



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

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

#### REGULAR BOARD MEETING

**February 21, 2018**

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

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#### BOARD MEMBERS

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

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#### STAFF

Mark Martin	General Manager
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary
Richard Shanahan	District General Counsel

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

FEBRUARY 21, 2018

## REGULAR BOARD MEETING

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

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing/sound 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 |
|---|------------------------|
| <b>1. CALL TO ORDER</b> - Determination of Quorum – President Pecotich ( <b>Roll Call</b> )   | 4:00                   |
| <b>2. CONSIDER ADOPTION OF AGENDA</b> ( <i>Motion</i> )<br><i>The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order.</i>  |                        |
| <b>3. CLOSED SESSION</b><br><i>Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.</i><br><br><i>Under Government Code 54957.6: Conference with designated Labor Negotiator Mark Martin, regarding negotiations with the International Union of Operating Engineers, Local 3, AFL-CIO.</i>  |                        |
| <b>4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION</b><br><i>The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.</i><br><br><i>The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order.</i><br><b>TIMED ITEMS</b> as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed. | 5:00                   |
| <b>5. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS</b><br><b>A.</b> Sergeant Jeff Werblun promoted to Security Chief, effective February 3, 2018  |                        |
| <b>6. COMMENTS FROM THE PUBLIC</b><br><i>Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendized. Members of the public wishing to address a specific agendized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.</i><br><br><i>If you wish to address the Board at this time or at the time of an agendized item, as a courtesy, please state your name and address. Speakers presenting individual opinions shall have 3 minutes to speak. Speakers presenting opinions of groups or organizations shall have 5 minutes per group.</i>   |                        |

**7. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)**

*All items in Agenda Item 7 will be approved as one item if they are not excluded from the motion adopting the consent calendar.*

- A. Approval of Board and Committee Meeting Minutes
  - 1. January 17, 2018 Regular Board Meeting Minutes
  - 2. February 6, 2018 Improvements Committee Meeting Minutes
  - 3. February 9, 2018 Board Goal Workshop
- B. Approval of Bills Paid Listing

**8. STAFF REPORTS (Receive and File)**

- A. General Manager's Report
- B. Administration/Financial Report
- C. Security Report
- D. Water/Wastewater/Drainage Report

**9. CORRESPONDENCE**

- A. Letter from Bill and Pat Kelly, dated February 13, 2018

**10. RECEIVE UPDATE ON THE 2018-2019 FISCAL YEAR BUDGET (Discussion/Action) (15 min.)**

**11. REVIEW DISTRICT GOALS FOR 2018 (Discussion/Action) (5 min.)**

**12. INTRODUCE ORDINANCE O2018-01 AMENDING DISTRICT CODE, CHAPTER 14 DISTRICT WATER CODE (Discussion/Action) (Motion) (Roll Call Vote) (10 min.)**

**13. CONSIDER APPROVAL OF PROPOSAL FOR ELECTRICAL WORK FOR THE WASTEWATER PLANT – MICHIGAN BAR SUBDRAIN (Discussion/Action) (Motion) (Roll Call Vote) (10 min.)**

**14. RECEIVE UPDATE ON ACQUISITION OF RANCHO MURIETA COUNTRY CLUB GOLF COURSE AND OTHER ASSETS AND OPEN SPACE AND TRAIL AREAS (Discussion/ Action) (Motion) (30 min.)**

**15. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES (Discussion/Action) (Motion) (5 min.)**

**16. REVIEW DISTRICT MEETING DATES /TIMES FOR MARCH 2018**

- A. Security – March 1, 2018 at 4:00 p.m.
- B. Communications – March 1, 2018 at 4:30 p.m.
- C. Improvements – March 6, 2018 at 8:30 a.m.
- D. Finance – March 6, 2018 at 9:30 a.m.
- E. Personnel – March 6, 2018 at 10:00 a.m.
- F. Regular Board Meeting – March 21, 2018 - open session at 5:00 p.m.

## 17. 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.*

## 18. ADJOURNMENT (Motion)

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is February 16, 2018. 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

January 17, 2018

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

### 1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, John Merchant, and Gerald Pasek. Also, present were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Jeff Werblun, Acting Security Chief; Suzanne Lindenfeld, District Secretary. Director Les Clark arrived at 4:10 p.m.

### 2. ADOPT AGENDA

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

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

*Under Government Code 54957.6:* Conference with designated Labor Negotiator Mark Martin, regarding negotiations with the International Union of Operating Engineers, Local 3, AFL-CIO.

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

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

*Under Government Code 54957.6:* Conference with designated Labor Negotiator Mark Martin, regarding negotiations with the International Union of Operating Engineers, Local 3, AFL-CIO. **Nothing to report.**

*Under Government Code 54957:* Public Employee Performance Evaluation of the General Manager. **Nothing to report.**

### 5. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATION, AND KUDDOS

None

### 6. COMMENTS FROM THE PUBLIC

Ted Hart suggested the Board consider starting Board meetings at 5:30 or 6:00 p.m. Director Merchant stated that subject will be brought up at the Board Goal Workshop.

Larry Shelton, Director, Rancho Murieta Association, commented on Rancho Murieta Association (RMA) looking at going forward with the Escuela Gate and asked that the District meet with RMA to discuss funding for the gate.

Alan Petrasek asked about the status of the new Security Chief position. Mark Martin, General Manager stated that interviews have been completed and he will be finalizing a job offer soon. Mr. Petrasek asked if the community gets to give input on who should get the position. Mr. Martin stated that he is the one who makes that decision. Mr. Petrasek also commented on the phone system at the North Gate, turn over in security over the last few months, and the cost for new hires. Mr. Martin stated that the District is getting a new phone system and the Security Department and its procedures/operations are being evaluated.

## 7. CONSENT CALENDAR

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

## 8. STAFF REPORTS

Under Agenda Item 8A, Director Clark stated that “McDonnell” was spelled incorrectly and asked about the fees for Murieta Gardens. Paul Siebensohn, Director of Field Operations, stated that the District has completed their inspections. Mark Martin, General Manager, stated that the fees are being looked at and it appears there will be a refund due to the developer. John Sullivan stated that the Sacramento County’s final inspection was completed today (January 17, 2018) and a press release will be coming out on January 23, 2018, with the official opening around March 1, 2018.

Under Agenda item 8B, Eric Thompson, Controller stated that he had made an error on the Water Consumption on the Financial Report. A corrected copy was distributed.

Under Agenda Item 8C, Director Merchant asked if the District collects a fee for loose dogs. Debby Bradberry stated that the District does collect a fee.

## 9. CORRESPONDENCE

Director Clark stated that he appreciates the residents reading the documents regarding the District.

## 10. CONSIDER ADOPTION OF DISTRICT POLICY P2.001 UNIFORM AND DRESS GUIDELINES

Mark Martin, General Manager, gave a brief summary of the recommendation to adopt Policy P2.001 allowing Security Officers to have clean and well-maintained facial hair, same as all other departments.

**Motion/Graf to adopt District Policy P2.001, Uniform and Dress Guidelines. This Policy supersedes Policy 2010-11. Second/Clark. Roll Call Vote: Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

## 11. DISCUSS GOALS AND OBJECTIVES REGARDING ACQUISITION OF RANCHO MURIETA COUNTRY CLUB GOLF COURSE AND OTHER ASSETS AND OPEN SPACE AND TRAIL AREAS

Mark Martin, General Manager, gave a summary of the Draft Goals and Objectives regarding acquisition of Rancho Murieta Country Club Golf Course and other assets and open space and trail areas. At the December Board meeting, Directors recommended goals be consolidated from the list presented at the meeting. Mr. Martin worked with the Directors to draft the goals and objectives.

Director Clark stated that he did not agree with Goal/Objective #5 as he does feel that locally held and maintained ownership is necessarily the best way. Director Clark suggested that the wording “Endeavor to” be added to the beginning of Goal/Objective #4 and community input is needed since they will be paying for this project.

President Pecotich stated that the developer and stakeholder meetings need to take place first so the District knows what it is they are presenting to the residents. Director Merchant agreed.

Director Clark commented on his concern that the Ad Hoc Committee is comprised of proponents only and that fair consideration needs to be given.

Larry Shelton suggested the townhouse group be included in the stakeholders. President Pecotich suggested Murieta Village also be included.

Cheryl McElhany, SOLOS, stated that she is happy this option is being pursued and stated that community input needs to be provided prior to putting the matter to a vote. President Pecotich stated that the District plans to conduct an in-depth survey and asked if the SOLOS group would be willing to help pay for that. Ms. McElhany stated that they would.

Myrna Solomon stated that she believes this is a great idea for the community.

Julie Jackson thanked the Board for the attention to the issue and stated that the Board has lots of support from the community.

Ted Hart suggested that all the entities in Rancho Murieta be consolidated into one and should be run more like a city. Director Merchant stated that it is something to consider with all the development that will be taking place.

Linda Kline commented on her concerns with the water quality and quantity and her support for open space.

Larry Shelton stated that he did not agree with the Water Quality Assessment Report when it was adopted and suggested having a new one done. Director Merchant stated that lower density improves the water supply.

**Motion/Pecotich** to adopt the Goals and Objects with the two (2) suggested changes: add the wording “Endeavor to” to the beginning of #4 and to remove #5. **Second/Merchant. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

## **12. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES**

No discussion.

## **13. REVIEW FEBRUARY BOARD/COMMITTEE MEETING DATES/TIMES**

President Pecotich stated that he is working on scheduling a Parks Committee meeting in February 2018.

## **14. DIRECTOR COMMENTS AND SUGGESTIONS**

Director Merchant suggested that the District’s mission statement be put on the wall of the Boardroom.

John Sullivan stated that the District needs to start the process for renewing their water rights, which are due in 2020.

## **15. ADJOURNMENT**

**Motion/Pasek to adjourn at 6:25 p.m. Second/Merchant. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary

## MEMORANDUM

Date: February 6, 2018  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: February 6, 2018 Improvements Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Graf called the meeting to order at 8:30 a.m. Present were Directors Graf and Clark. Present from District staff were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

### 2. PUBLIC COMMENT

None.

### 3. MONTHLY UPDATES

#### Development

##### **The Retreats North and East**

No update.

##### **Murieta Gardens**

The project was inspected for stormwater Best Management Practice (BMP) which are site control items to keep stormwater discharges clean. The site had them in place prior to the last storms, however, due to heavy rainfall they needed to be replaced, fixed, and add more.

#### Murieta Marketplace

Recent work includes reconnection of the eight inch (8") District water main that runs along the eastern end of the project from near the Yellow Bridge to Cantova Drive; tapping a new 8 inch water line connection at the northwestern corner of the project into the District's 12 inch water main and installing water line piping that will eventually tie-into the previously installed Utility "A" section of the project.

#### The Murieta Gardens Inn

The District has completed the inspections for the project and is okay with its infrastructure. We have requested that as-builts be provided for the Inn's irrigation system in order to finalize a recycled water infrastructure inspection and confirm the installations conform to District Recycled Water Code.

#### Highway 16 Offsite Improvements

Caltrans approved the project to move forward. Work is anticipated to mostly occur at night between 8:00 p.m. and 8:00 a.m., beginning the week of February 5, 2018. This project generally entails widening Highway 16 between Murieta Drive and the Cosumnes River Bridge, some tree removal, creating a turn-in / turn-out lane for the project, temporary access road for CIA ditch access, and new Caltrans storm drains.

#### The Murieta Gardens II – Subdivision

At the request of the developer, staff hydrojetted the Cantova force main, checked and cleaned the discharge check valves, and retested the pumps that are present. The pump's flow did not change as a result of this work. In the meantime, the developer is requesting to proceed without providing a plan for the Cantova Pump



station upgrades and potential impacts to the Main Lift North sewer pumping station that it and the remaining portion of the Gardens project feeds sewer to.

#### **Rancho Murieta North Development Project**

No update.

#### **FAA Business Park**

No update. This project remains on standby to begin around March-April of this year.

#### **The Greens Neighborhood Park**

Rancho Murieta Association (RMA) had the backflow devices on the water services certified but still needs to repair the keystone block wall along the discharge side of the culvert at the park entrance. No news as to when phase II of the project is set to proceed. Director Clark stated he would like to know why the previous General Manager waived the park fees for this project.

#### **EMERGENCY WELL PROJECT**

The District received a copy of the extension of the Department of Water Resources (DWR) Prop 84 Grant through June 30, 2019. Now that the projects major funding reimbursement is back, the District will be moving forward with negotiation and/or land purchase for the well site. Once that is resolved, we may provide a notice to proceed to the well driller.

#### **WET DRAINAGE BASINS**

It is in agreement with all of the attendees of the drainage meetings that public education and outreach is necessary to convey to the community the purpose of drainage and the benefits of keeping them in a natural state as the best overall option. With the drainage fund being a nominal special tax, infrastructure and reserve needs pending, the District having been given the Rancho Murieta Country Club's (RMCC) failing drainage culverts and the new trash collection requirements, there is not much funding available.

#### **4. CONSIDER ELECTRICAL WORK FOR WASTEWATER PLANT – MICHIGAN BAR SUBDRAIN**

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the proposal from Prodigy Electric, Inc., for new wiring for the Michigan Bar sub-drain. **This item will be on the February 21, 2018 Board of Director meeting agenda.**

#### **5. REVIEW ORDINANCE 02018-01 AMENDING DISTRICT CODE, CHAPTER 14 – WATER CODE**

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to adopt Ordinance O2018-01, amending District Code, Chapter 14, Water Code. The minor change requested is to add that invasive species and non-native species as well as pet waste and any non-approved materials including highly turbid waters should not be introduced.

Director Clark asked if the District was coordinating with Rancho Murieta Association (RMA) regarding this matter. Paul Siebensohn stated that he is working with RMA on signage to be put up at the boat launches. Information will also be put in the Pipeline and on the District website. **This item will be on the February 21, 2018 Board of Directors meeting agenda.**

#### **6. DIRECTORS & STAFF COMMENTS/SUGGESTIONS**

Paul Siebensohn, Director of Field Operations, stated that the Department of Dam Safety has new regulations which include classifying dams. Paul is working with the Department of Dam Safety to get our dams put into a

lower classification.

Director Graf commented on the flyer that went out regarding fats, oils, and grease and suggested this type of outreach to the community continue.

## **7. ADJOURNMENT**

The meeting was adjourned at 9:18 a.m.

DRAFT

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**BOARD GOAL WORKSHOP**  
February 9, 2018 – 1:30 p.m.



