



## **RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

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

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

#### **REGULAR BOARD MEETING**

**MAY 18, 2016**

Open Session 5:00 p.m.  
District Administration Building – Board Room  
15160 Jackson Road  
Rancho Murieta, CA 95683

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#### **BOARD MEMBERS**

Gerald Pasek	President
Betty Ferraro	Vice President
Morrison Graf	Director
Michael Martel	Director
Mark Pecotich	Director

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#### **STAFF**

Darlene J. Thiel Gillum	General Manager
Greg Remson	Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## REGULAR BOARD MEETING

MAY 18, 2016

Open Session: 5:00 p.m.

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

## AGENDA

- |   | RUNNING TIME |
|---|--------------|
| <b>1. CALL TO ORDER</b> - Determination of Quorum - President Pasek ( <b>Roll Call</b> )  | 5:00         |
| <b>2. ADOPT AGENDA (Motion)</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>At the discretion of the Board, an item may be moved on the agenda and or taken out of order. <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.</i>  |              |
| <b>3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES</b>  |              |
| <b>4. 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> |              |
| <b>5. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)</b><br><i>All the following items in Agenda Item 5 will be approved as one item if they are not excluded from the motion adopting the consent calendar.</i> <ul style="list-style-type: none"><li><b>a. Approval of Board Meeting Minutes</b><ul style="list-style-type: none"><li>1. April 20, 2016 Regular Board Meeting</li></ul></li></ul>  |              |

- b. **Committee Meeting Minutes** (Receive and File)
    - 1. May 6, 2016 Security Committee Meeting
    - 2. May 6, 2016 Finance Committee Meeting
    - 3. May 6, 2016 Improvements Committee Meeting
  - c. **Approval of Bills Paid Listing**
6. **STAFF REPORTS** (Receive and File)
- a. General Manager's Report
  - b. Administration/Financial Report
  - c. Security Report
  - d. Water/Wastewater/Drainage Report
7. **CORRESPONDENCE**
8. **REVIEW OF THE PROPOSED 2016/2017 BUDGET AND CAPITAL PROJECTS** (30 min.)
- a. Presentation by Staff.
  - b. Public comment on the 2016/2017 Budget, Including Capital Projects.
  - c. Board Discussion/Adoption of Resolution R2016-04, a Resolution Approving the Proposed Budget for Fiscal Year 2016/2017, Including Capital Projects. (Discussion/Action) **(Motion)**  
**(Roll Call Vote)**
9. **PUBLIC HEARING - CONSIDER APPROVAL OF THE PROPOSED SERVICE CHARGE INCREASES AND SPECIAL TAX ADJUSTMENTS** (20 min.) *(Time is approximate but will not be conducted before 5:00 p.m.)*
- a. Presentation by Staff.
  - b. The Board President will open the hearing for public comment on Ordinance O2016-03, Amending Chapter 14 of the District Code, Relating to Water service charges; Amending Chapter 15 of the District Code Relating to Sewer service charges; Amending Chapter 16 and Chapter 16A of the District Code Relating to Drainage Tax; Amending Chapter 21 of the District Code Relating to Security tax; and Amending Chapter 31 of the District Code Relating to Solid Waste Collection and Disposal service charges.
  - c. The Board President will close the public hearing on Ordinance O2016-03, Amending Chapter 14 of the District Code, Relating to Water service charges; Amending Chapter 15 of the District Code Relating to Sewer service charges; Amending Chapter 16 and Chapter 16A of the District Code Relating to Drainage Tax; Amending Chapter 21 of the District Code Relating to Security tax; and Amending Chapter 31 of the District Code Relating to Solid Waste Collection and Disposal service charges.
  - d. Board Discussion/Introduction of Ordinance O2016-03, an Ordinance Amending Chapter 14 of the District Code, Relating to Water service charges; Amending Chapter 15 of the District Code Relating to Sewer service charges; Amending Chapter 16 and Chapter 16A of the District Code Relating to Drainage Tax; Amending Chapter 21 of the District Code Relating to Security tax; and Amending Chapter 31 of the District Code Relating to Solid

Waste Collection and Disposal service charges. (Discussion/Action) (Motion) **(Roll Call Vote)**

10. **CONSIDER ADOPTING ORDINANCE O2016-02, AMENDING DISTRICT CODE, CHAPTER 2, BOARD OF DIRECTORS RULES AND PROCEDURES AND REVISING BOARD GUIDELINES AND POLICIES** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
11. **CONSIDER APPROVAL OF TRANSFER TO RESERVE FUNDS** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
12. **CONSIDER APPROVAL OF PROPOSAL FOR PRE-DESIGN REPORT FOR THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT'S RECYCLED WATER PROGRAM – PHASE 1** (Discussion/Action) (Motion) (5 min.)
13. **CONSIDER ADOPTION OF RESOLUTION R2016-05 AUTHORIZING SALE OF DISTRICT SURPLUS EQUIPMENT** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
14. **CONSIDER APPROVAL OF CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BYLAWS UPDATE** (Discussion/Action) (Motion) **(Roll Call Vote)** (5 min.)
15. **RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT UPDATE** (Discussion/Action) (5 min.)
16. **RECEIVE AND CONSIDER UPDATES** (Discussion/Action) (15 min.)
  - a. Parks Committee
  - b. Pending and Proposed Land Development Projects
  - c. Solar Power Installation
  - d. Midge Fly Ad Hoc Committee
  - e. Escuela Gate
  - f. Ribbon Cutting Ceremony/Event
17. **CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) (Motion)
18. **REVIEW DISTRICT MEETING DATES/TIMES**
  - a. Security – June 3, 2016 at 8:30 a.m.
  - b. Finance – June 3, 2016 at 9:00 a.m.
  - c. Improvements – June 3, 2016 at 9:30 a.m.
  - d. Communications – June 6, 2016 at 4:00 p.m.
  - e. Personnel – June 6, 2016 at 4:30 p.m.
  - f. Regular Board Meeting – June 15, 2016 - open session at 5:00 p.m.

**19. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF**

*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.*

**20. 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 May 13, 2016. Posting locations are: 1) District Office; 2) Plaza Foods; 3) Rancho Murieta Association; 4) Murieta Village Association.



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Meeting

### MINUTES

April 20, 2016 – Open Session at 5:00 p.m.

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

President Gerald Pasek called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Betty Ferraro, Morrison Graf, Michael Martel, and Mark Pecotich. Also present were Darlene J. Thiel Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

#### **2. ADOPT AGENDA**

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

#### **3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES**

Darlene Thiel Gillum stated that Chief Remson has announced his retirement effective July 31, 2016. The Chief has been with the District for 32 years.

#### **4. COMMENTS FROM THE PUBLIC**

None.

#### **5. CONSENT CALENDAR**

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

#### **6. STAFF REPORTS**

Under Agenda Item 6b, Director Graf asked what a lock off is. Darlene stated that it when the water to a property has been shut off due to non-payment.

#### **7. CORRESPONDENCE**

None.

#### **8. RECEIVE 2015 DIVERSION REPORT- Presentation by Jack Fiori, California Waste Recovery Systems**

Jack Fiori, California Waste Recovery Systems (Cal Waste), gave a presentation regarding the 2015 Diversion Report for Rancho Murieta. The items covered in the report included the consolidated tons collected in Rancho Murieta: 1,879 tons of solid waste, 936 tons of green-waste, and 745 tons of recycled materials for a total of 3,563 tons. Pounds per household per week: solid waste 29 lbs., recyclables 12 lbs., green waste 15 lbs. In 2015, 1,054 bulky waste collections were made. Mr. Fiori also commented on new legislation regarding organic waste (food/green) that will be going into effect in the next few years. A question and answer period followed.

Director Martel stated he would like to work with Mr. Fiori and Darlene on the organic waste project and also suggested Mr. Fiori look into recycling of auto batteries.

**10. INTRODUCE ORDINANCE O2016-02 AMENDING DISTRICT CODE CHAPTER 2, BOARD OF DIRECTORS RULES AND PROCEDURES AND REVISING BOARD GUIDELINES AND POLICIES (taken out of order)**

Darlene Thiel Gillum gave a brief summary of the recommendation to introduce Ordinance O2016-02 amending District Code Chapter 2 and revising the Board Guidelines and Policies. This ordinance will revise, clarify and update the District's policies and procedures applicable to the Board of Directors.

**Motion/Pecotich** Introduce District Ordinance O2016-02, amending District Code Chapter 2, Board of Directors Rules and Procedures and revising Board Guidelines and Policies, waive the full reading of the Ordinance and continue to the May 18, 2016 regular Board meeting for adoption. **Second/Ferraro. Roll Call Vote: Ayes: Pasek, Ferraro, Graf, Martel, and Pecotich. Noes: None. Absent: None. Abstain: None.**

**9. CONSIDER APPROVAL OF THE CEQA INITIAL STUDY/MITIGATED NEGATIVE DECLARATION FOR THE SOLAR POWER PROJECT**

Darlene Thiel Gillum gave a brief summary of the recommendation to approve the CEQA Initial Study and Mitigated Negative Declaration (IS/MND) for the Solar Power Project. Heather, from Aspen Environmental Group, commented on the bird nesting that will be reported. A question and answer period followed.

**Motion/Pasek** to approve the CEQA Initial Study/Mitigated Negative Declaration for the Solar Power Project. **Second/Graf. Ayes: Pasek, Ferraro, Graf, Martel, and Pecotich. Noes: None. Absent: None. Abstain: None.**

**11. DISCUSS AMENDING WATER USE RESTRICTIONS**

Darlene Thiel Gillum gave a brief summary of the State Water Resources Control Board's (SWRCB) mandated conservation levels and the public workshop on April 20, 2016 to solicit input on potential adjustments to the February 2016 Emergency Regulation in response to precipitation amounts and other drought indicators across the state since February 2016. The SWRCB will consider taking action in May 2016.

By consensus, the Board directed staff to look into changing the watering restrictions from 2 days a week to 3 days a week and present to the Board in May.

**12. CONSIDER ADOPTION OF DISTRICT POLICY NUMBER P2016-01, DISTRICT INVESTMENT POLICY**

Darlene Thiel Gillum gave a brief summary of District Policy P2016-01, updating the District investment policy. The District is required by law to annually review its investment policy. As in the past, the District has requested Lauren Brant, PFM Asset Management LLC, to review the Investment Policy to ensure it is in compliance with applicable California Government Code statutes regulating the investment of public funds. The revision recommended to the Permitted Investments Section of the Policy, Exhibit A, is to remove the specific dollar amount stated in the maximum investment column of investment type 1, LAIF, and replace it with "maximum permitted by State Treasurer". The

recommended addition to the Permitted Investment Section, Exhibit A, updates the policy to include Municipal Obligations as a permitted investment vehicle.

**Motion/Graf** to adopt District Policy #P2016-01, District Investment Policy. **Second/Ferraro. Roll Call Vote: Ayes: Pasek, Ferraro, Graf, Martel, and Pecotich. Noes: None. Absent: None. Abstain: None.**

### **13. CONSIDER APPROVAL OF TRANSFER TO RESERVE FUNDS**

Eric Thompson gave a brief summary of the recommendation to transfer \$50,000 of undesignated cash to Capital Replacement Reserves for the Sewer fund and approve the transfer of \$25,000 of undesignated cash to Admin Replacement Reserves. Eric stated that after a closer look, he recommends changing the transfer to Security Reserves to \$50,000.

Director Martel stated that since this is a change from what the Finance Committee discussed, the item should go back to the Finance Committee before the Board decides. By consensus, the Board agreed.

### **14. CONSIDER APPROVAL OF PROPOSAL FOR ON-CALL PROFESSIONAL SERVICES FOR DISTRICT ENGINEER**

Darlene Thiel Gillum gave a brief summary of the recommendation to approve the proposal from Coastland for on-call professional services for District Engineer.

**Motion/Ferraro** to approve the proposal from Coastland and authorize the General Manager to execute the agreement with Coastland for on-call professional services for District Engineer. **Second/Pecotich. Ayes: Pasek, Ferraro, Graf, and Pecotich. Noes: None. Absent: Martel. Abstain: None.**

### **15. RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT UPDATE**

Paul Siebensohn gave an update on the Water Treatment Plant and Expansion Project. The Acceptance Test was completed on April 11, 2016. During the entire timeframe of the Acceptance Test it proved out that the membranes and GE system operated as designed, confirmed both by HDR and GE. GE also reviewed our raw and backwash return water quality data and confirmed that it was similar as conveyed for the design parameters, as well as that staff followed the recommended cleaning regime. They are concerned how these could effect the membranes and warranty.

Along with the cleaning regimen, staff is continuing to deal with control system issues related to logic within the SCADA programming, software glitches, and forwarding their issues to work with TESCO Controls for solutions. At one point, staff could only operate Plant #1 during the day as the phone line the Autodialer software used to alert staff to issues failed. Staff and Debby Bradberry worked with AT&T to trouble shoot and correct this issue. The automated report functioning of the historical monitoring system is functional, allowing staff to review various trends and information for process control. Plant 2 is in the process of being taken offline to complete the integration into the SCADA system control.

Paving work is near completion. The asphalt and curbs having been placed, with only the slurry sealing of the main parking lot area left to be completed on April 18, 2016. The bird netting installation is scheduled for April 25, 2016.



President Pasek commented on how well the project went overall.

**16. PROVIDE DIRECTION TO THE DISTRICT'S PARKS COMMITTEE REPRESENTATIVE REGARDING THE GREENS PARK**

Director Pecotich gave an overview of the Greens Park project description and requested Board direction on the Parks Committee proceeding with getting estimates for the hard costs for the project. After a discussion, by consensus, the Board directed Director Pecotich to vote to proceed with the estimates.

**17. RECEIVE UPDATES**

**Augmentation Well**

Paul Siebensohn gave an update on the Augmentation Well Project. The owner of the land west of Cantova Way, where testhole A is located, has a potential buyer for the property. This may not be an impact to the well project if test hole B, which is located on Anderson ranch property near the river, produces enough groundwater to meet our needs. There is also the potential of relocating testhole A to the parcel north of the parcel for sale, if needed.

**Solar Power Installation**

No discussion.

**Parks Committee**

Director Pecotich gave a brief update on the Parks Committee Operating Guidelines, the need to update the Parks Master Plan, and the District getting the Parks Fee review completed.

**Development**

Parks fees for the Retreats West (22 lots) have been paid to RMA. Four (4) water permits were issued in early April for the Retreats model homes.

**Midge Fly Ad Hoc Committee**

Director Ferraro gave a brief summary of the flyer the Committee has developed to be sent out to residents around Laguna Joaquin. By consensus, the Board agreed to have the District print out 200 copies of the flyer for distribution.

**Escuela Gate**

Darlene Thiel Gillum stated that the RMA Board appears agreeable to a joint town hall type meeting. They have a quote for a passive entry and requested that the District provide them the pricing for a manned entry and a recommendation of hours of operation. The following information was provided in response:

Currently the cost to man both existing gates is about \$510,000; an average per gate would be \$255,000 for 24/7 manning. A quick calculation results in an average rate (all inclusive of wages and other operational expenses) of around \$29.10/hour. That does not include the cost of building the gate house and other related expenses.

The number of hours for staffing depends on how RMA and the community want the gate to be operated.

### **North Gate Use Agreement**

Darlene Thiel Gillum reported that RMA is requesting that Section 11 of the agreement, Access by Association, be modified to specify that the Association has the right to attach holiday lights to the building exterior and to install a light for the flag pole.

### **Ribbon Cutting Ceremony/Event**

The ribbon cutting ceremony is scheduled for 11:00 a.m. June 2, 2016. This will be by invitation only. After the ribbon cutting, a lunch will be held at the Rancho Murieta Country Club.

### **18. RECEIVE QUARTERLY UPDATE ON 2016 BOARD GOALS**

Darlene stated that in addition to the 2016 board goals the board has assigned four main focus areas to her that include: keeping updated on the groundwater sustainability act; completing the Security Department operations study; recycled water implementation plan; and improving customer service.

### **19. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES**

No discussion.

### **20. REVIEW MEETING DATES/TIMES**

President Pasek and Director Graf will not be available for the May Board meeting.

### **21. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF**

Director Martel commented his feeling that with the hotel construction overflow, Stonehouse Road and Kiefer Boulevard flooding, and Lake 11 flooding, the District is not being consistent or transparent and feels the District is violating the Reclaimed Water Agreement/Policy.

Director Pecotich suggested the detention basins be on a future Board meeting agenda. He also thanked Chief Remson for his service over the years.

Darlene Thiel Gillum reminded everyone the household hazardous waste collection will be held on May 21, 2016 at the FAA building from 8:00 a.m. to 12:00 p.m. A flyer will be included in the April statements. Darlene will be on vacation May 7 – 17, 2016.

### **22. ADJOURNMENT**

**Motion/Martel** to adjourn at 8:31 p.m. **Second/Pecotich. Ayes: Pasek, Ferraro, Graf, Martel, Pecotich. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary

## MEMORANDUM

Date: May 6, 2016  
To: Board of Directors  
From: Security Committee Staff  
Subject: May 6, 2016 Security Committee Meeting

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

Director Ferraro called the meeting to order at 8:30 a.m. Present were Directors Ferraro and Martel. Present from District staff were Darlene Thiel Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

### **2. COMMENTS FROM THE PUBLIC**

None.

### **3. MONTHLY UPDATES**

#### **Operations**

Sergeant Scarzella spoke at the Kiwanis meeting on April 7, 2016. There were various questions about the Security Department operations.

Officer Tompkins attended the Kiwanis Kids Fishing Day at Lake Clementia. There was some rain, some new and experienced kids, and even a free hot dog lunch.

Applications continue to come in for the vacant Gate Officer position. The job announcement for Security Chief has been posted.

#### **Incidents of Note**

Chief Remson gave a brief overview of the incidents of note for April 2016.

Director Martel asked if battery charges were being filed on the car crash incident. Chief Remson stated that he has not received the police report yet. Director Ferraro thanked Chief Remson and the Security staff for going above and beyond in contacting and comforting the victims in the incident.

#### **RMA Citations/Admonishments**

Chief Remson reported that the Rancho Murieta Association (RMA) rule violation citations for the month of April 2016 included 5 stop sign and 4 driveway parking. Rule violation admonishments and/or complaints for the month of April 2016 included 28 loose/off leash dog and 13 barking dog and 13 open garage doors.

#### **Rancho Murieta Association Compliance/Grievance/Safety Committee Meeting**

The meeting was held on April 4, 2016 at the Rancho Murieta Association (RMA) office. There were hearings regarding speeding, failure to stop, parking, and garbage cans. The next meeting is scheduled for May 2, 2016.

### **Security Data Update**

The forms continue to go out. The information in the Security Department computer system is updated as the completed forms are received. Director Ferraro asked if there is anywhere in the program to note if a resident has a medical problem so Security can be aware of it. Chief Remson stated that if a resident provides that information there is a space for it. Director Martel commented on storing pictures and fingerprints of minors in the system.

### **Incident Map and Emergency Exit Map**

The Incident Map will show locations of incidents of note, such as thefts and vandalism. This will help track any patterns of incidents to help direct patrol resources to those areas. The Emergency Exit Map will show additional exit locations, such as locked gates, that could allow vehicle traffic out of the North and South residential areas in the event of an emergency.

### **4. DIRECTOR & STAFF COMMENTS**

None.

### **5. ADJOURNMENT**

The meeting adjourned at 8:45 a.m.

DRAFT

## MEMORANDUM

Date: May 6, 2016  
To: Board of Directors  
From: Finance Committee Staff  
Subject: May 6, 2016 Finance Committee Meeting

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

Director Martel called the meeting to order at 9:00 a.m. Present was Director Martel. Present from District staff were Darlene Thiel Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary. Director Pasek was absent.

### **2. COMMENTS FROM THE PUBLIC**

None.

### **3. TRANSFERS TO RESERVE FUNDS**

Eric Thompson gave a brief overview of the recommended amounts to transfer to reserve funds. Director Martel stated that he is comfortable with the recommended transfer amounts. **This item will be on the District's May 18, 2016 Regular Board meeting agenda.**

### **4. DIRECTORS' & STAFF COMMENTS/SUGGESTIONS**

Director Martel asked about the District working with Rancho Murieta Association (RMA) regarding shared gas. Darlene stated she is working with Greg Vorster.

### **5. ADJOURNMENT**

The meeting was adjourned at 9:08 a.m.

# MEMORANDUM

Date: May 6, 2016  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: May 6, 2016 Committee Meeting Minutes

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## **1. CALL TO ORDER**

Director Graf called the meeting to order at 9:45 a.m. Present was Directors Graf. Present from District staff were Darlene Thiel Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary. Director Pasek was absent.

## **2. PUBLIC COMMENT**

None.

## **3. UPDATES**

### **Augmentation Well**

The Right of Entry request has been submitted to the landowner of the well site and is needed before we can proceed. We are waiting to hear from the Regional Water Authority (RWA) as to the extension of the Proposition 84 Grant. The project's scope has been revised to only include Well Site B which is adjacent to the river. The electrical scope will be revised to be solely for this site.

### **Water Treatment Plant Expansion Project**

Staff is continuing to learn the intricacies of the new control system and accommodations needed for the new facility. This includes spacing out Water Plant 1 air compressor demands to avoid low air pressure alarming, scheduling and monitoring membrane module maintenance and recovery cleans, and instrumentation control details. Plant 2 control system swap-over is still in the process of being taken offline to complete the integration into the new SCADA system control. The system integrator ran into unforeseen issues with old vs. new control relay voltages that TESCO is in the process of accommodating.

Paving is now completed with the slurry sealing of the main parking lot area completed on April 18, 2016. The bird netting installation was scheduled for April 25, 2016 is now expected to occur on May 9, 2016. No explanation has been provided as to the contractor's delay of this work. The siding work is nearly completed at Plant 2.

### **Solar Projects**

Solar City noted that there was an electrical conflict which is being looked at that may delay the project start a few weeks which may again require nesting bird resurveying. As of now, we are waiting to hear from Solar City as to what their updated project schedule is. The Bird Surveys have been completed and submitted to the DFW on April 26, 2016. As noted in the Bird Survey submittal, Swainson's hawk (SWHA) surveys were conducted within 0.5 mile at both solar sites. At one site (the Water Treatment Plant site) SWHA was not observed; at the other site (the Wastewater Treatment

Facility site), a SWHA nest was observed approximately 0.5 mile from planned construction. Aspen Environmentalist's biologist does not think construction noise and disturbance will adversely affect SWHA for several reasons, including that the nest is 1,200 feet from an active airport and near other sources of active disturbance (land clearing, hotel construction). The District would like to mobilize equipment on May 11, 2016 and start construction on May 16, 2016.

#### **4. PROPOSAL FOR PRE-DESIGN REPORT, RECYCLED WATER PROGRAM – PHASE 1**

Kevin Kennedy from Kennedy/Jenks Consultants gave a brief summary of the proposal for the pre-design report for the Recycled Water Program, Phase 1. The total amount of the proposal has been revised down to \$85,882 and should take about 6 months to complete. **This item will be on the District's May 18, 2016 Regular Board meeting agenda.**

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

Director Graf apologized for being late to the meeting.

#### **6. ADJOURNMENT**

The meeting was adjourned at 10:15 a.m.

DRAFT

## MEMORANDUM

Date: May 9, 2016  
To: Board of Directors  
From: Eric Thompson, Controller  
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **April 2016**. 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>
Aqua-Aerobic Systems, Inc.	Aerator Equipment	\$ 15,542.40	Operating Expense
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 46,534.72	Operating Expense
Emergency Communications Network, LLC	CodeRed Annual Support	\$ 5,000.00	Operating Expense
Rancho Murieta 205, LP	Retreats - Prior Infrastructure Reimb	\$ 16,520.00	Developer Deposit
Aspen Environmental Group	Solar CEQA	\$ 17,334.88	Operating Expense
Bartkiewicz, Kronick & Shanahan	Legal Services	\$ 8,095.40	Operating Expense
GSRMA	Liability & Workers Comp Insurance	\$ 42,237.08	Operating Expense
Maddaus Water Management Inc	Water Supply Assessment	\$ 8,017.50	Developer Deposit
S. M. U. D.	Monthly Bill	\$ 28,620.70	Operating Expense

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer



## Rancho Murieta Community Services District

### Bills Paid Listing for April 2016

Ck Number	Date	Vendor	Amount	Purpose
CM30629	4/1/2016	California Public Employees' Retirement Sys	\$36,986.13	Payroll
CM30630	4/1/2016	Guardian Life Insurance	\$5,378.92	Payroll
CM30631	4/1/2016	Vision Service Plan (CA)	\$486.09	Payroll
EFT	4/4/2016	Pitney Bowes	\$50.00	Postage Machine Refill
CM30632	4/8/2016	A Leap Ahead IT	\$3,479.15	Monthly IT Service
CM30633	4/8/2016	American Family Life Assurance Co.	\$544.11	Payroll
CM30634	4/8/2016	Applications By Design, Inc.	\$4,225.00	Bar Codes & IT Support
CM30635	4/8/2016	Aqua-Aerobic Systems, Inc.	\$15,542.40	Aerator Equipment
CM30636	4/8/2016	Aramark Uniform & Career Apparel, LLC	\$264.86	Uniform Service
CM30637	4/8/2016	California Public Employees' Retirement Sys	\$8,579.00	Payroll
CM30638	4/8/2016	California Public Employees' Retirement Sys	\$10,623.44	Payroll
CM30639	4/8/2016	California Waste Recovery Systems	\$46,534.72	Solid Waste Monthly Contract
CM30640	4/8/2016	Caltronics Business Systems	\$504.58	Copier - Admin
CM30641	4/8/2016	Chemtrade Chemicals US LLC	\$2,303.52	Chemicals
CM30642	4/8/2016	Capital One Commercial	\$1,233.42	Office Supplies
CM30643	4/8/2016	County of Sacramento	\$562.00	Sewer Permit
CM30644	4/8/2016	County of Sacramento	\$2,290.25	Solar Permit
CM30645	4/8/2016	Cummins Pacific LLC	\$1,578.73	Maintenance & Repairs
CM30646	4/8/2016	Deluxe Business Checks and Solutions	\$964.35	Office Supplies
CM30647	4/8/2016	Emergency Communications Network, LLC	\$5,000.00	CodeRed Annual Support
CM30648	4/8/2016	Employment Development Department	\$2,625.45	Payroll
CM30649	4/8/2016	Express Office Products, Inc.	\$251.84	Office Supplies
CM30650	4/8/2016	Folsom Lake Fleet Services	\$688.02	Vehicle Service: 519
CM30651	4/8/2016	Hach Company	\$569.14	Maintenance & Repairs
CM30652	4/8/2016	Holm Roofing	\$650.00	Maintenance & Repairs
CM30653	4/8/2016	Legal Shield	\$55.63	Payroll
CM30654	4/8/2016	Nationwide Retirement Solution	\$1,867.00	Payroll
CM30655	4/8/2016	Operating Engineers Local Union No. 3	\$598.08	Payroll
CM30656	4/8/2016	Plaza Foods Supermarket	\$966.89	Employee Appreciation
CM30657	4/8/2016	Rancho Murieta 205, LP	\$16,520.00	Retreats - Prior Infrastructure Reimb
CM30658	4/8/2016	Rancho Murieta Ace Hardware	\$190.72	Monthly Supplies
CM30659	4/8/2016	Sacramento Bee	\$722.34	Classified Ad: Engineer
CM30660	4/8/2016	Norman Paul Morgan, (DBA) Sierra Foothill F	\$809.49	Annual Fire Safety Service
CM30661	4/8/2016	Sierra Office Supplies	\$176.04	Office Supplies
CM30662	4/8/2016	Signal Service, Inc.	\$242.80	Maintenance & Repairs
CM30663	4/8/2016	TASC	\$315.37	Payroll
CM30664	4/8/2016	TelePacific Communications	\$600.31	Monthly Phone Bill
CM30665	4/8/2016	U.S. Bank Corp. Payment System	\$2,359.32	Monthly Gasoline Bill
CM30666	4/8/2016	Univar USA Inc.	\$1,516.14	Chemicals
CM30667	4/8/2016	USA Blue Book	\$789.99	Maintenance & Repairs

**Rancho Murieta Community Services District**  
**Bills Paid Listing for April 2016**

Ck Number	Date	Vendor	Amount	Purpose
CM30668	4/8/2016	W.W. Grainger Inc.	\$1,021.51	Maintenance & Repairs
EFT	4/8/2016	EFTPS	\$10,398.92	Payroll
EFT	4/14/2016	Franchise Tax Board	\$467.00	2015 Use Tax
CM30669	4/22/2016	Action Cleaning Systems	\$1,172.00	Monthly Cleaning Service
CM30670	4/22/2016	American Family Life Assurance Co.	\$544.11	Payroll
CM30671	4/22/2016	Applications By Design, Inc.	\$125.00	Security Data Backup
CM30672	4/22/2016	Aramark Uniform & Career Apparel, LLC	\$107.40	Uniform Service
CM30673	4/22/2016	Aspen Environmental Group	\$17,334.88	Solar CEQA
CM30674	4/22/2016	AT&T	\$114.00	Monthly Internet Bill
CM30675	4/22/2016	AT&T	\$1,112.57	Monthly Cell Phone Bill
CM30676	4/22/2016	Bartkiewicz, Kronick & Shanahan	\$8,095.40	Legal Services
CM30677	4/22/2016	Joe & Kathleen Black	\$100.00	HWRP Rebate
CM30678	4/22/2016	California Laboratory Services	\$1,947.26	Monthly Lab Tests
CM30679	4/22/2016	Caltronics Business Systems	\$5.92	Copier - Warehouse
CM30680	4/22/2016	CDW Government Inc.	\$42.31	Office Supplies
CM30681	4/22/2016	Employment Development Department	\$15,973.85	Payroll
CM30682	4/22/2016	Express Office Products, Inc.	\$238.39	Office Supplies
CM30683	4/22/2016	FloSafe Consulting	\$522.40	Repairs & Maintenance
CM30684	4/22/2016	Folsom Lake Fleet Services	\$346.79	Vehicle Service: 520
CM30685	4/22/2016	Franchise Tax Board	\$98.04	Payroll
CM30686	4/22/2016	GSRMA	\$42,237.08	Liability & Workers Comp Insurance
CM30687	4/22/2016	Goodwin Cole Co.,Inc.	\$265.71	American & CA Flags
CM30688	4/22/2016	Greenfield Communications	\$142.97	Internet/TV
CM30689	4/22/2016	Richard Hunt	\$200.00	Toilet Rebate
CM30690	4/22/2016	J B Bostick Company	\$2,290.00	Asphalt Patching
CM30691	4/22/2016	Legal Shield	\$55.63	Payroll
CM30692	4/22/2016	Maddaus Water Management Inc	\$8,017.50	Water Supply Assessment
CM30693	4/22/2016	Anne H Long (DBA) Marion Leasing	\$609.12	Copier Lease - Admin
CM30694	4/22/2016	Mark Coverdale (DBA) Mark Coverdale Photogr	\$81.00	Director Expenses
CM30695	4/22/2016	McMaster-Carr Supply Co.	\$1,440.67	Maintenance & Repairs
CM30696	4/22/2016	Jo Mills	\$100.00	HWRP Rebate
CM30697	4/22/2016	Nationwide Retirement Solution	\$1,867.00	Payroll
CM30698	4/22/2016	Operating Engineers Local Union No. 3	\$598.08	Payroll
CM30699	4/22/2016	Public Agency Retirement Services	\$300.00	Payroll
CM30700	4/22/2016	Rancho Murieta Association	\$150.00	Landscaping
CM30701	4/22/2016	Rancho Murieta Association	\$549.50	Smud @ North Gate
CM30702	4/22/2016	S. M. U. D.	\$28,620.70	Monthly Bill
CM30703	4/22/2016	Paul Sapunar	\$200.00	Toilet Rebate
CM30704	4/22/2016	Sierra Office Supplies	\$438.48	Office Supplies
CM30705	4/22/2016	Sprint	\$151.96	Monthly Air Cards Bill

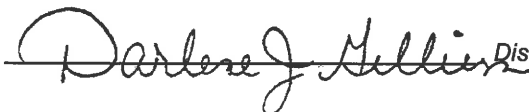
**Rancho Murieta Community Services District**  
**Bills Paid Listing for April 2016**

Ck Number	Date	Vendor	Amount	Purpose
CM30706	4/22/2016	Streamline	\$300.00	Website Hosting
CM30707	4/22/2016	Sweet Septic, Inc.	\$625.00	Maintenance & Repairs
CM30708	4/22/2016	TASC	\$64.91	Payroll
CM30709	4/22/2016	TASC	\$315.37	Payroll
CM30710	4/22/2016	USA Blue Book	\$3,372.74	Maintenance & Repairs
CM30711	4/22/2016	W.W. Grainger Inc.	\$278.25	Maintenance & Repairs
CM30712	4/22/2016	Western Exterminator Co.	\$470.00	Monthly Service & Rodent Control
EFT	4/22/2016	EFTPS	\$10,449.70	Payroll
EFT	4/25/2016	EFTPS	\$146.57	Payroll
EFT	4/25/2016	Pitney Bowes	\$1,500.00	Postage Machine Refill
CM30713	4/26/2016	AT&T	\$2,341.95	Monthly Phone Bill
		<b>TOTAL</b>	<b>\$347,592.88</b>	

**Rancho Murieta Community Services District**  
**Bills Paid Listing for April 2016**

Ck Number	Date	Vendor	Amount	Purpose
		<b>CFD#1 Bank of America Checking</b>		
		<b>NO TRANSACTIONS IN APRIL</b>		
		<b>TOTAL</b>	<b>\$0.00</b>	
		<b>CFD 2014-1 Bank of America Checking</b>		
CM2021	4/8/2016	Wilmington Trust	\$1,800.00	CFD 2014-1 Trust Administration
CM2022	4/22/2016	Corelogic Solutions, LLC	\$165.00	CFD 2014-1 Admin Fee
		<b>TOTAL</b>	<b>\$1,965.00</b>	
		<b>EL DORADO PAYROLL</b>		
Checks: # CM11455 to CM11464 and Direct Deposits: DD08780 to DD08837			\$ 112,611.88	Payroll
EFT	4/30/2016	National Payment Corp	\$133.34	Payroll
		<b>TOTAL</b>	<b>\$112,745.22</b>	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

## MEMORANDUM

Date: May 13, 2016  
To: Board of Directors  
From: Darlene J. Thiel Gillum, General Manager  
Subject: General Manager's Report

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Following are highlights since our last Board Meeting:

Staff is postponing presenting the revisions to the District's water conservation resolution until the State Water Resources Board takes action on May 18, 2016 to avoid having to make any additional changes.

The North Gate Use Agreement has been completed and signed.

### **SECURITY**

I have not yet released the RFP for the Security operational/organization and surveillance camera plan. I hope to get it released after the Memorial Day weekend.

Applications for Chief of Security are coming in. The first review of applications will be on May 20, 2016.

### **FINANCE**

To date, we have received one letter of protest against the 2016/2017 rate increase.

Golden State Risk Management Authority notified staff that their Board of Directors has declared a dividend for their membership, which means the District will be getting a "paid" or "applied to" to our next contribution in July of \$5,160.00. This is in addition to the LPIP award of \$16,852.00 we will be receiving.

### **HOUSEHOLD HAZARDOUS WASTE COLLECTION**

The Household Hazardous Waste (HHW) Collection Event will be on May 21, 2016 at the FAA building parking lot (same location as in 2012). The event is open to all residents of Rancho Murieta and is scheduled for 8:00 a.m. to noon.

### **SHARED GAS TANK/FUEL STATION**

Greg Vorster and I are working together on evaluating the benefits and cost savings of the shared fuel station.

## MEMORANDUM

Date: May 11, 2016  
 To: Board of Directors  
 From: Eric Thompson, Controller  
 Subject: Administration / Financial Reports

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Enclosed is a combined financial summary report for **April 2016**. 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 informational items of interest are included.*

**Water Consumption** - 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>	0.1%	2,517	2,517	2,517	2,517	2,517	2,518	2,519	2,519	2,520	2,520		
	Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Cubic Feet</b>	1,194	1,854	2,068	1,873	1,475	1,156	682	636	606	611	982		
<b>Gallons per day</b>	298	462	516	467	368	288	170	159	151	152	245		
<b>Planning Usage GPD</b>	583												

**Lock-Offs** – For the month of April, there were 24 lock-offs.

**Connection Fees** – The District received 4 new connection fees from the Retreats West development during the month of April.

