, or any other pre-existing conditions or items found that are not to building code standards, unless specified.

Material Allowance Clause: Prices for any items of material, i.e., lumber, drywall, copper piping, etc. which increase by more than 5% between the date the proposal is accepted and job commencement date shall be adjusted to then current purchase price. Unless both parties agree to the adjusted price either party may choose to cancel this contract by written notice to the other. When no approved plan set exists at time of proposal acceptance, proposal will be Contingent upon review of plan set approved by local building department. Any changes in plans by the city or county agency or owners may void this proposal or require acceptable modifications.

Warranty -Contractor warrants that all work provided for herein shall be done in a good workmanlike manner according to standard practices. No Guarantees or Warranties are made with respect to any materials or fixtures after the same have been accepted. Contractor shall not be responsible for the cost of re-installing materials or fixtures Guaranteed by Manufacturers. All labor is warranted for a period of one year. Other than this Warranty there are no other express or implied Warranties provided by Contractor. Warranties on any products purchased by Owner are responsibility of Owner.

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Dispute, Resolution, and Attorney Fees- Any unresolved controversy or claim arising out of or related to this Agreement involving less than \$7,500.00 must be heard in the Small Claims Division of the Municipal Court in Sacramento County.

## Miscellaneous Provisions:

Failure to pay in full balance on final invoice may void labor warranty.

Bankruptcy: If either party becomes bankrupt, or makes an assignment for the benefit of creditors, the other party has the right to cancel this Contract.

Notice of Completion: Owner will execute, acknowledge, and record in the manner provided by law a notice of completion of the project within 5 calendar days after final inspection and approval of the project Owner hereby appoints Contractor as Owner's agent to sign and record a notice of completion on Owners behalf if Owner, following the foregoing final inspection and approval, fails to record a notice of completion. This agency is irrevocable and is coupled with an interest.

Assignment: Neither Owner nor Contractor may assign rights, duties and/or benefits of this agreement without the prior written consent of the other.

Amendment in Writing: Subsequent modification to this agreement shall be in writing and signed by both Owner and Contractor.

General Provisions: If any term, condition, or covenant of this proposal is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this agreement shall be valid and binding on Owner and Contractor. This proposal shall be governed by and construed in accordance with the laws of the State of California Any litigation concerning this agreement shall be brought in the State of California and venue shall be held in Sacramento County.

This proposal shall not be binding upon either party until signed by both parties. Unless accepted, revoked by written notice prior to acceptance, this proposal shall terminate automatically 30 calendar days after the date hereof. No contractual rights arise until this proposal is accepted in writing by both parties.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and may become an extra charge over the sum mentioned in this contract. All agreements must be made in writing, no work in this proposal will begin until said changes are approved and signed by both parties.