**1. CALL TO ORDER/ROLL CALL**

President Mark Pecotich called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 1:30 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Mark Martin, General Manager; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

**2. ADOPT AGENDA**

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

**3. COMMENTS FROM THE PUBLIC**

No comments

**4. GOAL PLANNING**

**Review Goal Setting/Strategic Planning Approach**

Mark Martin, General Manager, gave a PowerPoint summary what a goal is, what objectives are, a strategic plan goal, and a new concept of operational goals as a subset of strategic goals as defined in the District's 2011 Strategic Plan. Mr. Martin stated that a matrix would be developed to track operational goals, the relationship of operational goals with strategic goals along with the progress of each operational goal.

**Review of 2017 Goals and 2018 Dialogue Sheet**

Mr. Martin reviewed with the Board the 2017 Goals and how each goal fit into the District's overall strategic goals. Each Director provided input on their items on the 2018 dialogue sheet, their intent, and desired outcome. These categories included Water/Wastewater, Security, Community Relations, RMA/RMCC Relations, Employee Relations, Development, and District Board. During presentation of each operational goal suggestion, a short Board dialogue ensued and each goal was categorized under one of the strategic goals.

The Board took a break from 2:57 p.m. to 3:02 p.m.

After much dialogue, the Board agreed on the following strategic goals and operational goals.

**STRATEGIC GOAL #1: Provide Needed Community Services**

Operational Goals:

- a. Storm water quality management – establish master plan
- b. Create a comprehensive detention basin management plan
- c. Expand Board policy establishing fiduciary responsibility
- d. Develop operational plan and parameters of amenities if golf club and open space purchase goes forward

## **STRATEGIC GOAL #2: Optimize Level of Service**

### Operational Goals:

- a. Seek appropriate level of County Sheriff Department services for growing commercial area
- b. Investigate and implement if able enhancements to on-line customer account services
- c. Evaluate the possibility for one Rancho Murieta government - Long range

## **STRATEGIC GOAL #3: Employee a Quality Workforce**

### Operational Goals:

- a. Methods to retain staff
- b. Review District organizational structure and recommend adjustments as necessary to best serve District responsibilities

## **STRATEGIC GOAL #4: Maintain Good Relationships**

### Operational Goals:

- a. Seek continuous collaborative efforts on common goals between community stakeholder groups
- b. Outreach – educate residents on what District does
- c. Outreach on what the Security Department enforces

## **STRATEGIC GOAL #5: Handle Finances Effectively**

### Operational Goals:

- a. Evaluate funding new bond/tax increase for Security
- b. Identify other fee adjustments required to meet expectations of District residents and commercial interests.

The new goals along with the previous years' goals will be combined in to one document for the Board to review at the February 21, 2018 Board meeting. The Board further discussed the desire to prioritize the goals identified when the consolidated matrix is presented for further Board review, and that given the long list of operational goals, it will likely need to define reasonable time horizon within which to achieve each operational goal.

## **5. DIRECTOR COMMENTS AND SUGGESTIONS**

Director Merchant suggested the District include the District vehicles in Rancho Murieta's annual July 4 parade. Director Merchant also commented on getting input from residents, not just two (2) people and that the District was approached by other entities to consider the RMCC acquisition.

President Pecotich stated the meetings with the stakeholders regarding the Rancho Murieta Country Club and open space acquisition have been positive and will provide updates at the monthly Board meetings.

Director Clark stated that some residents have asked if the District is trying to be like Elk Grove or Rancho Cordova Community Services Districts.

**6. ADJOURNMENT**

**Motion/Clark** to adjourn at 4:22 p.m. **Second/Pasek. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary

DRAFT

## MEMORANDUM

**Date:** February 1, 2018  
**To:** Board of Directors  
**From:** Eric Thompson, Controller  
**Subject:** Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **January 2018**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items (excluding payroll-related items) are listed *in order as they appear* on the Bills Paid Listing Report:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
California Waste Recovery Systems	Solid Waste Contract	\$ 47,128.58	Operating Expense
Law Office of Valentina Reiner	Legal Services	\$ 11,762.26	Operating Expense
State Water Resources Control Board	Permits	\$ 11,649.00	Operating Expense
U.S. Bank Corp. Payment System	Supplies & Vehicle Fuel	\$ 5,521.87	Operating Expense
GSRMA	Liability & Workers Comp Insurance	\$ 45,033.40	Operating Expense
PDF Tactical	Contract Staffing – Security	\$ 6,103.29	Operating Expense
Prodigy Electric & Controls Inc.	Repairs & Maintenance	\$ 5,350.00	Operating Expense
S. M. U. D.	Purchased Power	\$ 18,606.25	Operating Expense
Domino Solar LTD	Solar Power Purchased	\$ 5,265.57	Operating Expense

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  \_\_\_\_\_, District Treasurer

## Rancho Murieta Community Services District

### Bills Paid Listing for January 2018

Ck Number	Date	Vendor	Amount	Purpose
EFT	1/1/2018	CalPERS	\$48,578.04	Payroll
EFT	1/1/2018	CalPERS	\$10,506.15	Payroll
EFT	1/1/2018	CalPERS	\$10,047.92	Payroll
EFT	1/1/2018	CalPERS	\$11,017.97	Payroll
EFT	1/1/2018	CalPERS	\$8.91	Payroll
EFT	1/1/2018	CalPERS	\$11,977.85	Payroll
CM33041	1/4/2018	Chrysler Capital	\$156.80	Security Vehicle Lease
CM33042	1/4/2018	Guardian Life Insurance	\$4,991.20	Payroll
CM33043	1/4/2018	Santander Leasing	\$240.00	Security Vehicle Lease
CM33044	1/4/2018	Vision Service Plan (CA)	\$450.60	Payroll
EFT	1/5/2018	EDD	\$1,906.43	Payroll
ACH	1/8/2018	State of California	\$127.00	Annual Use Tax Filing
EFT	1/12/2018	EFTPS	\$10,383.65	Payroll
EFT	1/12/2018	EDD	\$2,659.39	Payroll
CM33045	1/12/2018	A Leap Ahead IT	\$3,820.26	IT Support
CM33046	1/12/2018	American Family Life Assurance Co.	\$506.60	Payroll
CM33047	1/12/2018	Apple One Employment Services	\$2,381.85	Contract Staffing
CM33048	1/12/2018	Applications By Design, Inc.	\$520.00	IT Support
CM33049	1/12/2018	Aramark Uniform & Career Apparel, LLC	\$349.81	Uniform Service - Water
CM33050	1/12/2018	Aramark Uniform & Career Apparel, LLC	\$271.99	Uniform Service - Water
CM33051	1/12/2018	Brower Mechanical, Inc	\$1,055.00	Repairs & Maintenance
CM33052	1/12/2018	California Special Districts Association	\$400.00	Training / Safety
CM33053	1/12/2018	California State Disbursement Unit	\$52.15	Payroll
CM33054	1/12/2018	California Waste Recovery Systems	\$47,128.58	Solid Waste Monthly Contract
CM33055	1/12/2018	CDW Government Inc.	\$135.75	IT Supplies
CM33056	1/12/2018	Matt Corsaut	\$341.48	Utility Billing Overpayment Refund
CM33057	1/12/2018	Capital One Commercial	\$1,351.77	Supplies
CM33058	1/12/2018	Daily Journal Corporation	\$917.70	Community Communications
CM33059	1/12/2018	The Ligature, Inc DBA Echelon Fine Printing	\$3,073.46	Office Supplies
CM33060	1/12/2018	Express Office Products, Inc.	\$80.35	Office Supplies
CM33061	1/12/2018	Ferguson Enterprises, Inc 1423	\$2,006.33	Repairs & Maintenance
CM33062	1/12/2018	Folsom Lake Fleet Services	\$1,541.83	Vehicle Service #213
CM33063	1/12/2018	Franchise Tax Board	\$49.60	Payroll
CM33064	1/12/2018	Galls/Quartermaster	\$80.80	Uniforms - Security
CM33065	1/12/2018	GE Analytical Instruments, Inc	\$775.00	Lab Testing
CM33066	1/12/2018	Golden State Flow Measurement	\$4,731.69	Meters & Boxes
CM33067	1/12/2018	Holt of California	\$1,184.80	Repairs & Maintenance
CM33068	1/12/2018	Howe It's Done	\$289.67	Board Meeting
CM33069	1/12/2018	Carol Kenobbie	\$790.05	Utility Billing Overpayment Refund
CM33070	1/12/2018	Law Office of Valentina Reiner	\$11,762.26	Legal Services

## Rancho Murieta Community Services District

### Bills Paid Listing for January 2018

Ck Number	Date	Vendor	Amount	Purpose
CM33071	1/12/2018	Legal Shield	\$31.26	Payroll
CM33072	1/12/2018	McMaster-Carr Supply Co.	\$504.35	Repairs & Maintenance
CM33073	1/12/2018	Charlotte Mischeaux	\$50.00	Conservation
CM33074	1/12/2018	Nationwide Retirement Solution	\$1,127.00	Payroll
CM33075	1/12/2018	Operating Engineers Local Union No. 3	\$588.94	Payroll
CM33076	1/12/2018	PDF Tactical	\$4,376.90	Contract Staffing - Security
CM33077	1/12/2018	Pirtek Power Inn	\$262.70	Repairs & Maintenance
CM33078	1/12/2018	Rancho Murieta Ace Hardware	\$254.35	Repairs & Maintenance
CM33079	1/12/2018	Romo Landscaping	\$770.00	Landscaping
CM33080	1/12/2018	Sierra Office Supplies	\$1,258.52	Office Supplies
CM33081	1/12/2018	State Water Resources Control Board	\$11,649.00	Permits
CM33082	1/12/2018	TASC	\$98.07	Payroll
CM33083	1/12/2018	TPX Communications	\$655.67	Monthly Phone Bill
CM33084	1/12/2018	U.S. Bank Corp. Payment System	\$5,521.87	Fuel & Supplies
CM33085	1/12/2018	U.S. HealthWorks Medical Group, PC	\$282.00	Pre-Employment Screening
CM33086	1/12/2018	Univar USA Inc.	\$470.66	Chemicals
CM33087	1/12/2018	USA Blue Book	\$1,362.58	Repairs & Maintenance
CM33088	1/12/2018	W.W. Grainger Inc.	\$376.56	Repairs & Maintenance
CM33089	1/12/2018	Zenon Environmental Corporation	\$1,299.00	Contracted Support
CM33090	1/12/2018	Costco Membership	\$235.27	Supplies
EFT	1/25/2018	Pitney Bowes	\$1,000.00	Postage
EFT	1/26/2018	EFTPS	\$8,834.80	Payroll
EFT	1/26/2018	EDD	\$2,253.51	Payroll
CM33091	1/26/2018	Accounting & Association Software Group	\$990.00	IT Support
CM33092	1/26/2018	Acme Engineering Products Inc	\$660.33	Repairs & Maintenance
CM33093	1/26/2018	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Monthly Cleaning Service
CM33094	1/26/2018	All Electric Motors, Inc.	\$472.50	Repairs & Maintenance
CM33095	1/26/2018	American Family Life Assurance Co.	\$494.61	Payroll
CM33096	1/26/2018	Aramark Uniform & Career Apparel, LLC	\$311.56	Uniform Service - Water
CM33097	1/26/2018	AT&T	\$60.00	Monthly Internet
CM33098	1/26/2018	AT&T	\$835.26	Monthly Cell Phone
CM33099	1/26/2018	AT&T	\$1,210.19	Monthly Phone
CM33100	1/26/2018	Bartkiewicz, Kronick & Shanahan	\$4,517.68	Legal Services
CM33101	1/26/2018	Brower Mechanical, Inc	\$731.00	Repairs & Maintenance
CM33102	1/26/2018	California Laboratory Services	\$915.32	Lab Testing
CM33103	1/26/2018	California State Disbursement Unit	\$52.15	Payroll
CM33104	1/26/2018	Caltronics Business Systems	\$779.27	Copier Maintenance
CM33105	1/26/2018	CDW Government Inc.	\$1,298.06	IT Hardware
CM33106	1/26/2018	County of Sacramento	\$601.00	Permits
CM33107	1/26/2018	County of Sacramento	\$74.00	Pre-Employment Screening




## Rancho Murieta Community Services District Bills Paid Listing for January 2018

Ck Number	Date	Vendor	Amount	Purpose
CM33108	1/26/2018	D. Martinez Construction	\$320.00	Repairs & Maintenance
CM33109	1/26/2018	Express Office Products, Inc.	\$715.73	Office Supplies
CM33110	1/26/2018	Folsom Lake Fleet Services	\$65.00	Vehicle Service #218
CM33111	1/26/2018	GSRMA	\$45,033.40	Liability & Workers Comp Insurance
CM33112	1/26/2018	Greenfield Communications	\$233.97	Internet/TV
CM33113	1/26/2018	Interstate Plastics	\$651.60	Repairs & Maintenance
CM33114	1/26/2018	Legal Shield	\$31.26	Payroll
CM33115	1/26/2018	Anne H Long (DBA) Marion Leasing	\$526.90	Copier Lease - Admin
CM33116	1/26/2018	Nationwide Retirement Solution	\$1,057.00	Payroll
CM33117	1/26/2018	Operating Engineers Local Union No. 3	\$588.94	Payroll
CM33118	1/26/2018	PDF Tactical	\$6,103.29	Contract Staffing - Security
CM33119	1/26/2018	Pitney Bowes	\$695.23	Postage Machine Lease
CM33120	1/26/2018	Potable Divers Inc.,	\$2,200.00	Repairs & Maintenance
CM33121	1/26/2018	Prodigy Electric & Controls Inc.	\$5,350.00	Repairs & Maintenance
CM33122	1/26/2018	Public Agency Retirement Services	\$339.80	Payroll
CM33123	1/26/2018	Rancho Murieta Association	\$150.00	Landscaping
CM33124	1/26/2018	Rancho Murieta Association	\$615.40	Purchased Power
CM33125	1/26/2018	Rancho Murieta Business Center	\$160.04	Office Supplies
CM33126	1/26/2018	S. M. U. D.	\$18,606.25	Purchased Power
CM33127	1/26/2018	Sacramento Bee	\$818.00	Employment Advertising
CM33128	1/26/2018	Domino Solat LTD	\$5,265.57	Solar Power Purchased
CM33129	1/26/2018	Sprint	\$190.15	Monthly Air Cards
CM33130	1/26/2018	State Water Resources Control Board	\$90.00	Certifications
CM33131	1/26/2018	Streamline	\$300.00	Website Hosting
CM33132	1/26/2018	TASC	\$181.41	Payroll
CM33133	1/26/2018	TASC	\$196.14	Payroll
CM33134	1/26/2018	Trench Plate Rental Co.	\$1,388.70	Tools
CM33135	1/26/2018	U.S. HealthWorks Medical Group, PC	\$860.00	Payroll - Flu Shots
CM33136	1/26/2018	Univar USA Inc.	\$1,481.57	Chemicals
CM33137	1/26/2018	USA Blue Book	\$141.50	Repairs & Maintenance
CM33138	1/26/2018	W.W. Grainger Inc.	\$764.30	Repairs & Maintenance
CM33139	1/26/2018	Watchdogs Surveillance	\$262.50	Repairs & Maintenance
CM33140	1/26/2018	Western Exterminator Co.	\$515.00	Monthly Service
CM33141	1/26/2018	Western Integrated Technologies	\$4,414.18	Repairs & Maintenance
CM33142	1/26/2018	Costco Membership	\$567.29	Supplies
EFT	1/30/2018	CalPERS	\$40,528.68	Payroll
			<b>TOTAL</b>	<b>\$398,497.43</b>

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

Ck Number	Date	Vendor	Amount	Purpose
		<b>CFD 2014-1 Bank of America Checking</b>		
CM2057	1/12/2018	NBS	\$1,604.63	CFD2014 Admin Fee 1/1-3/31/18
CM2058	1/26/2018	Corelogic Solutions, LLC	\$200.00	CFD2014-1 Admin
		<b>TOTAL</b>	<b>\$1,804.63</b>	
		<b>EL DORADO PAYROLL</b>		
Checks: CM11760 to CM11763 and Direct Deposits: DD10211 to DD10273			\$ 110,324.25	Payroll
EFT	Various	National Payment Corp	\$119.48	Payroll
		<b>TOTAL</b>	<b>\$110,443.73</b>	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  \_\_\_\_\_, District Treasurer

## MEMORANDUM

Date: February 14, 2018  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: General Manager's Report

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### **EMPLOYEE RELATIONS/DEVELOPMENT**

Round three (3) of Labor negotiations continued January 20, 2018 with follow-up negotiations scheduled for February 27, 2018.