**Aging Report** – Delinquent accounts totaled \$114,062 which was 19.4% of the total accounts receivable balance of \$587,802. Past due receivables increased approximately 24.2% or \$22,256. The increase in delinquencies was related to vacant, undeveloped property and not residential or commercial accounts.

**Summary of Reserve Accounts as of April 30, 2016** – The District’s reserve accounts have increased \$205,391 since the beginning of the fiscal year. The District received \$362,770 from CFD 2014-1 in April, which was the final Water Treatment Plant Expansion Project (WTP) funding payment from the CFD bond issuance. There were \$4,347 in WTP reserve expenditures and \$7,015 in Water Augmentation reserve expenditures during the month. A new line item has been added

to the Reserve Fund Balances table below for Security Impact Fees. These fees are collected from developers as a portion of the Connection Fees mentioned above. The total amount of reserves held by the District on April 30, 2016 was \$4,758,158. See the table below for information by specific reserve account.

**Reserve Fund Balances**

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2015</i>	<i>YTD Collected &amp; Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Apr 30, 2016</i>
Water Capital Replacement (200-2505)	671,239	177,782	(58,661)	790,360
Sewer Capital Replacement (250-2505)	1,475,914	298,837	(70,232)	1,704,519
Drainage Capital Replacement (260-2505)	46,370	149	(0)	46,519
Security Capital Replacement (500-2505)	20,602	36,526	(19,713)	37,415
Admin Capital Replacement (xxx-2505-99)	38,386	0	(0)	38,386
Sewer Capital Improvement Connection (250-2500)	4,028	12	(0)	4,040
Capital Improvement (xxx-2510)	291,453	27,398	(0)	318,851
Water Supply Augmentation (200-2511)	1,751,059	53,090	(73,199)	1,730,950
WTP Construction Fund Reserve (200-2513)	253,716	2,009,593	(2,180,991)	82,318
Security Impact Fee Reserves (500-2513)	0	4,800	(0)	4,800
<b>Total Reserves</b>	<b>4,552,767</b>	<b>2,608,187</b>	<b>(2,402,796)</b>	<b>4,758,158</b>

**Inter-fund Borrowing Balances**

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2015</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance Apr 30, 2016</i>
Sewer Loan to WTP Construction Fund	1,418,143	4,603	(121,610)	1,301,136
WSA Loan to WTP Construction Fund	472,714	1,534	(40,537)	433,711
N. Gate Security Loan from Drainage Fund	108,875	336	(19,366)	89,845
<b>Total Inter-fund Borrowing</b>	<b>1,999,732</b>	<b>6,473</b>	<b>(181,513)</b>	<b>1,824,692</b>

**PARS GASB 45 Trust** - The PARS GASB 45 Trust, which is the investment trust established to fund Other Post Employment Benefits, had the following returns:

Period ended March 31, 2016		
1-Month	3-Months	1-Year
4.48%	1.47%	-1.70%



*Financial Summary Report (year-to-date through April 30, 2016)*

Revenues:

**Water Charges**, year-to-date, are **below** budget \$118,731 or (7.4%)

**Sewer Charges**, year-to-date, are **below** budget \$2,581 or (0.2%)

**Drainage Charges**, year-to-date, are **above** budget \$106 or 0.1%

**Security Charges**, year-to-date, are **above** budget \$3,115 or 0.3%

**Solid Waste Charges**, year-to-date, are **above** budget \$819 or 0.2%

**Total Revenue**, which includes other income, property taxes, and interest income year-to-date, is **below** budget \$59,886 or (1.2%) (Water Conservation Efforts - YTD residential water usage is down 15.5% compared to budget).

Expenses: Year-to-date total operating expenses are **below** budget \$312,801 or (6.6%). 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**, year-to-date, are **above** budget \$49,755 or 3.7%. This overage is due to the unbudgeted temporary filtration costs for the WTP Expansion project and offset by savings in labor costs that were allocated to the project. Wages and Employer Costs were over budget March and April due to training and trouble-shooting during the testing period of WTP#1.

**Sewer Expenses**, year-to-date, are **below** budget by \$305,422 or (35.0%). Savings have been seen across most sewer expense categories so far this year, with the largest savings being seen in salaries and wages, repairs and maintenance, chemicals, consulting, permits, power and training. Year-to-date total Sewer wages are under budget 37.4%.

**Drainage Expenses**, year-to-date, are **below** budget by \$10,689 or (9.3%). Year-to-date wages and employer costs are over budget \$9,085, but are more than offset by savings in consulting, repairs and maintenance, consulting, permits and equipment rental.

**Combined Water/Sewer/Drainage Wages & Employer Costs**, year-to-date, are **below** budget by \$6,480 or 0.6%. 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 \$34,002 or (3.6%). Security continues to see savings in wages and employer costs and was under budget by \$41K on these expenses through the end of April. The department is also under budget \$5,997 in vehicle fuel thanks to favorable prices at the pump.

**Solid Waste Expenses**, year-to-date, are **above** budget by \$745 or 0.2%. Since charges are directly tied to contracted services, we are also over \$957, or 0.2% in revenue in this department.



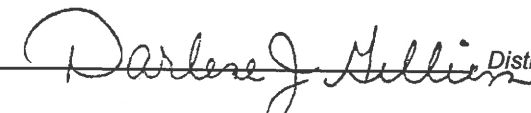
**General Expenses**, year-to-date, are **below budget by \$13,187 or (1.4%)**. Legal expenses continue to be the largest over-budget expenditure in the Administration department. These overages are offset by savings in employer and director-related costs.

**Net Income:** Year-to-date unadjusted net income, before depreciation, is \$464,024 versus a budget of \$211,109. Net income/(Loss) adjusted for estimated depreciation expense is (\$477,751). The full-year expected net operating income before depreciation, per the 2015-2016 budget is (\$898).

**Rancho Murieta Community Services District**  
**Summary Budget Performance Report**  
**YTD THROUGH APRIL 2016**

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
<b>REVENUES</b>								
Water Charges	33.4%	\$2,009,940	32.4%	\$1,600,830	\$1,482,099	30.4%	(\$118,731)	(7.4%)
Sewer Charges	22.1%	1,331,590	22.4%	1,107,336	1,104,755	22.6%	(2,581)	(0.2%)
Drainage Charges	3.1%	187,130	3.2%	155,950	156,056	3.2%	106	0.1%
Security Charges	20.8%	1,253,900	21.2%	1,044,910	1,048,025	21.5%	3,115	0.3%
Solid Waste Charges	10.6%	636,658	10.7%	530,550	531,369	10.9%	819	0.2%
Other Income	1.9%	116,750	1.9%	96,300	146,957	3.0%	50,657	52.6%
Interest Earnings	0.0%	1,090	0.0%	1,070	8,052	0.2%	6,982	652.5%
Property Taxes	8.8%	528,480	8.9%	440,400	440,400	9.0%		0.0%
Property Taxes (Reserve Alloc)	-0.8%	(45,680)	-0.8%	(38,070)	(38,324)	-0.8%	(254)	0.7%
<b>Total Revenues</b>	<b>100.0%</b>	<b>6,019,858</b>	<b>100.0%</b>	<b>4,939,276</b>	<b>4,879,389</b>	<b>100.0%</b>	<b>(59,887)</b>	<b>(1.2%)</b>
<b>OPERATING EXPENSES</b>								
<b>Water/Sewer/Drainage</b>								
Wages	14.7%	887,710	14.9%	705,700	707,302	16.0%	1,602	0.2%
Employer Costs	7.2%	430,690	7.5%	354,296	345,223	7.8%	(9,073)	(2.6%)
Capital Project Labor Alloc	0.0%		0.0%		(89,799)	-2.0%	(89,799)	0.0%
Power	7.5%	453,900	5.8%	274,144	250,806	5.7%	(23,338)	(8.5%)
Chemicals	3.4%	204,400	3.2%	149,085	69,333	1.6%	(79,752)	(53.5%)
Maint & Repair	6.0%	359,220	6.0%	283,245	161,912	3.7%	(121,333)	(42.8%)
Meters/Boxes	0.9%	54,000	0.9%	43,000	19,881	0.4%	(23,119)	(53.8%)
Lab Tests	0.7%	44,200	0.7%	31,500	22,193	0.5%	(9,307)	(29.5%)
Permits	1.2%	73,100	1.4%	66,084	64,313	1.5%	(1,771)	(2.7%)
Training/Safety	0.4%	21,500	0.4%	17,660	8,907	0.2%	(8,753)	(49.6%)
Equipment Rental	1.0%	57,500	1.0%	47,850	272,774	6.2%	224,924	470.1%
Other	7.5%	454,166	7.4%	348,491	226,457	5.1%	(122,034)	(35.0%)
<b>Subtotal Water/Sewer/Drainage</b>	<b>50.5%</b>	<b>3,040,386</b>	<b>49.1%</b>	<b>2,321,055</b>	<b>2,059,302</b>	<b>46.6%</b>	<b>(261,753)</b>	<b>(11.3%)</b>
<b>Security</b>								
Wages	11.1%	671,100	11.4%	537,300	515,256	11.7%	(22,044)	(4.1%)
Employer Costs	6.4%	386,400	6.7%	319,150	299,941	6.8%	(19,209)	(6.0%)
Off Duty Sheriff Patrol	0.1%	4,000	0.1%	4,000	6,286	0.1%	2,286	57.2%
Other	1.9%	113,360	1.7%	82,306	87,607	2.0%	5,301	6.4%
<b>Subtotal Security</b>	<b>19.5%</b>	<b>1,174,860</b>	<b>19.9%</b>	<b>942,756</b>	<b>909,090</b>	<b>20.6%</b>	<b>(33,666)</b>	<b>(3.6%)</b>
<b>Solid Waste</b>								
CWRS Contract	9.2%	556,740	9.8%	463,950	464,540	10.5%	590	0.1%
Sacramento County Admin Fee	0.6%	34,740	0.6%	28,950	29,105	0.7%	155	0.5%
HHW Event	0.1%	9,000	0.0%			0.0%		0.0%
<b>Subtotal Solid Waste</b>	<b>10.0%</b>	<b>600,480</b>	<b>10.4%</b>	<b>492,900</b>	<b>493,645</b>	<b>11.2%</b>	<b>745</b>	<b>0.2%</b>
<b>General / Admin</b>								
Wages	8.4%	505,100	8.4%	396,700	403,266	9.1%	6,566	1.7%
Employer Costs	5.0%	302,200	5.2%	247,350	216,942	4.9%	(30,408)	(12.3%)
Insurance	1.4%	86,400	1.5%	72,000	72,531	1.6%	531	0.7%
Legal	0.7%	42,000	0.7%	35,000	60,555	1.4%	25,555	73.0%
Office Supplies	0.4%	22,800	0.4%	19,000	17,197	0.4%	(1,803)	(9.5%)
Director Meetings	0.3%	18,000	0.3%	15,000	8,700	0.2%	(6,300)	(42.0%)
Telephones	0.1%	6,000	0.1%	5,000	5,794	0.1%	794	15.9%
Information Systems	1.3%	79,400	1.4%	68,285	74,060	1.7%	5,775	8.5%
Community Communications	0.1%	5,900	0.1%	4,500	2,036	0.0%	(2,464)	(54.8%)
Postage	0.4%	22,200	0.4%	18,500	17,975	0.4%	(525)	(2.8%)
Janitorial/Landscape Maint	0.3%	17,820	0.3%	14,850	16,497	0.4%	1,647	11.1%
Other	1.6%	97,210	1.6%	75,271	62,716	1.4%	(12,555)	(16.7%)
<b>Subtotal General / Admin</b>	<b>20.0%</b>	<b>1,205,030</b>	<b>20.5%</b>	<b>971,456</b>	<b>958,269</b>	<b>21.7%</b>	<b>(13,187)</b>	<b>(1.4%)</b>
<b>Total Operating Expenses</b>	<b>100.0%</b>	<b>6,020,756</b>	<b>100.0%</b>	<b>4,728,167</b>	<b>4,420,306</b>	<b>100.0%</b>	<b>(307,861)</b>	<b>(6.5%)</b>
<b>Operating Income (Loss)</b>	<b>100.0%</b>	<b>(898)</b>	<b>100.0%</b>	<b>211,109</b>	<b>459,083</b>	<b>100.0%</b>	<b>247,974</b>	<b>117.5%</b>
<b>Non-Operating Expenses</b>								
<b>Net Income (Loss)</b>	<b>100.0%</b>	<b>(898)</b>	<b>100.0%</b>	<b>211,109</b>	<b>459,083</b>	<b>100.0%</b>	<b>247,974</b>	<b>117.5%</b>

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

**Rancho Murieta Community Services District**  
**Budget Performance Report by FUND**  
**YTD THROUGH APRIL 2016**

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	%
<b>WATER</b>								
<b>REVENUES</b>								
Water Charges	98.3%	\$2,009,940	98.2%	\$1,600,830	\$1,482,099	95.1%	(\$118,731)	(7.4%)
Interest Earnings	0.0%	80	0.0%	80	3,863	0.2%	3,783	4,728.8%
Other Income	1.7%	34,850	1.8%	29,870	72,546	4.7%	42,676	142.9%
<b>Total Water Revenues</b>	<b>100.0%</b>	<b>2,044,870</b>	<b>100.0%</b>	<b>1,630,780</b>	<b>1,558,508</b>	<b>100.0%</b>	<b>(72,272)</b>	<b>(4.4%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	27.2%	479,360	28.6%	381,078	478,773	34.5%	97,695	25.6%
Employer Costs	13.2%	232,890	14.4%	191,478	224,478	16.2%	33,000	17.2%
Capital Project Labor Alloc	0.0%		0.0%		(89,799)	-6.5%	(89,799)	0.0%
Power	17.2%	303,400	11.9%	157,944	152,229	11.0%	(5,715)	(3.6%)
Chemicals	7.1%	124,500	7.5%	100,355	42,261	3.0%	(58,094)	(57.9%)
T&O - Chemicals/Treatment	0.4%	7,200	0.4%	4,800	8,426	0.6%	3,626	75.5%
Maint & Repair	9.1%	161,070	9.8%	131,245	73,902	5.3%	(57,343)	(43.7%)
Meters/Boxes	3.1%	54,000	3.2%	43,000	19,881	1.4%	(23,119)	(53.8%)
Lab Tests	1.6%	28,000	1.4%	18,000	9,329	0.7%	(8,671)	(48.2%)
Permits	1.8%	32,000	1.9%	25,000	30,258	2.2%	5,258	21.0%
Training/Safety	0.5%	9,300	0.6%	8,000	3,568	0.3%	(4,432)	(55.4%)
Equipment Rental	2.1%	37,000	2.2%	29,000	264,415	19.1%	235,415	811.8%
Other Direct Costs	16.6%	292,906	18.2%	242,609	169,147	12.2%	(73,462)	(30.3%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,761,626</b>	<b>100.0%</b>	<b>1,332,509</b>	<b>1,386,868</b>	<b>100.0%</b>	<b>54,359</b>	<b>4.1%</b>
<b>Water Income (Loss)</b>	<b>16.1%</b>	<b>283,244</b>	<b>22.4%</b>	<b>298,271</b>	<b>171,640</b>	<b>12.4%</b>	<b>(126,631)</b>	<b>(42.5%)</b>
<b>38.9% Net Admin Alloc</b>	<b>16.1%</b>	<b>283,529</b>	<b>16.8%</b>	<b>224,124</b>	<b>216,617</b>	<b>15.6%</b>	<b>(7,507)</b>	<b>(3.3%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(285)</b>	<b>5.6%</b>	<b>74,147</b>	<b>(44,977)</b>	<b>-3.2%</b>	<b>(119,124)</b>	<b>(160.7%)</b>
<b>SEWER</b>								
<b>REVENUES</b>								
Sewer Charges	98.5%	1,331,590	98.5%	1,107,336	1,104,755	98.7%	(2,581)	(0.2%)
Interest Earnings	0.0%	140	0.0%	140	413	0.0%	273	195.0%
Other Income	1.5%	20,140	1.5%	16,470	14,626	1.3%	(1,844)	(11.2%)
<b>Total Sewer Revenues</b>	<b>100.0%</b>	<b>1,351,870</b>	<b>100.0%</b>	<b>1,123,946</b>	<b>1,119,794</b>	<b>100.0%</b>	<b>(4,152)</b>	<b>(0.4%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	30.5%	346,210	31.5%	275,223	172,253	30.3%	(102,970)	(37.4%)
Employer Costs	14.8%	167,700	15.8%	138,041	93,760	16.5%	(44,281)	(32.1%)
Power	12.4%	140,700	12.5%	109,500	91,394	16.1%	(18,106)	(16.5%)
Chemicals	6.2%	70,300	4.8%	41,930	17,421	3.1%	(24,509)	(58.5%)
Maint & Repair	16.4%	186,250	16.2%	142,000	82,896	14.6%	(59,104)	(41.6%)
Lab Tests	1.4%	16,200	1.5%	13,500	12,864	2.3%	(636)	(4.7%)
Permits	3.1%	35,100	4.0%	35,084	29,073	5.1%	(6,011)	(17.1%)
Training/Safety	1.1%	12,200	1.1%	9,660	4,723	0.8%	(4,937)	(51.1%)
Equipment Rental	1.4%	16,000	1.6%	14,350	8,359	1.5%	(5,991)	(41.7%)
Other Direct Costs	12.8%	145,270	10.8%	94,582	55,704	9.8%	(38,876)	(41.1%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,135,930</b>	<b>100.0%</b>	<b>873,870</b>	<b>568,447</b>	<b>100.0%</b>	<b>(305,423)</b>	<b>(35.0%)</b>
<b>Sewer Income (Loss)</b>	<b>19.0%</b>	<b>215,940</b>	<b>28.6%</b>	<b>250,076</b>	<b>551,347</b>	<b>97.0%</b>	<b>301,271</b>	<b>120.5%</b>
<b>29.7% Net Admin Alloc</b>	<b>19.1%</b>	<b>216,475</b>	<b>19.6%</b>	<b>171,118</b>	<b>165,386</b>	<b>29.1%</b>	<b>(5,732)</b>	<b>(3.3%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(535)</b>	<b>9.0%</b>	<b>78,958</b>	<b>385,961</b>	<b>67.9%</b>	<b>307,003</b>	<b>388.8%</b>
<b>DRAINAGE</b>								
<b>REVENUES</b>								
Drainage Charges	100.0%	187,130	100.0%	155,950	156,056	100.0%	106	0.1%
Interest Earnings	0.0%	50	0.0%	50	52	0.0%	2	4.0%
<b>Total Drainage Revenues</b>	<b>100.0%</b>	<b>187,180</b>	<b>100.0%</b>	<b>156,000</b>	<b>156,108</b>	<b>100.0%</b>	<b>108</b>	<b>0.1%</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	43.5%	62,140	43.1%	49,399	56,276	54.1%	6,877	13.9%
Employer Costs	21.1%	30,100	21.6%	24,777	26,985	26.0%	2,208	8.9%
Power	6.9%	9,800	5.8%	6,700	7,183	6.9%	483	7.2%
Chemicals	1.7%	2,400	1.7%	2,000	2,361	2.3%	361	18.1%
Maint & Repair	8.3%	11,900	8.7%	10,000	5,114	4.9%	(4,886)	(48.9%)
Permits	4.2%	6,000	5.2%	6,000	4,982	4.8%	(1,018)	(17.0%)
Equipment Rental	3.2%	4,500	3.9%	4,500		0.0%	(4,500)	(100.0%)
Other Direct Costs	11.2%	15,990	9.9%	11,300	1,086	1.0%	(10,214)	(90.4%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>142,830</b>	<b>100.0%</b>	<b>114,676</b>	<b>103,987</b>	<b>100.0%</b>	<b>(10,689)</b>	<b>(9.3%)</b>
<b>Drainage Income (Loss)</b>	<b>31.1%</b>	<b>44,350</b>	<b>36.0%</b>	<b>41,324</b>	<b>52,121</b>	<b>50.1%</b>	<b>10,797</b>	<b>26.1%</b>
<b>6.1% Net Admin Alloc</b>	<b>31.1%</b>	<b>44,461</b>	<b>30.6%</b>	<b>35,146</b>	<b>33,968</b>	<b>32.7%</b>	<b>(1,178)</b>	<b>(3.4%)</b>
<b>Total Net Income (Loss)</b>	<b>-0.1%</b>	<b>(111)</b>	<b>5.4%</b>	<b>6,178</b>	<b>18,153</b>	<b>17.5%</b>	<b>11,975</b>	<b>193.8%</b>
<b>SECURITY</b>								
<b>REVENUES</b>								
Security Charges	94.8%	1,253,900	94.8%	1,044,910	1,048,025	94.3%	3,115	0.3%
Interest Earnings	0.0%	400	0.0%	400	1,044	0.1%	644	161.0%
Property Tax	4.9%	65,040	4.9%	54,200	54,200	4.9%		0.0%
Property Tax (Reserve Alloc)	-3.5%	(45,680)	-3.5%	(38,070)	(38,324)	-3.4%	(254)	0.7%

**Rancho Murieta Community Services District**  
**Budget Performance Report by FUND**  
**YTD THROUGH APRIL 2016**

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
Other Income	3.7%	\$49,160	3.7%	\$40,960	\$46,814	4.2%	\$5,854	14.3%
<b>Total Security Revenues</b>	<b>100.0%</b>	<b>1,322,820</b>	<b>100.0%</b>	<b>1,102,400</b>	<b>1,111,759</b>	<b>100.0%</b>	<b>9,359</b>	<b>0.8%</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	57.1%	671,100	57.0%	537,300	515,256	56.7%	(22,044)	(4.1%)
Employer Costs	32.9%	386,400	33.9%	319,150	299,941	33.0%	(19,209)	(6.0%)
Equipment Repairs	0.4%	4,900	0.4%	3,670	2,740	0.3%	(930)	(25.3%)
Vehicle Maintenance	0.8%	9,600	0.8%	8,000	8,162	0.9%	162	2.0%
Vehicle Fuel	1.7%	19,390	1.8%	17,255	11,258	1.2%	(5,997)	(34.8%)
Off Duty Sheriff Patrol	0.3%	4,000	0.4%	4,000	6,286	0.7%	2,286	57.2%
Other	6.8%	79,470	5.7%	53,381	65,448	7.2%	12,067	22.6%
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,174,860</b>	<b>100.0%</b>	<b>942,756</b>	<b>909,091</b>	<b>100.0%</b>	<b>(33,665)</b>	<b>(3.6%)</b>
<b>Security Income (Loss)</b>	<b>12.6%</b>	<b>147,960</b>	<b>16.9%</b>	<b>159,644</b>	<b>202,668</b>	<b>22.3%</b>	<b>43,024</b>	<b>26.9%</b>
<b>20.3% Net Admin Alloc</b>	<b>12.6%</b>	<b>147,961</b>	<b>12.4%</b>	<b>116,960</b>	<b>113,042</b>	<b>12.4%</b>	<b>(3,918)</b>	<b>(3.3%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(1)</b>	<b>4.5%</b>	<b>42,684</b>	<b>89,626</b>	<b>9.9%</b>	<b>46,942</b>	<b>110.0%</b>
<b>SOLID WASTE REVENUES</b>								
Solid Waste Charges	100.0%	636,658	99.9%	530,550	531,369	99.9%	819	0.2%
Interest Earnings	0.0%	300	0.1%	300	437	0.1%	137	45.7%
<b>Total Solid Waste Revenues</b>	<b>100.0%</b>	<b>636,958</b>	<b>100.0%</b>	<b>530,850</b>	<b>531,806</b>	<b>100.0%</b>	<b>956</b>	<b>0.2%</b>
<b>EXPENSES (excluding depreciation)</b>								
CWRS Contract	92.7%	556,740	94.1%	463,950	464,540	94.1%	590	0.1%
Sacramento County Admin Fee	5.8%	34,740	5.9%	28,950	29,105	5.9%	155	0.5%
HHW Event	1.5%	9,000	0.0%			0.0%		0.0%
<b>Operational Expenses</b>	<b>100.0%</b>	<b>600,480</b>	<b>100.0%</b>	<b>492,900</b>	<b>493,645</b>	<b>100.0%</b>	<b>745</b>	<b>0.2%</b>
<b>Solid Waste Income (Loss)</b>	<b>6.1%</b>	<b>36,478</b>	<b>7.7%</b>	<b>37,950</b>	<b>38,161</b>	<b>7.7%</b>	<b>211</b>	<b>0.6%</b>
<b>5.0% Net Admin Alloc</b>	<b>6.1%</b>	<b>36,444</b>	<b>5.8%</b>	<b>28,808</b>	<b>27,843</b>	<b>5.6%</b>	<b>(965)</b>	<b>(3.3%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>34</b>	<b>1.9%</b>	<b>9,142</b>	<b>10,318</b>	<b>2.1%</b>	<b>1,176</b>	<b>12.9%</b>
<b>OVERALL NET INCOME(LOSS)</b>	<b>100.0%</b>	<b>(898)</b>	<b>100.0%</b>	<b>211,109</b>	<b>459,081</b>	<b>100.0%</b>	<b>247,972</b>	<b>117.5%</b>

PREPARED BY: Eric Thompson, Controller

REVIEWED BY: Darlene J. Mullin, District Treasurer

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

*CASH BALANCE AS OF APRIL 30, 2016*

INSTITUTION	YIELD	BALANCE
<b>CSD FUNDS</b>		
<b>EL DORADO SAVINGS BANK</b>		
SAVINGS	0.03%	\$ 473,875.25
CHECKING	0.02%	\$ 63,976.53
PAYROLL	0.02%	\$ 73,485.66
<b>AMERICAN WEST BANK</b>		
EFT	0.05%	\$ 16,358.18
<b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b>		
UNRESTRICTED	0.53%	\$ 1,500,733.47
RESTRICTED RESERVES	0.53%	\$ 3,918,305.64
<b>CALIFORNIA ASSET MGMT (CAMP)</b>		
OPERATION ACCOUNT	0.47%	\$ 599,847.52
<b>UNION BANK</b>		
PARS GASB45 TRUST (balance as of 3/31/16)		\$ 1,003,957.32
<b>TOTAL</b>		<b>\$ 7,650,539.57</b>
<b>BOND FUNDS</b>		
<b>COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)</b>		
<b>BANK OF AMERICA</b>		
CHECKING	0.00%	\$ 18,928.74
<b>CALIFORNIA ASSET MGMT (CAMP)</b>		
SPECIAL TAX	0.47%	\$ 8,327.45
<b>COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)</b>		
<b>BANK OF AMERICA</b>		
CHECKING	0.00%	\$ 528,108.17
<b>WILMINGTON TRUST (balance as of 3/31/16)</b>		
BOND RESERVE FUND	0.01%	\$ 391,561.89
BOND ADMIN EXPENSE	0.01%	\$ 40,405.97
BOND SPECIAL TAX FUND	0.01%	\$ 238,385.28
BOND ACQ & CONSTRUCTION	0.01%	\$ 862.63
BOND REDEMPTION ACCOUNT	0.01%	\$ -
BOND COI	0.01%	\$ -
BOND SURPLUS	0.01%	\$ -
<b>TOTAL ALL FUNDS</b>		<b>\$ 1,226,580.13</b>
		<b>\$ 8,877,119.70</b>

The investments comply with the CSD adopted investment policy.

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

## MEMORANDUM

Date: May 11, 2016  
To: Board of Directors  
From: Greg Remson, Security Chief  
Subject: Security Report for the Month of April 2016

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### OPERATIONS

Sergeant Scarzella spoke at the Kiwanis meeting on April 7, 2016. There were various questions about the Security Department operations.

Officer Tompkins attended the Kiwanis Kids Fishing Day at Lake Clementia. There was some rain, some new and experienced kids, and even a free hot dog lunch.

Applications continue to slowly come in for the vacant Gate Officer position. Initial telephone screening interviews are being completed. The job announcement for my replacement has also been posted.

One Officer is still out on Worker's Comp injury. We are adjusting schedules to cover the shifts.

### INCIDENTS OF NOTE

April 5, Tuesday, reported at 11:41 a.m. on Rio Oso. Theft of landscaping rocks from the front yard.

April 6, Wednesday, reported at 9:05 a.m. at the Cantova Way Business Park parking lot. Attempted theft of a vehicle and theft of property from the same vehicle. Occurred overnight.

April 6, Wednesday, reported at 9:48 a.m. at the airport. Theft of a vehicle and various tools. Occurred overnight.

April 7, Thursday, reported at 7:27 a.m. at the OE3 parking lot. Attempted theft of a vehicle and theft of property from the same vehicle. Possibly occurred overnight on April 5-6.

April 7, Thursday, reported at 12:18 p.m. on Cardoza Court. Theft of a plant stand taken from the yard.

April 12, Tuesday, reported at 12:34 p.m. at Plaza Foods. Shoplifting. Resident was observed shoplifting mouthwash on surveillance camera. Subject was advised not to enter store in the future.

April 16, Saturday, reported at 1:17 a.m. on Guadalupe Drive. DUI arrest. Vehicle crashed into the front of a house causing minor damage. Resident driver fought with Security Patrol Officer causing minor injury to Patrol Officer. Driver arrested for DUI.

April 16, Saturday, reported at 4:40 p.m. on Murieta South Parkway. Public intoxication. Sacramento County Sheriff's Department (SSD) responded and arrested a resident for public intoxication.

April 17, Sunday, reported at 7:15 a.m. on the 10<sup>th</sup> Green, South Course. Damage to green and sand trap by a vehicle.

April 22, Friday, reported at 12:05 p.m. on Murieta Parkway. Verbal disturbance between a bicyclist and truck driver at the Country Store continued onto Murieta Parkway. Victim fell off his bicycle, injuring his knee. While the bicyclist was down he was punched by the suspect. Medical assistance declined. SSD responded for report.

April 25, Monday, reported at 7:47 a.m. at Stonehouse Park. Arson. Trash in a trash can was lit on fire. No damage to can. Sacramento Metro Fire Department (SMFD) notified.

April 26, Tuesday, reported at 7:07 p.m. at the airport storage area. Assault/Battery. Two (2) residents had a disagreement that resulted in one punching the other who responded by hitting the other with a stick. SSD responded and mediated the incident. Medical attention was not needed.

April 28, Wednesday, reported at 9:15 a.m. on Bermuda Court. Attempted suicide. Subject jumped off of the roof. Transported to the hospital by SMFD.

April 28, Wednesday, reported at 11:34 a.m. on Colbert Drive. Disturbance over money owed. Suspect reportedly brandished a large knife. SSD notified with an extended response. Victim decided not to press charges or file report. Mediated.

April 29, Friday, reported at 2:01 p.m. at the Gazebo bus stop. Physical altercation over a previously stolen basketball involving two (2) known juvenile males and an unknown female non-related adult. The adult female took the basketball and left the area. The juveniles' parents were contacted and referred to SSD for a report.

April 30, Saturday, reported at 12:33 p.m. at Plaza Foods. Shoplifting. Occurred Friday. Assisted with identification of suspects. SSD responded and contacted suspect who was advised to stay out of store.

During the month of April, District Security Patrol Officers also responded to complaints of trespassing, littering, and loud music.

#### **RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING**

The meeting was held on April 4, 2016 at the Rancho Murieta Association (RMA) office. There were hearings regarding speeding, failure to stop, parking, and garbage cans. The next meeting is scheduled for May 2, 2016.

**SECURITY DATA UPDATE**

The forms continue to go out. The information in the Security Department computer system is updated as the completed forms are received. This will give us updated information including occupants, phone numbers, vehicles, barcodes, permanent guests and pets.

**INCIDENT MAP AND EMERGENCY EXIT MAP**

I am in the process of adding an Incident Map and Emergency Exit Map to the District website. The Incident Map will show locations of incidents of note, such as thefts and vandalism. This will help track any patterns of incidents to help direct patrol resources to those areas. The Emergency Exit Map will show additional exit locations, such as locked gates, that could allow vehicle traffic out of the North and South residential areas in the event of an emergency.



## MEMORANDUM

Date: May 11, 2016  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Water/Wastewater/Drainage Report

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

### **WATER**

The new ultrafiltration Plant #1 is primarily providing the District's water needs which are averaging around 940,000 gallons per day. Water treatment plant production flow for April was 26,796,246 gallons (82.24 acre-feet).

### **WATER SOURCE OF SUPPLY**

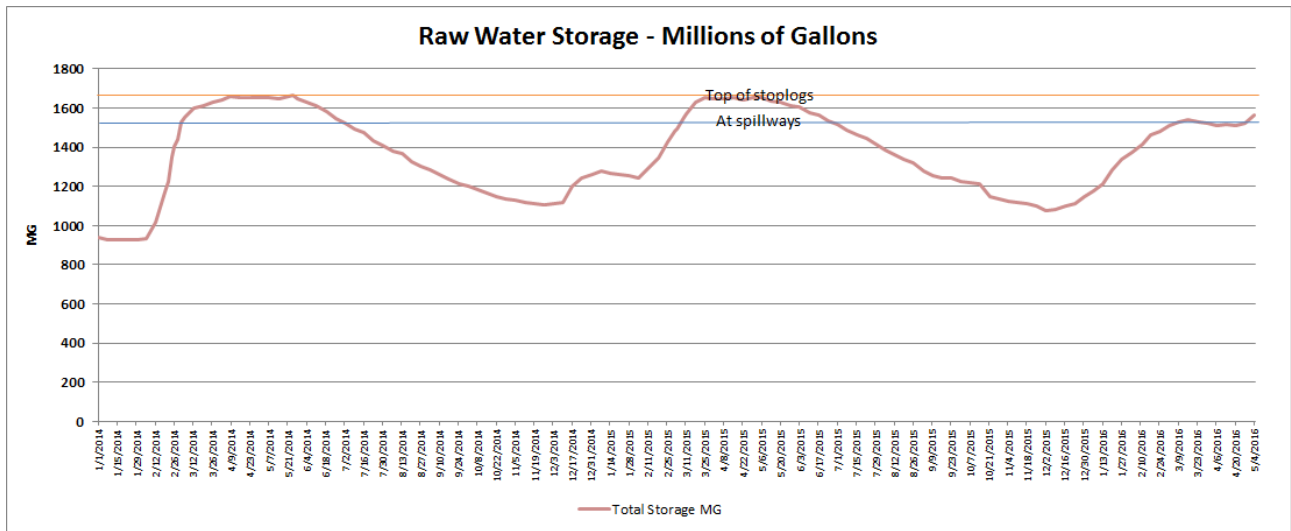
On April 4, 2016, the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,567 MG (4,807 AF) of which 1,403 MG (4,305 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, the storage measured 1,262 MG (3,872 AF), or 1,212 MG (3,419 AF) usable. Rainfall totaled 1.85" and evaporation measured 3.1".

We are continuing to fill our reservoirs and will maintain them until the end of the pumping season on May 31.



*View of the Chesbro Reservoir from the spillway with "stop-log" installed*

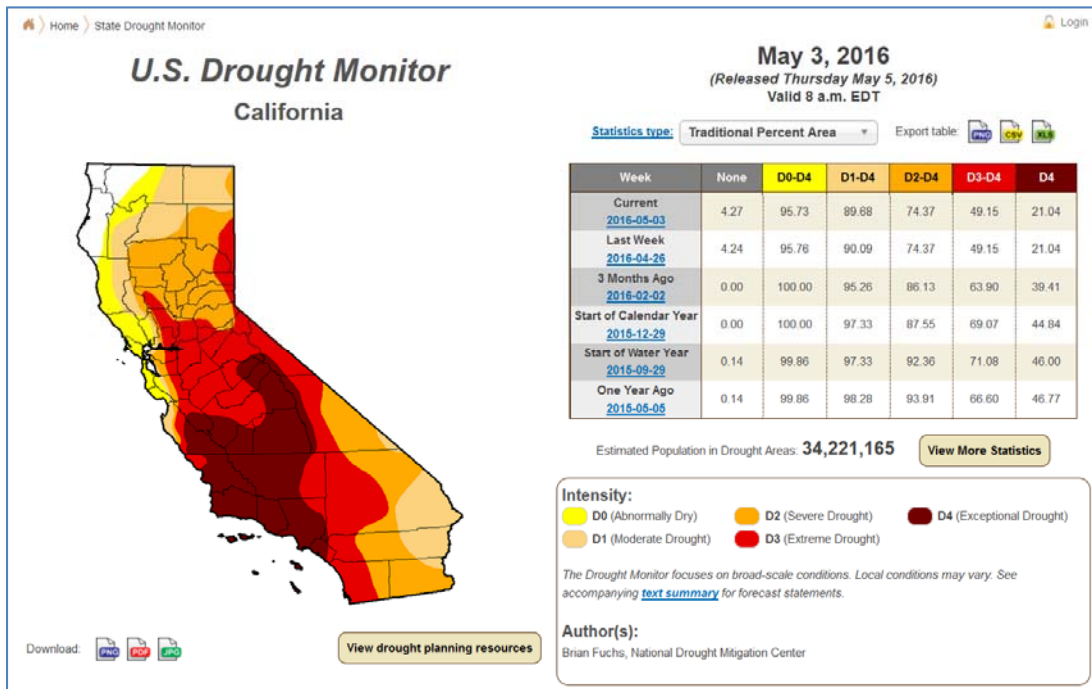
Below is a graphical representation of the storage reservoir levels this year to date.