The General Manager has completed appropriate training and earned certificates of completion for National Incident Management System (NIMS) Courses 100, 200, and 700, consistent with the requirement to attain these certifications within the first year of employment.

Staff participated in training by Golden State Risk Management Authority (GSRMA) on the Injury Illness and Prevention Program (IIPP), Leadership Training, and Dangerous Conditions on Public Property over January 22-24.

### **IT/FINANCE**

The IT Written Information Security Plan (WISP) update continues. One of the key purposes of the WISP is to establish document recovery and business continuation protocols. Staff met with IT support on January 4, 2018 to provide policy feedback. The next steps are to modify the policy template in more detail and verify that all District facilities are included within the scope of the effort.

With the implementation of high-speed fiber internet to the District's administration building, staff has initiated conversion to a new internet protocol phone vendor in order to consolidate multiple phone vendors into a single vendor providing enhanced unified communications and tools. Project kick-off occurred Tuesday, February 15, 2018 with full implementation expected to be complete within 4-6 weeks.

Public Wi-Fi is now available throughout the District's administration building.

Regarding outstanding RMA Parks fees, the General Manager has reached out to Ed Crouse for a meeting to go over parks numbers and better understand the history behind deferred payment of fees before engaging RMA and the Parks committee for a repayment strategy.

### **SECURITY DEPARTMENT**

Effective February 3, 2018, Sergeant Jeff Werblun was promoted to Security Chief. There were four (4) finalists for the position out of 23 applicants. The recruitment for a new Sergeant will be advertised this week.

Burns & McConnell Engineering Company, Inc. submitted its response to comments in December and staff is reviewing the comments and revised study. Staff expects to bring the study forward to the Security Committee in the March/April timeframe. The goal is for the new Security Chief to be able to review and understand the report before the final version is advanced.

## **OUTREACH AND MEETINGS**

The General Manager participated in Golf Club and Open Space Acquisition Ad-Hoc Stakeholder outreach meetings with Rancho Murieta Country Club (RMCC) on January 29, 2018 and the general stakeholder group of the District, Developer, RMCC, and Rancho Murieta Association (RMA) on February 13, 2018.

The District has coordinated with the Sacramento County Registrar of Voters to open its doors as a Vote Center for the June elections, Saturday June 2 through Tuesday, June 5, 2018.

Paul Siebensohn and I met with Rodney Muller and Jon Snyder of RMCC on January 31 to discuss ponds aeration concerns.

The 2018 Board Goals workshop was held Friday, February 9.

## MEMORANDUM

Date: February 14, 2018  
 To: Board of Directors  
 From: Eric Thompson, Controller  
 Subject: Administration / Financial Reports

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Enclosed is a combined financial summary report for **January 2018**. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

*This information is provided to the Board to assist in answering possible questions regarding under or over-budget items. In addition, other items of interest are included.*

**Water Consumption** – Year-to-date residential water usage was up 12.3% versus budget through December. Listed below are year-to-date water consumption numbers using weighted averages:

	12 month rolling % increase	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Residences</b>	0.2%	2,539	2,539	2,539	2,539	2,539	2,539	2,539					
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Cubic Feet</b>	1,916	2,920	2,844	2,695	2,109	1,191	840	812					
<b>Gallons per day</b>	478	728	709	672	526	297	210	203					
<b>Planning Usage GPD</b>	612												

**Lock-Offs** – During the month of January, there were 21 lock-offs.

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

**Aging Report** – Delinquent accounts totaled \$162,844 which was 25.9% of the total accounts receivable balance of \$627,879. Past due receivables increased \$12,854 or 8.6% from the prior month. This increase was primarily related to undeveloped property and not residential or commercial connections.

**Summary of Reserve Accounts as of January 31, 2018** – The District’s reserve accounts began the fiscal year with a balance of \$5,344,437 and have increased \$255,920 year-to-date. In addition to the recurring monthly reserve contributions and normal inter-fund borrowing repayments, the District received \$15,066 in quarterly reserve interest income from LAIF, paid \$20,000 from Administration Capital Improvement Reserves for the electronic document management software, and reimbursed operations for the full approved cost of the Water Augmentation/Capital Improvement Fee Study done by Coastland (\$28,350 each from Water Augmentation Reserves and Capital Improvement Reserves). The total amount of reserves held by the District on January 31, 2018 was \$5,600,357. See the table on the following page for information by specific reserve account.

## Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2017</i>	<i>YTD Collected &amp; Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Jan 31, 2018</i>
Water Capital Replacement (200-2505)	1,130,169	138,315	(8,864)	1,259,620
Sewer Capital Replacement (250-2505)	2,478,211	240,478	(106,915)	2,611,774
Drainage Capital Replacement (260-2505)	81,850	19,144	(6,198)	94,796
Security Capital Replacement (500-2505)	160,345	27,948	(44,925)	143,368
Admin Capital Replacement (xxx-2505-99)	57,174	44,186	(14,366)	86,994
Sewer Capital Improvement Connection (250-2500)	4,067	33	(0)	4,100
Capital Improvement (xxx-2510)	366,117	21,755	(49,322)	338,550
Water Supply Augmentation (200-2511)	1,703,006	51,813	(45,659)	1,709,160
WTP Construction Fund Reserve (200-2513)	(671,793)	109,143	(124,551)	(687,201)
Security Impact Fee Reserves (500-2513)	35,291	3,905	(0)	39,196
<i>Total Reserves</i>	<i>5,344,437</i>	<i>656,720</i>	<i>(400,800)</i>	<i>5,600,357</i>

## Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2016</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance Jan 31, 2018</i>
Sewer Loan to WTP Construction Fund	1,137,179	7,473	(89,330)	1,055,322
WSA Loan to WTP Construction Fund	379,060	2,491	(29,777)	351,774
N. Gate Security Loan from Drainage Fund	63,203	388	(13,709)	49,882
<i>Total Inter-fund Borrowing</i>	<i>1,579,442</i>	<i>10,352</i>	<i>(132,816)</i>	<i>1,456,978</i>

## Financial Items of Note

**M&R Litigation** – year-to-date, the District has incurred and paid \$5,706 in legal fees related to the M&R litigation. Total fees paid pursuant to this lawsuit (excluding staff time) are \$68,193.

**County Club and Open Space** – the District incurred \$2,940 in labor costs related to the proposed country club and open space purchase during the month of January. Since early October of 2017, \$39,582 (including staff time) has been spent on this project.

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

### Revenues:

**Water Charges**, year-to-date, are **above** budget \$63,305 or 5.2%

**Sewer Charges**, year-to-date, are **below** budget \$8,443 or (1.1%)

**Drainage Charges**, year-to-date, are **below** budget \$1,314 or (1.1%)

**Security Charges**, year-to-date, are **below** budget \$6,349 or (0.8%)

**Solid Waste Charges**, year-to-date, are **above** budget \$3,110 or 0.8%

**Total Revenue**, which includes other income, property taxes, and interest income is **above** budget \$149,398 or 4.1%. Roughly \$69K of this amount is related to CIA Ditch repairs.

**Expenses:** Year-to-date total operating expenses are **above** budget \$85,323 or 2.5%. There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

**Water Expenses** (including wages & employer costs) year-to-date, are **above** budget \$52,236 or 5.4%. Permit expenses are the Water department's largest over budget line item so far this year. While permitting fees did increase year-over-year, the majority of the overage is due to timing issues between budgeted and actual amounts. Other line item overages include repairs & maintenance, CIA Ditch repairs, purchased power, and chemicals (which should normalize as the year progresses).

**Sewer Expenses**, year-to-date, are **below** budget by \$35,397 or (5.7%). During the month of January, we saw the financial downside of our WWTP solar array. Due to excessive cloudiness during the billing cycle, we paid more in total purchased power with the solar array that we would have without it, however due to the accumulation of generation credits with SMUD all we paid to SMUD were infrastructure charges, taxes, and other surcharges. Since the WWTP solar array went online we have not paid SMUD for any electricity usage. Repairs & maintenance expenses continue to come back in line with budget after large dollar items (including pond sludge removal, WWTP repairs, and generator repairs) were posted earlier in the year, in advance of their timing on the budget.

**Drainage Expenses**, year-to-date, are **above** budget by \$10,580 or 12.0%. Similar to the repairs & maintenance expenses in the Sewer department, Drainage saw a front-loading of expenses during this fiscal year. These numbers have started to normalize (and additional budget is added) and the department's expenses went from being 49.2% over through September to 37.7% through October and now to 12.0% through January.

**Combined Water/Sewer/Drainage Wages & Employer Costs**, year-to-date, are **below** budget by \$41,832 or (5.3%). These savings are offset by \$34,188 in contract staffing, which is used to help reduce the operational effects of position vacancies. Utility personnel at the District allocate their time between the Water, Sewer and Drainage departments as needed and as directed. This section is being reported to help gauge overall utility personnel expenses versus budget.

**Security Expenses**, year-to-date, are **below** budget by \$9,428 or (1.3%). Security Gate expenses are **above** budget by \$12,765 or 4.0% so far this year, with savings in wages and employer costs (due to vacancies) being offset by contract personnel costs. Security Patrol expenses are **below** budget by \$5,451 or (1.8%), with savings across most expense categories, the largest being salaries & wages and employer costs. General Security expenses are **below** budget by \$16,742 for the year, due primarily to the vacancy in the (permanent) Chief position earlier in the year.

**Solid Waste Expenses**, year-to-date, are **above** budget by \$1,934 or 0.6%. Solid waste revenues and expenses are driven by service requests from the community and are both slightly over budget through January.

**General Expenses**, year-to-date, are **above budget by \$65,399 or 9.0%**. Legal expenses, GM recruitment, salaries & wages, and consulting expenses are the biggest contributors to the overage in general expenses.

**Net Income:** Year-to-date unadjusted net income, before depreciation, is \$230,952 versus a budget of \$166,876. Net income/(Loss) adjusted for estimated depreciation expense is (\$592,470). The full-year expected net operating income (loss) before depreciation, per the 2017-2018 budget is (\$181). Including inter-fund borrowing interest expenses the expected net operating loss is (\$8,873), as shown on the financial statements.



## Rancho Murieta Community Services District

### Budget Performance Report by FUND

For the Month Ending January 31, 2018

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
<b>WATER</b>								
<b>REVENUES</b>								
Water Charges	98.4%	\$1,982,280	98.6%	\$1,228,646	\$1,291,951	92.9%	\$63,305	5.2%
Interest Earnings	0.2%	3,900	0.2%	2,300	1,925	0.1%	(375)	(16.3%)
Other Income	1.4%	28,770	1.2%	15,085	96,712	7.0%	81,627	541.1%
<b>Total Water Revenues</b>	<b>100.0%</b>	<b>2,014,950</b>	<b>100.0%</b>	<b>1,246,031</b>	<b>1,390,588</b>	<b>100.0%</b>	<b>144,557</b>	<b>11.6%</b>
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	26.4%	532,740	23.6%	293,608	274,218	19.7%	(19,390)	(6.6%)
Employer Costs	13.0%	261,740	12.0%	149,654	141,027	10.1%	(8,627)	(5.8%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(124)	0.0%	(124)	0.0%
Power	10.2%	204,970	8.5%	105,325	116,899	8.4%	11,574	11.0%
Chemicals	4.6%	93,000	4.1%	51,680	59,864	4.3%	8,184	15.8%
Chemicals - T&O	0.5%	9,500	0.4%	4,740	3,701	0.3%	(1,039)	(21.9%)
Maintenance/Repairs	7.0%	142,000	5.9%	73,395	114,307	8.2%	40,912	55.7%
Water Meters/Boxes	2.7%	54,000	2.3%	28,250	6,142	0.4%	(22,108)	(78.3%)
Lab Tests	1.4%	28,000	1.1%	13,500	9,109	0.7%	(4,391)	(32.5%)
Permits	1.6%	32,000	1.4%	17,500	67,029	4.8%	49,529	283.0%
Training/Safety	0.5%	9,300	0.4%	4,400	5,636	0.4%	1,236	28.1%
Equipment Rental	1.0%	21,000	0.9%	11,000	3,640	0.3%	(7,360)	(66.9%)
Other Direct Costs	17.3%	348,880	17.7%	220,303	224,145	16.1%	3,842	1.7%
<b>Operational Expenses</b>	<b>86.2%</b>	<b>1,737,130</b>	<b>78.1%</b>	<b>973,355</b>	<b>1,025,591</b>	<b>73.8%</b>	<b>52,236</b>	<b>5.4%</b>
<b>Water Income (Loss)</b>	<b>13.8%</b>	<b>277,820</b>	<b>21.9%</b>	<b>272,676</b>	<b>364,997</b>	<b>26.2%</b>	<b>92,321</b>	<b>33.9%</b>
<b>38.9% Net Admin Alloc</b>	<b>14.2%</b>	<b>286,212</b>	<b>13.4%</b>	<b>167,076</b>	<b>191,386</b>	<b>13.8%</b>	<b>24,311</b>	<b>14.6%</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>-0.4%</b>	<b>(8,392)</b>	<b>8.5%</b>	<b>105,601</b>	<b>173,610</b>	<b>12.5%</b>	<b>68,010</b>	<b>64.4%</b>
<b>SEWER</b>								
<b>REVENUES</b>								
Sewer Charges	98.4%	1,317,230	98.5%	767,297	758,854	98.2%	(8,443)	(1.1%)
Interest Earnings	0.2%	2,920	0.2%	1,620	164	0.0%	(1,456)	(89.9%)
Other Income	1.4%	18,500	1.3%	10,024	13,901	1.8%	3,877	38.7%
<b>Total Sewer Revenues</b>	<b>100.0%</b>	<b>1,338,650</b>	<b>100.0%</b>	<b>778,941</b>	<b>772,920</b>	<b>100.0%</b>	<b>(6,022)</b>	<b>(0.8%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	26.3%	351,990	24.9%	193,991	174,077	22.5%	(19,914)	(10.3%)
Employer Costs	12.9%	172,510	12.7%	98,661	91,231	11.8%	(7,430)	(7.5%)
Power	8.9%	118,600	9.2%	71,825	79,352	10.3%	7,527	10.5%
Chemicals	4.2%	56,040	3.0%	23,500	22,755	2.9%	(745)	(3.2%)
Maintenance/Repairs	13.9%	186,500	11.9%	93,000	100,509	13.0%	7,509	8.1%
Lab Tests	1.2%	16,200	1.2%	9,450	8,491	1.1%	(959)	(10.1%)
Permits	2.6%	35,140	4.3%	33,525	36,136	4.7%	2,611	7.8%
Training/Safety	0.7%	10,000	0.6%	4,375	6,766	0.9%	2,391	54.7%
Equipment Rental	0.8%	10,200	0.8%	6,450	1,477	0.2%	(4,973)	(77.1%)
Other Direct Costs	12.2%	162,950	11.0%	85,789	64,375	8.3%	(21,414)	(25.0%)
<b>Operational Expenses</b>	<b>83.7%</b>	<b>1,120,130</b>	<b>79.7%</b>	<b>620,566</b>	<b>585,169</b>	<b>75.7%</b>	<b>(35,397)</b>	<b>(5.7%)</b>
<b>Sewer Income (Loss)</b>	<b>16.3%</b>	<b>218,520</b>	<b>20.3%</b>	<b>158,375</b>	<b>187,751</b>	<b>24.3%</b>	<b>29,376</b>	<b>18.5%</b>
<b>29.7% Net Admin Alloc</b>	<b>16.3%</b>	<b>218,521</b>	<b>16.4%</b>	<b>127,562</b>	<b>146,123</b>	<b>18.9%</b>	<b>18,561</b>	<b>14.6%</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(1)</b>	<b>4.0%</b>	<b>30,814</b>	<b>41,628</b>	<b>5.4%</b>	<b>10,815</b>	<b>35.1%</b>
<b>DRAINAGE</b>								
<b>REVENUES</b>								
Drainage Charges	100.0%	197,610	100.0%	115,269	113,955	100.0%	(1,314)	(1.1%)
Interest Earnings	0.0%	50	0.0%	35	10	0.0%	(25)	(70.5%)
<b>Total Drainage Revenues</b>	<b>100.0%</b>	<b>197,660</b>	<b>100.0%</b>	<b>115,304</b>	<b>113,966</b>	<b>100.0%</b>	<b>(1,338)</b>	<b>(1.2%)</b>

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	33.7%	66,590	31.8%	36,701	45,683	40.1%	8,982	24.5%
Employer Costs	16.5%	32,640	16.2%	18,666	22,372	19.6%	3,706	19.9%
Power	5.3%	10,380	4.5%	5,180	4,409	3.9%	(771)	(14.9%)
Chemicals	5.6%	11,000	3.0%	3,500	10,250	9.0%	6,750	192.9%
Maintenance/Repairs	6.1%	12,000	6.1%	7,000	3,470	3.0%	(3,530)	(50.4%)
Permits	3.3%	6,500	5.6%	6,500	5,692	5.0%	(808)	(12.4%)
Equipment Rental	2.4%	4,730	1.3%	1,500	2,953	2.6%	1,453	96.8%
Other Direct Costs	4.0%	7,980	7.6%	8,790	3,589	3.1%	(5,201)	(59.2%)
<b>Operational Expenses</b>	<b>76.8%</b>	<b>151,820</b>	<b>76.2%</b>	<b>87,837</b>	<b>98,417</b>	<b>86.4%</b>	<b>10,580</b>	<b>12.0%</b>
<b>Drainage Income (Loss)</b>	<b>23.2%</b>	<b>45,840</b>	<b>23.8%</b>	<b>27,467</b>	<b>15,548</b>	<b>13.6%</b>	<b>(11,918)</b>	<b>(43.4%)</b>
<b>6.1% Net Admin Alloc</b>	<b>22.7%</b>	<b>44,882</b>	<b>22.7%</b>	<b>26,200</b>	<b>30,012</b>	<b>26.3%</b>	<b>3,812</b>	<b>14.6%</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>0.5%</b>	<b>958</b>	<b>1.1%</b>	<b>1,267</b>	<b>(14,463)</b>	<b>-12.7%</b>	<b>(15,731)</b>	<b>(1,241.1%)</b>
<b>SECURITY REVENUES</b>								
Security Charges	95.0%	1,321,377	95.0%	770,796	764,448	93.5%	(6,349)	(0.8%)
Interest Earnings	0.0%	600	0.1%	450	326	0.0%	(124)	(27.6%)
Property Tax	4.7%	65,040	4.7%	37,940	37,940	4.6%	0	0.0%
Property Tax (Reserve Alloc)	-3.3%	(45,680)	-3.3%	(26,647)	(26,647)	-3.3%	(0)	0.0%
Other Income	3.6%	49,760	3.6%	29,022	41,272	5.0%	12,250	42.2%
<b>Total Security Revenues</b>	<b>100.0%</b>	<b>1,391,097</b>	<b>100.0%</b>	<b>811,562</b>	<b>817,339</b>	<b>100.0%</b>	<b>5,777</b>	<b>0.7%</b>
<b>EXPENSES (excluding depreciation)</b>								
Salaries & Wages	47.4%	659,800	45.4%	368,400	317,668	38.9%	(50,732)	(13.8%)
Employer Costs	33.8%	470,700	33.0%	267,700	233,657	28.6%	(34,043)	(12.7%)
Equipment Repairs	0.4%	4,900	0.3%	2,569	6,441	0.8%	3,872	150.7%
Vehicle Maintenance	0.4%	6,000	0.4%	3,500	3,449	0.4%	(51)	(1.5%)
Vehicle Fuel	1.0%	14,000	1.0%	8,167	8,320	1.0%	153	1.9%
Off Duty Sheriff	0.3%	4,000	0.5%	4,000	6,895	0.8%	2,895	72.4%
Other	6.0%	83,054	6.0%	49,099	117,577	14.4%	68,477	139.5%
<b>Operational Expenses</b>	<b>89.3%</b>	<b>1,242,454</b>	<b>86.7%</b>	<b>703,435</b>	<b>694,006</b>	<b>84.9%</b>	<b>(9,428)</b>	<b>(1.3%)</b>
<b>Security Income (Loss)</b>	<b>10.7%</b>	<b>148,643</b>	<b>13.3%</b>	<b>108,127</b>	<b>123,332</b>	<b>15.1%</b>	<b>15,205</b>	<b>14.1%</b>
<b>20.3% Net Admin Alloc</b>	<b>10.7%</b>	<b>149,360</b>	<b>10.7%</b>	<b>87,189</b>	<b>99,875</b>	<b>12.2%</b>	<b>12,687</b>	<b>14.6%</b>
<b>Total Net Income (Loss)</b>	<b>-0.1%</b>	<b>(716)</b>	<b>2.6%</b>	<b>20,938</b>	<b>23,457</b>	<b>2.9%</b>	<b>2,519</b>	<b>12.0%</b>
<b>SOLID WASTE REVENUES</b>								
Solid Waste Charges	99.9%	646,796	99.9%	377,293	380,403	99.8%	3,110	0.8%
Interest Earnings	0.1%	600	0.1%	450	861	0.2%	411	91.4%
<b>Total Solid Waste Revenues</b>	<b>100.0%</b>	<b>647,396</b>	<b>100.0%</b>	<b>377,743</b>	<b>381,264</b>	<b>100.0%</b>	<b>3,521</b>	<b>0.9%</b>
<b>EXPENSES (excluding depreciation)</b>								
CWRS Contract	86.7%	561,100	86.6%	327,306	329,417	86.4%	2,111	0.6%
Sacramento County Admin Fee	5.5%	35,500	5.5%	20,706	20,529	5.4%	(177)	(0.9%)
HHW Event	2.3%	14,730	0.0%	0	0	0.0%	0	0.0%
<b>Operational Expenses</b>	<b>94.4%</b>	<b>611,330</b>	<b>92.1%</b>	<b>348,012</b>	<b>349,946</b>	<b>91.8%</b>	<b>1,934</b>	<b>0.6%</b>
<b>Solid Waste Income (Loss)</b>	<b>5.6%</b>	<b>36,066</b>	<b>7.9%</b>	<b>29,731</b>	<b>31,319</b>	<b>8.2%</b>	<b>1,588</b>	<b>5.3%</b>
<b>5.0% Net Admin Alloc</b>	<b>5.7%</b>	<b>36,788</b>	<b>5.7%</b>	<b>21,475</b>	<b>24,600</b>	<b>6.5%</b>	<b>3,125</b>	<b>14.6%</b>
<b>Total Net Income (Loss)</b>	<b>-0.1%</b>	<b>(722)</b>	<b>2.2%</b>	<b>8,256</b>	<b>6,719</b>	<b>1.8%</b>	<b>(1,537)</b>	<b>(18.6%)</b>
<b>OVERALL NET INCOME(LOSS)</b>	<b>-0.2%</b>	<b>(8,873)</b>	<b>5.0%</b>	<b>166,876</b>	<b>230,952</b>	<b>6.6%</b>	<b>64,076</b>	<b>38.4%</b>

# Rancho Murieta Community Services District

## Summary Budget Performance Report For the Month Ending January 31, 2018

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	YTD VARIANCE %
<b>REVENUES</b>								
Water Charges	32.5%	\$1,982,280	33.9%	\$1,228,646	\$1,291,951	34.2%	\$63,305	5.2%
Sewer Charges	21.6%	1,317,230	21.1%	767,297	758,854	20.1%	(8,443)	(1.1%)
Drainage Charges	3.2%	197,610	3.2%	115,269	113,955	3.0%	(1,314)	(1.1%)
Security Charges	21.6%	1,321,377	21.2%	770,796	764,448	20.2%	(6,349)	(0.8%)
Solid Waste Charges	10.6%	646,796	10.4%	377,293	380,403	10.1%	3,110	0.8%
Other Income	1.8%	110,430	1.7%	60,831	161,529	4.3%	100,698	165.5%
Interest Earnings	0.1%	8,370	0.1%	5,030	3,421	0.1%	(1,609)	(32.0%)
Property Taxes	9.3%	565,100	9.1%	329,642	329,642	8.7%	0	0.0%
Property Tax (Reserve Alloc)	-0.7%	(45,680)	-0.7%	(26,647)	(26,647)	-0.7%	(0)	0.0%
<b>Total Revenues</b>	<b>100.0%</b>	<b>6,103,514</b>	<b>100.0%</b>	<b>3,628,158</b>	<b>3,777,557</b>	<b>100.0%</b>	<b>149,398</b>	<b>4.1%</b>
<b>OPERATING EXPENSES</b>								
<b>Water/Sewer/Drainage</b>								
Salaries & Wages	15.6%	951,320	15.1%	524,300	493,978	13.9%	(30,322)	(5.8%)
Employer Costs	7.6%	466,890	7.7%	266,981	254,630	7.2%	(12,351)	(4.6%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(124)	0.0%	(124)	0.0%
Power	5.5%	333,950	5.3%	182,330	200,659	5.7%	18,329	10.1%
Chemicals	2.8%	169,540	2.4%	83,420	96,570	2.7%	13,150	15.8%
Maintenance/Repairs	5.6%	340,500	5.0%	173,395	218,286	6.2%	44,891	25.9%
Water Meters/Boxes	0.9%	54,000	0.8%	28,250	6,142	0.2%	(22,108)	(78.3%)
Lab Tests	0.7%	44,200	0.7%	22,950	17,600	0.5%	(5,350)	(23.3%)
Permits	1.2%	73,640	1.7%	57,525	108,857	3.1%	51,332	89.2%
Training/Safety	0.3%	19,300	0.3%	8,775	12,402	0.3%	3,627	41.3%
Equipment Rental	0.6%	35,930	0.5%	18,950	8,070	0.2%	(10,881)	(57.4%)
Other Direct Costs	8.5%	519,810	9.1%	314,882	292,108	8.2%	(22,773)	(7.2%)
<b>Subtotal Water/Sewer/Drainage</b>	<b>49.3%</b>	<b>3,009,080</b>	<b>48.6%</b>	<b>1,681,758</b>	<b>1,709,177</b>	<b>48.2%</b>	<b>27,419</b>	<b>1.6%</b>
<b>Security</b>								
Salaries & Wages	10.8%	659,800	10.6%	368,400	317,668	9.0%	(50,732)	(13.8%)
Employer Costs	7.7%	470,700	7.7%	267,700	233,657	6.6%	(34,043)	(12.7%)
Off Duty Sheriff	0.1%	4,000	0.1%	4,000	6,895	0.2%	2,895	72.4%
Other	1.8%	107,954	1.8%	63,335	135,787	3.8%	72,452	114.4%
<b>Subtotal Security</b>	<b>20.4%</b>	<b>1,242,454</b>	<b>20.3%</b>	<b>703,435</b>	<b>694,006</b>	<b>19.6%</b>	<b>(9,428)</b>	<b>(1.3%)</b>
<b>Solid Waste</b>								
CWRS Contract	9.2%	561,100	9.5%	327,306	329,417	9.3%	2,111	0.6%
Sacramento County Admin Fee	0.6%	35,500	0.6%	20,706	20,529	0.6%	(177)	(0.9%)
HHW Event	0.2%	14,730	0.0%	0	0	0.0%	0	0.0%
<b>Subtotal Solid Waste</b>	<b>10.0%</b>	<b>611,330</b>	<b>10.1%</b>	<b>348,012</b>	<b>349,946</b>	<b>9.9%</b>	<b>1,934</b>	<b>0.6%</b>
<b>General / Admin</b>								
Salaries & Wages	8.7%	531,300	8.7%	301,800	324,408	9.1%	22,608	7.5%
Employer Costs	4.9%	297,200	5.0%	171,650	156,914	4.4%	(14,736)	(8.6%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Insurance	1.6%	95,296	1.6%	55,589	53,272	1.5%	(2,317)	(4.2%)
Legal	1.0%	60,000	1.0%	35,000	49,160	1.4%	14,160	40.5%
Office Supplies	0.3%	21,300	0.3%	11,000	14,610	0.4%	3,610	32.8%
Director Meeting Payments	0.3%	18,000	0.3%	10,500	9,208	0.3%	(1,292)	(12.3%)
Telephones	0.1%	4,780	0.1%	2,867	3,803	0.1%	937	32.7%
IT Systems Maintenance	1.4%	88,096	1.9%	64,286	58,339	1.6%	(5,947)	(9.3%)
Community Communications	0.1%	4,550	0.0%	1,100	3,750	0.1%	2,650	240.9%
Postage	0.3%	20,400	0.3%	11,300	10,553	0.3%	(747)	(6.6%)
Bld/Grounds Maint/Pest Cntr	0.3%	17,400	0.3%	8,905	13,409	0.4%	4,504	50.6%
Other	1.5%	91,200	1.6%	54,080	96,050	2.7%	41,970	77.6%
<b>Subtotal General / Admin</b>	<b>20.5%</b>	<b>1,249,522</b>	<b>21.0%</b>	<b>728,077</b>	<b>793,476</b>	<b>22.4%</b>	<b>65,399</b>	<b>9.0%</b>
<b>Total Operating Expenses</b>	<b>100.1%</b>	<b>6,112,387</b>	<b>100.0%</b>	<b>3,461,282</b>	<b>3,546,605</b>	<b>100.0%</b>	<b>85,323</b>	<b>2.5%</b>
<b>Operating Income (Loss)</b>	<b>100.0%</b>	<b>(8,873)</b>	<b>100.0%</b>	<b>166,876</b>	<b>230,952</b>	<b>100.0%</b>	<b>64,076</b>	<b>38.4%</b>