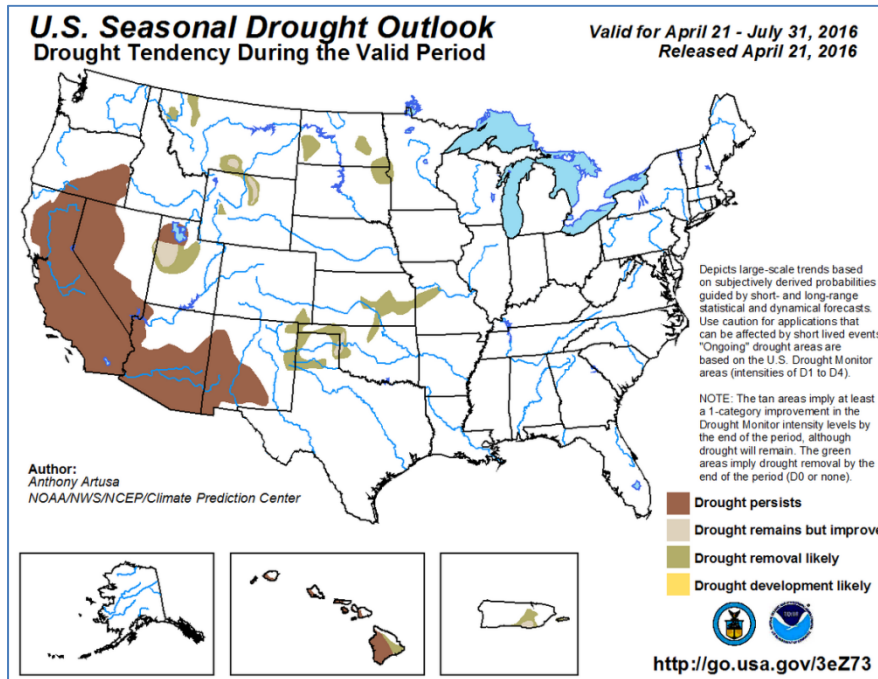


### CONSERVATION

April's water consumption was 29.51% less than in 2013. The residential gallon per capita per day usage was 117 for April.

The US Drought Monitor graphic below shows improvement vs. last month. US seasonal drought outlook is actually worse than last month, now showing that the drought may persist.

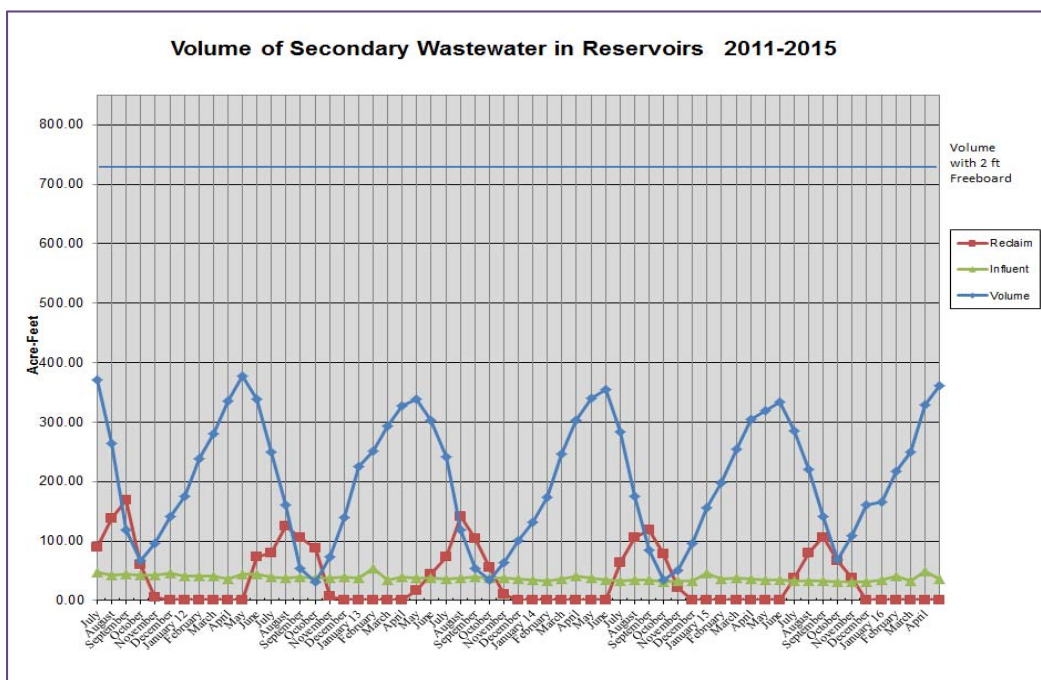




### WASTEWATER TREATMENT, COLLECTION AND RECLAMATION

Influent wastewater flow averaged 0.396 million gallons a day, for a total of 11.87 MG, (36.4 AF) for the month of April. This is approximately 155 gpd per sewer connection. Secondary wastewater storage measured 117.5 MG (360.6 AF) on May 4, 2016 of which 112.6 MG (345.7 acre-feet) is usable volume.

The graph below shows where our secondary storage is comparable to previous years, measured on the first Wednesday of each month.





## **DRAINAGE**

As we are outside the typical rainy season where we follow Best Management Practices leaving vegetation in place to catch, filter, and slow down stormwater runoff, and vegetation is now growing, we are weed-eating drainage ditches and basins throughout the community. Basins cut so far are the Greens, Bent Grass, Top Spin, and Reynosa in the South. In the North, Chesbro protection ditch was cleaned out for a second time this year and ditches D, F, and G were cut in drainage Zone 2, which extends from Puerto down to upper Guadalupe Drive.



*Roots removed from drainage pipe*



*Cutting weeds in drainage*

## **CIA DITCH**

The CIA is continuing to flow water from the Cosumnes River to the Anderson Ranch.

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

Utility staff replaced nine (9)  $\frac{3}{4}$ " meters, one (1) 1" meters, and three (3) MXU radio read units in April. Staff was called out for seven (7) water leaks which were all homeowner issues to repair. Staff replaced three (3) service lines. Also completed were twenty-seven (27) Utility Star work orders, thirty-four (34) underground service alerts (USAs) which were primarily from Greenfield Communications, eight (8) water service restores, and three (3) toilet rebate inspections.

## MEMORANDUM

Date: May 6, 2016  
To: Board of Directors  
From: Darlene J. Thiel Gillum, General Manager  
Subject: Review of the Proposed 2016-17 Budget and Capital Projects

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### RECOMMENDED ACTION

Introduce Resolution 2016-04, waive the full reading and continue to the June 15, 2016 Board meeting for adoption.

### BACKGROUND

The purpose of this budget presentation is to receive community input on the budget as well as to receive Board direction addressing adjustments based on community input. The final budget will be adopted at the June 15, 2016 Board of Directors meeting.

#### *Budget Overview*

A Sample Bill and draft budget summaries for each fund are attached to assist in review of this draft of the 2016-2017 budget. The proposed budget maintains a zero increase on the average bill for a residential metered lot, with monthly usage of 1,700 cf of water) as compared to last year's average bill of \$173.15. This net zero affect is accomplished by a 1.2% increase in the proposed rates for Water and a (1.9%) decrease in the proposed rate for Sewer. All other rates and special taxes are recommended to have no change in rate.

#### **Revenue assumptions used in this proposed budget are:**

1. Sacramento County property tax allocation is projected to increase approximately \$49,000 due to the change is appraised value from June 2014 to estimates at June 2016 (and an increase of 31 in the number of parcels).
2. Growth of 6 new residential connections during the fiscal year.
3. Water consumption is projected at 25% of 2013 consumption in compliance with the State Water Resources Control Board's emergency drought regulations.
4. Security reserves are funded by the transfer of approximately \$65,000 of Sacramento County property tax revenues to Security; a net of \$45,680 to reserves.

**Budget assumptions and cost impact by fund:**

<b>Security –</b>	
<b>Revenue Budget: Increase of \$14,990</b>	
<b>Operating Budget: Increase of \$15,030</b>	
<b>Net Change: (\$ 40)</b>	
<b>Revenues</b>	
1. Residential – conversion of the Retreats West to developed property	\$3,180
2. Commercial – conversion of Murieta Inn to developed property	\$11,810
<b>Expenses</b>	
1. Wages – Represented per MOU; Unrepresented 2.0%	\$6,500
2. Elimination of District Employer Paid Member Contribution for PERS Classic members	(\$4,913)
3. PERS Employer contribution rate of 8.880% plus \$2,985/month for PERS Classic members (effective rate 16.524%) (2015-16 effective rate 15.403%)	\$3,834
4. PERS PEPRA Employer contributions	\$3,590
5. Medical (premium increase 1/1/17 of 7%)	\$3,457
6. Employer costs (taxes and insurance)	(\$541)
7. IT Equipment, Maintenance, Services	(\$3,710)
8. Telephones	\$1,930
9. Vehicle Fuel	(\$2,590)
10. Training/Safety	(\$2,700)
11. Supplies	\$1,000
12. Consulting (Organizational Study)	\$21,000
13. Miscellaneous/Other Items	(\$2,187)
14. General Fund Allocation	(\$9,640)
15. Security reserve collection \$45,680 (no change)	

<b>Water –</b>	
<b>Revenue Budget: Decrease of (\$74,370)</b>	
<b>Operating Budget: Decrease of (\$74,116)</b>	
<b>Net Change: (\$ 254)</b>	
<b>Revenues</b>	
1. Residential – Projected growth – 6 units Usage based on 75% of 2013 actual	(\$33,260)
2. Commercial – Usage based on 75% of 2013 actual	(\$36,940)
3. Miscellaneous revenues	(\$4,170)
<b>Expenses</b>	
1. Wages – Represented per MOU; Unrepresented avg 2.8%	\$13,020
2. Employer Costs	\$7,730
3. Power – Source of Supply – SMUD 2.5% rate increase/surcharge elimination	(\$17,100)
4. Power – Water Treatment – SMUD 2.5% rate increase/Solar Power reduction (planned for July 2016)	(\$35,060)
5. Power – Transmission & Distribution – 2.5% rate increase	\$3,000
6. Maintenance/Repairs – support for new TOC meter	\$5,930
7. Dam Inspection – 5% rate increase	\$2,154
8. Equipment Rental – reduction for purchase of backhoe	(\$16,000)
9. Vehicle Fuel – reduction in price per gallon	(\$2,050)
10. Regional Water Authority – brought in line with actual	\$2,500
11. Dam Liability Coverage – new coverage	\$13,170
12. Telephones – additional lines/wi-fi for new WTP	\$1,380
13. IT Equipment, Maintenance, Services	(\$1,280)
14. Memberships (RWA miscoded to this line item in 2014-15)	(\$7,000)
15. Non-routine Maintenance & Repair	(\$25,000)
16. Miscellaneous/Other Items	(\$1,040)
17. General Fund Allocation	(\$18,470)

<b>Sewer –</b>	
<b>Revenue Budget:</b>	<b>Decrease of (\$20,643)</b>
<b>Operating Budget:</b>	<b>Decrease of (\$20,250)</b>
<b>Net Change:</b>	<b>\$ 393</b>
<b>Revenues</b>	
1. Residential – variance in planned growth from last year	(\$26,990)
2. Commercial – conversion of Murieta Inn to developed property	\$7,836
3. Miscellaneous revenues	(\$1,490)
<b>Expenses</b>	
1. Wages – Represented per MOU; Unrepresented avg 2.8%	\$10,004
2. Employer Costs	\$5,580
3. Power – SMUD 2.5% rate increase/Solar Power reduction (planned for Sept 2016)	(\$25,200)
4. Equipment Rental - reduction for purchase of backhoe	(\$5,800)
5. Chemicals – brought in line with historical trend	(\$12,260)
6. Sludge Removal – added one additional service trip	\$4,750
7. Vehicle Fuel – reduction in price per gallon	(\$990)
8. IT Equipment, Maintenance, Services	(\$1,280)
9. Telephones	\$160
10. Memberships	\$2,700
11. Non-routine Maintenance & Repair	0
12. Reserves Expenditures	\$16,836
13. Miscellaneous/Other Items	\$650
14. General Fund Allocation	(\$13,500)

<b>Drainage –</b>	
<b>Revenue Budget:</b>	<b>Increase of \$2,134</b>
<b>Operating Budget:</b>	<b>Increase of \$2,030</b>
<b>Net Change:</b>	<b>(\$ 104)</b>
<b>Revenues</b>	
1. Residential – conversion of the Retreats West to developed property	\$1,020
2. Commercial – conversion of Murieta Inn to developed property	\$1,115
<b>Expenses</b>	
3. Wages – Represented per MOU; Unrepresented avg 2.8%	\$1,630
4. Employer Costs	\$1,010
5. Chemicals	\$2,600
6. Miscellaneous/Other Items	(\$310)
7. General Fund Allocation	(\$2,770)



<b>Summary of Wages and Employer Costs changes for Field Operations in total</b>	
1. Wages –avg increase of 2.8%	\$24,651
2. Elimination of District Employer Paid Member Contribution for PERS Classic members	(\$6,208)
3. PERS Employer contribution rate of 8.880% plus \$2,985/month for PERS Classic members (effective rate 16.524%) (2015-16 effective rate 15.403%)	\$13,568
4. PERS PEPRA Employer contributions	(\$808)
5. Medical (premium increase 1/1/17 of 7%)	\$7,294
6. Employer costs (taxes and insurance)	\$1,419

<b>Solid Waste –</b>	<b>Cost Impact</b>
<b>Revenue Budget: Increase of \$3,342</b>	
<b>Operating Budget: Increase of \$3,360</b>	
<b>Net Change: \$ 18</b>	
<b>Revenues</b>	
1. Increase in service for conversion of the Retreats West to developed property	\$3,342
<b>Expenses</b>	
1. Increase in service for conversion of the Retreats West to developed property; slight reduction in contract rate	(\$980)
2. Household Hazardous Waste Event	\$6,710
3. General Fund Allocation	(\$2,370)

<b>Admin (General Fund) –</b>	
<b>Revenue Budget: Increase of \$48,960</b>	
<b>Operating Budget: Increase of \$ 1,480</b>	
<b>Net Change: \$47,480</b>	
<b>Revenues</b>	
1. County Assessor Valuation Report estimates an increase in appraised property value of \$22.5m	\$48,960
<b>Expenses</b>	
1. Wages – Represented per MOU; Unrepresented 2.0%	\$13,000
2. Elimination of District Employer Paid Member Contribution for PERS Classic members	(\$5,533)
3. PERS Employer contribution rate of 8.880% plus \$2,985/month for PERS Classic members (effective rate 16.524%) (2015-16 effective rate 15.403%)	\$6,012
4. PERS PEPRA Employer contributions	\$774
5. Medical (premium increase 1/1/17 of 7%)	(\$27,537)
6. Employer costs (taxes and insurance)	\$518
7. Information Systems Maintenance	(\$1,950)
8. Legal Services	\$18,000
9. Telephones	(\$600)
10. Power – 2.5% rate increase/solar power reduction planned for Sept 2016	(\$1,500)

11. Director Expense Reimbursement	(\$1,800)
12. Election Costs	\$5,000
13. Copy Machine Lease/Maintenance	(\$1,450)
14. Miscellaneous/Other Items	(\$1,404)

**Sample Bill**

The attached Sample Bill shows the affect of the proposed rate adjustments according to the most recent budget draft (also attached). The average monthly bill for a residential metered lot, based on the above recommendations, reflects a net zero increase.

**Budget Summaries by fund**

Budget Summaries by fund are provided to aid in the comparison of changes in the 2016-17 proposed budget with the 2015-16 adopted budget and also the 2015-16 projected annual expenses.

**Capital Project Listing**

The Capital Project Listing for FY16-17 is attached. One new project is added; the purchase of a replacement utility vehicle for Field Operations.

## RESOLUTION NO. R2016-04

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT APPROVING THE BUDGET FOR FISCAL YEAR 2016-17

**WHEREAS**, District departments have submitted estimates of budget requirements for Fiscal Year 2016-2017 and those estimates have been reviewed by the General Manager and Finance Committee; and

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

**WHEREAS**, the Board of Directors has reviewed and considered the proposed budget for Fiscal Year 2016-2017; and

**WHEREAS**, a public presentation and hearing were conducted for the budget for the Fiscal Year 2016-2017 on May 18, 2016 at 5:00 p.m. in the Board Room at 15160 Jackson Road, Rancho Murieta, California.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that (1) the proposed budget for Fiscal Year 2016-2017, as submitted by the District General Manager and as reviewed by the Board of Directors is a proper financial program for the budget period and constitutes the budget for 2016-2017; and (2) the District's 2016-2017 Budget is hereby adopted in the form as presented at this meeting and ordered filed with the County Auditor of Sacramento County in accordance with Sections 53901 and 61110 of the Government Code.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of June 2016, by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Gerald Pasek, President of the Board  
Rancho Murieta Community Services District

[SEAL]

Attest:

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Suzanne Lindenfeld, District Secretary

**SAMPLE BILL - May 6, 2016**

**Rancho Murieta Community Services District**

**Average Monthly Customer Bill**

			Current	Proposed Monthly	\$	%
			Monthly Rates	Rates	Change	Change
			July 1, 2015	July 1, 2016		
<b>Residential Metered Lot</b>						
	<b>Water</b>	Average Usage in CF	1700	1700		
	Residential Base		\$ 39.83	\$ 40.29		
old rate	Water Usage	\$ .0163 per cubic foot	27.71			
new rate	Water Usage	\$ .0165 per cubic foot		28.05		
	<b>Total Water</b>		\$ 67.54	\$ 68.34	0.80	1.2%
	<b>WTP Debt Service Charge (interfund borrowing)</b>		6.00	6.00	-	0.0%
	<b>Sewer</b>		46.53	45.65	(0.88)	-1.9%
	<b>Solid Waste ( avg. 64 Gallon Container)</b>		20.79	20.79	-	0.0%
	<b>Security Tax (Maximum Tax Ceiling \$28.02)</b>		27.47	27.47	-	0.0%
	<b>Drainage Tax (Maximum Tax Ceiling \$4.92)</b>		4.82	4.82	-	0.0%
			<b>\$ 173.15</b>	<b>\$ 173.07</b>	<b>\$ (0.08)</b>	
%					<b>-0.05%</b>	

<b>Murieta Village Lot</b>						
	<b>Water</b>	Average Usage in CF	472	472		
	Residential Base		\$ 39.83	\$ 40.29		
old rate	Water Usage	\$ .0163 per cubic foot	7.69			
new rate	Water Usage	\$ .0165 per cubic foot		7.79		
	<b>Total Water</b>		\$ 47.52	\$ 48.08	0.56	1.2%
	<b>WTP Debt Service Charge (interfund borrowing)</b>		6.00	6.00	-	0.0%
	<b>Sewer</b>		46.53	45.65	(0.88)	-1.9%
	<b>Solid Waste ( avg. 64 Gallon Container)</b>		20.79	20.79	-	0.0%
	<b>Security Tax (Maximum Tax Ceiling \$6.75)</b>		6.62	6.62	-	0.0%
	<b>Drainage Tax (Maximum Tax Ceiling \$3.28)</b>		3.22	3.22	-	0.0%
			<b>\$ 130.68</b>	<b>\$ 130.36</b>	<b>\$ (0.32)</b>	
%					<b>-0.24%</b>	

<b>Vacant or Unmetered Lot</b>						
	<b>Security Tax (Maximum Tax Ceiling \$22.41)</b>		21.97	21.97		0.0%
*	<b>Water Standby</b>	\$10.00 PER YEAR	0.83	0.83		0.0%
*	<b>Sewer Standby</b>	\$10.00 PER YEAR	0.83	0.83		0.0%
	<b>Drainage Tax (Maximum Tax Ceiling \$4.92)</b>		4.82	4.82		0.0%
			<b>\$28.45</b>	<b>\$28.45</b>		
%					<b>0.00%</b>	

\* This fee is billed annually at \$10.00 and is shown as a monthly rate for comparison purposes only.

denotes increase in rates



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

### BUDGET SUMMARY COMBINED FUNDS

	<i>Actual</i> 2014-15	<i>Adopted</i> Budget 2015-16	<i>Projected</i> 2015-16	<i>%</i> Variance 2015-16	<i>Proposed</i> Budget 2016-17	<i>% Change</i> Budget 2015-16
<b>Revenues:</b>						
Service Charges	5,056,152	5,419,243	5,275,701	-2.6%	5,350,536	-1.3%
Property Taxes	566,301	528,480	528,480	0.0	577,440	9.3%
Interest Earnings	3,270	670	3,677	448.8	3,160	371.6%
Other Charges / Reimbursements	109,159	71,489	97,323	36.1	63,160	-11.7%
<b>Total Revenues:</b>	<b>5,734,882</b>	<b>6,019,882</b>	<b>5,905,181</b>	<b>-1.9%</b>	<b>5,994,296</b>	<b>-0.4%</b>
<b>Expenditures:</b>						
<b>Total Operating Expenses:</b>	<b>5,247,590</b>	<b>6,019,393</b>	<b>5,836,209</b>	<b>-3.0%</b>	<b>5,994,405</b>	<b>-0.4%</b>
<i>Initial Overage (Deficit)</i>	487,292	488	68,972	14020.0	(110)	-122.4
<i>Trans from Rate Stab. Fund</i>	0	0	0	0.0	0	0.0
<i>Transfer from Fund Balance</i>	0	0	0	0.0	0	0.0
<b>Net Income (Loss)</b>	<b>487,292</b>	<b>488</b>	<b>68,972</b>	<b>14020.0</b>	<b>(110)</b>	<b>-122.4</b>
<i>Rate Transfers to Repl Reserves</i>	417,000	421,103	421,103	0.0	426,354	1.2
<i>Security Reserve Collection</i>	47,820	45,680	45,684		45,680	
<i>Add'l Transfers to Repl Reserves</i>	0	0	0	0.0	0	0.0
<i>Inter-fund Borrowing Repayment</i>		185,760	185,760		186,120	
<b>Depreciation</b>	<b>1,120,849</b>	<b>1,080,801</b>	<b>1,130,175</b>	<b>4.6%</b>	<b>1,367,700</b>	<b>21.0%</b>

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - SECURITY FUND

May 5, 2016

	<i>Actual</i> 2014-15	<i>Adopted</i> Budget 2015-16	<i>Projected</i> 2015-16	<i>%</i> Variance 2015-16	<i>Proposed</i> Budget 2016-17	<i>% Change</i> Projected 2015-16	<i>% Change</i> Budget 2015-16
<b>Revenues:</b>							
<b>Residential Special Taxes</b>	1,030,651	<b>1,075,930</b>	1,077,658	0.2%	<b>1,079,110</b>	0.1%	0.3%
<b>Commercial Special Taxes</b>	153,291	<b>177,970</b>	178,789	0.5	<b>189,780</b>	6.1	6.6%
Late Charges	24,953	<b>30,000</b>	28,087	-6.4	<b>30,000</b>	6.8	0.0%
Title Transfer Fees	4,900	<b>5,100</b>	5,425	6.4	<b>5,100</b>	-6.0	0.0%
Bar Code Income	11,060	<b>7,800</b>	10,540	35.1	<b>7,800</b>	-26.0	0.0%
Fines, Enforcement	2,100	<b>2,100</b>	2,100	0.0	<b>2,100</b>	0.0	0.0%
Special Events Permits	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0%
Interest Income	598	<b>400</b>	735	83.7	<b>400</b>	-45.6	0.0%
Property Tax Allocation	0	<b>65,040</b>	<b>65,040</b>	0.0	<b>65,040</b>	0.0	0.0%
Tax Allocation to Reserves	0	<b>(45,680)</b>	<b>(45,684)</b>	0.0	<b>(45,680)</b>	0.0	0.0%
Gain/(Loss) - Capital Asset	(24,576)						
Misc	7,434	<b>4,160</b>	7,260	74.5	<b>4,160</b>	-42.7	0.0%
<b>Operating Revenues</b>	<b>1,210,411</b>	<b>1,322,820</b>	<b>1,329,949</b>	<b>0.5%</b>	<b>1,337,810</b>	<b>0.6%</b>	<b>1.1%</b>
<b>Expenditures:</b>							
<b>Security Gates</b>	<i>14-15 Actual</i>	<i>15-16 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>16-17 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	281,130	<b>302,900</b>	299,920	-1.0%	<b>312,400</b>	4.2%	3.1%
Employers Costs	172,089	<b>188,500</b>	177,593	-5.8	<b>182,100</b>	2.5	-3.4%
Information Systems Maint	3,777	<b>2,800</b>	2,749	-1.8	<b>4,700</b>	71.0	67.9%
Equipment Repairs	1,471	<b>3,300</b>	2,991	-9.4	<b>3,300</b>	10.3	0.0%
Bar Codes	8,719	<b>5,000</b>	5,204	4.1	<b>5,000</b>	-3.9	0.0%
Telephones	4,364	<b>3,600</b>	4,061	12.8	<b>4,180</b>	2.9	16.1%
Building Maint	3,296	<b>3,250</b>	3,357	3.3	<b>3,360</b>	0.1	3.4%
Power	7,414	<b>9,600</b>	8,513	-11.3	<b>9,600</b>	12.8	0.0%
Uniforms	1,535	<b>3,400</b>	2,721	-20.0	<b>3,000</b>	10.3	-11.8%
Supplies	0	<b>200</b>	55	-72.3	<b>200</b>	261.1	0.0%
Training/Safety	85	<b>600</b>	150	-75.0	<b>300</b>	100.0	-50.0%
Other	5,959	<b>3,200</b>	3,085	-3.6	<b>3,200</b>	3.7	0.0%
<b>Subtotals</b>	<b>489,839</b>	<b>526,350</b>	<b>510,399</b>	<b>-3.0%</b>	<b>531,340</b>	<b>4.1%</b>	<b>0.9%</b>
<b>Security Patrol</b>	<i>14-15 Actual</i>	<i>15-16 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>16-17 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	245,858	<b>277,000</b>	256,217	-7.5%	<b>274,200</b>	7.0%	-1.0%
Employers Costs	130,736	<b>166,200</b>	156,566	-5.8	<b>177,400</b>	13.3	6.7%
Vehicle Fuel	17,460	<b>19,390</b>	13,955	-28.0	<b>16,800</b>	20.4	-13.4%
Off Duty Sheriff Patrol	6,262	<b>4,000</b>	6,286	57.1	<b>4,000</b>	-36.4	0.0%
Vehicle Maint.	12,895	<b>9,600</b>	10,215	6.4	<b>9,600</b>	-6.0	0.0%
Vehicle Lease	243	<b>5,970</b>	1,366	-77.1	<b>5,970</b>	337.1	0.0%
Information Systems Maint	4,523	<b>11,000</b>	2,174	-80.2	<b>5,000</b>	129.9	-54.5%
Training/Safety	1,451	<b>4,800</b>	2,528	-47.3	<b>2,400</b>	-5.1	-50.0%
Safety Center	2,645	<b>2,110</b>	2,055	-2.6	<b>2,280</b>	11.0	8.1%
Uniforms	1,069	<b>3,100</b>	2,894	-6.6	<b>3,100</b>	7.1	0.0%
Telephones	3,879	<b>3,240</b>	3,680	13.6	<b>4,470</b>	21.5	38.0%
Equipment Repairs	100	<b>1,600</b>	1,290	-19.4	<b>1,600</b>	24.0	0.0%
Supplies	153	<b>300</b>	75	-75.0	<b>300</b>	300.0	0.0%
Other	20,216	<b>2,000</b>	16,091	704.6	<b>2,000</b>	-87.6	0.0%
<b>Subtotals</b>	<b>447,489</b>	<b>510,310</b>	<b>475,392</b>	<b>-6.8%</b>	<b>509,120</b>	<b>7.1%</b>	<b>-0.2%</b>

## BUDGET SUMMARY - SECURITY FUND

May 5, 2016

	<i>Actual</i> 2014-15	<i>Adopted</i> Budget 2015-16	<i>Projected</i> 2015-16	<i>%</i> Variance 2015-16	<i>Proposed</i> Budget 2016-17	<i>% Change</i> Projected 2015-16	<i>% Change</i> Budget 2015-16
<b>Security Administration</b>							
Wages	85,655	91,200	96,292	5.6%	91,000	-5.5%	-0.2%
Employers Costs	(23,798)	31,700	34,857	10.0	30,100	-13.6	-5.0%
Legal/Consulting	15,202	3,500	1,475	-57.9	24,500	1561.0	600.0%
Supplies	6,527	5,000	6,270	25.4	6,000	-4.3	20.0%
Telephones	998	960	988	2.9	1,080	9.3	12.5%
Information System Maint	2,175	2,240	3,043	35.9	2,630	-13.6	17.4%
Training/Safety	891	1,200	1,604	33.6	1,200	-25.2	0.0%
Travel/Meetings	352	800	323	-59.6	480	48.5	-40.0%
Uniforms	0	400	0	-100.0	400	0.0	0.0%
Bad Debts	0	0	0	0.0	0	0.0	0%
Equipment Maint	320	600	785	30.8	600	-23.6	0.0%
Other	1,318	600	1,756	192.7	1,080	-38.5	80.0%
<b>Subtotals</b>	<b>89,639</b>	<b>138,200</b>	<b>147,393</b>	<b>6.7%</b>	<b>159,070</b>	<b>7.9%</b>	<b>15.1%</b>
<b>Operating Expenses</b>	1,026,967	1,174,860	1,133,185	-3.5%	1,199,530	5.9%	2.1%
General Fund Net Allocation	118,529	147,960	145,919	-1.4	138,320	-5.2	-6.5%
<b>Total Expenses</b>	<b>1,145,496</b>	<b>1,322,820</b>	<b>1,279,104</b>	<b>-3.3%</b>	<b>1,337,850</b>	<b>4.6%</b>	<b>1.1%</b>
<b>Initial Overage(Deficit)</b>	64,915	(0)	50,845		(40)	-100.1%	608.0%
<i>Transfer from Fund Balance</i>	0	0	0				
<i>Transfer from Rate Stab Resr</i>	0	0	0		0		
<b>Net Income (Loss)</b>	<b>17,095</b>	<b>(0)</b>	<b>50,845</b>		<b>(40)</b>		
Depreciation	28,717	25,797	41,309	60.1%	41,400	0.2%	60.5%

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - WATER FUND

May 5, 2016

	<i>Actual</i> 2014-15	<i>Adopted</i> Budget 2015-16	<i>Projected</i> 2015-16	<i>%</i> Variance 2015-16	<i>Proposed</i> Budget 2016-17	<i>% Change</i> Projected 2015-16	<i>% Change</i> Budget 2015-16
<b>Revenues:</b>							
<b>Residential Sales</b>	1,598,773	1,792,290	1,688,562	-5.8%	1,759,030	4.2%	-1.9%
<b>Commercial Sales</b>	162,069	208,920	163,645	-21.7	171,980	5.1	-17.7%
<b>Other Sales</b>	7,679	8,410	11,410	35.7	8,410	-26.3	0.0%
<b>Availability Fees</b>	320	340	500	47.1	410	-18.0	20.6%
Late Charges	12,476	15,800	14,844	-6.1	15,800	6.4	0.0%
Telephone Line Contracts	5,636	5,600	5,756	2.8	5,760	0.1	2.9%
Meter Installation Fees	2,352	6,800	1,600	-76.5	1,600	0.0	-76.5%
Interest Income	2,517	80	2,580	3125.3	2,530	-1.9	3062.5%
Inspection Fees	633	2,150	505	-76.5	500	-1.0	-76.7%
Project Reimbursement	15,846	0	25,714	0.0	0	-100.0	0.0%
Other	13,053	4,500	5,900	31.1	4,500	-23.7	0.0%
<b>Operating Revenues</b>	<b>1,821,354</b>	<b>2,044,890</b>	<b>1,921,015</b>	<b>-6.1%</b>	<b>1,970,520</b>	<b>2.6%</b>	<b>-3.6%</b>

### Expenditures:

<b>Water Source of Supply</b>	<b>14-15 Actual</b>	<b>15-16 Budget</b>	<b>Projected</b>	<b>Variance</b>	<b>16-17 Budget</b>	<b>Variance</b>	<b>Variance</b>
Wages	21,367	17,750	12,497	-29.6%	18,220	45.8%	2.6%
Employers Costs	11,496	8,570	6,384	-25.5	8,860	38.8	3.4%
Power	111,346	88,100	77,948	-11.5	71,000	-8.9	-19.4%
Dam Inspection	39,198	34,516	34,924	1.2	36,670	5.0	6.2%
Chemicals - Routine	4,222	6,500	3,242	-50.1	6,100	88.2	-6.2%
Chemicals - Taste & Odor	8,776	7,200	10,890	51.2	7,200	-33.9	0.0%
Maint/Repairs	7,767	10,000	6,694	-33.1	10,000	49.4	0.0%
Equipment Rental	1,604	3,000	3,000	0.0	3,000	0.0	0.0%
Supplies	0	600	150	-75.0	600	300.0	0.0%
Other	0	250	250	0.0	250	0.0	0.0%
<b>Subtotals</b>	<b>205,776</b>	<b>176,486</b>	<b>155,978</b>	<b>-11.6%</b>	<b>161,900</b>	<b>3.8%</b>	<b>-8.3%</b>

<b>Water Treatment</b>	<b>14-15 Actual</b>	<b>15-16 Budget</b>	<b>Projected</b>	<b>Variance</b>	<b>16-17 Budget</b>	<b>Variance</b>	<b>Variance</b>
Wages	221,923	195,300	291,106	49.1%	200,420	-31.2%	2.6%
Employers Costs	90,725	94,270	130,674	38.6	97,420	-25.4	3.3%
Capitalized Labor			(86,751)		0		
Power	73,023	175,300	182,017	3.8	140,240	-23.0	-20.0%
Chemicals	63,119	118,000	75,611	-35.9	118,000	56.1	0.0%
Maint/Repairs	26,118	45,070	34,126	-24.3	51,000	49.4	13.2%
Lab Tests	10,591	28,000	19,527	-30.3	28,000	43.4	0.0%
Equipment Rental	41,013	8,000	258,055	3125.7	8,000	-96.9	0.0%
Taste & Odor Treatment	12,171	0	1,136	0.0	0	-100.0	100.0%
Supplies	5	500	2,693	438.5	500	-81.4	0.0%
Other	0	500	565	13.0	500	-11.5	0.0%
<b>Subtotals</b>	<b>538,687</b>	<b>664,940</b>	<b>908,759</b>	<b>36.7%</b>	<b>644,080</b>	<b>-29.1%</b>	<b>-3.1%</b>

<b>Water Transmission &amp; Distr</b>	<b>14-15 Actual</b>	<b>15-16 Budget</b>	<b>Projected</b>	<b>Variance</b>	<b>16-17 Budget</b>	<b>Variance</b>	<b>Variance</b>
Wages	215,850	177,540	190,497	7.3%	182,200	-4.4%	2.6%
Employers Costs	96,724	85,700	88,010	2.7	88,560	0.6	3.3%
Maint/Repairs	37,410	48,000	36,580	-23.8	48,000	31.2	0.0%
Meters/Box/Valve	26,286	54,000	36,631	-32.2	54,000	47.4	0.0%
Power	45,884	40,000	45,517	13.8	43,000	-5.5	7.5%
Equipment Rental	25,936	26,000	16,359	-37.1	10,000	-38.9	-61.5%
Post Repair Road Paving	52,754	36,000	37,091	0.0	36,000	-2.9	0.0%
Supplies	544	4,000	1,455	-63.6	4,000	174.9	0.0%
Other	0	8,200	250	-97.0	8,200	3180.0	0.0%
<b>Subtotals</b>	<b>501,387</b>	<b>479,440</b>	<b>452,390</b>	<b>-5.6%</b>	<b>473,960</b>	<b>4.8%</b>	<b>-1.1%</b>