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	%
<b>Non-Operating Expenses</b>								
Water Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Sewer Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Drainage Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
<b>Total Non-Operating Expenses</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0</b>	<b>0.0%</b>
<b>Net Income (Loss)</b>	<b>100.0%</b>	<b>(8,873)</b>	<b>100.0%</b>	<b>166,876</b>	<b>230,952</b>	<b>100.0%</b>	<b>64,076</b>	<b>38.4%</b>

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

**CASH BALANCE AS OF JANUARY 31, 2018**

INSTITUTION	YIELD	BALANCE
<b>CSD FUNDS</b>		
<b>EL DORADO SAVINGS BANK</b>		
SAVINGS	0.03%	\$ 658,811.13
CHECKING	0.02%	\$ 9,118.75
PAYROLL	0.02%	\$ 19,827.47
<b>BANNER BANK</b>		
EFT	0.00%	\$ 12,788.99
<b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b>		
UNRESTRICTED	1.35%	\$ 435,542.36
RESTRICTED RESERVES	1.35%	\$ 5,067,654.14
<b>CALIFORNIA ASSET MGMT (CAMP)</b>		
OPERATION ACCOUNT	1.43%	\$ 609,402.28
<b>UNION BANK</b>		
PARS GASB45 TRUST (balance as of 12/31/17)	0.84%	\$ 1,644,278.74
<b>TOTAL CSD</b>		<b>\$ 8,457,423.86</b>

[Signature]  
2/14/18

### BOND FUNDS

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

<b>BANK OF AMERICA</b>		
CHECKING	0.00%	\$ 463,950.67
<b>WILMINGTON TRUST</b> (balance as of 11/30/17)		
BOND RESERVE FUND	0.53%	\$ 393,044.22
BOND ADMIN EXPENSE	0.53%	\$ -
BOND SPECIAL TAX FUND	0.53%	\$ -
BOND ACQ & CONSTRUCTION	0.53%	\$ 1,964.16
BOND REDEMPTION ACCOUNT	0.53%	\$ -
BOND COI	0.53%	\$ -
BOND SURPLUS	0.53%	\$ 59.69
<b>TOTAL CFD</b>		<b>\$ 859,018.74</b>

**TOTAL ALL FUNDS** **\$ 9,316,442.60**

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

PREPARED BY: Eric Thompson, Controller

REVIEWED BY: [Signature], District Treasurer

# MEMORANDUM

**Date:** February 7, 2018  
**To:** Board of Directors  
**From:** Jeff Werblun, Security Chief  
**Subject:** Security Report for the Month of January 2018

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## OPERATIONS UPDATES

Currently there are three (3) Security Gate Officer positions and one (1) Patrol Officer position open. Interviews were conducted for Gate Officer and we have a few candidates currently in the hiring process. Recruitment is still open for the one (1) Patrol Officer vacancy.

The new portable radios are on hold due to a compatibility issue with the County radio system.

We are still awaiting delivery of the new LIDAR guns to Rancho Murieta Association (RMA) and then training will begin. Delivery was anticipated January 2018.

## INCIDENTS OF NOTE

New Year's Eve was uneventful. A few party and fireworks calls.

January 15. Theft. Unknown suspect(s) broke into the ATM at the Equestrian Center sometime over the preceding weekend. The suspect(s) stole an undetermined amount of money from the machine. The owners of the ATM are a private company. They were referred to Sacramento Sheriff's Department (SSD) for a report.

January 18, Suspicious person. Country Store and in front of Station 59. Patrol responded to a suspicious person call at the Country Store. The reporting party said she exited the store and found a male subject she did not know sitting in the back of her pickup truck. She told him to get out and he did. The subject then went across the street and was loitering in front of the fire station. Patrol located the subject and determined he was homeless. SSD was called. They transported the subject to the Sacramento Area.

January 20, Attempted Petty Theft. Juveniles tried to steal a yard sign from a residence on Guadalupe Drive. Patrol was able to later locate one of the suspects involved. It was determined the juveniles were not trying to steal the sign; they just knocked it over, being malicious.

January 21, Driving under the influence in a golf cart. Patrol responded to a citizen report of a possible drunk driver on Murieta Parkway. A citizen was following the golf cart. Patrol located the citizen and the golf cart. The golf cart stopped and while the Patrol Officer was talking with the driver, he detected objective symptoms of being under the influence. The driver also admitted to consuming Vodka earlier. She said she knew she should not be driving so she took her golf cart instead of her car. California Highway Patrol (CHP) responded and conducted an investigation. The driver was arrested for Driving Under the Influence (DUI). (Preliminary alcohol breath test was a .22)

### **RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING**

I attended the meeting on January 8, 2017. Several violation appeals were brought to the committee for review. There was nothing of note to report.

### **CONTRACT SECURITY**

We are currently using PDF Security to supplement open positions at the Gates. PDF has been responsive to our needs.

### **SECURITY ASSESSMENT REPORT**

We have received the revised report. It is in review status.



## RMA Rule Violations / Citations January 2018

Driveway Parking	10
Park Hours	
Stop Sign	5
Unsafe Driving	2
Speeding	10
Unlicensed Driver	
Overnight Street Parking	77
<hr/>	
<b>Total</b>	<b>104</b>





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

Gate Entrance Refusals	21
Parking	
Unsafe Driving	1
Open Garage Door	3
Park Hours	
Speeding	2
Loose/Off Leash Dogs	9
Barking Dogs	6
Unlicensed Driver	
Stop Sign	
<hr/>	
<b>Total</b>	<b>42</b>

Note: A *complaint* of a violation does NOT necessarily mean a violation occurred. The complaint may have been unfounded, officers were unable to locate the complaint, or the complaint was not actually an RMA Rule violation.

# MEMORANDUM

Date: February 9, 2018  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Water/Wastewater/Drainage Report

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

## WATER

Water Treatment Plant (WTP) #1 is set to run at 1.0 million gallons per day (mgd), averaging a production volume of 0.622 mgd. Plant #2 remains off. Total water production for January 2018 was 18,248,939 gallons.

### Water Plant Maintenance

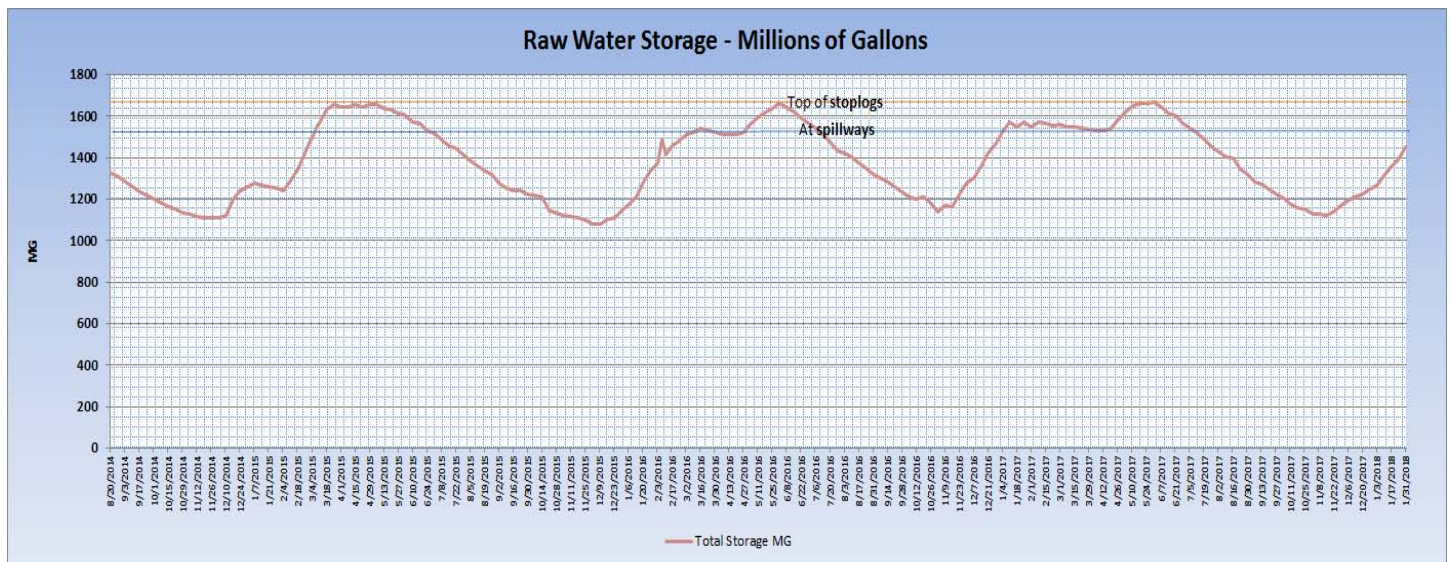
At WTP #1, Operations staff is looking to replace a flow paced chemical feed pump that will help optimize our coagulant feed. This is needed as the current feed pumps were sized for full anticipated flow of 6 mgd, which is not good for feeding chemicals at our winter time low flows.

At Water Plant #2, the parts needed to be installed for the sedimentation Basin Project are being painted with an NSF approved coating safe for water contact prior to installation. This project should be complete by the end of next week.

## WATER SOURCE OF SUPPLY

On February 7, 2018, all raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,322.15 MG (4,560.9 AF) of which 1,322.15 MG (4,057.8) is usable due to dead storage. This is approximately 97.9% full to the spillways. For Calero and Chesbro Reservoirs alone, storage measured 1,178.8 MG (3,617.9 AF), or 1,129.5 MG (3,164.0 AF) usable. In January 2018 there was 5.27" of rainfall and evaporation was 0.77". While rainfall and river flows meet our conditions for diverting water from the river, so far this season we have pumped 388.37 MG (1,191.94 AF) to storage.

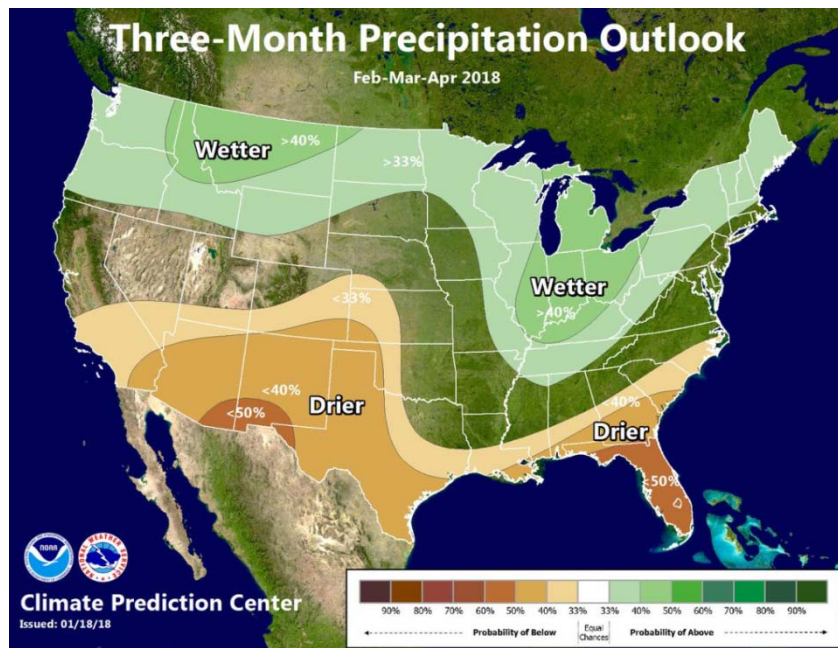
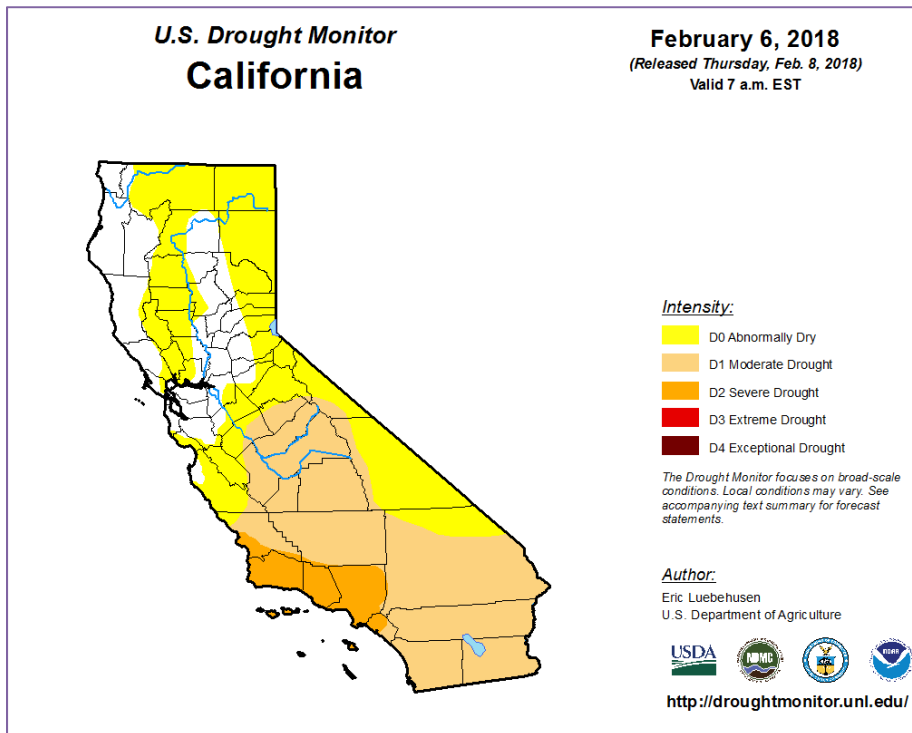
Below is a graphical representation of the water storage reservoir levels this year to date.