## BUDGET SUMMARY - WATER FUND

May 5, 2016

	<i>Actual</i> 2014-15	<i>Adopted</i> <i>Budget</i> 2015-16	<i>Projected</i> 2015-16	<i>%</i> <i>Variance</i> 2015-16	<i>Proposed</i> <i>Budget</i> 2016-17	<i>% Change</i> <i>Projected</i> 2015-16	<i>% Change</i> <i>Budget</i> 2015-16
<b>Water Administration</b>	<b>14-15 Actual</b>	<b>15-16 Budget</b>	<b>Projected</b>	<b>Variance</b>	<b>16-17 Budget</b>	<b>Variance</b>	<b>Variance</b>
Wages	78,037	<b>88,330</b>	70,924	-19.7%	<b>91,100</b>	28.4%	3.1%
Employers Costs	(831)	<b>44,350</b>	36,057	-18.7	<b>45,780</b>	27.0	3.2%
Permits	26,016	<b>32,000</b>	39,758	24.2	<b>32,000</b>	-19.5	0.0%
Equipment Maint	22,685	<b>8,000</b>	10,713	33.9	<b>8,000</b>	-25.3	0.0%
Legal/Consulting	46,330	<b>60,500</b>	32,741	-45.9	<b>60,500</b>	84.8	0.0%
Vehicle Fuel	9,191	<b>11,400</b>	8,265	-27.5	<b>9,350</b>	13.1	-18.0%
Training/Safety	4,459	<b>9,300</b>	6,260	-32.7	<b>9,300</b>	48.6	0.0%
Regional Water Authority	0	<b>5,000</b>	7,738	54.8	<b>7,500</b>	0.0	50.0%
Central Ground Water Authority	6,000	<b>6,000</b>	6,000	0.0	<b>6,000</b>	0.0	0.0%
South Area Water Council	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
Supplies	5,298	<b>5,500</b>	4,168	-24.2	<b>5,500</b>	32.0	0.0%
Dam Liability Coverage	0	<b>0</b>	7,132	0.0	<b>13,170</b>	84.7	0.0%
Telephones	10,091	<b>9,600</b>	10,213	6.4	<b>10,980</b>	7.5	14.4%
Information Systems Maint	6,767	<b>6,660</b>	3,106	-53.4	<b>5,380</b>	73.2	-19.2%
Vehicle Maint.	18,784	<b>20,000</b>	13,829	-30.9	<b>20,000</b>	44.6	0.0%
Tools	14,735	<b>4,000</b>	9,848	146.2	<b>4,000</b>	-59.4	0.0%
CIA Ditch Operations	5,403	<b>3,500</b>	875	-75.0	<b>3,500</b>	300.0	0.0%
Uniforms	3,551	<b>4,980</b>	4,965	-0.3	<b>4,980</b>	0.3	0.0%
Conservation	18,557	<b>50,000</b>	23,892	-52.2	<b>50,000</b>	109.3	0.0%
Travel/Meetings	2,191	<b>1,800</b>	1,797	-0.2	<b>1,800</b>	0.2	0.0%
Copier Maintenance	62	<b>300</b>	109	0.0	<b>120</b>	10.3	-60.0%
Memberships	10,569	<b>10,950</b>	1,911	-82.5	<b>3,950</b>	106.7	-63.9%
Bad Debts	0	<b>500</b>	500	0.0	<b>0</b>	-100.0	-100.0%
Building Maint	1,664	<b>1,650</b>	1,726	4.6	<b>1,690</b>	-2.1	2.4%
Nonroutine Maint/Repair	24,311	<b>50,000</b>	14,159	-71.7	<b>25,000</b>	76.6	-50.0%
Other	18,014	<b>6,000</b>	4,718	-21.4	<b>6,000</b>	27.2	0.0%
<b>Subtotals</b>	<b>331,884</b>	<b>440,320</b>	<b>321,404</b>	<b>-27.0%</b>	<b>425,600</b>	<b>32.4%</b>	<b>-3.3%</b>
<b>Operating Expenses</b>	1,577,733	<b>1,761,186</b>	1,838,530	4.4%	<b>1,705,540</b>	-7.2%	-3.2%
<b>Reserve Expenditures</b>	12,384	<b>0</b>	0		<b>0</b>		
General Fund Net Alloc	227,131	<b>283,530</b>	279,619	-1.4	<b>265,060</b>	-5.2	-6.5%
<b>Total Expenses</b>	<b>1,817,248</b>	<b>2,044,716</b>	<b>2,118,149</b>	<b>3.6%</b>	<b>1,970,600</b>	<b>-7.0%</b>	<b>-3.6%</b>
<b>Initial Overage(Deficit)</b>	4,107	<b>174</b>	(197,134)	-113721.7%	<b>(80)</b>	-100.0%	-146.1%
<b>Transfer from Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		
<b>Transfer from Rate Stab Resr</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		
<b>Net Income (Loss)</b>	<b>4,107</b>	<b>174</b>	<b>(197,134)</b>		<b>(80)</b>		
Depreciation	483,941	<b>481,840</b>	483,210	0.3%	<b>720,000</b>		
<b>Replacement Reserves and Debt Service Summary</b>							
Interfund Borrowing Repayment		<b>185,760</b>			<b>186,120</b>		
Water Reserves Collected		<b>212,252</b>			<b>215,881</b>		

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - SEWER FUND

May 5, 2016

	<i>Actual</i> 2014-15	<i>Adopted</i> <i>Budget</i> 2015-16	<i>Projected</i> 2015-16	<i>%</i> <i>Variance</i> 2015-16	<i>Proposed</i> <i>Budget</i> 2016-17	<i>% Change</i> <i>Projected</i> 2015-16	<i>% Change</i> <i>Budget</i> 2015-16
<b>Revenues:</b>							
<b>Residential Service</b>	1,164,771	<b>1,204,610</b>	1,203,155	-0.1%	<b>1,177,620</b>	-2.1%	-2.2%
<b>Commercial Service</b>	121,316	<b>126,590</b>	127,012	0.3	<b>134,426</b>	5.8	6.2%
<b>Availability Fees</b>	390	<b>390</b>	560	43.6	<b>500</b>	-10.7	28.2%
Late Charges	12,476	<b>15,800</b>	14,844	-6.1	<b>15,800</b>	6.4	0.0%
Interest Income	156	<b>140</b>	316	125.8	<b>180</b>	-43.0	28.6%
Project Reimbursement	2,184	<b>2,190</b>	2,190	0.0	<b>2,190</b>	0.0	0.0%
Inspection Fees	380	<b>2,150</b>	379	-82.4	<b>510</b>	34.7	-76.3%
Other	3,200	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
<b>Operating Revenues</b>	<b>1,304,874</b>	<b>1,351,869</b>	<b>1,348,454</b>	<b>-0.3%</b>	<b>1,331,226</b>	<b>-1.3%</b>	<b>-1.5%</b>

### Expenditures:

<b>Sewer Collection</b>	<i>14-15 Actual</i>	<i>15-16 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>16-17 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	85,887	<b>124,280</b>	94,671	-23.8%	<b>127,540</b>	34.7%	2.6%
Employers Costs	42,841	<b>59,990</b>	46,891	-21.8	<b>61,990</b>	32.2	3.3%
Power	13,252	<b>14,700</b>	14,879	1.2	<b>14,700</b>	-1.2	0.0%
Maint/Repairs	27,748	<b>40,000</b>	47,880	19.7	<b>40,000</b>	-16.5	0.0%
Equipment Rental	6,517	<b>6,000</b>	4,500	-25.0	<b>3,000</b>	-33.3	-50.0%
Supplies	1,670	<b>3,300</b>	825	-75.0	<b>3,300</b>	300.0	0.0%
Other	0	<b>1,000</b>	1,000	0.0	<b>1,000</b>	0.0	0.0%
<b>Subtotals</b>	<b>177,916</b>	<b>249,270</b>	<b>210,646</b>	<b>-15.5%</b>	<b>251,530</b>	<b>19.4%</b>	<b>0.9%</b>

<b>Sewer Treatment &amp; Disposal</b>	<i>14-15 Actual</i>	<i>15-16 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>16-17 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	108,315	<b>185,496</b>	127,019	-31.5%	<b>191,310</b>	50.6%	3.1%
Employers Costs	55,789	<b>89,980</b>	65,438	-27.3	<b>92,990</b>	42.1	3.3%
Power	104,005	<b>126,000</b>	108,800	-13.7	<b>100,800</b>	-7.4	-20.0%
Maint/Repairs	30,031	<b>75,000</b>	59,584	-20.6	<b>75,000</b>	25.9	0.0%
Chemicals	41,053	<b>70,300</b>	49,966	-28.9	<b>58,040</b>	16.2	-17.4%
Lab Tests	56,986	<b>16,200</b>	16,134	-0.4	<b>16,200</b>	0.4	0.0%
Supplies	1,086	<b>900</b>	600	-33.3	<b>900</b>	50.0	0.0%
Equipment Rental	11,890	<b>10,000</b>	8,359	-16.4	<b>7,200</b>	-13.9	-28.0%
Sludge Removal Off Site	11,027	<b>7,000</b>	6,261	-10.6	<b>11,750</b>	87.7	67.9%
<b>Subtotals</b>	<b>420,182</b>	<b>580,876</b>	<b>442,161</b>	<b>-23.9%</b>	<b>554,190</b>	<b>25.3%</b>	<b>-4.6%</b>

## BUDGET SUMMARY - SEWER FUND

May 5, 2016

	<i>Actual</i> <b>2014-15</b>	<i>Adopted</i> <b>Budget</b> <b>2015-16</b>	<i>Projected</i> <b>2015-16</b>	<i>%</i> <b>Variance</b> <b>2015-16</b>	<i>Proposed</i> <b>Budget</b> <b>2016-17</b>	<i>% Change</i> <b>Projected</b> <b>2015-16</b>	<i>% Change</i> <b>Budget</b> <b>2015-16</b>
<b>Sewer Administration</b>							
Wages	37,235	<b>35,510</b>	33,426	-5.9%	<b>36,440</b>	9.0%	2.6%
Employers Costs	(22,027)	<b>17,730</b>	16,360	-7.7	<b>18,300</b>	11.9	3.2%
Equipment Maint	62,914	<b>31,250</b>	28,377	-9.2	<b>31,250</b>	10.1	0.0%
Vehicle Fuel	16,333	<b>14,490</b>	10,719	-26.0	<b>13,500</b>	25.9	-6.8%
Permits	36,270	<b>35,100</b>	28,511	-18.8	<b>35,100</b>	23.1	0.0%
Legal/Consulting (Engineer)	9,729	<b>80,000</b>	59,230	-26.0	<b>80,000</b>	35.1	0.0%
Training/Safety	11,143	<b>12,200</b>	12,867	5.5	<b>12,200</b>	-5.2	0.0%
Supplies	3,642	<b>4,200</b>	3,329	-20.7	<b>4,200</b>	26.2	0.0%
Information Systems Maint	3,151	<b>5,010</b>	2,906	-42.0	<b>3,730</b>	28.4	-25.5%
Vehicle Maint.	6,451	<b>6,000</b>	4,188	-30.2	<b>6,000</b>	43.3	0.0%
Tools	17,417	<b>4,200</b>	7,108	69.2	<b>4,200</b>	-40.9	0.0%
Telephones	8,709	<b>8,000</b>	8,032	0.4	<b>8,160</b>	1.6	2.0%
Uniforms	3,836	<b>4,300</b>	4,979	15.8	<b>4,300</b>	-13.6	0.0%
Travel/Meetings	2,177	<b>2,000</b>	2,067	3.3	<b>2,000</b>	-3.2	0.0%
Building Maint	1,664	<b>1,670</b>	1,685	0.9	<b>1,700</b>	0.9	1.8%
Copier Maintenance	62	<b>800</b>	64	-92.0	<b>120</b>	87.9	-85.0%
Memberships	1,431	<b>400</b>	4,243	960.7	<b>3,100</b>	-26.9	675.0%
Bad Debts	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
Sewer General Fine	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
Nonroutine Maint/Repair	6,524	<b>40,000</b>	35,542	-11.1	<b>40,000</b>	12.5	0.0%
Other	2,492	<b>2,000</b>	3,203	60.1	<b>2,000</b>	-37.6	0.0%
<b>Subtotals</b>	<b>209,153</b>	<b>304,860</b>	<b>266,836</b>	<b>-12.5%</b>	<b>306,300</b>	<b>14.8%</b>	<b>0.5%</b>
<b>Operating Expenses</b>	807,250	<b>1,135,006</b>	919,643	-19.0%	<b>1,112,020</b>	20.9%	-2.0%
<b>Reserve Expenditures</b>	5,513	<b>0</b>	0		<b>16,836</b>		
General Fund Net Allocation	173,414	<b>216,470</b>	213,488	-1.4	<b>202,370</b>	-5.2	-6.5%
<b>Total Expenses</b>	<b>986,177</b>	<b>1,351,476</b>	<b>1,133,131</b>	<b>-16.2%</b>	<b>1,331,226</b>	<b>17.5%</b>	<b>-1.5%</b>
<b>Initial Overage(Deficit)</b>	318,696	<b>393</b>	215,324	54682.2%	<b>0</b>	-100.0%	-100.0%
<i>Transfer from Misc Reserve:</i>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		
<i>Transfer from Rate Stab Res</i>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		
<b>Net Income (Loss)</b>	<b>318,696</b>	<b>393</b>	<b>215,324</b>		<b>0</b>		
Depreciation	608,191	<b>573,164</b>	605,657	5.7	<b>606,300</b>	0.1	5.8

### Replacement Reserves and Debt Service Summary

Sewer Reserves Collected

**208,851**

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - DRAINAGE FUND

May 5, 2016

	<i>Actual</i> 2014-15	<i>Adopted</i> Budget 2015-16	<i>Projected</i> 2015-16	<i>%</i> Variance 2015-16	<i>Proposed</i> Budget 2016-17	<i>% Change</i> Projected 2015-16	<i>% Change</i> Budget 2015-16
<b>Revenues:</b>							
<b>Residential Special Taxes</b>	153,673	<b>156,730</b>	156,786	0.0%	<b>157,750</b>	0.6%	0.7%
<b>Commercial Special Taxes</b>	29,783	<b>30,405</b>	30,390	0.0	<b>31,520</b>	3.7	3.7%
Interest Income	(1)	<b>50</b>	46	-7.4	<b>50</b>	8.0	0.0%
Inspection Fees	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
Other	447	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
<b>Operating Revenues</b>	<b>183,901</b>	<b>187,186</b>	<b>187,222</b>	<b>0.0%</b>	<b>189,320</b>	<b>1.1%</b>	<b>1.1%</b>
<b>Expenditures:</b>							
	<i>14-15 Actual</i>	<i>15-16 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>16-17 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	70,741	<b>62,140</b>	68,609	10.4	<b>63,770</b>	-7.1	2.6%
Employers Costs	23,612	<b>30,100</b>	32,141	6.8	<b>31,110</b>	-3.2	3.4%
MS4 Permit	5,826	<b>6,000</b>	4,982	-17.0	<b>6,000</b>	20.4	0.0%
Power	6,724	<b>9,800</b>	9,882	0.8	<b>9,800</b>	-0.8	0.0%
Chemicals	4,344	<b>2,400</b>	2,761	15.0	<b>5,000</b>	81.1	108.3%
Maint/Repairs	7,664	<b>11,900</b>	11,014	-7.4	<b>11,900</b>	8.0	0.0%
Equipment Rental	1,844	<b>4,500</b>	2,000	-55.6	<b>4,730</b>	136.5	5.1%
Improvements	119	<b>12,290</b>	8,610	-29.9	<b>11,750</b>	36.5	-4.4%
Legal/Consulting	1,816	<b>2,000</b>	2,000	0.0	<b>2,000</b>	0.0	0.0%
Uniforms	0	<b>200</b>	200	0.0	<b>200</b>	0.0	0.0%
Tools	677	<b>400</b>	400	0.0	<b>400</b>	0.0	0.0%
Bad Debts	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
Other	108	<b>1,100</b>	1,422	29.3	<b>1,100</b>	-22.7	0.0%
<b>Subtotals</b>	<b>123,475</b>	<b>142,830</b>	<b>144,021</b>	<b>0.8%</b>	<b>147,760</b>	<b>2.6%</b>	<b>3.5%</b>
<b>Operating Expenses</b>	123,475	<b>142,830</b>	144,021	0.8%	<b>147,760</b>	2.6%	3.5%
<b>Reserve Expenditures</b>	11,787	<b>0</b>	0		<b>0</b>		
General Fund Net Allocation	35,617	<b>44,460</b>	43,848	-1.4	<b>41,560</b>	-5.2	-6.5%
<b>Total Expenses</b>	<b>170,879</b>	<b>187,290</b>	<b>187,869</b>	<b>0.3%</b>	<b>189,320</b>	<b>0.8%</b>	<b>1.1%</b>
<b>Net Income (Loss)</b>	<b>13,022</b>	<b>(104)</b>	<b>(647)</b>	<b>0.0%</b>	<b>(0)</b>	<b>-100.0%</b>	<b>100.0%</b>

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - SOLID WASTE FUND

May 5, 2016

	<i>Actual</i> 2014-15	<i>Adopted</i> Budget 2015-16	<i>Projected</i> 2015-16	<i>%</i> Variance 2015-16	<i>Proposed</i> Budget 2016-17	<i>% Change</i> Projected 2015-16	<i>% Change</i> Budget 2015-16
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**Revenues:**

<b>Solid Waste Charges</b>	633,436	<b>636,658</b>	637,235	0.1%	<b>640,000</b>	0.4%	0.5%
Other	389	<b>300</b>	336	12.0	<b>300</b>	-10.8%	0.0%
<b>Operating Revenues</b>	<b>633,825</b>	<b>636,958</b>	<b>637,571</b>	<b>0.1</b>	<b>640,300</b>	<b>0.4%</b>	<b>0.5%</b>

**Expenditures:**

	<i>14-15 Actual</i>	<i>15-16 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>16-17 Budget</i>	<i>Variance</i>	<i>Variance</i>
CWRS Contract	552,778	<b>556,740</b>	557,177	0.1%	<b>555,700</b>	-0.3%	-0.2%
Sac. County Admin. Fee	35,018	<b>34,740</b>	34,870	0.4	<b>34,800</b>	-0.2%	0.2%
Consulting/Legal	0	<b>0</b>	0	0.0	<b>0</b>	0.0%	0.0%
HHW Event	0	<b>9,000</b>	9,000	0.0	<b>15,710</b>	74.6%	74.6%
<b>Total Expenses</b>	<b>587,796</b>	<b>600,480</b>	<b>601,047</b>	<b>0.1</b>	<b>606,210</b>	<b>0.9%</b>	<b>1.0%</b>
<b>Operating Expenses</b>	587,796	<b>600,480</b>	601,047	0.1	<b>606,210</b>	0.9%	1.0%
General Fund Net Allocation	29,194	<b>36,440</b>	35,941	-1.4	<b>34,070</b>	-5.2%	-6.5%
<b>Total Expenses</b>	<b>616,991</b>	<b>636,920</b>	<b>636,988</b>	<b>0.0</b>	<b>640,280</b>	<b>0.5%</b>	<b>0.5%</b>
<b>Net Income (Loss)</b>	<b>16,835</b>	<b>38</b>	<b>583</b>	<b>1433.9</b>	<b>20</b>	<b>-96.6%</b>	<b>-47.4%</b>

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - GENERAL FUND

May 5, 2016

	<i>Actual</i>	<i>Adopted</i>		<i>%</i>	<i>Proposed</i>	<i>% Change</i>	<i>% Change</i>
	<i>2014-15</i>	<i>Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>Budget</i>	<i>Projected</i>	<i>Budget</i>
		<i>2015-16</i>	<i>2015-16</i>	<i>2015-16</i>	<i>2016-17</i>	<i>2015-16</i>	<i>2015-16</i>
<b>Revenues:</b>							
Property Taxes	566,301	<b>463,440</b>	463,440	0.0%	<b>512,400</b>	10.6%	10.6%
Title Transfer Fees	9,400	<b>9,600</b>	10,700	11.5	<b>9,600</b>	-10.3	0.0%
Project Reimbursement	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
Interest	226	120	2,261	1784.2	<b>120</b>	-94.7	0.0%
CIA Ditch Admin Service Charges	1,800	<b>1,800</b>	1,800	0.0	<b>1,800</b>	0.0	0.0%
Other	2,790	<b>1,200</b>	2,768	130.6	<b>1,200</b>	-56.6	0.0%
<b>Total Operating Revenues</b>	<b>580,518</b>	<b>476,160</b>	<b>480,969</b>	<b>1.0%</b>	<b>525,120</b>	<b>9.2%</b>	<b>10.3%</b>

### Expenditures:

	<i>14-15 Actual</i>	<i>15-16 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>16-17 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	410,420	<b>505,100</b>	511,241	1.2%	<b>518,100</b>	1.3%	2.6%
Director Meeting Stipends	15,000	<b>18,000</b>	13,200	-26.7	<b>18,000</b>	36.4	0.0%
Employers Costs	221,317	<b>302,200</b>	275,373	-8.9	<b>276,500</b>	0.4	-8.5%
Liability Insurance	81,612	<b>86,400</b>	87,037	0.7	<b>86,400</b>	-0.7	0.0%
Information Systems Maintenance	79,390	<b>79,400</b>	85,611	7.8	<b>77,450</b>	-9.5	-2.5%
Community Communications	3,328	<b>5,900</b>	3,886	-34.1	<b>5,900</b>	51.8	0.0%
Legal	84,066	<b>42,000</b>	66,076	57.3	<b>60,000</b>	-9.2	42.9%
Office Supplies	19,541	<b>22,800</b>	22,047	-3.3	<b>22,800</b>	3.4	0.0%
Building/Grounds Maintenance	24,216	<b>17,820</b>	18,511	3.9	<b>17,040</b>	-7.9	-4.4%
Postage	21,241	<b>22,200</b>	21,975	-1.0	<b>21,600</b>	-1.7	-2.7%
Telephones	6,406	<b>6,000</b>	6,790	13.2	<b>5,400</b>	-20.5	-10.0%
Contingency	0	<b>11,000</b>	11,000	0.0	<b>11,000</b>	0.0	0.0%
Audit	13,500	<b>14,300</b>	13,500	-5.6	<b>13,500</b>	0.0	-5.6%
Consulting	798	<b>3,600</b>	900	-75.0	<b>3,600</b>	300.0	0.0%
Memberships	10,614	<b>9,860</b>	10,542	6.9	<b>9,620</b>	-8.7	-2.4%
Training/Safety	3,794	<b>4,800</b>	2,823	-41.2	<b>4,800</b>	70.0	0.0%
Power	8,519	<b>8,700</b>	8,323	-4.3	<b>7,200</b>	-13.5	-17.2%
Meetings	9,839	<b>9,000</b>	6,629	-26.3	<b>9,000</b>	35.8	0.0%
Director Expense Reimbursement	3,044	<b>6,600</b>	3,270	-50.5	<b>4,800</b>	46.8	-27.3%
Equipment Maint	2,044	<b>2,000</b>	2,996	49.8	<b>2,000</b>	-33.2	0.0%
Election Costs	1,818	<b>0</b>	0	0.0	<b>5,000</b>	0.0	100.0%
Mail Machine Lease	2,784	<b>2,800</b>	2,105	-24.8	<b>2,800</b>	33.0	0.0%
Copy Machine Maintenance	21,232	<b>18,250</b>	17,776	-2.6	<b>16,800</b>	-5.5	-7.9%
Clerical Services	102,507	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
Other	17,374	<b>6,300</b>	8,173	29.7	<b>7,200</b>	-11.9	14.3%
<b>Total Operating Expenses</b>	<b>1,164,403</b>	<b>1,205,030</b>	<b>1,199,783</b>	<b>-0.4%</b>	<b>1,206,510</b>	<b>0.6%</b>	<b>0.1%</b>

<b>Overage(Deficit)</b>	<b>(583,886)</b>	<b>(728,870)</b>	<b>(718,815)</b>	<b>-1.4%</b>	<b>(681,390)</b>	<b>-5.2%</b>	<b>-6.5%</b>
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2016 - 2017 Capital Improvement Projects List

Project Number	Est Qtr	Project Description	Budget Amount	Funding Source	Life Years	Status
<b>Water / Sewer Department</b>						
1	01-03-1	Geographical Information System (GIS)	100,000	Capital Improvement Reserves	N/A	
2	03-06-2	Security Access System - Water & Wastewater Facilities	40,000	Replacement Reserves - Water / Sewer	10	
3	05-06-1	Granlees Site Access Restriction Improvements	100,000	Capital Improvement Reserves	20	
4	08-05-1	WTP Paint & Exterior Siding Repair	30,000	Replacement Reserves - Water	20	<i>In process</i>
5	08-07-1	Bobcat Compact Track Loader	54,000	Replacement Reserves - Water & Sewer		
6	10-05-1	Excavate Sediment out of Calero	20,000	Replacement Reserves		
7	11-03-1	Fueling Station	40,000	Replacement Reserves - borrow & repay	10	
8	12-01-2	Dump Truck	100,000	Capital Improvements Reserves (Water/Sewer)		<i>Completed</i>
9	13-02-2	WWRP Filter PLC Replacement	125,000	Replacement Reserves - Sewer		
10	14-01-2	MLN Generator	125,000	Replacement Reserves - Sewer	20	
11	14-02-1	Granlees Forebay Repairs	130,000	Replacement Reserves - Water		<i>In process</i>
12	14-01-1	Backhoe	70,000	Capital Improvement Reserves - Water & Sewer	10	<i>Completed</i>
13	16-01-2	Truck - quarter ton or smaller (replace #215)	27,000	Replacement Reserves - Sewer	10	
<b>Department Subtotal</b>			<b>\$ 961,000</b>			
<b>Security Department</b>						
14	05-12-3	Wireless Network Site Survey, Acquisition & Startup Costs	100,000	Capital Improvement Reserves	15	
15	14-01-3	Two Way Radio Replacement	12,000	Replacement Reserves - Security	5	
16	14-02-3	Spare Gate Operator	7,000	Replacement Reserves - Security	5	
<b>Department Subtotal</b>			<b>\$ 119,000</b>			
<b>Admin Department</b>						
17	04-12-4	Records Storage Vault	20,000	Capital Improvement Reserves	25	
18	10-07-4	Electronic Document Management System	25,000	Unrestricted Cash		
19	10-08-4	Email Exchange Server	20,000	Unrestricted Cash		<i>On hold</i>
<b>Department Subtotal</b>			<b>\$ 65,000</b>			
<b>2015-16 Grand Totals</b>			<b>\$1,145,000</b>			

**Project number consists of AA-BB-C**  
 AA - The year the project is to begin  
 BB - The actual project number assigned for the current year  
 C - The department requesting the project  
 1 - Water  
 2 - Sewer / Drainage  
 3 - Security  
 4 - Admin

## MEMORANDUM

Date: May 6, 2016  
To: Board of Directors  
From: Darlene J. Thiel Gillum, General Manager  
Subject: Public Hearing – Consider Approval of the Proposed Service Charge Increases and Special Tax Adjustments

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### RECOMMENDED ACTION

Introduce Ordinance O2016-03, an Ordinance of the Rancho Murieta Community Services District, amending Chapter 14 of the District Code relating to Water Service Charges; amending Chapter 15 of the District Code relating to Sewer Service Charges; amending Chapter 16 of the District Code relating to Drainage Service Charges; amending Chapter 16A of the District Code relating to Drainage Special Tax; amending Chapter 21 of the District Code relating to Security Special Tax; and amending Chapter 31 of the District Code relating to Solid Waste Collection and Disposal Service Charges, waive the full reading of the Ordinance and continue to the June 15, 2016 Board meeting for adoption.

### BACKGROUND

The purpose of this rate adjustment hearing is to receive community input on the rate adjustments as well as to receive Board direction addressing adjustments based on community input. To formally adopt new rates, various chapters of the District Code will be changed by approving the attached Ordinance 2016-03.

#### *Rate Adjustment Overview*

The effect of the proposed rate changes on the average monthly bill for a residential metered lot is a zero change. This 'zero impact' is achieved by off-setting the needed rate increase for Water services by a decrease in rates for Sewer services. Impacts to individual customer bills will vary depending on the monthly amount of water used by each customer. Customers that use more than the monthly average of 1,700 cubic feet will see an increase in their monthly bill; those that use less than the monthly average usage will see a decrease in their monthly bill. The other service rates are not changing in 2016-17.

The District's ability to achieve the 'zero impact' is a result of cost savings achieved primarily in the cost of power as a result of implementing solar power at the Wastewater Treatment Plant and the Water Treatment Plant; cost savings in equipment rental as a result of purchasing a backhoe in 2015; reductions in healthcare cost as a result of employee coverage elections; and re-aligning projected cost with historical trend in some budget categories. In addition, there are projected increases in revenue as a result of the forthcoming development at The Retreats West and Murieta Gardens.



### WATER

The proposed 2016-17 monthly bill increase for an average consumption residential metered lot is projected to be \$.80 or 1.2%.

	Current Rate 2015-16	Proposed 2016-17
Base Charge (w/o reserve contribution)	\$33.22	\$33.90
Reserve Contribution	\$6.39	\$6.39
<b>Total Base Charge</b>	<b>\$39.83</b>	<b>\$40.29</b>
Debt Service Charge (repay internal borrowing)	\$6.00	\$6.00
Usage Charge (per cf)	\$.0163	\$.0165
<ul style="list-style-type: none"> <li>Non-residential customers are charged one base charge per month per meter plus the reserve contribution times their Water EDU (equivalent dwelling unit) value plus usage</li> </ul>		

### SEWER

The proposed 2016-17 monthly bill decrease for a residential metered lot is projected to be (\$.88) or (1.9%).

	Current Rate 2015-16	Proposed 2016-17
Base Charge (w/o reserve contribution)	\$40.22	\$39.34
Reserve Contribution	\$6.31	\$6.31
<b>Total Base Charge</b>	<b>\$46.53</b>	<b>\$45.65</b>
<ul style="list-style-type: none"> <li>Non-residential customers are charged the base charge plus the reserve contribution times their Sewer EDU (equivalent dwelling unit) value</li> </ul>		

### DRAINAGE

The monthly special tax rate for Drainage is not proposed to increase; however, the annual maximum tax rate will increase 2%.

Developed Property	Current Rate 2015-16	Proposed 2016-17	Max Rate 2016-17
<b>Residential (per lot)</b>			
Metered	\$4.82	\$4.82	\$4.92
Unmetered	\$4.82	\$4.82	\$4.92
The Villas	\$3.22	\$3.22	\$3.28
Murieta Village	\$3.22	\$3.22	\$3.28
<b>Non-Residential (per acre)</b>			
1 Retail	\$24.115	\$24.115	\$24.597
2 Industrial/Whse	\$25.620	\$25.620	\$26.132
3 Light Industrial	\$19.591	\$19.591	\$19.983
4 Office	\$22.607	\$22.607	\$23.059
5 Landscape (golf course/park sites)	\$4.522	\$4.522	\$4.612
6 Murieta Equestrian Center	\$1.745	\$1.745	\$1.780
7 RMCC (club house and parking)	\$0.000	\$0.000	\$0.000
8 Airport	\$2.009	\$2.009	\$2.049
9 Geyer Property	\$15.071	\$15.071	\$15.372
<b>Undeveloped Property</b>			
Residential & Non-Residential	\$2.846	\$2.846	\$2.903

### SECURITY

The monthly special tax rate for Security is not proposed to increase; however, the annual maximum tax rate will increase 2%.

Developed Property	Current Rate 2015-16	Proposed 2016-17	Max Rate 2016-17
<b>Residential (per lot)</b>			
Inside Gates			
Metered	\$27.47	\$27.47	\$28.02
Unmetered	\$21.97	\$21.97	\$22.41
Outside Gates	\$6.62	\$6.62	\$6.75
<b>Non-Residential (per Building square foot)</b>			
1 Highway Retail	\$.2475	\$.2475	\$.2525
2 Other Retail/comm.	\$.0267	\$.0267	\$.0272
3 Industrial/Whse/Lt Industrial	\$.0582	\$.0582	\$.0594
4 Office	\$.0140	\$.0140	\$.0143
5 Institutional	\$.0140	\$.0140	\$.0143
6 Public Utility	\$.0444	\$.0444	\$.0453
7 Murieta Equestrian Center	\$.0041	\$.0041	\$.0042
8 RMCC	\$.0697	\$.0697	\$.0711
9 Airport	\$.0176	\$.0176	\$.0180
<b>Undeveloped Property (per acre)</b>			
Inside Gates	\$23.2341	\$23.2341	\$23.6988
Outside Gates	\$3.4624	\$3.4624	\$3.5316

## SOLID WASTE

The monthly rate for Solid Waste service is not proposed to increase.

	Current Rate 2015-16	Proposed 2016-17
38 gallon container (T38)	\$17.88	\$17.88
64 gallon container (T64)	\$19.61	\$19.61
96 gallon container (T96)	\$29.19	\$29.19
Extra Cart (38 gallon)	\$8.09	\$8.09
Extra Cart (64 gallon)	\$10.06	\$10.06
Extra Cart (96 gallon)	\$21.35	\$21.35
Extra Recycle Cart	\$6.45	\$6.45
Extra Yard Waste Cart	\$6.45	\$6.45
Dumping/Extra Special Trash Cart – 38 gal	\$7.08	\$7.08
Dumping/Extra Special Trash Cart – 64 gal	\$11.92	\$11.92
Dumping/Extra Special Trash Cart – 96 gal	\$17.89	\$17.89
Yard Waste Exemption	(\$2.00)	(\$2.00)
Sac County Surcharge	\$1.18	\$1.18

A comparison of the proposed rate increase by fund is shown in the table below:

	Current Rate 2015-2016	Proposed Rate 2016-2017	Percent Increase
<b>Security</b>	\$27.47	\$27.47	0%
<b>Water</b>			1.2%
Base Charge	\$39.83	\$40.29	
Consumption/cubic foot	\$.0163	\$.0165	
WTP Debt Service Charge	\$6.00	\$6.00	
<b>Sewer</b>	\$46.53	\$45.65	(1.9%)
<b>Drainage</b>	\$4.82	\$4.82	0%
<b>Solid Waste</b>			0%
64 gallon container	\$19.61	\$19.61	
Sac County Surcharge	\$1.18	\$1.18	

## ORDINANCE NO. O2016-03

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

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

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

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

(a) As calculated and demonstrated in the 2016-17 District budget, the increased service charges implemented by this ordinance have been fixed in amounts sufficient to pay the operating expenses of the District's water, sewer and solid waste operations, provide for and fund repairs and replacement of utility system works and equipment, provide for increased costs of regulatory compliance, fund financial reserves, and, pay debt service and other costs.

(b) The increased service charges are reasonably related to, and do not exceed, the District's cost of providing each of the services.

(c) The revenues derived from the service charges do not exceed the funds required to provide the services and will not be used for any purpose other than the listed services.

(d) The amount of the service charges imposed on each customer's parcel does not exceed the proportional cost of the particular service attributable to that parcel.

(e) The District water, sewer and solid waste services are services that are actually used by and immediately available to the owner of each customer parcel.

(f) No portion of these service charge increases are imposed for general governmental services.

(g) As calculated and demonstrated in the 2016-17 District budget, the increased drainage and security special taxes implemented by this ordinance have been fixed in amounts as calculated and determined consistent with the annual tax adjustments as set forth in District Code chapters 16A and 21 and as authorized by the voters at the time of the approval of the special taxes.

(h) The establishment, modification, structuring, restructuring and approval of the service charges and taxes as set forth in this ordinance are necessary and appropriate to continue to meet

the District's costs for operation and maintenance, supplies and equipment, financial reserves, and capital replacement needs, and to maintain a satisfactory level of services within the District service area.

(i) The District Board of Directors has conducted a duly noticed public hearing on the proposed service charge increases in accordance with California Constitution article XIII D, section 6, and the Board did not receive a majority protest against any of the proposed service charge increases.

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

I) The Water Code, Chapter 14, Section 7.00 Rates and Charges is amended as follows effective July 1, 2016:

Section 7.05 Rates for Metered Service.