## DROUGHT WATCH

With less than normal rainfall for this water year, I am going to provide updates on the weather outlook and conservation regulations that may arise. The SWRCB has released a revised draft of the proposed permanent prohibitions on wasteful and unreasonable water uses. The only updated change to us would be that irrigation during and within 48 hours of measurable rainfall of 1/4<sup>th</sup> an inch of rain would not be permitted, if this regulation is adopted.

Based on the outlook, the precipitation for our area should be in the normal range which would allow us to fill our reservoirs as we are typically able to do (see graphics from NOAA below).



Should this dry weather persist and the river levels continue to drop below our allowable threshold for pumping, we may need to implement a stricter level of our Drought Contingency Plan. Currently we are in Stage 0 – Normal with no water restriction days and our normal water waste prevention requirements in place, as noted in the table below.

Any of the following acts or omissions, whether intentional, unintentional, willful or negligent, shall constitute the wasteful use of water (Amended by Ordinance 2011-04):

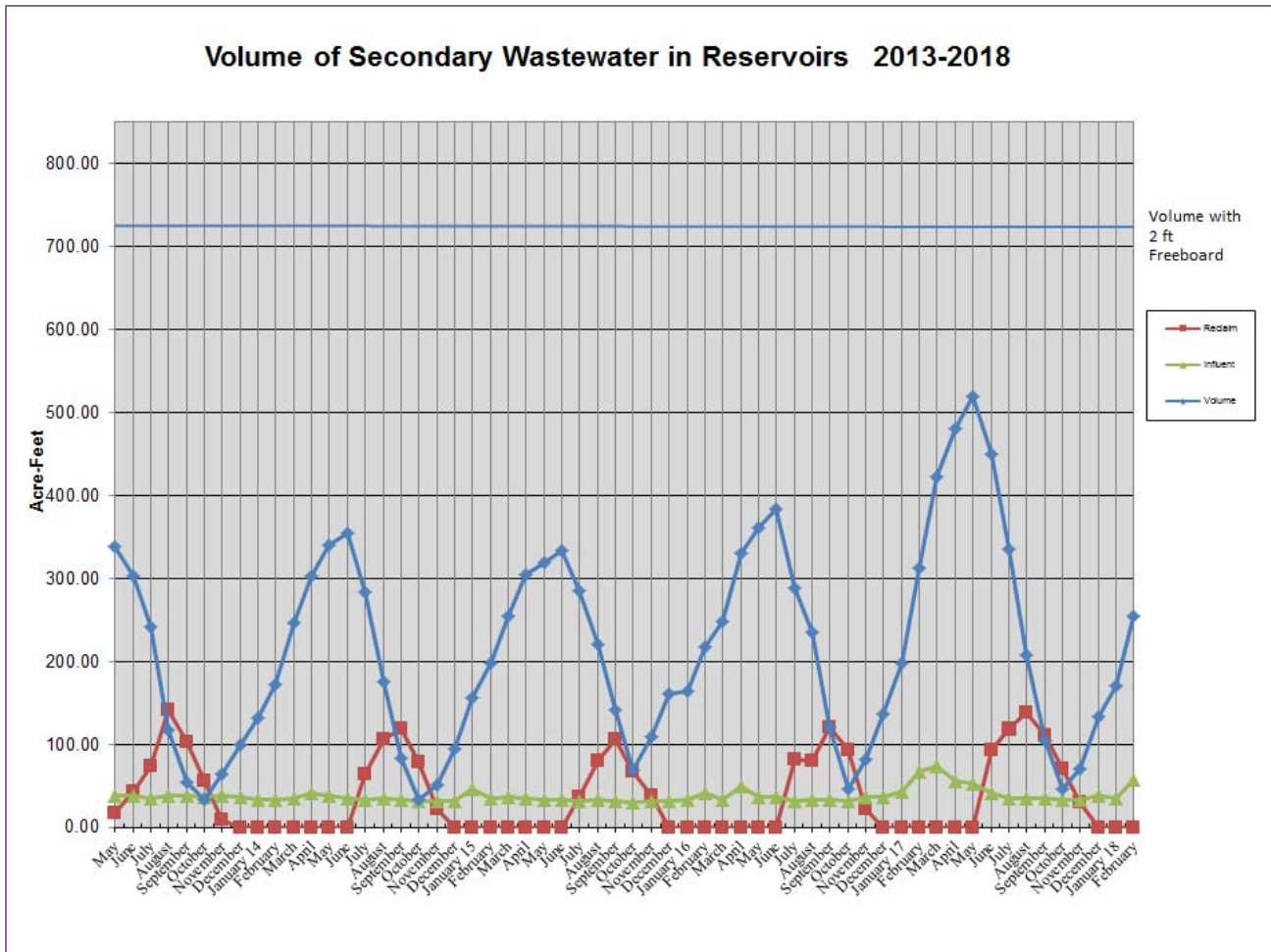
- a. Water flowing away from a property caused by excessive application(s) of water beyond reasonable or practical irrigation rates, duration of application, or other than incidental applications to impervious surfaces.
- b. Causing or permitting an amount of water to discharge, flow, run to waste into or flood any gutter, sanitary sewer, water course or storm drain, or to any adjacent lot, from any tap, hose, faucet, pipe, sprinkler, or nozzle. In the case of irrigation, "discharge," "flow" or "run to waste" means that water is applied to the point that the earth intended to be irrigated has been saturated with water so that additional applied water then flows over the earth. In the case of washing, "discharge," "flow" or "run to waste" means that water in excess of that necessary is applied to wash, wet or clean the dirty or dusty object, such as an automobile, sidewalk, or parking area.
- c. Allowing water fixtures or heating or cooling devices to leak or discharge water.
- d. Maintaining ponds, waterways, decorative basins or swimming pools without water recirculation devices or with known leaks, both seen and unseen.
- e. Discharging water from, and refilling, swimming pools, decorative basins or ponds in excess of the frequency reasonably necessary to maintain the health, maintenance or structural considerations of the pool, basin or pond, as determined by the General Manager.
- f. Overfilling of any pond, pool or fountain which results in water discharging from the pond, pool or fountain.
- g. Continued operation of an irrigation system that applies water to an impervious surface or that is in disrepair.
- h. Use of a water hose not equipped with a control nozzle capable of completely shutting off the flow of water except when positive pressure is applied.
- i. Irrigation of lawns or landscaping when it is raining.
- j. Irrigating lawns or landscaping between the hours of 10:00 a.m. and 10:00 p.m., with the exception of drip irrigation or hand watering, as otherwise authorized pursuant to this Section, unless a variance is granted by the General Manager. Exceptions are accepted for District approved weather based irrigation controllers.
- k. Using potable water from the District's water system for compaction, dust control or other construction purposes without first obtaining approval from the General Manager as provided in Section 7.07 and a meter from the District.
- l. Installing a single-pass cooling system, such as water cooled air compressor, in any property that is newly connected to the District water system. This does not apply to evaporative cooling systems.
- m. Installing a non-recirculating system in any new automatic car wash or new commercial laundry system or failure to utilize current best management practices for water conservation that are industry standards.

## **WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION**

Influent wastewater flow averaged 0.472 million gallons a day, for a total of 14.65 MG, (45 AF). This is approximately 184 gpd per sewer connection. Secondary wastewater storage measured 82.79 MG (254.09 AF) on February 7, 2018, vs 313.22 AF as measured at this time last years due to heavy rains. The reclamation system remains off for the winter season.

Maintenance this past month included Operations staff beginning to clean the chlorine contact chamber and equalization basin and setting up to replace the air lines for the pneumatic control valves.

The graph below shows where our secondary storage volume is compared to previous years, as measured on the first Wednesday of each month. I have informed the Rancho Murieta Country Club (RMCC) that use of the river pump will most likely be needed to supplement their normal year's irrigation demand based on current and anticipated storage level volumes being less than their average irrigations.



**SEWER COLLECTION**

Staff cleaned another 18,000 feet of sewer collection lines in January 2018 in the North community. We were also out multiple times for one home owner to assist and convey that a blockage was their responsibility to repair. I am working with Suzanne to organize our website to simplify the Sewer information we have on it so it can be easier to find, as well as for Water and Drainage.

**DRAINAGE / STORMWATER**

Staff walked through and checked the District storm system twice in January during rain events to make sure they were clear and cleaned out the Chesbro protection ditch. Stormwater inspections continue before, during, and after rain events as well as making sure contractors are utilizing BMPs (best management practices) around construction sites to keep soils from washing into our stormwater system.

**LAKES AND PONDS AD HOC**

We met again to discuss possible solutions available to improve water quality and aesthetics, rain gardens and bio-swales, available funds and lack thereof, and public outreach needed. One option being looked at for Laguna Joaquin is to utilize an aqua-shade dye to prevent sunlight penetration and hopefully limit algae growth.

## **WATER METERING AND UTILITY STAFF WORK**

In January eleven (11) ¾" and two (2) one inch meters were replaced. Twenty four (24) Utility Star reports, one (1) rebate inspection, and sixteen (16) underground service alerts (USAs) were completed. There were no water leaks this past month allowing staff to focus on collection system cleaning efforts.

## **DEVELOPMENT**

### **The Retreats East & North**

No Update.

### **Murieta Gardens:**

#### **The Murieta Gardens – General Work**

The rest of the project anticipates being idle for a while as the Highway 16 portion is being constructed.

#### **The Murieta Gardens - Murieta Marketplace**

The project's work is currently on hold.

#### **The Murieta Gardens – Highway 16 Offsite Improvements**

The project is proceeding with oversight from Caltrans and District staff.

#### **The Murieta Gardens II – Subdivision**

We met with the developers to reiterate our needs for the Cantova pump station with the new sewer tie-in from the 78 lots as well as from the FAA Business Park.

#### **Rancho Murieta North Project**

No update.

#### **FAA Business Park**

Version two of the site plans are under review with consideration of the FAA sewer pump station being looked at. They are hoping to get started on this project in March-April, weather permitting.

## **EMERGENCY WELL PROJECT**

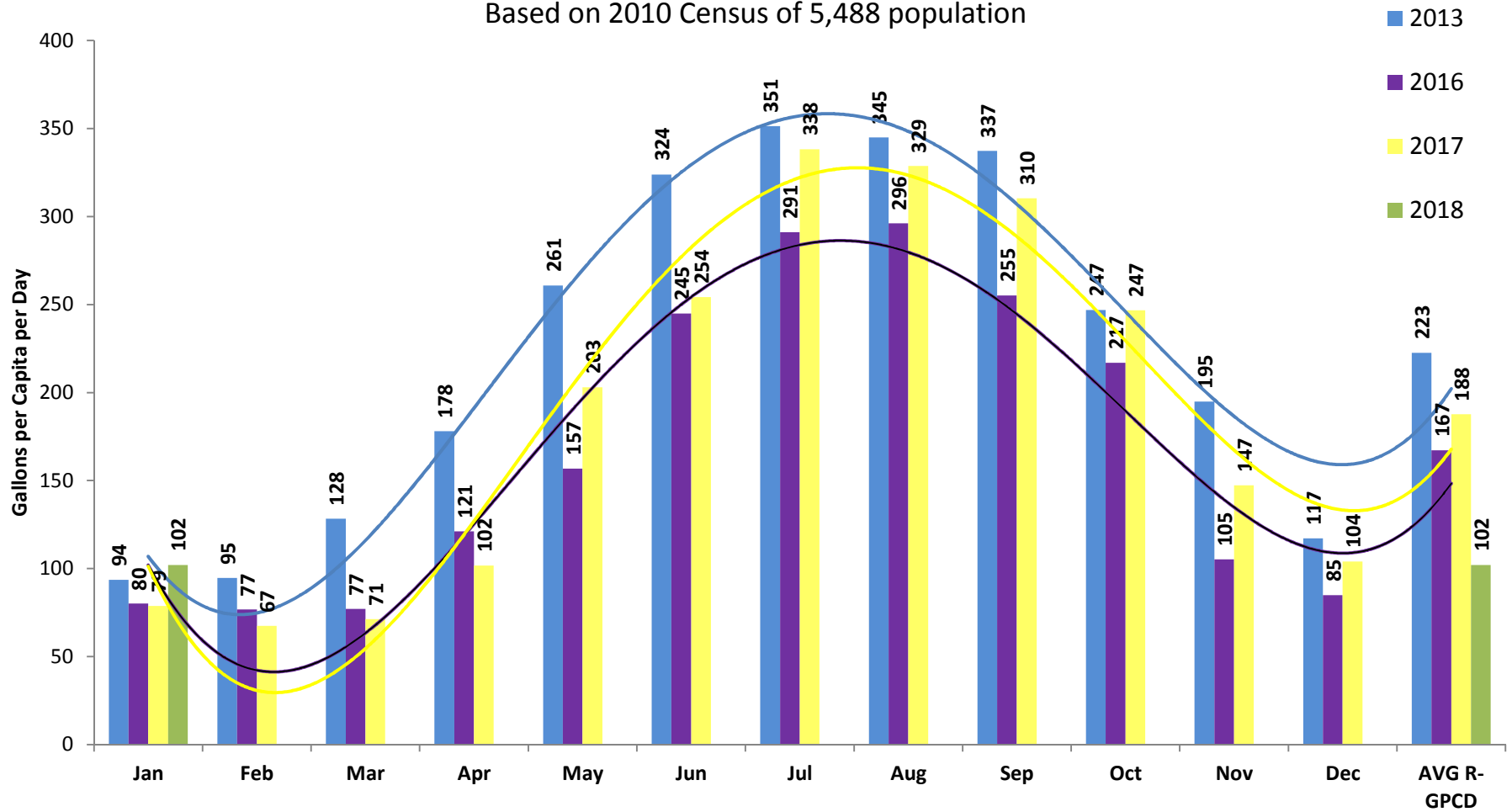
As the Prop 84 Grant has been extended through June 30, 2019, the District needs to work towards gaining access to the well site before the project may move forward. The well drilling contractor has been contacted and informed that we hope to proceed by late spring, early summer.