(a) General metered service shall be as follows:

MONTHLY CHARGES

Basic Service Charge	\$33.90/mo
Reserve Contribution	<u>\$ 6.39/mo</u>
Total Basic Service Charge	\$40.29/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0165-3/cu. ft.
--------------------------------------	---------------------

Debt Service Charge	\$ 6.00/mo
---------------------	------------

(b) Metered service to residential lots at Murieta Village shall be as follows:

MONTHLY CHARGES

Basic Service Charge	\$33.90/mo
Reserve Contribution	<u>\$ 6.39/mo</u>
Total Basic Service Charge	\$40.29/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0165/cu. ft.
--------------------------------------	-------------------

Debt Service Charge	\$ 6.00/mo
---------------------	------------

(c) Non-Residential metered service shall be as follows:

MONTHLY CHARGES

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

Monthly Charges

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

Usage charge per cubic foot:

Basic volumetric rate per cubic foot	\$ 0.0165/cu. ft.
--------------------------------------	-------------------

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

II) The Sewer Code, Chapter 15, Section 7.00 Rates and Charges, is amended as follows effective July 1, 2016:

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

Residential or other premises, each unit		
Base rate		\$39.34 per month
Reserve contribution		<u>\$ 6.31 per month</u>
Total monthly service charge		\$45.65 per month

Murieta Village, per unit

Base rate		\$39.34 per month
Reserve contribution		<u>\$ 6.31 per month</u>
Total monthly service charge		\$45.65 per month

Non-Residential

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

III) The Drainage Code, Chapter 16, Section 7.00 Rates and Charges, is amended as follows:  
Section 7.01 Rates and Charges: Drainage charges for operation and maintenance of the District's system shall be as set forth in Chapter 16A, Section 3.00.

The Drainage Code, Chapter 16A, Section 3.00 Drainage Tax, is amended as follows:  
Section 3.00 Rates and Charges for Operation and Maintenance of the District's system shall be:

Commencing July 1, 2016, property within the District shall be assessed a monthly drainage tax as follows. The maximum monthly tax rates shown reflect annual adjustments, per Section 5.00.

<u>LAND USE</u>		Monthly Special Tax Rates Fiscal Year 2016-17	Monthly Special Tax Rates Maximum Ceiling Rate Year 2016-17
<b>DEVELOPED PROPERTY</b>			
Residential			
-Metered Developed	Per Lot	\$ 4.82	4.92
-Unmetered Developed	Per Lot	\$ 4.82	4.92
-The Villas	Per Lot	\$ 3.22	3.28
-Murieta Village	Per Lot	\$ 3.22	3.28
Non-Residential			
-Retail	Per Acre	\$ 24.115	24.597
-Industrial/Warehouse	“	\$ 25.620	26.132
-Light Industrial	“	\$ 19.591	19.983
-Office	“	\$ 22.607	23.059
-Landscaped Areas (golf course & park site)	“	\$ 4.522	4.612
-Murieta Equestrian Center	“	\$ 1.745	1.780
-RMCC (club house & parking)	“	\$ 0.000	0.000
-Airport	“	\$ 2.009	2.049

-Geyer Property	"	\$ 15.071	15.372
-----------------	---	-----------	--------

**UNDEVELOPED PROPERTY  
Uses Drainage System**

-Residential and Non-Residential	Per Acre	\$ 2.846	2.903
----------------------------------	----------	----------	-------

IV) The Security Code, Chapter 21, Section 5.00 Security Tax, is amended as follows:  
Commencing July 1, 2016, property within the District shall be assessed a monthly security tax as follows. The maximum tax rates shown reflect annual adjustments, per Section 5.00:

		Monthly Special Tax Rates Fiscal Year 2016-17	Monthly Special Tax Rates Maximum Ceiling Rate Year 2016-17
--	--	--	---

**DEVELOPED PROPERTY**

Residential			
Inside Gates			
- Metered	Per Lot	\$ 27.47	28.02
- Unmetered	Per Lot	\$ 21.97	22.41
Outside Gate	Per Lot	\$ 6.62	6.75

Non-Residential

- Highway Retail	Per Building Sq. Ft.	\$ 0.2475	0.2525
- Other Retail/Commercial	"	\$ 0.0267	0.0272
- Industrial/Warehouse/Lt Industrial	"	\$ 0.0582	0.0594
- Office	"	\$ 0.0140	0.0143
- Institutional	"	\$ 0.0140	0.0143
- Public Utility	"	\$ 0.0444	0.0453
- Equine Complex	"	\$ 0.0041	0.0042
- RMCC	"	\$ 0.0697	0.0711
- Airport	"	\$ 0.0176	0.0180

**UNDEVELOPED PROPERTY**

- Inside Gates	Per Acre	\$23.2341	23.6988
- Outside Gates	Per Acre	\$ 3.4624	3.5316

V) The Solid Waste Collection and Disposal Code, Chapter 31, Section 4.0 Collection Rates, is amended as follows effective July 1, 2016:

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

(1) Garbage Collection Services

38 gallon cart	\$ 17.88
64 gallon cart	\$ 19.61
96 gallon cart	\$ 29.19

(2) Additional Garbage Carts

38 gallon cart	\$ 8.09
64 gallon cart	\$ 10.06
96 gallon cart	\$ 21.35

(3) Additional Recycling Cart (in excess of 1 recycled cart)	
38 gallon cart	N/A
64 gallon cart	\$ 6.45
96 gallon cart	\$ 6.45
(4) Additional Green Waste Cart (in excess of 2 green waste carts)	
38 gallon cart	N/A
64 gallon cart	\$ 6.45
96 gallon cart	\$ 6.45
(6) Dumping Extra/Special Trash Cart per Occurrence	
38 gallon cart	\$ 7.08
64 gallon cart	\$ 11.92
96 gallon cart	\$ 17.89
(7) Sacramento County Surcharge	\$ 1.18

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

SECTION 5. Effective Date. This ordinance shall take effect 30 days after its adoption.

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

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

**INTRODUCED** by the Board of Directors on the 18<sup>th</sup> day of May, 2016.

**PASSED AND ADOPTED** by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on June 15, 2016, by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

---

Gerald Pasek, President of the Board  
Rancho Murieta Community Services District

[seal]

**ATTEST:**

---

Suzanne Lindenfeld, District Secretary

**SAMPLE BILL - May 6, 2016**

**Rancho Murieta Community Services District**

**Average Monthly Customer Bill**

			Current	Proposed Monthly	\$	%
			Monthly Rates	Rates	Change	Change
			July 1, 2015	July 1, 2016		
<b>Residential Metered Lot</b>						
	<b>Water</b>	Average Usage in CF	1700	1700		
	Residential Base		\$ 39.83	\$ 40.29		
old rate	Water Usage	\$0.0163 per cubic foot	27.71			
new rate	Water Usage	\$0.0165 per cubic foot		28.05		
	<b>Total Water</b>		\$ 67.54	\$ 68.34	0.80	1.2%
	<b>WTP Debt Service Charge (interfund borrowing)</b>		6.00	6.00	-	0.0%
	<b>Sewer</b>		46.53	45.65	(0.88)	-1.9%
	<b>Solid Waste ( avg. 64 Gallon Container)</b>		20.79	20.79	-	0.0%
	<b>Security Tax (Maximum Tax Ceiling \$28.02)</b>		27.47	27.47	-	0.0%
	<b>Drainage Tax (Maximum Tax Ceiling \$4.92)</b>		4.82	4.82	-	0.0%
			<b>\$ 173.15</b>	<b>\$ 173.07</b>	<b>\$ (0.08)</b>	
%						
Change over prior year						<b>-0.05%</b>

<b>Murieta Village Lot</b>						
	<b>Water</b>	Average Usage in CF	472	472		
	Residential Base		\$ 39.83	\$ 40.29		
old rate	Water Usage	\$0.0163 per cubic foot	7.69			
new rate	Water Usage	\$0.0165 per cubic foot		7.79		
	<b>Total Water</b>		\$ 47.52	\$ 48.08	0.56	1.2%
	<b>WTP Debt Service Charge (interfund borrowing)</b>		6.00	6.00	-	0.0%
	<b>Sewer</b>		46.53	45.65	(0.88)	-1.9%
	<b>Solid Waste ( avg. 64 Gallon Container)</b>		20.79	20.79	-	0.0%
	<b>Security Tax (Maximum Tax Ceiling \$6.75)</b>		6.62	6.62	-	0.0%
	<b>Drainage Tax (Maximum Tax Ceiling \$3.28)</b>		3.22	3.22	-	0.0%
			<b>\$ 130.68</b>	<b>\$ 130.36</b>	<b>\$ (0.32)</b>	
%						
Change over prior year						<b>-0.24%</b>

<b>Vacant or Unmetered Lot</b>						
	<b>Security Tax (Maximum Tax Ceiling \$22.41)</b>		21.97	21.97		0.0%
*	<b>Water Standby</b>	\$10.00 PER YEAR	0.83	0.83		0.0%
*	<b>Sewer Standby</b>	\$10.00 PER YEAR	0.83	0.83		0.0%
	<b>Drainage Tax (Maximum Tax Ceiling \$4.92)</b>		4.82	4.82		0.0%
			<b>\$28.45</b>	<b>\$28.45</b>		
%						
Change over prior year						<b>0.00%</b>

\* This fee is billed annually at \$10.00 and is shown as a monthly rate for comparison purposes only.

denotes increase in rates



## MEMORANDUM

Date: May 11, 2016  
To: Board of Directors  
From: Darlene J. Thiel Gillum, General Manager  
Subject: Consider Approval of District Ordinance O2016-02 Amending District Code Chapter 2, Board of Directors Rules and Procedures, and Revising Board Guidelines and Policies

---

### RECOMMENDED ACTION

Adopt District Ordinance O2016-02, amending District Code Chapter 2, Board of Directors Rules and Procedures and revising Board Guidelines and Policies.

### BACKGROUND

The purposes of this ordinance are to revise, clarify and update the District's policies and procedures applicable to its Board of Directors as currently set forth in Chapter 2 (Board of Directors Rules and Procedures) of the District Code, the Board of Directors Guidelines, and District Policy Nos. 2005-6 (Ethics Policy for Board of Directors), 2008-01 (Guideline for Adopting Ordinances), 2008-02 (Guideline for Adopting Resolutions), and 2012-1 (District Response to Public Comments). This ordinance is adopted pursuant to Government Code section 61060 and other applicable law.

Suzanne worked with Katrina Gonzales, from Bartkiewicz, Kronick, & Shanahan, several months ago on cleaning up the many District policies and code that addressed the same topic in several different documents. The result of their effort is this amended Chapter 2 of the District Code and District Board Guidelines.

**This is the second and final reading. No public comments or opposition has been received.**

**ORDINANCE #O2016-02**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AMENDING DISTRICT CODE CHAPTER 2, BOARD OF DIRECTORS RULES AND PROCEDURES, AND REVISING BOARD GUIDELINES AND POLICIES**

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

**Section 1. Purpose and Authority.** The purposes of this ordinance are to revise, clarify and update the District's policies and procedures applicable to its Board of Directors as currently set forth in chapter 2 (Board of Directors Rules and Procedures) of the District Code, the Board of Directors Guidelines, and District Policy Nos. 2005-6 (Ethics Policy for Board of Directors), 2008-01 (Guideline for Adopting Ordinances), 2008-02 (Guideline for Adopting Resolutions), and 2012-1 (District Response to Public Comments). This ordinance is adopted pursuant to Government Code section 61060 and other applicable law.

**Section 2. Amendment.** Chapter 2 of the District Code is hereby amended to read as follows:

**Section 1.00 Authority of the Board of Directors**

The Board of Directors is the governing body of the District and determines all questions of District policy. The Board shall act only at regular meetings, regular adjourned meetings, special meetings or emergency meetings.

All District powers shall be exercised and performed by the Board as a body. Individual Board members, except as provided in this chapter or in the Board Guidelines, shall have no independent authority to act on behalf of the District or the Board, or to direct District staff.

**Section 2.00 Board Officers**

The officers of the Board shall consist of a President and Vice President. At its regular meeting in December following a general election, the Board shall elect one of its members as President and one of its members as Vice President. The term of office for President and Vice President shall be for two years; provided, however, that the President and the Vice President serve at the pleasure of the Board and may be changed at any time with or without cause. In the event of a vacancy, the office may be filled immediately by election of the Board. The President and Vice President may serve for a total of two terms or four years.

2.01 Duties of the President: The President shall have the following duties:

- (a) To preside over Board meetings and preserve order and decorum.
- (b) To determine questions of order and enforce rules of the Board, subject to appeal to the entire Board.
- (c) To call special meetings.
- (d) To execute all ordinances and resolutions for the District, except as otherwise authorized by the Board.
- (e) To appoint Board committees.
- (f) To act as spokesperson for the Board with respect to its actions and policies. This provision, however, shall not preclude any other Board member from making appropriate comments within the scope of his or her position.

2.02 Duties of the Vice President: In the absence of the President or vacancy in the office of the President, the Vice President shall perform the duties of the President.

**Section 3.00 Appointments by the Board**

3.01 The Board shall, as necessary, hire a General Manager and appoint a District Treasurer. The General Manager may also act as District Secretary, but no Director shall be appointed as General Manager or District Secretary. The General Manager, District Secretary or a third party may also be appointed as the District Treasurer.

3.02 The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys, engineers, and other professional consultants as necessary or convenient for the business of the District.

**Section 4.00 Method of Transacting Business**

The Board shall conduct District business in accordance with the Board Guidelines as adopted and amended from time to time by the Board.

**Section 5.00 Records of the Board of Directors**

Public records of the Board shall be open to inspection as provided in the California Public Records Act and District Policy No. 2010-01 (Public Records Information Requests), as such policy may be amended from time to time.

Board agendas, notices, minutes and recordings of all special and regular Board meetings shall be retained by the District in accordance with District Policy No. P2015-08 (Document Retention), as such policy may be amended from time to time.

**Section 6.00 Board Guidelines**

The Board by resolution may adopt and from time to time amend guidelines concerning Board meetings, rules of proceedings, committees, director and officer roles, conflicts and ethics, and other Board-related matters.

**Section 3. Adoption of Updated Board Guidelines.** The Board hereby adopts the updated Board Guidelines, attached hereto and incorporated herein as Appendix A. These new guidelines supersede the guidelines previously adopted by the Board. The Board Guidelines may be amended from time to time by resolution of the Board of Directors.

**Section 4. Superseder.** This Ordinance supersedes and repeals existing District Code chapter 2, the ordinances that adopted and amended chapter 2, District Policy Nos. 2005-6, 2008-01, 2008-02 and 2012-1, and all prior inconsistent District ordinances, resolutions, policies, rules, and regulations concerning the subject matter of this Ordinance.

**Section 5. Effective Date.** This Ordinance shall take effect 30 days after its adoption.

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

**Section 7. Publication.** The District Secretary is directed to prepare and publish a summary of this ordinance once, with the names of the members voting for and against the ordinance, in a newspaper published in the District within 15 days after the adoption of this ordinance.

**INTRODUCED** by the Board of Directors on the 20<sup>th</sup> day of April 2016.

**PASSED AND ADOPTED** by the Board of Directors of the Rancho Murieta Community Services District at a regular meeting on the 18<sup>th</sup> day of May 2016 by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
President, Board of Directors

Attest:

\_\_\_\_\_  
Suzanne Lindenfeld, District Secretary

DRAFT

**APPENDIX A**  
**Board Guidelines**

DRAFT

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT CODE  
CHAPTER 2

BOARD OF DIRECTORS  
RULES AND PROCEDURES



Amended ~~September 15, 2010~~ by  
Ordinance ~~2010-04~~

# DISTRICT CODE

## CHAPTER 2 RULES AND PROCEDURES OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT

### Section 1.00 Authority of the Board of Directors

The Board of Directors is the governing body of the District and determines all questions of District policy. The Board shall act only at regular meetings, regular adjourned meetings, special meetings or emergency meetings.

All District powers shall be exercised and performed by the Board as a body. Individual Board members, except as provided in this chapter or in the Board Guidelines, shall have no independent authority to act on behalf of the District or the Board, or to direct District staff.

### Section 2.00 Board Officers

The officers of the Board shall consist of a President and Vice President. At its regular meeting in December following a general election, the Board shall elect one of its members as President and one of its members as Vice President. The term of office for President and Vice President shall be for two (2) years; provided, however, that the President and the Vice President serve at the pleasure of the Board and may be changed at any time with or without cause. In the event of a vacancy, the office may be filled immediately by election of the Board. The President and Vice President may serve for a total of two (2) consecutive terms or four years.

- 2.01 Duties of the President: The President shall have the following duties:
- (a) To preside over Board meetings and preserve order and decorum.
  - (b) To determine questions of order and enforce rules of the Board, subject to appeal to the entire Board.
  - (c) To call special meetings.
  - (d) To execute all ordinances and resolutions for the District, except as otherwise authorized by the Board.
  - (e) To appoint Board committees.
  - (f) To act as spokesperson for the Board with respect to its actions and policies. This provision, however, shall not preclude any other Board member from making appropriate comments within the scope of his or her position.

- 2.02 Duties of the Vice President: In the absence of the President or vacancy in the office of the President, the Vice President shall perform the duties of the President.

### Section 3.00 Appointments by the Board

- 3.01 The Board shall, as necessary, hire a General Manager and appoint a District Treasurer. The General Manager may also act as District Secretary, but no Director shall be appointed as General Manager or District Secretary. The

General Manager, District Secretary or a third party may also be appointed as the District Treasurer.

- 3.02 The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys, engineers, and other professional consultants as necessary or convenient for the business of the District.

**Section 4.00 Method of Transacting Business**

The Board shall conduct District business in accordance with the Board Guidelines as adopted and amended from time to time by the Board.

**Section 5.00 Records of the Board of Directors**

Public records of the Board shall be open to inspection as provided in the California Public Records Act and District Policy No. 2010-01 (Public Records Information Requests), as such policy may be amended from time to time.

Board agendas, notices, minutes, and recordings of all special and regular Board meetings shall be retained by the District in accordance with District Policy No. 2011-11 (Document Retention), as such policy may be amended from time to time.

**Section 6.00 Board Guidelines**

The Board by resolution may adopt and from time to time amend guidelines concerning Board meetings, rules of proceedings, committees, director and officer roles, conflicts and ethics, and other Board-related matters.





# BOARD GUIDELINES

## GUIDELINES FOR CONDUCTING RANCHO MURIETA COMMUNITY SERVICES DISTRICT BUSINESS

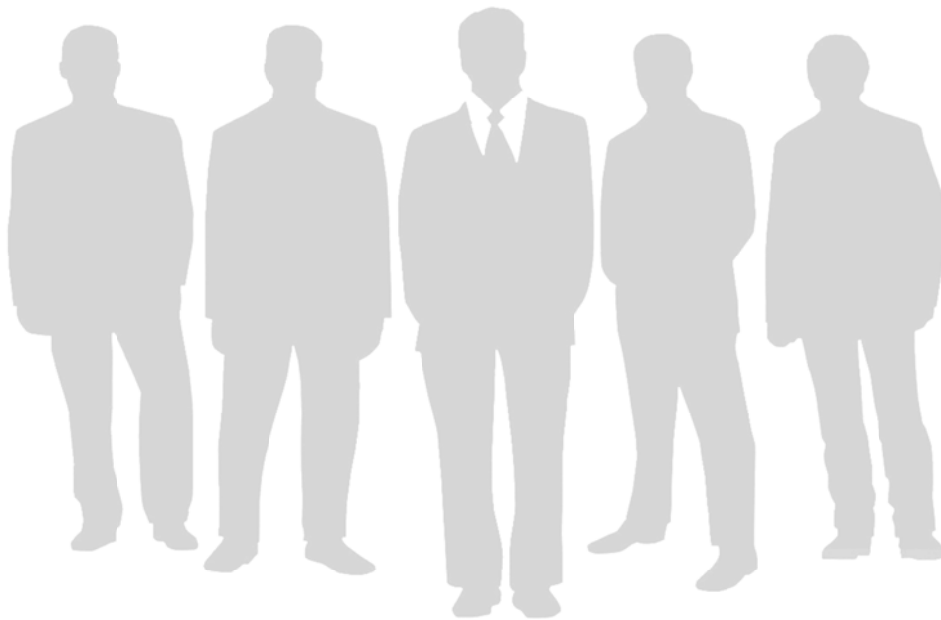
2016 Edition



**Purpose:**

**PROVIDE THE DIRECTORS WITH INFORMATION THAT WILL ASSIST THEM IN CARRYING OUT THEIR DUTIES AND RESPONSIBILITIES AS ELECTED PUBLIC OFFICIALS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AND ASSIST THE PUBLIC IN UNDERSTANDING HOW THE DISTRICT'S BOARD OF DIRECTORS CONDUCTS ITS BUSINESS.**

**DISCLAIMER:** These guidelines are intended to assist in conducting the business of the District. However, these guidelines are not to be construed to impose upon the District any obligation not otherwise required by law, and nothing herein is intended to impose a mandatory legal duty upon the District, its Board members, staff, employees, agents or representatives. Failure to comply with these guidelines shall not, in itself, invalidate any action of the District or the District Board, nor shall it confer upon any person a cause of action against the District, its Board members, staff, employees, agents, representatives, or any other person or entity.



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## CHAPTER 1

### INTRODUCTION

These Guidelines for Conducting Board Business (“Guidelines”) describe the methods, means, customs and practices that the Board of Directors (“Board”) employs in exercising its authority, complying with various legal requirements, working with the public and Rancho Murieta Community Services District (“District”) staff, and otherwise conducting the District’s business.

The Board is the governing body of the District and determines all questions of District policy. It is ultimately responsible and accountable to the people of the District and exercises its powers pursuant to the Community Services District Law, *California Government Code*, section 61000 et seq., and other applicable laws.

**No individual member of the Board has any individual authority to bind the District, since only the Board as a whole can exercise its authority.**

The roles, responsibilities, duties, and authority of the Board and individual Directors are explained more fully in the various sections of these Guidelines.

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## CHAPTER 2

### PREPARATION FOR BOARD MEETINGS

All Board meetings are open to the public and are subject to the provisions of the Brown Act.

With limited exceptions, all Board meetings must be publicly noticed in advance of the meeting in order to inform the public about the business of the District and to provide an opportunity for public participation.

District staff prepares a detailed agenda packet summarizing the business to be transacted at a Board meeting. Agenda packets are delivered to Directors and are available to the public at that time. Materials for the closed session portion of the agenda are not made public.

The Board agenda packet may include various pieces of information for any given item, as described below.

#### **RECOMMENDED ACTION AND BACKGROUND**

The Recommended Action and Background are a one- or few-page summary of an item. Each item to be considered by the Board (including matters on the Consent Calendar as well as those listed as Board Business) will have Recommended Action and Background. It includes the following information.

##### **Title of Item**

The title is a brief description that reveals the nature of the item. The title is the same on the Recommended Action and Background as on the agenda, and wording must comply with Brown Act requirements to provide a brief general description of the item. The title determines what action the Board is allowed to take or the nature of the information that the Board may receive. For example, if an item is identified on the agenda face sheet as being for Discussion or for Information, the Board may not vote on that item at that meeting. This requirement ensures that the public is properly informed of what action the Board may take so they can decide whether or not to participate.

##### **Presenter Information**

This identifies which staff member or Director will present the item and the nature of the presentation (verbal, slides, etc.).

##### **Form of Action**

The form of action (motion, resolution or ordinance) required by the Board is noted.

##### **Committee Review and Recommendation**

If an item was reviewed by Committee, the name of the committee, the date it last discussed the item and its recommendation are noted as applicable.

##### **General Counsel Review**

When staff has received General Counsel's review or opinion concerning an item, the Recommended Action and Background notes that fact, unless the opinion was provided confidentially.

##### **Costs and Funding Source**

The cost (known or estimated) associated with a recommended action is noted, along with its funding source. The Recommended Action and Background only notes the cost of the item being presented to the Board for



discussion. For example, if approval of a \$250,000 consulting agreement associated with a \$10 million project is being considered, the cost noted is \$250,000. When the Board certifies an Environmental Impact Report (EIR) on a \$5 million project, the cost shown on the Recommendation and Background is \$0 as there is no additional cost to the District associated with the certification.

### **Recommendation**

The General Manager's recommendation for action is presented at the top of the Recommended Action and Background. The recommendation is phrased in such a way so that if a Director concurs, he/she may read or make specific reference to the recommendation when making a motion.

### **Background**

The balance of the Recommended Action and Background provides a short general summary of the action being considered by the Board. Additional details are provided in staff reports or other documents.

### **Staff Reports**

One or more staff reports may be include for an item if the Board needs more information than can be provided in the one-page Recommended Action and Background.

### **Action Document**

The recommended action document (resolution or ordinance) typically follows the Recommended Action and Background.

### **Reports**

Reports, or their executive summaries, may be attached if they are needed for the Board to consider and deliberate.

## CHAPTER 3

### PREPARATION FOR COMMITTEE MEETINGS

Traditionally, the Board has established various Committees based on specific subject matter to facilitate the Board's consideration of District business. Committee structure and membership are proposed by the Board President and confirmed by the Board. This is done every year in December. There is no legal requirement for the Board to form committees.

Committee meetings serve as venues for developing and deliberating issues before they reach the entire Board for consideration. A Committee, by itself, can take no action; only the Board can take action. Committees may provide on-going guidance to staff so long as that guidance is consistent with the broad policy direction set by the Board.

As is done for Board meetings, District staff prepares a detailed agenda packet summarizing the business to be transacted at each Committee meeting. The agenda packets are delivered to Committee members and are also made available to the public at that time.

#### SCHEDULING AND ATTENDANCE

Standing Committee meetings are generally scheduled monthly, quarterly or annually depending on the needs of the District. Monthly Committee meetings occur on a fixed schedule (e.g., the first Tuesday and Thursday of each month). Committee meetings generally occur during the daytime work hours (from 8:00 a.m. to 5:00 p.m.)

It is recognized that some Directors are employed or conduct their own business during those hours and may have expected or unexpected conflicts in schedule between Committee meetings and their own employment or business needs. It is also recognized that rescheduling Committee meetings due to conflicts in Directors' schedules can make it difficult for the public to attend, can create scheduling difficulties for interested parties and consultants who are often present for discussion of an item and can increase the workload for District staff.

In order to minimize these impacts while allowing flexibility in schedules for Directors, the following principles should be kept in mind:

- The public has a right to easy, timely and predictable access to the deliberations of the Board of Directors and its committees.
- The District shall schedule and hold Committee meetings only when needed to conduct District business.
- To the greatest extent practicable, Committee meetings should be scheduled on a regular, predictable basis. Directors and staff should make a deliberate effort to attend Committee meetings as scheduled.
- Often a Director or key staff member knows of an upcoming schedule conflict well in advance. Examples are planned business trips or vacations. ACWA or CSDA conferences or other activities in which the District has a business interest.

- Both Directors and staff have a responsibility to bring such conflicts in schedule to the attention of the others affected so that a Committee meeting can be rescheduled well in advance.
- Directors may, within the requirements of the Brown Act, attend Committee meetings via teleconference when they are unable to attend in person. Directors should make teleconferencing arrangements with staff well in advance and always before agendas are posted so that the requirements of the Brown Act are satisfied.
- If a Director is unable to attend a Committee meeting as scheduled, it is his/her responsibility to consider the following options:
  - If applicable, ask an alternate to attend the meeting.
  - Arrange for attendance at the meeting via teleconference.
  - Do not attend, recognizing that the meeting may only involve one committee member, and the recommendation, if any, may only reflect one committee member's views.
  - Request rescheduling, realizing that this may impact the public, support personnel and consultants, and District staff. The other Committee member must agree to the new schedule.

### **Posting**

For regular Committee meetings, the agendas are generally prepared and posted on the Friday immediately preceding the week during which the Committee meets. This is required for regular meetings held on Monday afternoons and conservatively meets the posting requirement for meetings on any other day of the week. For Monday morning meetings, the agenda is posted on the previous Thursday to meet the 72 hour posting requirement.

For Special Committee meetings, there is a 24-hour posting requirement. It is the District's administrative goal to post agendas for all Special Committee meetings on the Friday immediately preceding the week during which the Committee meets or earlier, conservatively meeting the posting requirement. Occasionally, the need for a special meeting arises mid-week; in those cases the agenda must be posted 24 hours in advance of the meeting.

In addition, a Committee may, on a two-thirds vote (unanimous for a two-member committee), add an item to the agenda of that Committee meeting if the need to discuss that item became known after publication of the agenda and if the Committee members who are present determine that there is a need for immediate action.

### **Preparation**

The agenda packets for each Committee are delivered to the Committee members on Friday or Saturday of the week preceding the meeting (or as soon as possible). The agenda packets are also made available to the public at the same time. Directors prepare for Committee meetings by studying the agenda packet in detail in advance of the meeting.

If a Director has questions about the information in the packet, he/she should contact the General Manager, department managers or District Secretary for clarification or for further explanation. Committee business is transacted in the most complete, efficient and effective manner when Directors have reviewed and understand the information and issues presented for consideration by the time they arrive at the Committee meeting.

## **Format**

Staff work on any given agenda item can be in various stages of completion at the time it is presented to the Committee. Often the work is not in final form and the materials presented to the Committee are less formal than those presented to the Board.

The material presented to a Committee may be in the form of a final or draft Summary and Recommendation, a memorandum from the General Manager or District staff, executive summaries or excerpts from draft or final reports, simple tables, drawings, spreadsheets, PowerPoint presentations, or similar work.

Staff will continue to work on items after the Committee agenda has been posted. As a result, District staff will often bring additional written material to a Committee meeting so as to present the latest information about the topic.

On occasion, the agenda will note, "Material will be forthcoming" or similar words. This is only done when the work is not completed by the preceding Friday. District staff strives to avoid this approach, as it compromises a Committee member's ability to prepare properly for the meeting.

## **Anticipated Time**

Staff estimates how long the Committee will take to hear and transact the item. These estimates are intended to help manage time during Committee meetings but do not limit the actual time that the Committee may spend on any item.

## **COMMITTEE RECOMMENDATIONS TO THE BOARD**

A Committee can make any of the following recommendations to the Board:

- A recommendation to approve/adopt is given when the Committee endorses the General Manager's recommendation or, alternatively, develops a recommendation of its own to present to the Board. In the latter case, both the General Manager's recommendation and that of the Committee is presented to the Board.
- A recommendation to disapprove is less common and occurs when Board action is required on a matter (keeping in mind a Committee cannot kill an item) or in those instances when the General Manager's recommendation differs from the consensus developed by a Committee.
- A neutral recommendation occurs in those instances when a Committee is split on a matter.
- No recommendation occurs when the Committee specifically decides not to make a recommendation; in such instances, the Committee's discussions, if any, are summarized for the Board.
- An informational recommendation is made when the Committee desires input from the Board in order to complete its deliberation; in this instance the item is calendared for discussion only by the Board (no action) and subsequently returns to the Committee for additional discussion and deliberation.

## CHAPTER 4

### BOARD MEETINGS AND COMMITTEE MEETINGS AND ALLOWABLE DISCUSSIONS

#### COMPLIANCE WITH THE BROWN ACT

The District's Board meetings are conducted consistent with the Ralph M. Brown Act ("Brown Act"); Gov't Code sections 54950 et seq.

#### REGULAR MEETING DATES AND TIMES

The regular meetings of the District Board of Directors shall be held on the third Wednesday of each calendar month, with the open session commencing at 5:00 p.m. Closed sessions at these meetings may occur before or after the open session at the time set in the notice of the posted meeting agenda. The open sessions of the regular meetings will be in the District Boardroom at 15160 Jackson Road, Rancho Murieta, CA. If the regular meeting date falls on a legal holiday, the regular meeting shall be held on the next ensuring full business day or to another specified date. The agenda for regular Board meetings shall be posted in a public place and on the District's website at least 72 hours prior to the meeting.

#### ADDITIONAL TYPES OF BOARD MEETINGS

In addition to regular meetings, where most District business is conducted, there are three additional types of Board meetings: special, adjourned, and emergency.

##### Special Board Meetings

Occasionally, special Board meetings are held to discuss a special topic, conduct a workshop or, if necessary or convenient, to hold a meeting at a time or date other than the regular Board meeting. Special Board meetings may be called at any time by the Board President or by a majority of the Board. They may be held at a time and place desired by the Board but generally must be convened within the District's service area. Written notice must be given to Directors and the public 24 hours in advance of a special Board meeting. The agenda for a special Board meeting must specify the time and place of the special meeting and the business to be transacted, and must be posted in a public place and on the District's website at least 24 hours prior to the meeting.

##### Adjourned Board Meetings

After any regular or special Board meeting has been called to order, it may be adjourned by (a) loss of a quorum, or (b) motion made, seconded and approved by a majority of the Board to adjourn the meeting to another date, time and place if the business of that meeting has not been completed or if the Board's deliberations would benefit from continuing the meeting at another time or in another location. Also, if less than a quorum is present, the Board members who are present (or, if none are present, the General Manager) can adjourn the meeting to another date, time and place. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the District Boardroom within 24 hours after the time of adjournment.

##### Emergency Board Meetings

The Board may hold an emergency Board meeting when prompt action is necessary due to the disruption or threatened disruption of public facilities. There are two levels of emergency: emergency and dire emergency. An emergency is a work stoppage, crippling activity or other activity that severely impairs public health, safety or both, as determined by a majority of the Board. A meeting to deal with such a situation may be called on one hour's notice to the newspapers and media outlets that have requested notice of such meetings. A dire

emergency is a crippling disaster, mass destruction, terrorist act, or threatened terrorist act that poses peril so immediate and significant that the only requirement is that notice must be given to newspapers and media outlets that have requested notice of meetings at or near the time Directors are notified of the meeting.

### **Board Meetings Outside District Service Area**

Regular or special meetings of the Board may be held at a District-owned facility outside the District's service area, provided that the topics of the meeting are limited to items directly related to that facility. There are other limited times when a Board meeting may be held outside the District boundaries (examples include but are not limited to multi-agency meetings, meetings with General Counsel, or meetings to inspect real property). District General Counsel should be consulted for the particular requirements related to these and other limited exceptions.

## **TYPES OF COMMITTEES AND COMMITTEE COMMUNICATION**

### **General Rules Governing Committees**

The Board President may appoint Board members to serve on the various types of committees described below. No more than two (2) Board members may serve on any one committee. Other Board members may attend committee meetings as observers in accordance with the Brown Act, but shall not participate in committee discussions. Any standing Board committee or committee that has members of the public serving as a committee member shall comply with the open meeting and other applicable requirements in the Brown Act.

Whenever a committee is formed, each committee shall, upon request or whenever necessary to update the Board on its activities, give a report at the Board's regular meetings and bring recommendations to the Board. Committee members shall notify the General Manager of items, if any, to be placed on the Board meeting agenda no later than 2:00 p.m. five business days prior to the meeting date.

### **Standing Committees**

A Standing Committee is one with a particular subject matter jurisdiction. The Board establishes each Committee's charter. A Standing Committee may deliberate and recommend changes in District policy or direction to the entire Board but may not itself take action or otherwise create or change policy. The Committee makes recommendations to the Board upon matters within its scope. Currently, the Board's Standing Committees include the following:

- Improvements Committee: This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) plans, specifications, and bids; (b) the initiation, scheduling, contracting, and performance of construction work, capital improvements, and the equipment and materials to be used, replaced, or disposed of by the District; (c) the operation and maintenance of District facilities; (d) construction claims; (e) employment of engineering consultants and related consultants; (f) general matters relating to energy; (g) annexations, reorganizations, and other matters for consideration by the Sacramento County Local Agency Formation Commission (LAFCO); (h) facility expansions necessitated by proposed development; and (i) other matters as directed by the Board.
- Finance Committee: This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) preparation of preliminary budgets; (b) disposition and investment of reserve funds; (c) compliance with District's investment policy; (d) changes to or adoption of new fees and rates; (e) insurance matters; (f) audit reports and financial

statements; (g) employment of auditors, financial consultants and insurance consultants; (h) audits of monthly expenditures; and (i) other matters as directed by the Board.