# Rancho Murieta - Residential Gallons per Capita per Day

Comparison of 2013 (drought base yr) to 2016, 2017 and 2018

Residential Potable Water Consumption

Based on 2010 Census of 5,488 population



Conservation achieved January 2016 versus January 2013: 14%  
 Conservation achieved January 2017 versus January 2013: 16%  
 Conservation achieved January 2018 versus January 2013: (9%)

2016 versus 2013 YTD conservation: 14%  
 2017 versus 2013 YTD conservation: 16%  
 2018 versus 2013 YTD conservation: (9%)

RECEIVED

FEB 13 2018

Rancho Murieta  
Community Services District

**Hand Delivered on February 13, 2018**

TO: Mark Martin, General Manager RMCS  
and

Board Of Directors RMCS:

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

RE: Sewer Lateral Issue 6411 Lobo 2 Park; lot 1709

Gentlemen, on December 29, 2017 we experienced a sewer backup at the above lot. We called Bonney plumbing who cleared the line using our clean out located 5 feet from our house foundation. Bonney found a small amount of root issue which was the result of a crushed pipe beyond the second clean out and located at the bottom of CSD Storm Water Ditch behind our house on CSD/RMA properties. This second clean out was finally located and uncovered by CSD personnel on January 22, 2018 after two separate times of digging in the wrong locations.

On January 23, 2018 I met with Sam Blakley, Plumbing Manager for Bonney who placed a camera into the now visible second clean out to verify the exact location of the crushed pipe and had him meet with Paul Siebensohn and reviewed Sams findings and options concerning repairing the crushed pipe. Pauls response was "I have already told Mr. Kelly that it is the owners responsibility to repair the pipe." and left. On January 26, 2018 I received Pauls threatening and partial true letter dated January 24, 2018.

Since the receipt of Pauls letter I have done extensive research with Plumbing contractors and inspectors in Sacramento, Placer and El Dorado counties. As a result of our findings we deny that we have any further responsibility to repair the damaged lateral pipe within CSD Storm Water Ditch and RMA properties.

Respectfully Submitted,

  
Bill and Pat Kelly





## Rancho Murieta Community Services District

15160 Jackson Road • P.O. Box 1050 Rancho Murieta, CA 95683 • 916-354-3700 • Fax 916-354-2082  
Visit our website [www.rmcsd.com](http://www.rmcsd.com)

January 24, 2018

Recd  
1/26/18  
4:30 PM  
AK

Bill Kelly  
6411 Lobo Dr., Lot 1709  
Rancho Murieta, CA 95683

RE: Private sewer lateral

Mr. Kelly,

District staff has conveyed on multiple occasions beginning on December 27, 2017 through January 22, 2018, that you have an obstruction in your private sewer lateral. This letter is to provide notice that you need to repair your lateral to prevent any future sewer backups from your property that may lead to a sewage spill to protect public and environmental health. It is hereby requested that you make any necessary repairs within 3 weeks of receipt of this letter. Failure to act may result in Enforcement actions per District Code. Upon making the repair, no debris may enter the District's sewer system, the concern being fragmented pvc pipe, roots, and soil/rocks from your lateral feed. District Standard drawing S-10 & S-13 are attached for reference for the needed repair.

Please contact me should you have any further questions or concerns.

Thank you,

Paul Siebensohn  
Director of Field Operations

*Serving the Community for over 30 years*

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

## MEMORANDUM

Date: February 20, 2018  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: Receive Update on 2018-19 Fiscal Year Draft Budget

---

This memo serves as a brief update as to the current status of preparation of the draft budget for FY 2018-19.

The following draft budget components have been prepared:

- Water, Sewer, Drainage Payroll
- Administration Payroll
- Solid Waste Revenues and Expenses
- Rate Comparisons

The following components are in process:

- Administration revenue and expenses are 90% complete and should be completed this week

Draft budget preparation components to be initiated:

- Water, Sewer, Drainage revenue and expenses (other than payroll)
- Water and Sewer rate setting based on expenses
- Security Payroll
- Security Revenue and Expenses
- Preparation of Budget PowerPoint presentation

We are working to present part of the draft budget for discussion at the March 6, 2018 Finance Committee Meeting.

## MEMORANDUM

Date: February 14, 2018  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: Review District Goals for 2018 - 2018 Board Goals Workshop – Draft Goals

---

A Board Goals Workshop was held February 9, 2018. At that workshop, the General Manager reviewed the difference between goals and objectives, and discussed the hierarchy and interrelationship of a mission statement, goals, and objectives. There was further discussion responsive to Director Clark's desire to understand the interrelationship of the District's mission statement with strategic goals and with annual goals. The General Manager recommended a hierarchy of the District mission statement, long-standing strategic goals, and more specific operational goals identified or updated annually and tied back to one or more strategic goals and to the overall District mission statement.

### Hierarchy of Goals

- Mission Statement
  - Strategic Goals
    - Operational Goals

Below are the overall District Strategic Goals as found from the 2011 Strategic Plan Update exercise:

### Strategic Goals

1. Provided Needed Community Services
2. Optimize Level of Service
3. Employ a Quality Workforce
4. Maintain Good Relationships
5. Handle Finances Effectively

### Operational Goals - Review

Following the overview of goals and objectives, staff reviewed 2017 Operational Goals with the Directors to determine which items should move forward into 2018. After review of 2017 Operational Goals, the discussion transitioned to goals offered by Directors 2018 Board Goal Dialog worksheet with the intent to identify new 2018 Operational Goals. One important mission of the exercise was to keep discussion at the lofty goals level instead of drilling down into objectives. Some recommended goals were consolidated into larger goals, and others were considered too granular for the purposes of a goals discussion and eliminated from the list. All operational goals were tied back to one or more strategic goals.

After refining Operational Goals for 2018, it was agreed that a matrix would be created reflecting the agreed upon goals with each Operational Goal tied back to one or more Strategic Goals. Attached is the matrix prepared from the discussion. Please note that a number of goals were very general in nature, such as "Provide Successful Water Services." Instead of heading each similar goal with "Provide Successful..." the simple service, for example "Water Services," is listed as an Operational Goal, with some identified

Operational Goals consolidated into the Goal Details of more general Operational Goal categories where practical.

At the conclusion of Operational Goal refinement, President Pecotich reminded the Board of the need to prioritize what are now 21 Operational Goals with *many* subtasks. A column for prioritizing items is included in the matrix. Related to prioritization, President Pecotich asked if the Board agreed that a review of District's organizational structure should be set as the first priority. The Board agreed, hence the item is already reflected with top priority.

Out of the total number of Operational Goals (21), some items are regulatory where the District must accomplish a task within a given timeframe. Just as important, nearly all of the action items identified for the Operational Goals are separate and apart from the regular operational responsibilities and demands of professional staff at the District. From this, it is reasonable to expect that prioritization and timelines be set recognizing the reality of staff capacity and resources to accomplish stated goals.

**RMCS D - 2018 STRATEGIC AND OPERATIONAL GOALS (DRAFT)**

**STRATEGIC GOALS**

1. PROVIDE NEEDED COMMUNITY SERVICES								
2. OPTIMIZE LEVEL OF SERVICE								
3. EMPLOY A QUALITY WORKFORCE								
4. MAINTAIN GOOD RELATIONSHIPS								
5. HANDLE FINANCES EFFECTIVELY								
1	2	3	4	5	PRIORITY (1→n)	OPERATIONAL GOALS (21)	GOAL DETAILS	TIME FRAME
X	X	X		X	1	Optimize <b>ORGANIZATIONAL STRUCTURE</b>	-Address existing staffing level challenges -Optimize organizational form -Accommodate growing regulatory requirements -Accommodate growth of CSD role -Create a model for succession and cross functional learning.	
X						<b>GENERAL COMMUNITY SERVICES DELIVERY</b>	-Define District's role in Parks & Rec -CSD attendance at RMA and other meetings	
X				X		<b>EXPLORE RMCC AND OPEN SPACE</b> recreational opportunity	-RMCC/Open Space Initiative. Acquisition. Stakeholder outreach in process. Initiative funding not identified in 2017-18 budget. -Determine General Role and source of funding for administration, maintenance and operation	
X						<b>PARKS</b> Services	-Parks Operating Guidelines.	
X						<b>WATER</b> Services	-Implement Emergency Well -Water Rights Permit Extension (Current permit expires 12/2020) -Plan for and manage aging infrastructure	
X	X			X		<b>STORMWATER/ DRAINAGE</b> Services	-Proactive Storm Water Quality Management Plan -Comprehensive Detention Basin Management Plan	
X						<b>RECYCLED WATER</b> Services	-Develop Facility update/expansion schedule and plan accordingly for compliance with Recycled Water Permit	
X	X					<b>SECURITY</b> Services	-Enhance Controlled Community Access -Collaborate with RMA as lead on Escuela Gate access implementation -Security Master Plan Report to Board -Seek appropriate level of SSD Services for growing commercial area	
X						<b>SOLID WASTE</b> Services	-Improve Recycling Event outreach. Consider costs of providing these opportunities versus benefit. -Contract renewal annually by June. Full contract expires October 31, 2025	
X						<b>DEVELOPMENT PROPOSALS</b> Proactive management, review and comment	-Monitor triggers for Urban Water Supplier 3K+ connections for prep of Urban Water Management Plan -Review existing planned Development mitigations related to CSD role.	
X						<b>AGING INFRASTRUCTURE</b> Management	-5-Year Capital Replacement Plan -Update long-term Infrastructure Plan	
X	X					<b>SINGLE ENTITY GOVERNANCE</b> of RM	-Investigate potential. Perceived as responsive to concerns about no one entity providing governmental services.	
	X					Review and reinforce <b>CSD vs. RMA RESPONSIBILITIES</b>	-Choice of security enforcement versus full area patrol. Basins, etc.	
	X					<b>ENHANCE ONLINE SERVICES</b>	-Investigate improved online utility billing and other services	
	X			X		<b>EVALUATE</b> Funding a <b>NEW BOND FOR FUNDING</b>	-Security and drainage services new bond	

**RMCS D - 2018 STRATEGIC AND OPERATIONAL GOALS (DRAFT)**

**STRATEGIC GOALS**

1. PROVIDE NEEDED COMMUNITY SERVICES								
2. OPTIMIZE LEVEL OF SERVICE								
3. EMPLOY A QUALITY WORKFORCE								
4. MAINTAIN GOOD RELATIONSHIPS								
5. HANDLE FINANCES EFFECTIVELY								
1	2	3	4	5	PRIORITY (1→n)	OPERATIONAL GOALS (21)	GOAL DETAILS	TIME FRAME
	X					Conduct Regular <b>POLICY REVIEW UPDATES</b>	-Review all items requiring update -Staff capacity needed to focus on this effort	
		X				Explore <b>INCENTIVES</b> to <b>RETAIN QUALITY WORKFORCE</b>	-Incentives can range from financial, to adequate staffing levels, to tools to help accomplish workload. -Tools: desktop scanners, a functional GIS, updated software and training.	
	X		X	X		Seek <b>CONTINUOUS COLLABORATIVE EFFORT</b> on common goals	-Recognize and respect areas of interest/authority; avoid duplication and potential/perceived encroachment of recognized jurisdictions. -CSD activities should match authorization and funding collected to perform role.	
			X			Facilitate <b>ENHANCED COMMUNITY EDUCATION AND OUTREACH</b>	-Sewer (wipes), Recycling, Role of Security, Development etc.	
				X		Expand Board Policy to <b>ESTABLISH GREATER FIDUCIARY RESPONSIBILITY</b>	-Limit proposals for expanded (not existing) non-budgeted services to only those of emergency or mandated govt. compliance. Require separate supplementary funding to be adopted. -Review Organizational responsibilities against resources and expectations	
				X		<b>EFFECTIVELY MANAGE DISTRICT FINANCES</b>	-RMA Financial obligation for Parks water fee and related charges -Reserve Study -5-Year CIP & CRP rolling plans with projections of funding available -Develop/maintin strategy to address PERS and OPEB unfunded liability	

X PRIMARY

X SECONDARY

## MEMORANDUM

Date: February 14, 2018  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Introduce Ordinance O2018-01 Amending District Code Chapter 14, Water Code

---

### RECOMMENDED ACTION

Introduce District Ordinance O2018-01 amending District Code Chapter 14, Water code, waive the full reading of the Ordinance, and continue to the March 21, 2018 regular Board meeting for adoption.

### BACKGROUND

Invasive species are becoming a major problem in waters around the US. They are being spread into waterways and reservoirs. Access to Rancho Murieta's reservoirs is a benefit of residents and their guests, not only for its aesthetic qualities, but for its recreational possibilities. One of the most popular forms of recreation is fishing. It is a concern of the District that an invasive species may be accidentally introduced into the reservoirs, such as quagga or zebra mussels, from fishing boats that have been in infected waters. These invasive species of mussels have been spreading westward causing extensive damage to the ecology as well as infrastructure of reservoirs. Infestation of the mussels threatens water delivery systems, plugging up pipes and equipment. Significant costs may occur due to lost piping capacity and equipment damage from their infestation, as well as environmental damage. It is a violation of California DFW Code CHAPTER 3.5. Aquatic Invasive Species sections [2300 - 2302] to introduce them.

The minor change requested to the District's Water Code to protect the community's reservoirs is to add that invasive species and non-native species as well as pet waste, sewage, and any non-approved materials including highly turbid waters of >100 NTU should not be introduced.

One such non-native species we are trying to avoid is the Zebra Mussels. Below is a photo of a fishing bait box that's been covered by them after being left in infested water. This is what may happen to the interiors of water intakes and screens.



*Pipe cross-section inundated with invasive Mussels*



*Before zebra mussels After zebra mussels*

# ORDINANCE NO. O2018-01

## AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AMENDING DISTRICT CODE CHAPTER 14 THE DISTRICT WATER CODE

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

**SECTION 1. PURPOSE AND AUTHORITY.** The purpose of this Ordinance is to update District Code Chapter 14, Section 3.17, Lake Use Regulations.

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

District Code Chapter 14, District Water Code, Section 3.17 Regarding Lake Use Regulations is amended as follows:

(a) Wastes Prohibited into Lakes: No person shall discharge or cause to be discharged any of the following wastes in any of the lakes:

1. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive solid, liquid or gas.
2. Any waste containing toxic or poisonous solids, liquids or gases.
3. Any waste having a pH lower than 5.5 or having any other corrosive properties.
4. Any waste such as, but not limited to: rubbish, ashes, shavings, metals, glass, lawn clippings, leaves, plastics, woods, garbage, pet waste, sewage, etc.
5. Any waste such as insecticides, pesticides, fertilizers weed killers, etc.
6. Any material or substance without prior District approval, including highly turbid water, a measured value of >100 NTU or as Determined by District.