- Personnel Committee: This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) the District's organizational structure and flow of authority and responsibility; (b) periodic independent review of the organization, classification, duties, salaries and salary ranges of employees and preparation and submittal of recommendations regarding employee salaries and benefits to the Finance Committee for consideration in preparing the District budgets; (c) employer-employee relations and employment rules and policies; (d) matters concerning equal employment opportunities, affirmative action, and employee health and safety; (e) matters concerning employees who are appointed by the Board; (f) employment of personnel consultants; and (g) other matters as directed by the Board.
- Security Committee: This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) operation of and policies relating to gate and patrol functions; (b) public safety and health issues affecting the community; (c) special events affecting public safety; (d) interface with homeowners' association representatives regarding security; and (e) other matters as directed by the Board.
- Parks Committee: This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) the District's representation on the Parks Committee as established pursuant to the 1990 and 1991 Park Development Agreements; (b) the District's involvement in public community parks within Rancho Murieta; (c) utilization of District properties for park and recreation purposes; and (d) other matters as directed by the Board.
- Communication and Technology Committee: This Committee is responsible for ensuring that information regarding District affairs is adequately and properly communicated to its constituents and the public at large, and developing ways to use technology to better serve the District and its customers. Toward these ends, the Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) development of the District's communication plan; (b) the goals, frequency, message, audience and costs of the various communication methods used by the District; (c) the District's web page, District field trips and open house, District brochures and bill stuffers, personal appearances by District officers and staff, and newspaper and media coverage; (d) responses to requests for political or legislative support, including letter writing campaigns or de minimis financial support, from various District membership organizations (i.e., CSDA, ACWA, Regional Water Authority, etc.); (e) technology improvements (software and hardware); (f) policies and procedures relating to the District's use of technology; (g) consultation with various community organizations concerning available technology; and (h) other matters as directed by the Board.
- Regional Water Authority (RWA): The mission of the Regional Water Authority is to serve and represent regional water supply interests and assist RWA members in protecting and enhancing the reliability, availability, affordability and quality of water resources. Activities of this committee include: (a) assisting, where appropriate, the voluntary consolidation of services provided by existing industry/trade associations and water utility support groups within RWA; (b) developing and providing subscription-based (i.e., paid for by participating RWA members) support services, projects and programs of mutual interest to RWA members, or groups of members, or certain other subscribers; (c) facilitating discussion of and action on matters of regional priority and interest; (d) coordinating and implementing regional water master planning, grant-funding acquisition, and related planning efforts; and (e) providing a unified

voice for advocating and responding to legislative. Regulatory and policy matters of importance to the region's water supply. The Board shall appoint two representatives to RWA from the Board, or executive staff, or a combination thereof, either of whom may cast a single vote on the District's behalf at RWA meetings.

- **Joint Security Committee:** This Committee shall study, advise, and make recommendations to the Board concerning the following matters: (a) special events within the District or affecting a homeowner's association, Rancho Murieta Country Club, or other community-based associations within the District; (b) public safety events affecting to community; (c) enforcement of homeowner association covenants, conditions and restrictions; (d) incidents of note within the District or affecting various associations within the District; and (e) other matters as directed by the Board.

### **Ad Hoc Committees**

Ad Hoc Committees may be created by the Board to undertake special assignments on its behalf. An Ad Hoc Committee shall exist for a specified term or until its special assignments are completed, whichever comes first, but its existence may be extended by action of the Board.

### **Subcommittees**

Subcommittees may be created by any Standing Committee of the Board to undertake specific assignments on behalf of the Standing Committee. The Standing Committee creating a Subcommittee shall establish the term of such subcommittee, as it deems desirable. Unless otherwise specified, members of a Subcommittee shall be appointed by the Chairman of the Subcommittee's parent Committee.

### **Communications Among and Between Committee Members**

The Brown Act prohibits Directors from conducting District business outside Board or Committee meetings. The normal definition of a meeting is the congregation of a majority of the members of a legislative body at the same time and place, including by teleconference or electronic means, to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the legislative body. However, it is also possible to impermissibly develop a collective consensus among a majority of the Board without three (3) members being physically present at the same time and place, such as by serial communications by Directors.

The Brown Act states that "a majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, direct or through intermediaries, to discuss, deliberate or take action any on item of business that is within the subject matter jurisdiction of the legislative body" (Government Code section 54952.2(b) (1)). The Brown Act does not impose an absolute prohibition on all discussion outside meetings that may involve a majority of Directors; it allows a Board member or District employee to engage in separate conversations or communications outside of a meeting to answer questions or provide information concerning matters within the Board's purview, if such Board member or District employee does not communicate to other Board members the comments or position shared by the Board member. (Government Code section 54952.2(b)(2)).

There are three (3) basic ways to comply with the Brown Act while employing Committees. Each alternative employs a different strategy to guard against improper deliberations or the development of a collective consensus in violation of the Brown Act. This does not diminish the importance of following the procedures regarding communication between committees discussed below.

- The first alternative is to ensure that no two (2) Committees consider the same policy matters. This is the reason for developing a mission statement within the charter of each Committee.



- The second alternative entails creating a new Committee specific to a major topic of importance as a separate Standing Committee and carving out the subject matter of the new committee from the existing Standing committees. This approach avoids the same issue being addressed serially in more than one Standing Committee, so that three (3) Directors would not have deliberated on the same topic except at a Board meeting. While this approach could sidestep many Brown Act issues, there may be practical difficulties in actually carrying it out, given possible interrelationships of the subject matter of a new Committee with the traditional Committees.
- The third alternative is to have a given subject handled in its entirety by the Board and thereby avoiding any separate Committee deliberations.

Directors should remember that any form of communications between or among Board members has the potential to result in impermissible discussion or consensus-building outside noticed Board meetings. The most reliable way to avoid improper communication is to transmit information between Committees only through the General Manager. Standing Committees must avoid deliberating on the same subjects. It is the responsibility of the General Manager to identify when this is happening or could happen, and to take action.

## **OPEN VERSUS CLOSED SESSION DISCUSSIONS**

Board and Committee meetings can have open as well as closed session topics for discussion.

### **Open Session Discussions**

The Board and its Committees transact the vast majority of the public's business in open session. Open sessions are those portions of the Board or Committee meetings that are open to the public and during which the public can address the Board or Committee and comment on any item of business being considered or on any matter within the Board's subject matter jurisdiction or the Committee's charter that is not on the agenda.

### **Closed Session Discussions**

A closed session may be held on any subject authorized under the Brown Act. Closed sessions must be properly disclosed and described in the agenda as required by the Brown Act. (Government Code section 54954.5.) Neither the Board nor its Committees shall keep minutes of their closed sessions. Prior to holding a closed session on any matter, the Board President or Committee Chair shall refer to the closed session item or items by reference to the appropriate agenda item number(s). In the closed session, the Board or Committee shall consider only those matters covered in the agenda.

The Brown Act authorizes, among other things, closed sessions to give direction to District negotiators for labor contracts with District employees and for the acquisition or disposal of real property; to confer with legal counsel regarding claims or threats of litigation, initiation of litigation, or to discuss existing litigation in which the District is involved; to evaluate the performance of a public employee, when dealing with the hiring, dismissal or discipline of a public employee; or to discuss certain security matters.

Matters discussed in closed session are strictly confidential. Disclosure of information from a closed session may prejudicially impact District interest and can result in (1) the possible censure by the Board of a Director who breaches the confidentiality requirement; (2) the issuance of an injunction against such conduct by a court; or (3) in an appropriate case, criminal penalties. Therefore, a Board member shall not disclose confidential information that has been received for, or during, a closed session meeting of the Board or of a Committee to a person not authorized to receive the information, unless the Board or Committee authorizes such disclosure. This, however, does not prohibit any of the following: (1) making a confidential inquiry or

complaint to a district attorney or grand jury concerning a perceived violation of law; (2) expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action; or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member shall first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation. To protect the confidentiality of information presented in closed session, staff normally will collect all written material distributed during the session at the end of the session.

After any closed session, the Board or Committee shall reconvene into open session and publicly report any action taken (including the roll call vote, if any) during the closed session to finally approve a real property acquisition; to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a District employee; or to finally approve a labor contract. For the report back obligations relating to pending litigation, the Board shall consult with General Counsel. (Government Code section 54957.1.)

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## Chapter 5

### THE BOARD MEETING AGENDA

The Board meeting agenda is an informational, decision-making and management tool. It presents the issues under consideration by the Board and provides a brief general description of business to be discussed and actions the Board will consider taking. The agenda is accompanied by a packet of supporting materials designed to aid in decision-making by presenting in sufficient factual detail the issues and options associated with each item of business.

The General Manager, in consultation with the Board President, shall set the agenda. Committee recommendations on topics to be included on the agenda shall be given to the General Manager. Individual Directors may request items to be placed on the agenda by notifying the General Manager of their request no later than 2:00 p.m. five business days prior to the meeting date.

The District Secretary is responsible for preparing the regular meeting agenda and special meeting notice/agenda for Board meetings, and for posting and mailing the agenda at least 72 hours before each regular meeting and at least 24 hours before each special meeting. The agenda must specify the time and location of the meeting and contain a brief general description (generally no more than 20 words) of each item of business to be transacted or discussed at the meeting.

The agenda of each Board meeting includes the elements described below.

#### **Call to Order**

The President of the Board shall strike the gavel and begin the Board meeting. In the absence of the President, the Vice President shall call the meeting to order. In the absence of both the President and Vice President, the District Secretary shall call the meeting to order.

#### **Roll Call, Determining and Maintaining a Quorum**

The District Secretary calls the roll of the Directors and records the names of those present and those absent in the minutes of the meeting. If a Director enters the meeting late or departs early, those times are also recorded in the minutes. If a quorum of the Board (three (3) Directors) is not present, no further proceedings or discussion may occur and the General Manager announces that the meeting is adjourned for lack of a quorum.

The Board must maintain a quorum throughout the meeting in order to conduct business. However, the meeting may be adjourned with less than a quorum by those Directors who are present; if no Director is present, the General Manager can adjourn the meeting.

#### **Adopt Agenda**

At this point in the meeting, a Director or the General Manager has an opportunity to propose re-arranging the order of the items on the agenda. The Board President will re-arrange agenda items if the need should arise. For example, a closed session may be moved to an earlier time in a meeting, or a Board Business item may be moved ahead of another item due to some unusual circumstances or if audience members are present for a particular agenda item. Timed items, such as hearings, cannot be heard earlier than the time published.

### **Special Announcements and Activities**

During this section of the meeting, the General Manager, or staff members designated by the General Manager, addresses the Board with matters such as introducing new District employees, acknowledging employee promotions and certifications, acknowledging or giving a special award or recognizing an event, local students or dignitaries.

If neither the President nor Vice President is present, the General Manager would at this point ask for a motion to name a President Pro-tem for that meeting. If the motion is made, seconded, and passed (requires a 3-0 vote) the Director so named presides over the meeting. If there is no such motion or second, or if the motion does not pass, the General Manager presides over the meeting but cannot make motions or seconds, vote on any item, or enter into policy level deliberations and discussions.

### **Closed Session**

Closed Sessions are usually held at the beginning of the meeting, but may be held at the end of a meeting at the time set forth in the notice of the posted meeting agenda.

### **Reports from Closed Session**

Upon returning to open session, the Board President or General Counsel will announce any reportable action taken in closed session. Such reports are required by law.

### **Public Comment**

At every Board meeting, members of the public are allowed to address the Board on any item of interest within the subject matter jurisdiction of the Board that is not already included on the posted agenda. The Board President asks anyone desiring to make public comments to state his/her name and address so that the minutes accurately reflect the speakers identity and affiliation and so that the District can contact the speaker if necessary. The President calls speakers to the lectern and asks them to identify themselves, announce their item and address the Board.

Public comments are limited to three minutes per speaker, unless extended by the President. Board members may briefly respond, request staff to report back on the matter, or ask clarifying questions, but cannot take any action on, discuss or debate the matters not on the agenda that are presented during the public comment period unless the Board makes one of the determinations required under Government Code section 54954.2. Members of the public may also make requests to have items placed on a future agenda during the public comment portion of the meeting. After considering such a request, the Board may provide direction to the General Manager regarding including that item on future Board or Committee agendas.

### **Consent Calendar**

Matters listed under the consent calendar are considered routine and generally are acted upon by a motion and a second of the Board and passed by a roll call vote indicating a majority vote. Directors normally do not discuss consent calendar matters. These items include the approval of previous Board meeting minutes, receiving and filing of reference correspondence, receiving and filing of various staff reports, the approval of the list of District bills paid, and other routine informational items.

Items may be removed from the Consent Calendar in three (3) ways.

- If a Director has an unanswered question or concern about any of the items listed on the Consent Calendar, he/she may request that the matter be removed prior to a motion being made and approved. Any such request by a Director is automatically granted. When a Director wishes to pull an item from the consent calendar for discussion, it is helpful if he/she contact

the General Manager before the Board meeting to explain his/her concern. This enables staff to provide information that might be needed to further the Board's discussion.

- On occasion, the General Manager may request that the President remove an item from the Consent Calendar. Typically, this occurs so staff can clarify for the record any matters in the written material provided to the Board, to present new information that came to staff's attention subsequent to the preparation of the agenda, or for other similar administrative reasons.
- A member of the audience may also request that the Board remove an item from the Consent Calendar so that it may be discussed. Any such request must be made prior to the time the Board votes on the matter as part of the Consent Calendar. Any such request from a member of the public will only be granted if a Director agrees that the item should be removed from the Consent Calendar and makes a Director request. Nevertheless, any member of the public has a right to comment on any item on the Consent Calendar. The member of the public should identify what items he/she is commenting upon and proceed to make his/her comments. Such commenting does not automatically require that the Board remove the item from the Consent Calendar unless a Director so requests for discussion or a separate vote.

Once any item is removed from the Consent Calendar, the remaining items are considered and decided by a single motion. The removed items are then discussed and considered individually.

#### **Staff Reports**

The General Manager and District staff report on upcoming events, recent occurrences, pending projects and matters, and other informational matters that are of significance to the District.

#### **Board Correspondence**

The agenda will list all correspondence received by the District that is addressed or copied to the Board. This agenda listing informs the public what has been received and documents that all material sent to the Board have been transmitted to the Board. Generally, staff makes the listing but if Directors have received correspondence that has not been sent to staff, the Director should make an announcement. The announcement should identify the sender, the subject, the form of communication (letter, e-mail, etc.) and the date on the correspondence.

All Board correspondence reported under this item (as well as material first made available on any agenda item at the Board meeting) is maintained by the District in accordance with the Brown Act (Government Code section 54957.5). This information is available for inspection by the public upon request.

#### **Board Business**

Board business is the section of the agenda where the Board considers and decides matters that require substantive discussion or conducts formal public hearings when required to do so by an applicable law or regulation. Some items involve an action by the Board, others are informational. In some cases, the Board will discuss a matter without making a decision and refer the matter back to staff or a Standing Committee for further development. *See Chapter 4 – Transacting Board Business for Appropriate Protocol.*

#### **Review and Select Conference/Education Opportunities**

This is the section of the meeting where Directors request Board approval to attend various conference or education opportunities. Also at this time, Directors must provide brief reports on meetings that they have attended at the District's expense as required by Government Code section 53232.3(d). (AB 1234)

**Meeting Dates/Times**

During this section of the meeting, the Board acknowledges the dates and times for the next month's Board and Standing Committee meetings.

**Comment/Suggestions – Board Members and Staff**

During this section of the meeting, Directors and staff are invited to comment on their District-related activities or to suggest new ideas and concepts.

**Adjournment**

The Board meeting will adjourn by the making of a motion, a second and a call for a vote. The meeting may be adjourned if there is less than a quorum present by action of those Directors who remain in attendance; if no Director is present, the General Manager may adjourn the meeting. Occasionally, meetings are adjourned in memory of a loved one or close friend of the District or in honor of a significant event.

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## CHAPTER 6

### PLACING AN ITEM ON THE BOARD OR COMMITTEE AGENDA

#### SOURCES OF ITEMS

Items on the Board agenda originate from a variety of sources: the General Manager, Standing committees, Directors and the public.

#### Items Originating from the General Manager

Many items on the agenda originate with the General Manager and District staff. The following types of items are typical:

- Matters on which policy direction from the Board is required or desired.
- Items with over-arching policy implications (e.g., labor negotiations, budgeting, and strategic planning).
- Action required by law (e.g., consolidation of District elections, amending a Conflict of Interest Code).
- Intermediate actions in the overall implementation of a Board-approved project or program (e.g., awarding construction contracts, considering an environmental review document).
- Discretionary decisions for which authority has not been delegated to the General Manager.
- Informational items to keep the Board current on a matter or to allow them to discuss the implications of continuing on a previously agreed course of action.
- Items with critical timing needs.
- Proclamations honoring special events or individuals.

#### Items Originating from a Board Committee

A Director may bring up a new item at a Committee meeting. However, in such cases, the advance notice requirements of the Brown Act only allows the Committee to decide to place such a matter on a future agenda; the matter cannot be discussed at the meeting at which it was first verbally mentioned. Committee recommendations may be referred to the Board and may include items that are routine business, new ideas developed by Committee or unusual matters.

#### Items Originating from or of Interest to a Director

Any Director may request that an item be placed on a future Committee or Board agenda during the Director Comment section of a Board meeting. If time allows, a Committee may review the matter prior to discussion by the Board. The Director who originated the item contacts the General Manager to more fully explain the issue so that staff can prepare a Recommended Action and Background (which allows the Board to discuss the matter). The Director who placed the item on the agenda is cited as the reference and is expected to lead the discussion.

For any matter referred to or being discussed by a Committee, the Committee shall report its findings back to the Board and capture its deliberations in the notes prepared by the Committee. If, after reviewing the notes

prepared by the Committee, a Director wishes to have a matter discussed by the full Board, the Director may state this request at a Board meeting or notify the General Manager. The General Manager shall then notify the Committee of the Director's request and schedule the matter for discussion at the next reasonably available Committee meeting. This process allows the Committee to complete its work and respond to concerns raised. Following that Committee meeting, the General Manager shall place the matter on the Board agenda for discussion at the next reasonably available Board meeting.

### **Items Originating from the Public**

Members of the public may request to have an item placed on a future Board or Committee agenda during the Public Comment portion of a Board or Committee meeting. The General Manager in consultation with the President considers and decides such requests of the public to have an item placed on a future agenda. The Board generally may not discuss the matter brought up by the public at the same meeting at which it is first verbally mentioned.

### **PLACING AN ITEM ON A COMMITTEE AGENDA**

Committee agenda items originate from the General Manager or his/her staff, the Board, or a Director.

All matters typically go to Committee prior to being placed on the Board agenda. The General Manager decides which Committee reviews an item based on the nature of the item and the charter of each Committee.

The Board may refer an item to a Committee for consideration or further discussion. This typically occurs when new matters are brought to the attention of the Board by a Director or by the public.

### **ITEMS THAT DO NOT REQUIRE COMMITTEE REVIEW**

The Board's system of Standing Committees that review matters within their subject matter jurisdiction is one way the Board uses to efficiently conduct its business. It also creates opportunities for public involvement in Board deliberations in a less formal manner than at a Board meeting. However, there are several matters that do not require Committee review, either because they are routine or because it is proper or legally require that only the full Board consider them. The following items may be placed directly on a Board agenda without Committee review.

#### **Administrative Matters**

- Proclamations
- Notifications (training, conferences, etc.)
- Board Organizational Matters (appointment of Board President or Vice President)
- Appointment of Committees

#### **Board Oversight**

- Performance Evaluation (General Manager or General Counsel)
- Mandated Reports
- Consideration of Conference Attendance

#### **Procedural Streamlining**

- Second reading of an Ordinance.



- Acceptance of projects.
- Acceptance of developer improvements.
- Intention to levy assessments in existing assessment Districts (mandated notification step in anticipation of formal action later).
- Follow-up of items for action previously presented in workshops for discussion.
- Any item with a critical timing need when a Committee meeting cannot be effectively scheduled.
- Any other item as determined by the Board.

**District-Wide Matters**

- Items with over-arching policy implications (e.g., budgeting, strategic planning).
- General informational items that keep the Board current on a matter or allow them to discuss the implications of continuing with a previously agreed upon course of action.
- Presentations requested by the Board.
- Actions required by law (e.g., consolidation of District elections, amending conflict of interest codes).

**Matters that Should be Considered Only by the Full Board to Protect the District's Interest**

- Personnel appeals (that are before the Board and on which the Board must be unbiased and rule on the record before them).
- Environmental review documents where the administrative record must be developed in front of the entire Board.

## CHAPTER 7

### TRANSACTING BOARD BUSINESS

Items presented for consideration at Board meetings generally are handled in a consistent manner to ensure that:

- Pertinent facts associated with a matter are presented not only for the benefit of the Board but also for the benefit of any member of the public who is present;
- Actions taken by the Board are properly approved; and
- The Board takes action only on items that are scheduled for action on the agenda. For example, the Board may discuss but not taken action on an item that is identified as being for Discussion and Information or as a Special Announcement.

#### **RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS**

Action items shall be brought before and considered by the Board by motion in accordance with the following rules of order.

- **Obtaining the Floor:** Any Director desiring to speak should address the Board President and upon recognition by the President may address the subject under discussion.
- **Motions:** Any Board member, including the President, may make or second a motion. A motion shall be brought and considered as follows: (1) A Director makes a motion; (2) another Director seconds the motion; and (3) the President states the motion. Once the President states the motion, it is open to discussion and debate. Before voting on any motion, the President should ask for any comments from the public audience. After the matter has been fully debated (subject to a motion to close debate and vote immediately, discussed below), the President will call for the vote.
- **Secondary Motions:** Ordinarily, only one motion may be considered at a time, and a pending motion must be voted on before the Board considers any other motion or business. However, there are a few exceptions to this general rule where a secondary motion concerning the main motion may be made and considered before voting on the main motion. The secondary motion exceptions are the following:
  - Motion to Amend: A main motion may be amended before it is voted on, either by the consent of the Board members who moved and seconded, or by a motion to amend, which is then seconded and approved by the Board. After approving an amendment by consent or by motion to amend, the Board then proceeds to consider the main motion as amended.
  - Motion to Table: A main motion may be indefinitely tabled before it is voted on by a motion to table, which is then seconded and approved by the Board. After approving a motion to table, the main motion is not further considered at that meeting and remains tabled until placed on a subsequent meeting agenda.
  - Motion to Postpone: A main motion may be postponed to a specified date and time by a motion to postpone, which is then seconded and approved by the Board. After

approving a motion to postpone, the main motion is not further considered at that meeting and is then reconsidered at the date and time specified in the motion to postpone.

- Motion to Refer to Committee: A main motion may be referred to a Board committee for further study, recommendation, and report back to the Board by a motion to refer to a specified committee, which is then seconded and approved by the Board.
- Motion to Close Debate and Vote Immediately: Debate on a main motion may be closed by a motion to close debate and vote immediately, which is then seconded and approved by the Board.
- Motion to Adjourn: A meeting may be adjourned before voting on a main motion by a motion to adjourn, which is then seconded and approved by the Board. After approving a motion to adjourn, the meeting then immediately adjourns without further consideration of the main motion.

These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and therefore does not conduct its meetings under formalized rules (e.g., Robert's Rules of Order). If a Director believes order is not being maintained or procedures are not adequate, then he or she may raise a point of order to the President. A point of order does not require a second. If the ruling of the President on the point of order is not satisfactory, then it may be appealed by motion (which does require a second) to the full Board. A majority vote of the Board will govern and determine the point of order.

### **MAJORITY VOTE REQUIRED**

A majority of the entire Board shall constitute a quorum for the transaction of business. A majority vote is required for any action to be taken by the Board (i.e., there must be a minimum of three affirmative votes) unless a different voting requirement to approve a particular action is specified under state law (e.g., to adopt a resolution if necessary to condemn real property or to add an emergency item to an agenda (which require a super-majority vote)). In those cases, General Counsel will provide guidance. Unless a Board member expressly abstains from voting, a director's silence will be recorded as an affirmative vote. An express abstention will not be counted as an affirmative vote.

### **ACTIONS TAKEN BY THE BOARD**

The Board shall act only by ordinance, resolution or motion.

#### **Ordinance**

An ordinance is the most formal of actions that can be taken by the Board. Ordinances are used to establish the local laws that are within the District's power to enact and are applicable throughout the District. Ordinances may apply only to matters not preempted or superseded by federal or state law. An ordinance is the authorizing instrument to change the District Code, which is a compilation of the rules and regulations of the District. Ordinances also may be used to set the District's rates and charges after consultation with General Counsel. State law requires that District ordinances be published or posted. In some cases, a public hearing is required prior to consideration. An ordinance generally becomes effective 30 days after adoption unless it expressly provides otherwise. Ordinances remain in full force and effect until repealed, modified or superseded by the Board in another ordinance or by action of the voters through initiative or referendum. Everyone at the District, including the Board, is bound by the requirement of an ordinance (and the Code it may establish or amend). Ordinances are the law of the District and are enforced by staff. Only the Board itself

may waive, modify or suspend an ordinance by the enactment of a subsequent ordinance. The only way to change an ordinance is to pass an ordinance that revises the original ordinance.

Additional District guidelines for considering and adopting ordinances:

- The form of enacting clause of all ordinances passed by the Board shall be: “The Board of Directors of the Rancho Murieta Community Services District ordains as follows.”
- With the exception of urgency ordinances, no ordinance may be passed within five (5) days of its introduction. Two readings of the ordinance are required: One to introduce the ordinance, and a second to adopt the ordinance. Reading of the ordinance in full may be waived by a motion approved by a majority vote of the Board.
- Ordinances (other than urgency ordinances) may be adopted only at regular meetings of the Board.
- If an ordinance is altered substantively after its introduction, the ordinance must be reintroduced and may be passed only at a regular meeting held five days after its reintroduction.
- For ordinances that propose rate increases for water, sewer or solid waste service, the Board must conduct a public hearing on the proposed rate increase at least 45 days after mailed notice of such proposal to record property owners. The Board must consider all written protests against the proposed rate increase and, if written protests are presented by a majority of affected property owners in the District, the District may not proceed with the rate increase.
- All ordinances shall be signed by the President and attested by the District Secretary.

After an ordinance has been adopted and signed by the Board President and District Secretary, the ordinance must be published in full one time, within 15 days of the date of adoption, in a newspaper of general circulation in the District. The publication must include the names of the Board members voting for and against the ordinance.

### **Resolution**

A resolution constitutes a more formal written expression of the will of the Board as the District’s legislative body. Resolutions represent an official Board action or position taken on a particular issue that may be more temporary in nature than an ordinance but for which a separate permanent record is needed or desired. Resolutions preserve the history of the action taken in a separate official instrument in addition to documentation in the Board’s minutes. A resolution becomes effective immediately and remains in effect until rescinded, cancelled or superseded by Board action by means of a new resolution. Resolutions typically are used to adopt policies, approve agreements (e.g. master agreements, construction agreements, public facilities planning agreements, and transfer agreements), award contracts for materials or services, approve memoranda of understanding with bargaining groups, award pay for performance, and establish or amend job classifications. Resolutions, if properly written, can be used to change the rates and charges that the District imposes for the privilege of receiving service. Given the nuances of the law in this area, General Counsel should always be consulted to determine the proper instrument for approving rates and charges.

### **Motion**

The Board uses a motion to submit a matter for action. A motion can be a parliamentary tool used by a member of the Board (plus another member who seconds the motion) to place a matter before the entire Board for its consideration. A motion also can be a legislative action used to authorize or approve action on simple matters that are routine in nature, such as approving direction to staff, communicating a District

position, approving a task order, increasing a purchase order amount, or approving a proclamation. The minutes of the Board meeting document the Board's determination on the matters. A motion is always used to place a proposal before the Board to approve a resolution or adopt an ordinance.

## **TRANSACTIONING BUSINESS ON AN ITEM**

### **Introducing an Item**

The Board President announces each agenda item, referencing the item number and the nature of the matter.

### **Staff Presentation**

The General Manager or, at the General Manager's discretion, a staff member, summarizes the item being considered, including background, pertinent facts and details, analyses conducted by staff, and options available for the Board's consideration. On occasion, a consultant may assist the General Manager or staff in presenting an agenda item.

### **Staff Recommendation**

The General Manager usually makes a recommendation on each action item. The recommendation is identified in the Recommended Action section of the staff report. The General Manager often delegates this responsibility to Department Managers.

### **Clarifying Questions**

Directors ask questions of the presentation and offer general comments about the subject matter after the staff presentation. Questions and comments at this time are to clarify the matter and the recommendation. Debates or deliberations occur after public comment and after a motion has been made.

### **Committee Recommendation**

If a Standing Committee has reviewed the matter, the outcome of its discussion will be noted in the Summary and Recommendation included in the Board agenda packet. Should any of the Directors on the Committee so desire, this is the time to state the Committee's recommendation and the reasons for it.

### **Public Comment**

The Board President then opens up the agenda item to the public for comment. The public must have an opportunity to comment on every agenda item. Sometimes this is done through a public hearing when such a hearing is required by law. Other times, the President simply asks the audience if there are any comments. The President will ask speakers to state their name and address for the record and for the benefit of others in the audience. If it is obvious that no potential speakers are present, there is no need to formally call for public comment. A member of the public should be permitted to speak only once, and public comments are limited to three minutes per speaker, unless otherwise allowed or extended by the President. In the event the District receives written correspondence from the public on the matter after publication of the agenda, that written correspondence will be presented to the Board at this time.

- Any person who desires to address the Board at length on a matter which is not on the agenda must make a request to do so to the District Secretary at least five business days before the meeting. The General Manager in consultation with the President will decide whether to include the requested item on the agenda. Failure to request to appear, however, shall not prevent any person from addressing the Board at the general public comment time designated on the agenda.
- Manner of Addressing the Board by an Individual: A member of the public addressing the Board may give his or her name. All remarks shall be addressed to the Board as a body, not to any

individual Director or staff person. No person, other than a Director, the General Manager or the District General Counsel, and the person having the floor, shall be permitted to enter into any general discussion without the President's permission.

- Manner of Addressing the Board by a Group of Persons: Whenever members of the public wish to address the Board on the same subject matter, it shall be proper for the President to request that a spokesperson be chosen by the group to address the Board and, in case additional matters are to be presented at the time by any other member of that group, to limit the number of persons so addressing the Board, so as to avoid repetition. The President may set a time limit for each side of an issue.
- Government Code section 54957.9 permits the Board to clear the room if the meeting is willfully interrupted so as to render further conduct of the meeting infeasible.
- All written or electronic correspondence addressed to the Board shall be sent to the District office. Copies of such correspondence and written responses in reply thereto, if any, shall be distributed to each Board member and included on the agenda for the next regular Board meeting, depending on the date of receipt or the response required by such correspondence.

### **Motion and Second**

After public comment, a Board member may make a motion regarding the action to be taken on the item. The motion must be seconded before additional debate or discussion on the matter is permitted. No discussion may occur on a motion without a second. A motion fails if it does not receive a second.

### **Discussion**

After a motion is properly made and seconded, the Board discusses the merits of the item in an attempt to reach a decision. During this time, the Board may ask staff or the public additional questions or seek the advice of the General Manager or General Counsel. As discussion by the Board ensues, the motion may be amended or withdrawn or a substitute motion offered. These actions must follow the procedures adopted by the Board.

### **Decision**

When the Board President senses that a discussion has run its course or when a motion to call the question is properly made and seconded, the Board President calls for a vote on the motion on the floor. After hearing the results, the Board President announces the vote. Voting may be by voice or roll call.

### **MINUTES**

The District Secretary shall prepare and maintain written minutes of each Board meeting. The Board minutes shall include at least the following information: names of the Directors and staff present at the meeting; brief summary of the discussion of the Board on each agenda item considered; names of the Directors who make and second ordinances, resolutions and motions; and, the ayes and noes taken upon all action items. Any Director may request that a brief abstract of his or her statement either in support or opposition of any matter be entered in the minutes.

### **DEVIATIONS FROM PROCEDURES**

No deviation from or failure to follow the procedures set forth in these Guidelines shall invalidate any action or decision of the Board.

## CHAPTER 8

### EFFECTIVE PARTICIPATION IN BOARD MEETINGS

The following ground rules apply to all Directors.

- Come to meetings prepared. Contact the General Manger ahead of any meeting if you have clarifying questions or need additional background. Many times your questions can be answered without taking up meeting time. Also, it helps staff to understand your concerns ahead of the meeting so they can be prepared with the information you need.
- During the meeting, express your thoughts and support them whenever possible with facts, figures and references. Specifically identify your sources of information so as to establish their credibility with your colleagues. More specific statements are more persuasive to your colleagues on the Board than generalized statements. Examples: (a) I spoke with \_\_\_\_\_, who is the President of the homeowners association and he/she would like the District to \_\_\_\_\_” is better than “The public thinks that we should do \_\_\_\_\_;” (b) “(specific name) told me \_\_\_\_\_” is better than “I was told that \_\_\_\_\_;” (c) “(specific organization) has a concern with \_\_\_\_\_” is better than “Everyone thinks that \_\_\_\_\_.
- Be creative. Innovative ideas supported by sound reasoning are welcome on complicated matters when the Board is attempting to arrive at a consensus.
- Take a positive approach. Keep an open mind. When a Director proposes an idea, look for the value in that idea.
- Be enthusiastic.
- Stay on the subject. Do not introduce other agendas. Keep your comments brief but long enough to establish your point.
- When you do not understand what someone is saying, ask for clarification. Make criticism positive and constructive. Direct critical comments to the issues being discussed, not toward the person expressing the idea.
- Protect the rights of others to have their opinions and feelings heard. Encourage silent members to participate.
- Help the Board President when others take up outside issues. Interrupt gently and say, “We’re getting a little off the subject here, maybe we should get back to our topic.”
- Share your thoughts. Holding back when you have an idea robs the Board and staff of your knowledge and opinion and prevents further development of your idea. Have confidence in yourself and speak up.
- Protect ideas. Help the Board President set an atmosphere where people will feel comfortable expressing ideas even if they are not perfect. When someone begins attacking another’s idea, say, “That idea probably has faults, most ideas do. Let’s just let ideas come out for now and evaluate them later.”

- Attend and participate. Be on time and stay for the entire meeting. Advise the General Manager or District Secretary if you are unable to attend or know you will be arriving late or leaving early.
- Be an active listener. Be open-minded: listen and consider all points of view.
- At all times, ask yourself, “What, right now, would help the Board move ahead and get this problem solved? What can I do to help the Board function more effectively? How can I help?”
- Always remember that civil discourse is one of the keys to effective communication.

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## CHAPTER 9

### DIRECTOR ROLES AND DUTIES

#### THE BOARD OF DIRECTORS

The Board of Directors is the legislative body that holds governing authority for the District. The Board of Directors' roles and responsibilities are as follows:

- ❖ Establish policies, procedures and regulations for District operations;
- ❖ Establish and oversee the District's finances and its budgets, program, and performance;
- ❖ Provide the resources needed by management and staff to carry out District policy;
- ❖ Determine the mission of the District;
- ❖ Approve and ensure the implementation of the District's Strategic Plan and vision; and
- ❖ Appoint and evaluate the General Manager and General Counsel.

#### Directors

Apart from his/her normal functions as part of the Board of Directors, each individual Director's roles and responsibilities are as follows:

- ❖ Function only as one member of the Board
- ❖ Have no individual authority (other than responsibilities of the President and Vice President of the Board as described elsewhere);
- ❖ May not commit, nor represent that they commit, the District to any policy, act, or expenditure; and
- ❖ Support decisions made by the Board (even when the Board decision conflicts with his/her individual position).

#### CODE OF CONDUCT

In order to ensure cooperation and a good working relationship among Board members, the following rules should be observed:

- The dignity, style, values and opinions of each Board member shall be respected.
- Responsiveness and attentive listening in communication is encouraged.
- The needs of the District's constituents should be the priority of the Board members.
- The primary responsibility of the Board members is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to District staff.
- Board members should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues are to be avoided.
- Differing viewpoints are healthy in the decision making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board takes action,

Board members should commit to supporting the action and not to create barriers to the implementation of the action.

- Board members should practice the following procedures:
  - In seeking clarification on informational items, Board members may directly approach District staff to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision making.
  - In handling complaints from District residents and property owners, the complaints should be referred directly to the General Manager.
  - In handling items related to safety, concerns for safety or hazards should be reported to the General Manager as soon as possible. Emergency situations should be dealt with immediately by seeking appropriate assistance.
  - In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, the concerns should be referred directly to the General Manager.
- When approached by District personnel concerning specific District policy, Board members should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.
- The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- When responding to constituent requests and concerns, Board members should be courteous, responding to individuals in a positive manner and routing their questions through the General Manager or responsible management personnel.
- Board members should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.
- Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

## CHAPTER 10

### ETHICS AND CONFLICTS OF INTEREST

#### RESPONSIBILITIES OF PUBLIC OFFICE

Board members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board members shall comply with all applicable laws regulating their conduct, including but not limited to conflict of interest and financial disclosure laws. Board members shall work in cooperation with other public officials unless prohibited from so doing by law or officially recognized confidentiality of their work. Board members shall maintain the highest standard of personal honesty and fairness in carrying out their duties.