(b) Activities Prohibited in Lakes: The following activities are either prohibited or restricted as described on or in the lakes a follows:

1. Fishing with live bait (Lakes Calero and Chesbro (reservoirs)).
2. Boating with any motor other than an electric (all lakes/reservoirs).
3. Swimming or wading by humans and domestic animals (Lakes Calero and Chesbro (reservoirs))
4. Any introduction of invasive or non-native species.

**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.

**INTRODUCED** by the Board of Directors on the 21<sup>st</sup> day of February, 2018.



**PASSED AND ADOPTED** by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 21<sup>st</sup> day of March 2018 by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Mark Pecotich  
President, Board of Directors

Attest:

---

Suzanne Lindenfeld  
District Secretary

DRAFT

## MEMORANDUM

Date: February 13, 2018  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Consider Approval of Quote from Prodigy Electric for Wiring for the Michigan Bar Sub-Drain

---

### RECOMMENDED ACTION

Approve quote from Prodigy Electric, Inc. for new wiring for the Michigan Bar sub-drain, in an amount not to exceed \$12,832.60, which includes a 10% contingency. Funding to come from Sewer Capital Replacement Reserves.

### BACKGROUND

The Michigan Bar subdrain pump station was recently replaced. However, the motors are not receiving the full line voltage they need to run properly. We brought in three (3) separate electricians to provide an assessment of what is needed. They all said that the old solid core wiring, which runs over 1,600 feet to the pump station, needs to be replaced. The current line that is in the ground has been repaired multiple times over the years due to multiple failures. They all also said that due to the length of the wire, 480v should be used instead of 230v, which would require a transformer installed at the new pump station panel. Attached are the quotes for this work which includes pulling out and removing the old wiring, installing three (3) new lengths of wiring, installing a new 480 to 230v transformer, and wiring up and testing the system. The lowest quote was from Prodigy Electric. All quotes include all fees and are at prevailing wage.

*Approximate outline of length of 3 phase wiring run.*





Please Remit To This Address: **Prodigy Electric And Controls, Inc.**  
PO Box 141  
Lincoln, CA 95648

Bill To: Rancho Murieta CSD  
15160 Jackson Road  
Rancho Murieta, CA

Quote #	40371
Date	1/4/2018
Total Due:	\$11,666.00
Terms	Net 30
P.O. No.	

Phone # 916.997.0798

CA License # 998361

**Job Description**

Michigan Bar New Wire

Description	Qty	Rate	Total
install new wire from control panel to michigan bar panel. install transformer to go from 480 to 240 at panel. this includes prevailing wage.	1	11,666.00	11,666.00

<b>Total</b>	\$11,666.00
--------------	-------------

**GRIFFIN ELECTRIC, INC.**  
**PO BOX 418442**  
**SACRAMENTO, CA. 95841**  
**OFFICE: 916-971-0532 FAX: 916-971-0565**  
service@griffinelectric.com

**PROPOSAL**

January 30, 2018

Rancho Murieta Community Services District  
15160 Jackson Road  
Rancho Murieta, CA 95683  
Phone: (916)870-5368  
Email: [tbohannon@rmcsd.com](mailto:tbohannon@rmcsd.com)

We are pleased to quote the following project:

- Use existing conductors and conduit raceway system (If usable) to pull in new #1AWG THHN-THWN-2 strands and one (1) #6 copper wire. Two (2) #1AWG and one (1) #6 AWG. Approximately 2,000ft total pull.
- #1 AWG & #6 aluminum wire is existing in PVC conduit system with approximately eight (8) in-ground splicing junctions spaced approximately 200-250ft intervals.
- **Please note:** This proposal is only valid if existing raceway is unobstructed and wires are readily removable, replaceable and able to be used as a means to pull new conductors through existing conduit system. If upon commencement of this contract it is discovered that existing electrical raceway system is unable to accommodate replacement of existing conductors then a separate proposal will be provided to reinstall a new conduit electrical raceway system with new #1 AWG copper conductors. If it is discovered upon commencement of the work for signed contract that the existing system is not accommodating new replacement conductors than the customer will only be charged our normal hourly prevailing wage rate for the hours spent on discovery.

**Please Note:**

**\*All code violations beyond our scope of work are not included.**

**Total Lump Sum:     \$40,954.66     (Includes Sales Tax)**

ACCEPTANCE OF PROPOSAL/CONTRACT: THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. ONCE SIGNED, THIS PROPOSAL BECOMES AN ACTIVE CONTRACT AND SUBJECT TO ALL CURRENT CALIFORNIA LAWS GOVERNED BY THE CALIFORNIA STATE LICENSE BOARD. IN THE EVENT OF CANCELLATION BY CUSTOMER AFTER CONTRACT HAS BEEN SIGNED, CONTRACTOR IS ENTITLED TO A MINIMUM FEE OF 10% OR \$1,000 WHICHEVER IS LESS; IN THE EVENT OF CANCELLATION BY CUSTOMER AFTER WORK IS COMMENCED, CONTRACTOR IS ENTITLED TO 10% OR PAYMENT FOR WORK PERFORMED, WHICHEVER IS MORE.

PROPOSAL GOOD FOR 15 DAYS & SUBJECT TO CONTRACT REVIEW AND ANY LABOR & MATERIAL INCREASES AT TIME OF SIGNING

**PLEASE PRINT NAME**



**TITLE**



**AUTHORIZED SIGNATURE OF ACKNOWLEDGMENT**



**DATE**



Proposal by \_\_\_\_\_ Mark INITIALS

**GRIFFIN ELECTRIC, INC.**  
**PO BOX 418442**  
**SACRAMENTO, CA. 95841**  
**OFFICE: 916-971-0532 FAX: 916-971-0565**  
service@griffinelectric.com

**CALIFORNIA ADMINISTRATIVE CODE SECTION 862**

Effective January 1, 1993, the "Notice of Owner" form required by Section 7018.5 of the Business and Professions Code shall be that set forth below.

**NOTICE TO OWNER**

Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier, or other person or entity who helps to improve your property, but is not paid for his or her work or supplies has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractor's subcontractors, laborers, or suppliers remain unpaid.

To preserve their right to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are required to provide you with a document called a "Preliminary Notice". Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of a persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a contractor, subcontractor, supplier, or laborer must file a mechanics' lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanics' lien against your property is 90 days after substantial completion of your project.

**TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OR MORE OF THE FOLLOWING STEPS:**

- (1) That your contractor supply you with a payment and performance bond (not a license bond), which provides that the bonding company will either complete the project or pay damage up to the amount of the bond. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection. The payment and performance bond will usually cost from 1 to 5 percent of the contract amount depending on the contractor's bonding ability. If a contractor cannot obtain such a bonding, it may indicate his or her financial incapacity.
- (2) Require that payments be made directly to subcontractors and material suppliers through a joint control. Finding services may be available, for a fee, in your area which will establish voucher or other means of payment to your contractor. These services may also provide you with lien waivers and other forms of protection. Any joint control agreement should indicate the addendum approved by the Registrar.
- (3) Issue joint checks for payment, made out to both your contractors and subcontractors or material suppliers involved in the project. The joint checks should be made payable to the persons entities which send preliminary notices to you. Those persons or entities have indicated that they may have lien rights on your property therefore your need to protect yourself. This will help to insure that all persons due payments are actually paid.
- (4) Upon making payment on any completed phase of the project, and before making any further payments, require your contractor to provide you with unconditional "Waiver and Release" forms signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. That statutory lien releases are set forth in exact language in Section 3262 of the Civil Code. Most stationary stores will sell the "Waiver and Release" forms if your contractor does not have them. The material suppliers, subcontractors, and laborers working on your project, you may obtain a list from your contractor. On projects involving improvements to a single-family residence or a duplex owned by individuals, the persons signing these releases lose the right to file a mechanics' lien claim against your property. In other types of construction, this protection may still be important, but may not be as complete. To protect yourself under this option, you must be certain that all material suppliers, subcontractors, and laborers have signed the "Waiver and Release" form. If a mechanics' lien has been filed against your property, it can only be voluntarily released by a recorded "Release of Mechanics' Lien" signed by the person or entity that filed the mechanics' lien against your property unless the lawsuit to enforce the lien was not timely filed. You should not make any final payments until any and all such liens are removed. You should consult an attorney if a lien is filed against your property.

**PROPOSAL/CONTRACT EXCLUDES:**

PAINTING OF ELECTRICAL EQUIPMENT. ALL LEAD AND ASBESTOS REVIEWS MUST BE GIVEN TO GRIFFIN ELECTRIC BEFORE ANY WORK IS TO BE PERFORMED AT YOUR LOCATION. WE ARE NOT RESPONSIBLE FOR ANY LEAD PAINT OR ASBESTOS REMOVAL. ALL PAYMENTS ARE 100% DUE AND PAYABLE UPON COMPLETION OF JOB UNLESS OTHERWISE NEGOTIATED. WE WILL NOT BE RESPONSIBLE FOR ANY UNDERGROUND LINES THAT ARE NOT CLEARLY MARKED IF AND WHEN ANY TRENCH WORK IS DONE. THE MARKING OF ANY UNDERGROUND WIRING IS SOLELY THE RESPONSIBILITY OF THE PROPERTY OWNER. ALL WORK IS TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY UNFORESEEN OBSTRUCTIONS THAT PROHIBIT US FROM COMPLETING THE WORK AS SPECIFIED IN THIS PROPOSAL WILL BE CONSIDERED AN EXTRA, AND WILL BE BILLED STRICTLY ON A TIME AND MATERIAL BASIS. OWNER IS RESPONSIBLE TO MOVE ALL OBJECTS THAT MAY OBSTRUCT WORK, IN ANY AREA. THE ELECTRICAL WORK TO BE DONE AS SPECIFIED ABOVE REQUIRES A PERMIT. PERMIT(S) ARE NOT INCLUDED UNLESS OTHERWISE NOTED IN THE PROPOSAL. PLAN REVIEW IF REQUIRED. ANY ELECTRICAL WORK PERFORMED WITHOUT A PERMIT COULD BE SUBJECT TO TRIPLE THE FEES. GRIFFIN ELECTRIC, INC. IS NOT RESPONSIBLE FOR ANY FEES INCURRED DUE TO PROPERTY OWNER NOT OBTAINING PROPER PERMIT(S).

**AUTHORIZED SIGNATURE OF ACKNOWLEDGMENT**



**DATE**



# Fox Electrical, Inc.

334 Green Valley Road El Dorado Hills, CA 95762  
(916) 933-0459 Phone (916) 933-0463 Fax

To: Travis From: Tim  
Fax: WWTP Pages: 1  
Phone: Rancho Murieta Date: 12/21/17  
Re: \_\_\_\_\_ CC: \_\_\_\_\_

Urgent  For Review  Please Comment  Please Reply  Please Recycle

New wire to Pump Station  
includes 10KVA xfmr  
3200' #2 Cu  
1600' #8 Cu  
1 480V Breaker

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6,000.00 Mat  
9,000.00 Labor **Permitting Wage**

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Total 15,000.00

354-2082

## MEMORANDUM

Date: February 16, 2018  
From: Suzanne Lindenfeld, RMCS District Secretary  
Subject: Notes from February 13, 2018 Meeting (private)

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A Recreational Opportunities Stakeholders Meeting was held on February 13, 2018. The following is a public report of summary discussion between Rancho Murieta Community Services District (District), Rancho Murieta Association (RMA), Rancho Murieta Country Club (RMCC) and Rancho North development representatives.

Overall the meeting was very positive. All stakeholders recognize opportunities to improve the community and are interested in supporting a cooperative effort. The collaborative discussion was centered on opportunities and potential challenges related to the country club, open space, and adding community center-type amenities.

All parties are approaching the discussion with cost consciousness at the forefront. A key takeaway was identifying to potential costs to consider as Step 1 in the process including county club potential purchase, existing liability and operational needs, open space/lot reduction, CFD bond costs (existing water treatment plan and new), community center-type amenity costs and other factors.

Items discussed included:

- Options for long term support of the Rancho Murieta Country Club
  - Different options considered including purchasing the country club by issuing bonds or continued ownership and operation in current form
  - Using bond funds towards upgrading/updating the club with community center amenities to the site and returning the golf course to 'championship level status' it once held.
- Options for open space acquisition/deeding to community
  - There is interest in identifying parcels to be considered in reducing home counts and retaining open space
  - The developer team identified that approximately 51% of the land that they own is being designated as open space/common area in their current plan. Roughly 20% is common area between homes versus continuous open space that our community currently experiences.
  - A request was made by the developers to identify an initial pass of lots to be reduced. This first pass was requested to be addressed by SOLOS given their participation in the 2016 County Stakeholder meetings and their charter.
  - All agree that some development needs to occur to keep the community and infrastructure viable.
- Request to work toward a homogeneous community
  - Pursuit of agreement of one HOA with future development incorporating into the RMA so that current and future residents will benefit uniformly from these recreational improvements
- Timing and speed to pursue these interests

The group agreed to continue to meet every 2-3 weeks to keep conversations moving toward possible concepts to present to the community. Each stakeholder was asked to identify opportunities, challenges and potential costs to keep working toward capture of Step 1: Potential Costs to support the collaborative process.



## CONFERENCE/EDUCATION SCHEDULE

Date: February 14, 2018  
To: Board of Directors  
From: Suzanne Lindendorf, District Secretary  
Subject: Review Upcoming Conference/Education Opportunities

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

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

### **CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)**

2018 Special Districts Legislative Days	May 22, 2018	Sacramento
General Manager Leadership Summit	June 24, 2018	Olympic Valley
Special District Leadership Academy	July 8, 2018	Napa Valley
2018 Annual Conference & Show	September 24, 2018	Indian Wells

### **GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)**

No Information Currently Available on Upcoming Conferences.

### **ISC WEST**

2018 ISC West Public Security And Safety Expo	April 11 – 13, 2018	Las Vegas
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### **ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)**

Water 101 Workshop: Beyond the Basics	February 22, 2018	Sacramento Valley
California Water Policy Conference 27	March 22, 2018	UC Davis
2018 ACWA Spring Conference	May 8-11, 2018	Sacramento

**AMERICAN WATER WORKS ASSOCIATION (AWWA)**

No Information Currently Available on Upcoming Conferences.

**WATEREUSE**

2018 WateReuse California Annual  
Conference

March 25-27, 2018

Monterey