All Board members are required to take at least two hours of ethics training every two years and receive a certificate of completion as required by Government Code sections 53234-53235.2. New Board members need to complete the training within one year of taking office. The District must keep records indicating when each Board member has completed the training and who provided the training for five years.

#### FAIR AND EQUAL TREATMENT

Board members shall not, in the performance of their official functions, discriminate against any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual orientation, medical condition, physical or mental disability, genetic information, gender, gender identity, gender expression, or military and veteran status of any person. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group on similar circumstances. (See, e.g., California Constitution, article 1, section 31; Age Discrimination in Employment Act of 1967; Americans with Disabilities Act of 1990; Fair Employment and Housing Act; Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; Labor Code, section 1102.1.)

#### PROPER USE AND SAFEGUARDING OF DISTRICT PROPERTY AND RESOURCES

Except as specifically authorized, a Board member shall not use or permit the use of District owned vehicles, equipment, telephones, materials or property for personal use, convenience or profit. A Board member shall not ask or require a District employee to perform services for his or her personal convenience, benefit or profit or the convenience, benefit or profit of another Board member or District employee. Each Board member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board members shall safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with the District's policy for reimbursement of expenses of Board members (District's Travel/Reimbursement Policy, Policy No. 2009-07).

#### USE OF CONFIDENTIAL INFORMATION

A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act. A Board member who willfully and knowingly discloses, for financial gain, confidential

information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098 (Government Code section 54963).

### **CONFLICTS OF INTEREST**

A Board member shall not have a financial interest in a contract with the District, or be a purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation was authorized under Government Code section 1090. A Board member shall not participate in the discussion, deliberation or vote on a matter before the Board, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code Section 81000, and following, relating to conflicts of interest, and as further defined in the Fair Political Practices Commission's ("FPPC") regulations.

If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to conflict of interest, the following procedure will be followed: (a) if the Board member becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Board member shall notify the District's General Manager of the potential conflict of interest, so that a determination can be made as whether it is a disqualifying conflict of interest; (b) if it is not possible for the Board member to discuss the potential conflict with the General Manager before the meeting, or if the Board member does not become aware of the potential conflict until during the meeting, the Board member shall immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Board member shall not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes.

A Board member shall not recommend the employment of a relative by the District. In addition, a Board member shall not recommend the employment of a relative to any person known by the Board member to be bidding for or negotiating a contract with the District.

A Board member who knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code section 70 (Government Code section 1090 et seq. and 81000 et seq.).

Board members shall at all times comply with the District's Conflict of Interest Code as set forth in District Code Chapter 3.

### **SOLICITING POLITICAL CONTRIBUTIONS**

Board members are prohibited from soliciting political funds or contributions at District facilities. A Board member shall not accept, solicit or direct a political contribution from any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Board member shall not use the District's seal or stationery in any solicitation for political contributions contrary to state or federal law

### **"REVOLVING DOOR" POLICY**

For a period of one year after leaving office, Board members shall not represent for compensation non-governmental entities before the District in violation of Government Code section 87406.3.

Nothing in this section is intended or will be applied to prevent a former Board member from participating in meetings of the Board in the same manner as other members of the public.

### **REPORTING OF IMPROPER ACTIVITIES: PROTECTION OF WHISTLEBLOWERS**

The General Manager has primary responsibility for (1) ensuring compliance with the District's Personnel Manual, and ensuring that District employees do not engage in improper activities; (2) investigating allegations of improper activities; and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligations to the public and the District by disclosing to the General Manager, to the extent not expressly prohibited by law, improper activities within their knowledge. Board members shall not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.

A Board member shall not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Board member or District employee of any law or regulation; waste of District funds; abuse of authority; a specified and substantial danger to public health or safety due to an act or omission of a District official or employee; use of a District office or position or of District resources for personal gain; or a conflict of interest of a Board member or District employee.

A Board member shall not use or threaten to use his or her official authority or influence to effect any action as a reprisal against another Board member or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the General Manager, or (2) a Board member, if the complaint involves the conduct of the General Manager, who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the General Manager (or the Board in case of a complaint against the General Manager) will take appropriate action consistent with the District's Personnel Manual and applicable law.

## CHAPTER 11

### GENERAL MANAGER'S ROLE

#### Legal Requirements

The Community Services District Law, the enabling statute under which the District was organized and now operates, defines the General Manager as the highest level management appointee who is directly responsible to the Board for the implementation of the policies established by the Board (see Government Code section 61002(f), 61040 and 61050 et seq.). The General Manager serves as the District's Chief Executive Officer and is responsible for the day to day operations and functions of the District.

The primary powers and duties of the General Manager specified by the law are as follows (Government Code section numbers are shown in parentheses):

- Implement the policies established by the Board for the operation of the District (61051);
- Appoint, supervise, discipline and dismiss District employees, consistent with the employee relations system and rules established by the Board (61051);
- Supervise the District's facilities and services (61051);
- Supervise the District's finances (61051);
- If authorized by the Board, transfer funds between budget categories, other than transfers from the designated reserve for capital outlay (61111(b));
- and,
- Prepare and file various reports.

The General Manager may not be a member of the Board (61040(e)) but may serve as the District Treasurer(61050(c)). Traditionally, the Board has appointed another individual to serve as the District Treasurer. The Community Services District Law specifies that the General Manager serves at the pleasure of the Board and that the Board sets the compensation of the General Manager (61050(d) and (e)).

#### Practice Based on Good Governance

The role of the General Manager is also defined by the relationship between the position and the Board. In its simplest form, the relationship is defined as the Board setting policy for the District or providing policy level guidance to the General Manager, and the General Manager being responsible for implementing those policies. The General Manager is responsible for the performance of the District within policy and budget criteria established by the Board and is accountable to the Board for all aspects of District operation. As such, the Board views all organizational successes and failures as those of the General Manager.

The Board's primary connection to the operational aspects of the District is through the General Manager. Decisions or instructions of individual Directors or Committees are not binding on the General Manager, who can only take direction from the Board. The Board can only give direction to the General Manager and not to other District managers or staff. The General Manager is available to all Directors to discuss District issues and strategies. The General Manager is the clearinghouse for all informational requests originating from Directors.

The Board establishes the General Manager’s annual performance plan and typically evaluates the performance of the General Manager on an annual basis, but can do so more frequently if the situation warrants.

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## CHAPTER 12

### WORKING WITH DISTRICT STAFF

The District's success in efficiently accomplishing its mission is partly due to the direct and regular access staff has to Directors. This helps in that decisions are made in real time, with minimal re-work. However, even with the real-time communication that occurs at Committee and Board meetings, there are times when a Director needs additional information from staff. The following guidelines will enable a Director to quickly and efficiently get needed information without disrupting staff's routine work.

- Always start with the General Manager, as he/she can obtain an answer or get the right person involved in the discussion, as needed.
- If the General Manager is unreachable, contact the Director of Administration.
- If neither the General Manager nor Director of Administration is available, contact one of the senior managers.
- The District Secretary can help you at any time with administrative matters (e.g. scheduling, expense reports, requirements such as Fair Political Practices Commission forms, travel arrangements, etc.).
- The District's Human Resources staff can help a Director at any time with issues dealing with a Director's personnel benefits or issues of a similar personal nature.

Given the workload that staff faces and the General Manager's expectation that each senior manager (and employee) is responsible to complete assigned work, it is important that management has the ability to adjust staff's priorities and not be surprised.

When discussing a matter with staff, please keep in mind the following principles:

- Do not create assignments for staff. It is quite easy for staff to interpret an innocent question or comment from a Director as direction to drop current assignments and undertake some project, research or investigation, creating risk that important priorities and assignments are not completed on time or that the District does not fulfill commitments made to others (very often customers).
- Take any information as work in progress. Be cautious with the use of information. What is heard from a staff member may not be what the General Manager ultimately recommends. Very often, there are differences of opinion among staff as an issue is vetted prior to being presented to the Board. In addition, the General Manager's opinion given at an early point in a project may change as more information becomes known and before the matter is formally presented to the Board. Finally, keep in mind that it is hard for some staff members to say, "I don't know," when talking to a Director.
- Request information judiciously. The District is a public agency and therefore very little information, other than personal data about employees or customers, cannot be disclosed to Directors. However, take care not to overwhelm the General Manager and staff with requests for information.



- Let the General Manager know if disappointed by a response. Since the Board judges the General Manager on the performance of the whole staff, inform the General Manager when improvement is needed.

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## CHAPTER 13

### THE ROLE OF GENERAL COUNSEL AND SPECIAL COUNSEL

#### THE ROLE OF LEGAL COUNSEL

The primary obligations of both General Counsel and Special Counsel are to ensure that the District complies with applicable law, provide legal advice and opinions when requested, advice on available legal options, including advantages and disadvantages of each option related to a specific matter, and advice of legal risks and liabilities. (When the term Legal Counsel is used throughout this document, it shall mean both General Counsel as well as Special Counsel). The public official receiving that advice has the right to make policy decisions, based on the legal options provided and legal risk associated with each option.

#### General Counsel

The Community Services District Law provides that a District may engage professional services including Legal Counsel (Government Code section 61060(g)). The District Board of Directors appoints the General Counsel. The General Counsel serves as the primary legal advisor, is responsible for day to day legal questions and provides ongoing legal advice and opinions regarding the long term interests of the District. The General Counsel is expected to provide high quality, trustworthy and responsive legal counsel in a professional manner to assist in accomplishing the District's goals and objectives. When necessary, the General Counsel represents the District in litigation matters and before administrative agencies and, in some instances, manages Special Counsel appointed for a particular matter. The General Counsel should seek to practice preventative law in an effort to help the District recognize and manage risks in a timely and effective manner. Preventative law can limit the expenditure of District resources to defend legal actions, reduce the frequency and severity of disputes, and help the District maintain a positive image in the community.

#### Special Counsel

The District may, at the District's sole discretion and with or without approval or consultation with General Counsel, hire outside Special Counsel. However, the District may, but is not required, to seek General Counsel's assistance in determining whether to utilize outside Special Counsel and in the selection process. The retention of Special Counsel may be necessary based on any number of factors, including the need for highly specialized knowledge, the provision of a defense by an insurer or should a conflict of interest arise with the General Counsel on a particular matter. Unless prevented by a conflict of interest, General Counsel should facilitate and cooperate in the retention of Special Counsel services to ensure the District receives accurate and cost-effective legal advice and services.

#### The District as a Client

While the general practice of the District is for the Board to delegate day to day management authority to the General Manager, it is important to remember that Legal Counsel to the District represents the entity rather than any natural person (i.e. Legal Counsel is not the attorney for any individual Director, District employee or officer). The client in such a representation is the entity itself as embodied in the "highest authorized officer, employee, body or constituent overseeing the particular engagement" (California Rules of Professional Conduct, Rule 3-600(A)). In the case of the District, the highest authorized authority is generally the Board of Directors. The Board may delegate this authority to the General Manager by action of the Board duly taken. The most common points of contact for legal counsel are the General Manager, District's senior management and to a lesser extent, other District employees and individual Directors.

During the course of representation, the Legal Counsel may become aware of information that indicates that the interests of a District official or employee may not be aligned with the interests of the District. Should such situations arise, Legal Counsel's duty of loyalty and confidentiality is owed to the District and not the individual.

### **Hiring and Termination**

General Counsel and Special Counsel are hired by and may only be terminated by the Board unless those actions have been delegated to the General Manager by duly taken action of the Board.

### **Regular Performance Evaluations**

The Board, with the assistance of the General Manager, may establish the General Counsel's annual performance plan and may evaluate performance on an annual basis, or when the Board deems it appropriate.

### **PROTECTING ATTORNEY-CLIENT PRIVILEGE, ATTORNEY WORK PRODUCT DOCTRINE AND MAINTAINING THE CONFIDENTIALITY OF COMMUNICATIONS WITH COUNSEL**

Protecting both the Attorney-Client Privilege and the Attorney-Work Product Doctrine and maintaining confidentiality of communications between the District and Legal Counsel are vital to ensuring the District's ability to confide freely in its attorneys.

#### **Attorney-Client Privilege**

The District, acting through Legal Counsel, may claim the Attorney-Client Privilege (see, generally, California Evidence Code section 954). However, the privilege only protects communications and only extends to information given for the purpose of obtaining legal representation. Core information is not necessarily protected and the information may not be privileged simply because it has been told or provided to the General Counsel. The privilege may be waived if the confidential communications are disclosed to third parties.

#### **Attorney-Work Product Doctrine**

The Attorney-Work Product Doctrine protects the work of the attorney and includes the legal theories and strategies of legal counsel. Attorney-work product may be found in interviews, statements, memoranda, correspondence, briefs, mental impressions, personal beliefs, and countless other forms. The Attorney-Work Product Doctrine is broader than the attorney-client privilege in that protects materials prepared by the attorney, whether or not disclosed to the client and materials prepared by third parties for the attorney (see Laguna Beach County Water District v. Sup. Ct. (Woodhouse) (2004) 124 Cal.App.4<sup>th</sup> 1453 and Code of Civil Procedure section 2018).

Whenever a Director receives a work product from an attorney, that work product must not be transmitted to a third party. The Director shall also take great care in managing that document, keeping it only as long as needed and destroying or returning copies to the District or Legal Counsel.

#### **Confidentiality of Communications**

The duty of confidentiality is broader than the Attorney-Client Evidentiary Privilege and the Attorney-Work Product Doctrine. Legal Counsel's duty of confidentiality runs to the District itself, including the Board of Directors as a whole, rather than to an individual Board member, District official or employee (see, generally, Business & Professions Code section 6068). When an individual Board member receives advice from Legal Counsel, that advice is provided to the Director in his or her official capacity and the advice is subject to disclosure to the entire Board.

Information and advice provided to the Board of Directors or Legal Counsel during a closed session is generally confidential and may also be privileged. It is important to note that a Board member may inadvertently waive the attorney-client privilege by discussing closed session matters with third parties. Directors and others present at a closed session should take care to prevent unauthorized disclosure of confidential information. There is a particular risk of breach of confidentiality when a Director maintains material distributed in a closed session in personal files.

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## CHAPTER 14

### EFFECTIVE COMMUNICATIONS

#### GENERAL DIRECTOR GUIDELINES

- Make no promises for the Board or the District.
- Be aware of how various forms of communication affect how messages are received: formal versus informal, written versus verbal, in-person versus over the phone versus electronic. Strive to use each form at the appropriate time.
- Confer with the General Manager when in doubt – staff is always available to advise you on how best to proceed.
- Maintain neutrality when required by not discussing nor commenting upon matters that are quasi-judicial in nature such as, but not limited to, administrative hearings on personnel matters or environmental impact reports, until the entire record is presented to the full Board; it is imperative that a Director maintain an open mind on such matters until after all information has been entered into the public record and presented to the full Board.

#### Communicating with the Public

- A Director can always communicate with District constituents.
- Inform the General Manager as soon as possible about concerns you have heard from your constituents. Many times the concern can be handled administratively or is already a work in progress.
- Don't make personal comments or promises for the District because only the Board can commit the District to an action or policy.
- Understand that very often there is a fair amount of background to an issue and you may have heard only one perspective.

#### Communication with Other Agencies

- It is acceptable to attend meetings of other public agencies and it is good to introduce yourself so everyone knows you are present.
- If you are speaking for the District at another agency's public meeting, always clearly state that what you are saying has been approved by the Board and do not deviate from the message or position.
- Be clear when the Board has no position on an issue.
- Take opportunities to develop relationships but always in a way that supports Board policy and avoids accusations of deal-making.
- Be positive and cooperative in comments and attitudes about people and other agencies (particularly in public).

- Communicate in a way that builds positive relationships.

### **Speaking as a Private Individual**

- If you speak as a private citizen at a public gathering, clearly state that you are doing so.
- Keep in mind that even when you say you are speaking as a private individual, many in your audience nevertheless hear your comments in light of your position as a Director of the District.
- Apply common sense.
- Avoid personal statements that might be interpreted as District policy.
- Support District policy, avoiding personal statements that conflict with policy and identify when your personal opinions deviate from Board policy as determined by the Board majority.
- It is acceptable to speak as an individual on issues not related to District business, but make it clear that your remarks are solely your own.

### **Communicating with the Media**

If you choose to talk with the media, the following practices can help you present your thoughts effectively.

- Do not use the phrase, “No comment,” as this phrase has been stigmatized and may be interpreted negatively.
- Feel free to refer media inquiries to the General Manager or confer with the General Manager prior to speaking with the media to ensure that you are fully briefed on the facts associated with the topic at hand.
- Feel free to use and ask staff to prepare talking points so as to convey a consistent message about District actions.
- Clarify when your view is dissenting, but support adopted Board policy even when you are in the minority. Don’t stimulate or inflame controversy.
- If you communicate with the media before you vote on a matter, you can inadvertently become a party to a serial meeting in conflict with the Brown Act if the media were to poll other Directors and share with them your predisposition on a matter.

### **Communicating with Liaison Committees**

- At meetings of a Joint Powers Authority (JPA), your role is different from that of your role at a liaison meeting because you also serve as a Director of the JPA, which is an independent government agency.
- When serving on a JPA Board, the California Attorney General has opined and the Joint Powers Act suggests that a Director has independent discretion apart from the agency to which Board he or she was elected. In other words, a JPA Director owes his or her primary duty to the JPA when acting in that capacity. However, since a District Director usually serves on a JPA Board at the pleasure of the District Board, the District Board can terminate the Director’s appointment to the JPA at its sole discretion and without showing cause for the termination of that appointment.

- Subject to the points above it, if the District Board has discussed a matter and arrived at a decision, the JPA representative should advocate and vote as decided by the District Board.
- Problems can arise when there is a conflict around a specific issue, either between the best interest of the JPA versus the best interest of the District or between the majority District position and the representative's individual view. In such situations, prior consultation with the General Manager or General Counsel is advised.
- The Board President considers the individual views of the Director when making or suggesting appointments to JPA positions so as to avoid potentially awkward situations.
- If the representative knows there is a serious personal conflict, he or she can ask to be replaced by the alternate for those meetings dealing with the issues of concern.
- Matters discussed in a closed session of the JPA are subject to the same confidentiality obligations as a District closed session. However, there are certain exceptions and exemptions to this general rule. Specific concerns over what may be discussed with the District Board and under what circumstances should be addressed with the General Counsel.

### **Building Goodwill with Other Agencies**

- Remain positive in outlook, comments and tone, particularly in public.
- Work on building and improving positive relationships and mending previously strained relationships.
- Remember that the professional staff of the District and other agencies can and do work things out with input and guidance from their respective Boards. Sometimes it may be more effective to not say anything.
- Learn about and understand the interests and needs of the other agencies.
- Informal interactions help build connections better than formal interactions.
- Do not force relationships; work on them to the extent they are needed.
- There is an appropriate time and place for applying pressure to get desired results; grandstanding at public meetings rarely achieves this purpose.
- Whatever happens, model good behavior, keep communications professional and civil, and always show others the same respect you hope to receive in return.

### **Communicating in Writing**

Refer to District policy and consult with the General Manager on all correspondence and other written communications. Follow District policy regarding Board correspondence.

### **Communicating Electronically**

- All communications to and from a Director related to District business, including email, mobile to mobile texting, mobile instant messaging, computer based instant messaging, chat logs, and similar modes of electronic communication, are very likely to be considered a public record (even those originating from your personal e-mail) and are subject to disclosure under the Public Records Act to the same extent as traditional written materials.

- Electronic communications are potentially discoverable if legal proceedings are involved.
- Keep in mind that these forms of electronic communication are often retained by and can be retrieved from electronic devices, software programs, and the companies that provide such services even if you delete from your display.
- When you receive an e-mail related to District business, consider:
  - Copying the e-mail (and any response you make) to the General Manager;
  - Using the e-mail response as an opportunity to open a subsequent verbal communication with the constituent; and
  - Referring the matter to the General Manager for assistance in preparing a response (with suggestions for what might be included in the response).
- When writing back, refer to and rely on Board policy to address the concerns raised.
- Be careful about using Reply to All and using features that automatically fill in e-mail addresses when emailing or posting on discussion boards, social media messages and social networking sites. This can lead to inadvertent serial meetings that are prohibited by the Brown Act.

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## MEMORANDUM

Date: May 12, 2016  
To: Board of Directors  
From: Finance Committee Staff  
Subject: Consider Approval of Transfer to Reserve Funds

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### RECOMMENDED ACTION

Approve the transfer of \$150,000 of undesignated cash to Capital Replacement Reserves for the Sewer Fund; approve the transfer of \$50,000 of undesignated cash to Capital Replacement Reserves for the Security Fund; approve the transfer of \$25,000 of undesignated cash to Capital Replacement Reserves for the Drainage Fund; and approve the transfer of \$25,000 of undesignated cash to Admin Replacement Reserves allocated by fund as indicated:

	WATER	SEWER	DRAINAGE	SOLID WASTE	SECURITY
<b>Recommended Reserve Transfer</b>		<b>\$150,000</b>	<b>\$ 25,000</b>		<b>\$ 50,000</b>
<b>Recommended Admin Reserve (by fund)</b>	<b>\$ 9,725</b>	<b>\$ 7,425</b>	<b>\$ 1,525</b>	<b>\$ 1,250</b>	<b>\$ 5,075</b>

### BACKGROUND

Every few years, the District reviews the amount of working capital on hand to determine if there is available undesignated cash to be transferred into District Reserves. District Policy 2012-07, District Operating Fund and Reserve Fund Policy, specifies that the target balance for the District Operating Fund is to be a minimum of six (6) months of cash to fund District expenditures. Government Code 53646(b)(3), which requires the District to have sufficient cash flow to meet the next six (6) months of budgeted expenditures, allows the next six (6) months of projected cash revenues to be included as a source of cash flow to meet this requirement.

The chart below shows the analysis of the level of working capital as of June 30, 2015. This chart excludes projected cash revenues, as mentioned above. Since the District's anticipated cash revenues are very consistent and sufficient to cover budgeted expenses, this chart is intended to show Excess Working Capital. Excess Working Capital results when actual expenses incurred are less than budgeted expenses (or actual revenue received is higher than budgeted revenue) in a particular fund. The amount of excess working capital in the Sewer, Drainage, and Security Funds is related to under-runs in wages and related expenses. Wages for Field Operations staff were under budget in Sewer and Drainage due to the Water Treatment Plant Expansion Project; where more employee time was charged to the Water Fund than originally planned/budgeted. And in the Security Department there were under-runs in wages and related expenses due to the Sergeant position vacancy in 2015 and other workers' comp related vacancies.

	WATER	SEWER	DRAINAGE	SOLID WASTE	SECURITY
Cash & Investments	\$ 69,005*	\$ 649,809	\$ 83,087	\$ 239,383	\$ 409,803
AR	\$ 203,917	\$ 168,413	\$ 19,864	\$ 53,624	\$ 140,158
<b>Subtotal Current Cash</b>	<b>\$ 272,922</b>	<b>\$ 818,222</b>	<b>\$ 102,951</b>	<b>\$ 293,007</b>	<b>\$ 549,961</b>
Current Liabilities	\$ (147,612)	\$ (77,122)	\$ (9,651)	\$ (102,924)	\$ (63,888)
OPEB	\$ (26,246)	\$ (18,332)	\$ (3,384)	\$ (879)	\$ (25,850)
Other Liabilities	\$ (480)	\$ -	\$ -	\$ -	\$ -
<b>Subtotal Liabilities</b>	<b>\$ (174,338)</b>	<b>\$ (95,454)</b>	<b>\$ (13,035)</b>	<b>\$ (103,803)</b>	<b>\$ (89,738)</b>
Working Capital before Admin Reserves	\$ 98,584	\$ 722,768	\$ 89,916	\$ 189,204	\$ 460,223
	<b>38.9%</b>	<b>29.7%</b>	<b>6.1%</b>	<b>5.0%</b>	<b>20.3%</b>
<b>Admin Cost Savings</b>	\$ (9,725)	\$ (7,425)	\$ (1,525)	\$ (1,250)	\$ (5,075)
<b>Working Capital after Admin Reserves</b>	<b>\$ 88,859</b>	<b>\$ 715,343</b>	<b>\$ 88,391</b>	<b>\$ 187,954</b>	<b>\$ 455,148</b>
2015-16 Avg Monthly Budget Expenditures	\$ 170,430	\$ 112,700	\$ 15,608	\$ 53,077	\$ 110,235
Working Capital Coverage <b>before</b> transfer (months) =	0.5	6.3	5.7	3.5	4.1
Working Capital Coverage <b>after</b> transfer (months) =	0.5	5.0	4.0	3.5	3.7

Staff feels that maintaining the working capital coverage at 3 to 5 months in each fund is prudent in maintaining adequate cash flow to cover District expenses.

Sewer - Staff is recommending a transfer of \$150,000 in the Sewer Fund, as the excess working capital coverage in this fund was 6.3 months. The Sewer Fund coverage ratio will be 5.0 months after the transfer.

Security - Staff is recommending a transfer of \$50,000 to Capital Replacement Reserves for the Security fund, even though the excess working capital for that fund was less than 6 months as of June 30, 2015. The North Gate Project, which was completed in fiscal year 2014/15, reduced the Security Fund's Capital Replacement Reserves to roughly \$20K. The \$50,000 transfer would be beneficial for funding both anticipated and unforeseen Capital expenditures in this fund. After the transfer, the Excess Working Capital in the Security Fund would be 3.7 months.

Drainage - Staff is recommending a transfer of \$25,000 in the Drainage Fund, as the excess working capital coverage in this fund was 5.7 months. The Drainage Fund coverage ratio will be 4.0 months after the transfer.

Solid Waste - No transfer is being recommended for the Solid Waste Fund.

Water - The Water Fund had 0.5 months of excess Capital as of June 30, 2015 so no reserve transfer is being recommended for this fund.

Admin - Staff is also recommending that \$25,000 of the cost savings achieved in the Administration Department during fiscal year 2014/15 be transferred into Administration Reserves by fund for future Administration Capital Replacement Projects.

**\*Note:** *Water Fund Cash and Investments, as shown in the FY 2014/15 audit (\$1,467,825), has been adjusted for outstanding CFD#1 and CFD 2014-1 Water Treatment Plant Expansion Project reimbursements. As explained in the April 1, 2016 Finance Committee meeting, payments for WTP project expenses are made through Water Operations accounts and then reimbursed through a non-cash transfer from the WTP Construction LAIF account to the Water Operating LAIF account. When reimbursements for WTP expenses are received, those funds are deposited into Water Operations Cash accounts and offset by non-cash LAIF transfers from Water Operations to the WTP Construction account (i.e. the reverse of the above payment transaction). As of June 30, 2015, outstanding CFD reimbursements totaled \$1,398,821. Removing the effects of outstanding WTP expenditures, working capital coverage in the Water Fund had increased to 0.8 as of February 29, 2016.*

**Finance Committee recommends approval.**

## MEMORANDUM

Date: May 12, 2016  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Approval of Proposal for Pre-Design Report, Recycled Water Program – Phase 1

---

### RECOMMENDED ACTION

Approve the proposal from Kennedy/Jenks Consultants for predesign report for Rancho Murieta Community Services District Recycled Water Program, Phase 1, in an amount not to exceed \$90,176 (includes a 5% contingency). Funding to come from Water Augmentation Reserves.

### BACKGROUND

The District's Recycled Water Program – Phase 1 is anticipated to be completed and in service the first quarter of 2019. In preparation for construction of the recycled water infrastructure, the predesign report will serve as the basis for subsequent environmental and regulatory permitting activities and detailed design and construction efforts. In addition, the report will also define the timeline for the improvements required for buildout of the District's Recycled Water Program.

The objective of this proposal is for the development of a comprehensive predesign report which defines Phase 1 and the buildout of the Recycled Water Program with respect to existing and future conditions, development projects, description of improvements, costs, schedule, and subsequent design submittals. This report will be the basis for implementation planning and future design requirements.

**The Improvements Committee recommends approval.**

**Kennedy/Jenks Consultants**  
**Engineers & Scientists**

10850 Gold Center Drive, Suite 350  
Rancho Cordova, CA 95670  
916.852.2700  
FAX 916.858.2754

10 May 2016

Darlene T. Gillum, General Manager  
Rancho Murieta Community Services District  
15160 Jackson Road  
P.O. Box 1050  
Rancho Murieta, CA 95683

Subject: Predesign Report – Task Order No. 1  
Rancho Murieta Community Services District Recycled Water Program

Dear Darlene:

Kennedy/Jenks Consultants (K/J) is pleased to provide the Rancho Murieta Community Services District (District) with this proposal for developing a preliminary design report (predesign report) for the District's Recycled Water Program. The predesign report will describe both Phase 1 and Buildout improvements and will be developed in accordance with the following project understanding and scope of work.

#### PROJECT UNDERSTANDING

The work described in this proposed scope of services is required for Phase 1 implementation of the District's Recycled Water Program. Currently Phase 1 is anticipated to be completed and in service the first quarter of 2019. The predesign report will serve as the basis for subsequent environmental and regulatory permitting activities and detailed design and construction efforts. In addition, the work will also define the timeline for the improvements required for Buildout of the District's Recycled Water Program, and in particular seasonal storage expansion.

Task Order No. 1 has been prepared in accordance with the Master Service Agreement (dated \_\_\_\_\_), which is Attachment A. Other task orders specific to K/J and related to the District's Recycled Water Program are anticipated to be developed under this Master Services Agreement as well.

#### PROPOSED SCOPE OF SERVICES

The primary objective of this task order is to develop a comprehensive predesign report which defines Phase 1 and Buildout of the Recycled Water Program with respect to existing and future conditions, development projections and phasing, description of improvements, costs, schedule, and subsequent design submittals.

It is assumed that our proposed project manager will have ongoing (weekly) communication, consultation and dialogue with District staff to gain input and direction throughout the

Darlene T. Gillum  
Rancho Murieta Community Services District  
10 May 2016  
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development of the predesign report, which is the same manner in which our proposed project manager has worked with District staff in the past.

#### Task 1 – Preliminary Design Report (Predesign Report)

K/J will prepare predesign report describing the Wastewater Treatment Plant (WWTP), Wastewater Reclamation Plant (WWRP) and recycled water conveyance system improvements needed to support the Phase 1 and Buildout phases of the District’s Recycled Water Program. The following is a current listing of the proposed future recycled water use areas and improvements:

#### **Proposed Future Recycled Water Use Areas**

Phase 1: Stonehouse Park, Escuela Park, Murieta Gardens I & II and The Retreats  
Buildout: Residences of Murieta Hills, Apartments,  
Industrial/Commercial/Residential, and Villages A, B and C.

#### **Proposed Future Recycled Water Improvements**

##### Phase 1:

1. Recycled Water Control System (SCADA)
2. Potable Water Supplementation Air Gap
3. North Golf Course Pumping Station Improvements
4. District Office Irrigation Conversion
5. Northwest Recycled Water Transmission Main
6. Escuela Park Irrigation Conversion
7. Stonehouse Park Irrigation Conversion
8. Lookout Hill Recycled Water Storage Tank
9. North Entrance Conversion to Recycled Water Irrigation

##### Buildout:

10. Villages A, B and C Pumping Station and Pipelines
11. Recycled Water Storage Tank
12. Storage Pond Expansion
13. Disinfection Facilities Expansion
14. Addition of 4th Van Vleck Sprayfield

The predesign report will present updated development projections (developed in Task 2), water balances and define and describe the improvements listed above in sufficient detail to support the development of updated trigger points (timeline when improvements are required to be in service), conceptual drawings, cost estimate and implementation plan (schedule, drawing and specifications lists).

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Rancho Murieta Community Services District  
10 May 2016  
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### **Deliverables**

Draft copy (pdf and electronic MS Word format) predesign report for District review and comment and final copy (pdf and MS Word format). Both the draft and final predesign reports are anticipated to be no more than 50 pages in length and primarily consist of text, tables and figures/graphics describing the proposed Phase 1 and Buildout improvements. The intent of the predesign report is to define Phase 1 improvements so that subsequent environmental and regulatory permitting and detailed design activities can be initiated. Buildout improvements will be described to a less detail than Phase 1 improvements in the predesign report.

### **Assumptions**

The Phase 1 schedule recommended in the predesign report is to be based on the existing Phase 1 Timeline and Activities which indicated a project completion and Board acceptance timeline of first quarter 2019.

### Task 2. Timeline, Activities and Improvements Schedule

K/J will update the development projections based on the District's recently adopted Water Supply Assessment and discussions and information obtained from local developers and the District. In addition, K/J will expand the Timeline & Activities schedule to include the Buildout phase. Time-phased trigger points for each improvement will be updated to correspond with the latest development projections; taking into account periods required for planning, environmental compliance and permitting, financing, engineering and construction.

### **Deliverables**

Draft copy (in either electronic MS Excel and/or MS Project format), for District review and comment and (1) final hard copy to the District.

### Task 3. Northwest Transmission Main Condition Assessment Support

K/J will coordinate with the District and V&A for conducting condition assessment of the existing 12-inch sewer forcemain. Coordination efforts may include but not be limited to site visit and/or preliminary assessment attendance, scope development and review, condition assessment report review and comment.

### **Deliverables**

A summary of the condition assessment report will be included in the draft predesign report. It is anticipated the condition assessment report will be attached to the predesign report as an appendix.

### **Assumptions**

A \$3,280 allocation is provided for this task and assumes V&A (or some other consultant) will do condition assessment under direct contract with the District and K/J will help scope their

Darlene T. Gillum  
Rancho Murieta Community Services District  
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work and review their work product. More specifically, this allocation is based on attending a preliminary assessment site visit, review of assessment plan, review of forcemain condition assessment report and attendance at one other meeting.

#### Task 4. Ranch Murieta Country Club Outreach Support

The District's Recycled Water Program assumes the use of the existing North Golf Course Transmission Main to provide service to specific future developments (i.e., Murieta Gardens, The Retreats, Villages A, B and C, and the Industrial/Commercial/Residential development located next to the District's office) for future recycled water residential outside irrigation. According to the *Agreement for Availability and Use of Reclaimed Wastewater* (May 17, 1988) and subsequent *Amendment to the Agreement for Availability and Use of Reclaimed Wastewater* (May 4, 1994), the existing North Golf Course Transmission Main is owned by Rancho Murieta Properties, Inc. (RMPI) and operated by the Rancho Murieta Country Club (RMCC).

Authorization to connect to the existing North Golf Course Transmission Main will be required in the near future for both the Phase 1 environmental and regulatory permits. Phase 1 environmental permitting is scheduled to be completed by the end of this year.

As directed by District staff, K/J will facilitate, attend and participate in discussions, meetings, etc. regarding connection to the existing North Golf Course Transmission Main with RMCC and/or RMPI. These activities may include updating and/or developing presentations, documents, and other materials in support to further the District's ability to connect to the existing transmission main.

#### **Potential Deliverables**

Attending up to 2 meetings and/or update and/or develop presentations, documents, and other materials as direct by the District to further the District's ability to connect to the existing transmission main up to the proposed budget allocation of \$4,700.

#### **Assumptions**

It is assumed that the preliminary draft presentation previously developed by the proposed project manager will serve as the basis for the initial outreach meeting. Work associated with this subtask is assumed to be limited to meeting preparation and attendance, and meeting note preparation for a total of two meetings up to the previously stated budget allocation. This task, or estimated budget does not include development and/or preparation of any agreement documents.

#### Task 5. Recycled Water Hydraulic Model Review

AECOM is in the process of developing a hydraulic model of the existing, Phase 1 and Buildout recycled water transmission main systems. It is anticipated that AECOM will be submitting the draft hydraulic model and hydraulic modeling technical review for District review and



Darlene T. Gillum  
Rancho Murieta Community Services District  
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comment towards the end of March 2016. The review period is anticipated to be one to two weeks.

### **Deliverables**

K/J will attend meetings and review both the electronic hydraulic model and draft technical memorandum and provide written comments (preferably in electronic format) as directed by the District up to the proposed budget allocation of \$4,580.

### **Assumptions**

It is assumed that District will obtain the hydraulic model from AECOM, and all associated files, in electronic format for subsequent use by K/J for review and comment.

A minimum one week duration, and one week prior notification of submittal dates, is request to plan and schedule K/J staff time accordingly.

### **Task 6 – Project Management and QA/QC**

K/J will provide project management services including project setup, billing, communications, project reviews, and meeting attendance to periodically discuss project status with District staff. This task assumes a 6 month project schedule.

We have assumed a total budget of 9 hours (1 hour per meeting for attendance plus 30 minutes preparation and follow up) for project status meetings. These meetings are expected to be held monthly at the District's office. The following other meetings are also anticipated to occur. It is anticipated that two people from K/J would attend the meeting and that K/J will prepare the agenda, material and the meeting notes.

- Kickoff meeting
- Predesign Report Review Meeting

To maintain professional quality, K/J established and implements an in-house review system. This system begins with a concepts and criteria review early in the project which provides the project team with an early opportunity to review the project concepts with other senior staff. Throughout the project, work-products and the predesign report will be internally reviewed prior to submittal.

### **Deliverables**

Monthly progress reports describing up to date project status, budget and schedule in quantifiable and measurable terms.

Darlene T. Gillum  
Rancho Murieta Community Services District  
10 May 2016  
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**ESTIMATED SCHEDULE**

A minimum of six months from Notice to Proceed is anticipated to be required for the development of the final predesign report. This six month timeline assumes five months for draft predesign report development, two weeks for District review, and three weeks to address District comments.

**COMPENSATION FOR CONSULTING SERVICES**

Because the exact level of effort to complete the proposed scope of services presented herein cannot be estimated at this time, we propose that compensation for consulting services be on a time and expense reimbursement basis in accordance with the attached Schedule of Charges. We propose a budget of \$85,882. A breakdown of our proposed project budget and line item descriptions of the project deliverables is provided in Attachment B. It is acknowledged that the individual task budget breakdowns are an estimate and may be transferred among each work element depending on specific interim work needs, as long as the total budget is not exceeded. This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter.

Thank you and the District for allowing K/J the opportunity to provide you with this proposal to support the District with implementation of the Recycled Water Program. If you have any questions or desire any additional information, please feel free to contact Kevin Kennedy at (916) 858-2740 (office) or (530) 363-8800 (cell).

Very truly yours,

**AUTHORIZATION:**

KENNEDY/JENKS CONSULTANTS, INC.

RANCHO MURIETA COMMUNITY  
SERVICES DISTRICT

Dennis Sanchez, P.E.  
Vice President

By: \_\_\_\_\_  
(Signature)

Darlene T. Gillum  
(Print Name)

Kevin A. Kennedy, P.E.  
Senior Project Manager

Title: General Manager

Attachments

Date: \_\_\_\_\_

ATTACHMENT B  
~~Standard~~Master Services Agreement

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
SERVICES AGREEMENT**

THIS AGREEMENT is entered into this \_\_\_\_\_, 20\_\_\_\_, by and between Rancho Murieta Community Services District, a local government agency (“District”), and \_\_\_\_\_, a \_\_\_\_\_ (“Consultant”), who agree as follows:

**1. Scope of Work.** Consultant shall perform the work and render the services described in the attached Exhibit A (the “Work”) by authorization under future Work Orders. Consultant shall provide all labor, services, equipment, tools, material and supplies required or necessary to properly, competently and completely perform the Work. Consultant shall determine the method, details and means of doing the Work.

**2. Payment.**

a. In exchange for the Work, District shall pay to Consultant a fee based on the fee arrangement described on the attached Exhibit B.

b. The total fee for the Work shall be as identified by Work Order in accordance with the fee arrangement described on the attached Exhibit B. There shall be no compensation for extra or additional work or services by Consultant unless approved in advance in writing by District. Consultant’s fee includes all of Consultant’s costs and expenses related to the Work.

c. At the end of each month, Consultant shall submit to District an invoice for the Work performed during the preceding month. The invoice shall include a brief description of the Work performed, the dates of Work, number of hours worked and by whom (if payment is based on time), payment due, and an itemization of any reimbursable expenditures. If the Work is satisfactorily completed and the invoice is accurately computed, District shall pay the invoice within 30 days of its receipt.

**3. Term.**

a. This Agreement shall take effect on the above date and continue in effect for three (3) years, unless sooner terminated as provided below. Time is of the essence in this Agreement. Consultant shall perform the Work diligently and as expeditiously as possible, consistent with the professional skill and care appropriate for the orderly progress of the Work.

b. This Agreement may be terminated at any time by District upon 10 days advance written notice to Consultant. In the event of such termination, Consultant shall be fairly compensated for all work performed to the date of termination as calculated by District based on the above fee and payment provisions. Compensation under this subsection shall not include any termination-related expenses, cancellation or demobilization charges, or

lost profit associated with the expected completion of the Work or other such similar payments relating to Consultant's claimed benefit of the bargain.

**4. Professional Ability of Consultant.** Consultant represents that it is specially trained and experienced, and possesses the skill, ability, knowledge and certification, to competently perform the Work provided by this Agreement. District has relied upon Consultant's training, experience, skill, ability, knowledge and certification as a material inducement to enter into this Agreement. All Work performed by Consultant shall be in accordance with applicable legal requirements and meet the standard of care and quality ordinarily to be expected of competent professionals in Consultant's field.

**5. Conflict of Interest.** Consultant (including principals, associates and professional employees) represents and acknowledges that (a) it does not now have and shall not acquire any direct or indirect investment, interest in real property or source of income that would be affected in any manner or degree by the performance of Consultant's services under this agreement, and (b) no person having any such interest shall perform any portion of the Work. The parties agree that Consultant is not a designated employee within the meaning of the Political Reform Act and District's conflict of interest code because Consultant will perform the Work independent of the control and direction of the District or of any District official, other than normal contract monitoring, and Consultant possesses no authority with respect to any District decision beyond the rendition of information, advice, recommendation or counsel.

#### **6. Consultant Records.**

a. Consultant shall keep and maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records and documents evidencing or relating to the Work and invoice preparation and support for a minimum period of three years (or for any longer period required by law) from the date of final payment to Consultant under this Agreement. District may inspect and audit such books and records, including source documents, to verify all charges, payments and reimbursable costs under this Agreement.

b. In accordance with California Government Code section 8546.7, the parties acknowledge that this Agreement, and performance and payments under it, are subject to examination and audit by the California State Auditor for three years following final payment under the Agreement.

**7. Ownership of Documents.** All works of authorship and every report, study, spreadsheet, worksheet, plan, design, blueprint, specification, drawing, map, photograph, computer model, computer disk, magnetic tape, CAD data file, computer software and any other document or thing prepared, developed or created by Consultant under this Agreement and provided to District ("Work Product") shall be the property of District, and District shall have the right to use, modify, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product without further compensation to Consultant or any other party. Consultant may retain a copy of any Work Product and use, reproduce, publish, display, broadcast and distribute any Work Product and prepare derivative and additional documents or works based on any Work Product; provided, however, that Consultant shall not provide any Work Product to any third party without District's prior written approval,

unless compelled to do so by legal process. If any Work Product is copyrightable, Consultant may copyright the same, except that, as to any Work Product that is copyrighted by Consultant, District reserves a royalty-free, nonexclusive and irrevocable license to use, reuse, reproduce, publish, display, broadcast and distribute the Work Product and to prepare derivative and additional documents or works based on the Work Product. If District reuses or modifies any Work Product for a use or purpose other than that intended by the scope of work under this Agreement, then District shall hold Consultant harmless against all claims, damages, losses and expenses arising from such reuse or modification. For any Work Product provided to District in paper format, upon request by District at any time (including, but not limited to, expiration or termination of this Agreement), Consultant agrees to provide the Work Product to District in a readable, transferable and usable electronic format generally acknowledged as being an industry-standard format for information exchange between computers (e.g., Word file, Excel spreadsheet, AutoCAD file).

**8. Compliance with Laws.** Consultant shall perform the Work in compliance with all applicable federal, state and local laws and regulations. Consultant shall possess, maintain and comply with all federal, state and local permits, licenses and certificates that may be required for it to perform the Work. Consultant shall comply with all federal, state and local air pollution control laws and regulations applicable to the Consultant and its Work (as required by California Code of Regulations title 13, section 2022.1).

**9. Indemnification.** Consultant shall indemnify, defend ~~(with counsel approved by District)~~, protect, and hold harmless District, and its officers, employees, ~~volunteers~~ and agents from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of Consultant's ~~performance of the Work and caused by any negligent act or omission, willful misconduct or violation of law of or by Consultant or its employee's, agent's and/or subcontractor's, except where caused by the sole negligence, recklessness or willful misconduct, of District or as otherwise provided or limited by law. If it is finally adjudicated that the liability, loss, claim, damage, expense, demand or cost was caused partially by the comparative negligence of Agency, or its officer, employee or agent, then Consultant's indemnification and defense obligation shall be reduced in proportion to the adjudicated comparative negligence of the Agency.~~ Consultant's obligations under this ~~indemnification~~ provision shall survive the termination of, or completion of Work under, this Agreement.

**10. Insurance.**

a. Types & Limits. Consultant at its sole cost and expense shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

<i>Type</i>	<i>Limits</i>	<i>Scope</i>
Commercial general liability	\$1,000,000 per occurrence & \$2,000,000 aggregate	at least as broad as ISO CG 0001
Automobile liability	\$1,000,000 per accident	at least as broad as ISO CA 0001, code 1 (any auto)

Workers' compensation	statutory limits	
Employers' liability	\$1,000,000 per accident	

b. **Other Requirements.** The general and automobile liability policy(ies) shall be endorsed to name District, its officers, employees, volunteers and agents as additional insureds regarding liability arising out of the Work. Consultant's coverage shall be primary and apply separately to each insurer against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. District's insurance or self-insurance, if any, shall be excess and shall not contribute with Consultant's insurance. Each insurance policy shall be endorsed to state that coverage shall not be canceled, except after 30 days (10 days for non-payment of premium) prior written notice to District. Insurance is to be placed with ~~admitted~~-authorized insurers with a current A.M. Best's rating of A-:VII or better unless otherwise acceptable to District. Workers' compensation insurance issued by the State Compensation Insurance Fund is acceptable. Consultant agrees to waive subrogation that any insurer may acquire from Consultant by virtue of the payment of any loss relating to the Work. Consultant agrees to obtain any endorsement that may be necessary to implement this subrogation waiver.

c. **Proof of Insurance.** Upon request, Consultant shall provide to District the following proof of insurance: (a) certificate(s) of insurance evidencing this insurance; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), and certifying the additional insured coverage.

**11. Entire Agreement; Amendment.** The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the Work. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the Work, except those other documents (if any) that are expressly referenced in this Agreement. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

**12. Independent Contractor.** Consultant's relationship to District is that of an independent contractor. All persons hired by Consultant and performing the Work shall be Consultant's employees or agents. Consultant and its officers, employees and agents are not District employees, and they are not entitled to District employment salary, wages or benefits. Consultant shall pay, and District shall not be responsible in any way for, the salary, wages, workers' compensation, unemployment insurance, disability insurance, tax withholding, and benefits to and on behalf of Consultant's employees. Consultant shall, to the fullest extent permitted by law, indemnify District, and its officers, employees, volunteers and agents from and against any and all liability, penalties, expenses and costs resulting from any adverse determination by the federal Internal Revenue Service, California Franchise Tax Board, other federal or state agency, or court concerning Consultant's independent contractor status or employment-related liability.

**13. Assignment.** Consultant may not assign, delegate, transfer or subcontract any of its rights, duties, obligations or other interests in this Agreement without District's prior

written consent. Any assignment, delegation, transfer or subcontract in violation of this provision is null and void.

**14. No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to Consultant shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default.

**15. Severability.** If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, provided that each party still receives the benefits of this Agreement.

**16. Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California. The county and federal district court where District's office is located shall be venue for any state and federal court litigation concerning the enforcement or construction of this Agreement.

**17. No Third Party Rights.** This Agreement shall not create any rights or benefits to parties other than Consultant and the District.

**16-18. Consultant Limitations.** Consultant shall, in the performance of the Work, have the right to reasonably rely upon information provided by District or prepared by any third party on behalf of District without independent verification of its accuracy and completeness.

**17-19. Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

District:  General Manager Rancho Murieta Community Services District P.O. Box 1050 15160 Jackson Road Rancho Murieta, CA 95683	Consultant:  <a href="#">Kennedy/Jenks Consultants</a> <a href="#">10850 Gold Center Drive, Suite 350</a> <a href="#">Rancho Cordova, CA 95670</a>
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Any party may change its address by notifying the other party of the change in the manner provided above.

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RANCHO MURIETA COMMUNITY  
SERVICES DISTRICT

CONSULTANT

By: \_\_\_\_\_  
General Manager

By: \_\_\_\_\_

\_\_\_\_\_ *[name]*

\_\_\_\_\_ *[title]*



\_\_\_\_\_ *By:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ *[name]*

\_\_\_\_\_ *[title]*



ATTACHMENT B - Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: Rancho Murieta Community Services  
 PROJECT Description: Recycled Water Predesign Report  
 Proposal/Job Number: \_\_\_\_\_ Date: 5/4/2016

January 1, 2016 Rates	Kevin Kennedy Eng-Sci-7	Bijan Sadeghi Eng-Sci-6	Ryan Young Eng-Sci-3	Javier Rios Farias Eng-Sci-3	Calvin Sugg Designer/ GIS	Project Administrator	Total	KJ Labor	KJ Escalation	KJ Comm. Charges	Sub Contr. #1	Sub Contr. #2	KJ Sub-Markup	KJ ODCs	KJ ODCs Markup	Total Labor	Total Expenses	Total Labor + Subs + Expenses
Classification:	\$220	\$180	\$145	\$145	\$135	\$115	Hours	Fees	0%	4%	Fees	Fees	10%	Fees	10%			
<b>Task 1. Preliminary Design Report</b>																		
Document development projections	4		2				6	\$1,170	\$0				\$0		\$0	\$1,170	\$0	\$1,170
Incorporate hydraulic modeling results	1		4				5	\$800	\$0				\$0		\$0	\$800	\$0	\$800
Review/check/replicate storage expansion					48		48	\$6,480	\$0				\$0		\$0	\$6,480	\$0	\$6,480
Conceptual drawing development	2		12	12	40		114	\$15,080	\$0				\$0		\$0	\$15,080	\$0	\$15,080
Description of improvements	6		12	8			26	\$4,220	\$0				\$0		\$0	\$4,220	\$0	\$4,220
Cost estimate development	2		12	6			20	\$3,050	\$0				\$0		\$0	\$3,050	\$0	\$3,050
Schedule development	1		4				5	\$800	\$0				\$0		\$0	\$800	\$0	\$800
Drawing and specification list development	1			4			5	\$800	\$0				\$0		\$0	\$800	\$0	\$800
Section development (introduction, existing and future conditions, description of improvements, etc.)	6		12	24		32	74	\$10,220	\$0				\$0		\$0	\$10,220	\$0	\$10,220
District review meeting attendance	2		4	4			10	\$1,600	\$0				\$0	\$20	\$2	\$1,600	\$22	\$1,622
Address District comments and final report	6		16	16			46	\$6,920	\$0				\$0	\$600	\$60	\$6,920	\$660	\$7,580
<b>Task 1 - Subtotal</b>	<b>31</b>	<b>0</b>	<b>78</b>	<b>74</b>	<b>88</b>	<b>32</b>	<b>359</b>	<b>\$51,140</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$620</b>	<b>\$62</b>	<b>\$51,140</b>	<b>\$682</b>	<b>\$51,822</b>
<b>Task 2. Timeline, Activities and Improvements Schedule</b>																		
Update development projections and triggers	4		18				22	\$3,490	\$0				\$0		\$0	\$3,490	\$0	\$3,490
Timeline spreadsheet update	1		2				3	\$510	\$0				\$0		\$0	\$510	\$0	\$510
District review and input	1		1				2	\$365	\$0				\$0	\$20	\$2	\$365	\$22	\$387
Reformatting			2			2	4	\$520	\$0				\$0		\$0	\$520	\$0	\$520
<b>Task 2 - Subtotal</b>	<b>6</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>31</b>	<b>\$4,885</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20</b>	<b>\$2</b>	<b>\$4,885</b>	<b>\$22</b>	<b>\$4,907</b>
<b>Task 3. Northwest Transmission Main Condition Assessment Support</b>																		
Contact and update scope, provide data	2			1			3	\$585	\$0				\$0		\$0	\$585	\$0	\$585
Subsequent followup and data request	1			1			2	\$365	\$0				\$0		\$0	\$365	\$0	\$365
Site visit attendance and follow up	2			2			4	\$730	\$0				\$0	\$20	\$2	\$730	\$22	\$752
Scope development and review	1			2			3	\$510	\$0				\$0		\$0	\$510	\$0	\$510
Report review and comment	1			3			4	\$655	\$0				\$0	\$20	\$2	\$655	\$22	\$677
Meeting attendance	1			1			2	\$365	\$0				\$0	\$22	\$2	\$365	\$25	\$390
<b>Task 3 - Subtotal</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>\$3,210</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$63</b>	<b>\$6</b>	<b>\$3,210</b>	<b>\$70</b>	<b>\$3,280</b>
<b>Task 4. RMCC Outreach Support</b>																		
Meeting 1 preparation, attendance, and meeting note preparation	4			10			14	\$2,330	\$0				\$0	\$18	\$2	\$2,330	\$20	\$2,350
Meeting 2 preparation, attendance, and meeting note preparation	4			10			14	\$2,330	\$0				\$0	\$18	\$2	\$2,330	\$20	\$2,350
<b>Task 4 - Subtotal</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>\$4,660</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$37</b>	<b>\$4</b>	<b>\$4,660</b>	<b>\$40</b>	<b>\$4,700</b>
<b>Task 5. Recycled Water Hydraulic Model Review</b>																		
Coordinating submittal review and obtaining data	1						1	\$220	\$0				\$0		\$0	\$220	\$0	\$220
Technical memorandum review and comment	1	2	4				7	\$1,160	\$0				\$0		\$0	\$1,160	\$0	\$1,160
Hydraulic model review and comment		8	12				20	\$3,180	\$0				\$0	\$18	\$2	\$3,180	\$20	\$3,200
<b>Task 5 - Subtotal</b>	<b>2</b>	<b>10</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>\$4,560</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18</b>	<b>\$2</b>	<b>\$4,560</b>	<b>\$20</b>	<b>\$4,580</b>
<b>Task 6. Project Management and QA/QC</b>																		
Project setup, billing, communications, etc.	28						28	\$6,160	\$0				\$0		\$0	\$6,160	\$0	\$6,160
District coordination meetings (6; 1 per month)	9						9	\$1,980	\$0				\$0	\$122	\$12	\$1,980	\$135	\$2,115
Kickoff meeting preparation and attendance	2			4			6	\$1,020	\$0				\$0	\$20	\$2	\$1,020	\$22	\$1,042
Concepts and criteria review (C&CR)	4			4			12	\$2,420	\$0				\$0	\$20	\$2	\$2,420	\$22	\$2,442
Predesign Report review meeting	2		2				4	\$730	\$0				\$0	\$20	\$2	\$730	\$22	\$752
Timeline, Activities and Implementation Schedule Update (QA/QC)							1	\$240	\$0				\$0		\$0	\$240	\$0	\$240
Predesign Report (QA/QC)							16	\$3,840	\$0				\$0		\$0	\$3,840	\$0	\$3,840
<b>Task 6 - Subtotal</b>	<b>45</b>	<b>0</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>76</b>	<b>\$16,390</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$184</b>	<b>\$18</b>	<b>\$16,390</b>	<b>\$202</b>	<b>\$16,592</b>
<b>All Phases Total</b>	<b>100</b>	<b>10</b>	<b>119</b>	<b>112</b>	<b>88</b>	<b>34</b>	<b>540</b>	<b>\$84,845</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$943</b>	<b>\$94</b>	<b>\$84,845</b>	<b>\$1,037</b>	<b>\$85,882</b>

**Client/Address:** Rancho Murieta Community Services District  
 15160 Jackson Road  
 P.O. Box 1050  
 Rancho Murieta, CA 95683

**Contract/Proposal Date:** April 27, 2016

**Custom Schedule of Charges**

**Date: April 27, 2016**

**PERSONNEL COMPENSATION**

<b>Classification</b>	<b>Hourly Rate</b>
CAD-Technician .....	\$120
Designer-Senior Technician .....	\$135
Engineer-Scientist-Specialist 1 .....	\$125
Engineer-Scientist-Specialist 2 .....	\$135
Engineer-Scientist-Specialist 3 .....	\$145
Engineer-Scientist-Specialist 4 .....	\$155
Engineer-Scientist-Specialist 5 .....	\$165
Engineer-Scientist-Specialist 6 .....	\$180
Engineer-Scientist-Specialist 7 .....	\$220
Engineer-Scientist-Specialist 8 .....	\$240
Engineer-Scientist-Specialist 9 .....	\$260
Project Administrator .....	\$115
Administrative Assistant .....	\$95
Aide.....	\$75

**Direct Expenses**

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- a. Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- b. Consultants, soils engineers, surveyors, contractors, and other outside services.
- c. Rented vehicles, local public transportation and taxis, travel and subsistence.
- d. Project specific telecommunications and delivery charges.
- e. Special fees, insurance, permits, and licenses applicable to the work.
- f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective April 27, 2016 through December 31, 2016. After December 31, 2016, invoices will reflect the Schedule of Charges currently in effect.

## MEMORANDUM

Date: May 12, 2016  
To: Board of Directors  
From: Greg Remson, Security Chief  
Subject: Consider Adoption of Resolution 2016-05, Authorizing Sale of District Surplus Equipment

---

### **RECOMMENDED ACTION**

Adopt Resolution 2016-05 authorizing the sale of District surplus equipment.

### **BACKGROUND**

The 2010 Ford Escape patrol vehicle has over 118,000 miles on it and has a bad transmission. It will be replaced with a 2016 Jeep Patriot. Due to the age, mileage, and wear and tear the trade-in amount will be low. Adopting the Resolution and declaring this vehicle surplus will allow the District to trade-in, sell or salvage the vehicle.

## RESOLUTION # 2016-05

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUTHORIZING SALE OF DISTRICT SURPLUS EQUIPMENT

**WHEREAS**, in the past, the Rancho Murieta Community Services District has purchased equipment to be used in the provision of water, sewer, drainage, solid waste, and security services to the community of Rancho Murieta; and

**WHEREAS**, the equipment listed below has become obsolete and its useful life has been consumed:

<u>No.</u>	<u>Description</u>
1	2010 Ford Explorer

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Rancho Murieta Community Services District declares this equipment surplus to the needs of the District and no longer necessary for the District's uses. The Board authorizes the General Manager to sell the equipment for fair value with procedures, terms and conditions that she finds appropriate or, if the General Manager determines that any equipment has no substantial value, to dispose of the equipment.

**PASSED AND ADOPTED** this 18<sup>th</sup> day of May, 2016, by the following roll call vote:

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

\_\_\_\_\_  
Betty Ferraro, Vice President, Board of Directors

[SEAL]

Attest:

\_\_\_\_\_  
Suzanne Lindenfeld, District Secretary



**California Special  
Districts Association**  
*Districts Stronger Together*

**RECEIVED**

**APR 29 2016**

**Rancho Murieta  
Community Services District**

**MEMORANDUM**

**DATE:** April 29, 2016

**TO:** California Special Districts Association (CSDA) Voting Members

**FROM:** Bill Nelson, CSDA Board President  
Neil McCormick, Chief Executive Officer

**SUBJECT:** Proposed CSDA Bylaws Updates

---

The CSDA Board of Directors has approved recommended updates to the CSDA Bylaws to bring forward to CSDA voting members for consideration.

Highlights to the recommended updates include:

- General clean-up to reflect updates and organizational changes over the last two years
- Clarifying language to the CSDA Board nomination and election process to allow for electronic voting
- Clarifying language for the inclusion of electronic communication related to the CSDA Bylaws amendments

The full proposed changes to CSDA's Bylaws are indicated in mark-up form for your review and can be found online at [www.csda.net/bylaws](http://www.csda.net/bylaws).

As a voting member in good standing, once your district has reviewed the proposed CSDA Bylaws updates, please use the enclosed official ballot to cast your vote by mail in favor or not in favor of the changes.

**Completed ballots must be received by Friday, June 24, 2016 at 5:00 PM to be counted.** Only official and fully completed ballots returned via regular mail to the CSDA office will be counted. The results of the Bylaws ballot will be announced in the CSDA e-News and on the CSDA website. If approved by the membership, the updated Bylaws will take effect on July 1, 2016.

If you have any questions or require printed copies, please contact Charlotte Lowe, Executive Assistant at [charlottel@csda.net](mailto:charlottel@csda.net) or (916) 442-7887.

**Thank you for your participation and continued support of CSDA!**



# **BYLAWS**

## **California Special Districts Association**

### **Approved Bylaw Revision Dates:**

**Revised 1996**

**Revised 1999**

**Revised 2004**

**Revised October 1, 2009**

**Revised August 2, 2010**

**Revised August 1, 2011**

**Revised July 1, 2014**

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## **ARTICLE I – GENERAL**

### **Section 1. Purpose:**

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (CSDA), CSDA will provide outreach, education, and member services, and shall generate legislative advocacy for member interests. CSDA will interact with the government associations and groups that support or oppose its membership's interests.

### **Section 2. CSDA ~~Regions~~/Networks:**

The state of California shall be divided along county boundaries into six voting ~~regions~~/networks. The areas of the ~~regions~~/networks have been determined by the Board of Directors of CSDA.

Exhibit A.....Map of the six (6) ~~regions~~/networks of CSDA.

### **Section 3. Principal Office:**

The principal business office of CSDA shall be located in Sacramento, California.

## ARTICLE II – MEMBERSHIP

### **Section 1. Qualification of Membership:**

There may be several classes of membership in CSDA, as determined by the Board of Directors. The following classes have been adopted:

#### **A. Regular Voting Members:**

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental and/or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body all of whose members are elected, or which members are appointed to fixed terms; or
2. A public agency whose legislative body is composed of representatives of two or more other public agencies. Such representatives may be either members of the legislative body or designated employees of such other public agencies. Public agencies which qualify as regular members pursuant to these criteria include, but are not limited to the following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control and/or water conservation districts; (g) sanitation agencies.

Regular voting members do not include the state, cities, counties, school districts, community college districts, dependent districts, or joint powers authorities. Dependent districts are defined as those special districts whose legislative body is composed exclusively of members of a Board of Supervisors of a single county or city council of a single city, LAFCOs, joint powers authorities or the appointees of such legislative bodies with no fixed terms.

Regular voting members have voting privileges and may hold seats on the Board of Directors.

#### **B. Associate Non-Voting Members:**

[Associate members](#) shall be those organizations such as dependent districts, cities, mutual water companies, and those public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges, [except as approved members on a CSDA committee](#), and may not hold a seat on the Board of Directors.

#### **C. Business Affiliate Members:**

[Business Affiliate members](#) shall be those persons or organizations that provide services to special districts and/or have evidenced interest in the purposes and goals of

CSDA. Business Affiliates have no voting privileges, [except as approved members on a CSDA committee](#), and may not hold a seat on the Board of Directors.

## **Section 2. Membership Application:**

Application for membership to CSDA will be directed to staff, who will determine if the applicant's interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board. Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws.

## **Section 3. Membership Dues:**

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

## **Section 4. Membership Voting:**

Matters to be voted upon by the membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which proper notice was given by CSDA may be voted upon.

### **A. Voting Designee:**

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate ~~by resolution~~, one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board member or managerial employee of the member regular voting member.

### **B. Voting Authorization:**

Those regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing shall be entitled to one vote on all matters brought before the membership for vote at any meeting or ~~mail-by~~ ballot.

## **Section 5. Membership Quorum:**

### **A. Meeting Quorum:**

Twenty-five voting designees, as defined in Article II, Section 4, officially designated by each regular voting member present at any annual or special meeting of the CSDA shall constitute a quorum. ~~Absentee ballots shall not be accepted. No regular voting member shall have the right to vote by means of an absentee or proxy ballot.~~

### **B. Mailed or Electronic Ballot Quorum:**

Mail ballots [or electronic ballots](#) received from 25 voting designees [officially designated by each regular voting member](#) shall constitute a quorum. [Each regular voting member shall](#)

be entitled to one vote. No regular voting member shall have the right to vote by means of a proxy.

## **Section 6. Membership Meetings:**

### **A. Annual Business Meeting:**

The annual business meeting of the members shall be held at the Annual CSDA Conference at such time and place as determined by the Board of Directors. Written notice of the annual business meeting distributed by mail or electronically shall include all matters that the Board intends to present for action and vote by the members.

~~Written notice of any annual meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least 45 days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters the Board of Directors intends to present for action and vote by the members.~~

### **B. Special Meetings:**

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or ~~by a majority of~~ at least a quorum of the members (25 members). ~~Written notice shall include all matters the Board of Directors intends to present for action and vote by the members.~~ Such a special meeting may be called by written request, specifying the general nature of the business proposed to be transacted and addressed to the attention of and submitted to the President of the Board. The President shall direct the Chief Executive Officer to cause notice to be given promptly to the members stating that a special meeting will be held at a specific time and date fixed by the Board. No business other than the business that was set forth in the notice of the special meeting may be transacted at a special meeting.

~~Written notice of any special meeting of the members of CSDA, via mail and/or electronic delivery, and/or facsimile shall be sent to each regular voting member in good standing, at least ten days in advance of the designated date of such meeting. The notice shall include the time and place, and all matters intended to be presented for action and vote by the members.~~

### **C. Notice of Meetings:**

Whenever members are permitted to take any action at any annual or special meeting, written notice of the meeting distributed by mail or electronically shall be given to each member entitled to vote at that meeting. The notice shall specify the place, date and hour of the meeting, and the means of electronic transmission or electronic video screen communication to be utilized by and between CSDA and its members, if any, by which members may participate in the meeting. For the Annual Membership Meeting, the notice shall state the matters that the Board intends to present for action by the members. For a special meeting the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.

1. Notice Requirements. Written notice of any annual membership meeting shall be given at least 45 days before the meeting date either personally, by first class registered or certified mail, or by electronic transmission.

2. Electronic Notice. Notice given by electronic transmission by CSDA shall be valid if delivered by either (a) facsimile telecommunication or electronic mail when directed to the facsimile number or electronic mail address for that main contact member on record with CSDA; (b) posting on an electronic message board or network that CSDA has designated for such communications, together with a separate electronic notice to each member of the posting; or (c) any other means of electronic communication. Such electronic transmission must be directed to a member which has provided to CSDA an unrevoked consent to the use of electronic transmission for such communications. The method of electronic communication utilized must create a record that is capable of retention, retrieval and review by CSDA.

All such electronic transmissions shall include a written statement that each member receiving such communication has the right to have the notice provided in non-electronic form. Any member may withdraw its consent to receive electronic transmissions in the place of written communications by providing written notice to CSDA of such withdrawal of consent.

Notice shall not be given by electronic transmission by CSDA if CSDA is unable to deliver two (2) consecutive notices to a member by that means, or otherwise becomes aware of the fact that the member cannot receive electronic communications.

#### D. Electronic Meetings:

Members not physically present in person at either an annual or special meeting of members may participate in such a meeting by electronic transmission or by electronic video screen communication by and between such members and CSDA. Any eligible member participating in a meeting electronically shall be deemed present in person and eligible to vote at such a meeting, whether that meeting is to be held at a designated place, conducted entirely by means of electronic transmission, or conducted in part by electronic communication between CSDA and those members who are not capable of being physically present at such designated meeting place.

Annual and special meetings of the members may be conducted in whole or in part by electronic transmission or by electronic video screen communication by and between CSDA and its members if all of the following criteria are satisfied: (1) CSDA implements reasonable procedures to provide members participating by means of electronic communication a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to hear the proceedings of the meeting including comments of members participating in person substantially concurrent with such proceedings; and (2) any votes cast by a member by means of electronic communication by and between CSDA and a member must be recorded and maintained in the minutes by CSDA.

#### ~~C. Mail Ballot:~~

~~The Board of Directors may at its discretion authorize the voting upon any issue, by written ballot mailed to each regular voting member in good standing. Such ballot shall~~

~~be mailed by first class mail, at least 45 days in advance of the date the CSDA has designated for the return of the ballot by each member to CSDA.~~

**E. Majority Vote:**

~~A majority of votes cast or ballots received shall be necessary to carry any matter voted upon, provided a quorum of members has voted in person or by mail ballot. Voting by proxy shall not be allowed.~~ Any matter submitted to the membership for action or approval shall constitute the action or approval of the members only when: (1) the number of votes cast by regular voting members present at the meeting equals or exceeds the quorum requirement of 25 registered voters; and (2) the number of votes approving the action or proposal equals or exceeds a majority (50% plus one) of the regular voting members present and casting votes on the issue.

**F. Solicitation of Written Ballots from Members:**

All solicitations of votes by written ballot, whether by means of electronic communication or first class mail, shall: (1) state the number of returned ballots needed to meet the quorum requirement (25 returned ballots); (2) state, with respect to returned ballots other than for election of directors, that the majority of returned ballots must indicate approval of each measure in order to adopt such measure; and (3) specify the time by which the written ballot must be received by CSDA in order to be counted. Each written ballot so distributed shall: (1) set forth the proposed action; (2) give members an opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable time in which to return the ballots to CSDA either electronically or by first class mail.

Each written ballot distributed by first class mail shall be mailed to each regular voting member at least 45 days in advance of the date designated for return of the ballot by each such member to CSDA. Written ballots transmitted electronically to members shall be electronically communicated at least 45 days in advance of the date designated for return of the ballot by each member to CSDA.

**G. Return of Ballots:**

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication from regular voting members after the specified date shall not be counted and shall be invalid.

**H. Number of Votes Required for Approval:**

Approval by written ballot shall be valid only when (1) the number of votes cast by written ballot either by means of electronic communication or first class mail within the specified time equals or exceeds the quorum required to be present at a meeting authorizing the action (25 votes); and (2) the number of approvals equals or exceeds the number of votes that would be required for approval at a meeting of members, i.e. 50% plus one of those participating members casting written ballots either electronically or by first class mail.

**Section 7. Termination of Membership:**

Any member delinquent in the payment of dues for a period of three months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for 45 days after said notice, the delinquent member shall automatically cease to be a member of CSDA. [CSDA's Chief Executive Officer may approve special payment arrangements if deemed necessary.](#)

A delinquent member may be restored to membership by making written application to the Board of Directors of the CSDA. Such reinstatement shall be at the discretion of the Board.

## **ARTICLE III – DIRECTORS**

### **Section 1. Number of Directors:**

The authorized number of elected directors to serve on the Board of Directors shall be 18. Each regular voting member agency shall be limited to one seat on the Board.

There shall be three directors elected from each of the six CSDA ~~regions/~~networks. Directors elected from each of the six ~~regions/~~networks shall hold staggered three year terms. The three directors serving a term of office from a ~~region/~~network shall be elected from three different regular voting member agencies located in that ~~region/~~network.

### **Section 2 Term of Office:**

Directors elected from each of the six ~~regions/~~networks shall hold staggered three year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall terminate in three years.

### **Section 3. Nomination of Directors:**

Nomination shall be by ~~region/~~network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The director nominee shall be a board member of the district or a managerial employee as defined by that district's Board of Directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election. In the event an incumbent does not re-run for his/her seat, the nomination period for that ~~region/~~network shall be extended by ten days.

The CSDA staff, in conjunction with the Elections and Bylaw Committee, will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each ~~region's/~~network's qualified nominees will be submitted by mail ~~or electronic~~ ballot, to that ~~region's/~~network's regular voting membership for election pursuant to Article III, Section 4

### **Section 4. Election of Directors:**

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections. The Committee may enforce any regulation in order to facilitate the conduct of said elections. Voting for directors shall be by the regular voting members from the ~~region/~~network from which they are nominated.

The Election and Bylaws Committee shall meet each year to review, with staff, the ~~regions/~~networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the official date for the nomination requests to be received at the CSDA office, and set the date of the election.

#### **A. Written Notice:**



Written notice requesting nominations of candidates for election to the Board of Directors shall be sent by first class mail or electronically to each regular voting member in good standing on the date specified by the Election and Bylaws Committee, which shall be at least 120 days prior to the election. The nominations must be received either by mail or electronically by CSDA before the established deadline which shall be no later than 60 days prior to the election. Nominations received after the deadline date shall be deemed invalid.

## **B. Balloting and Election:**

Voting for directors shall be by written ballot distributed by mail or by electronic transmission by CSDA directly or via third-party to members eligible to vote in each network.

After the nomination period for directors is closed, a ~~written~~mailed ballot specifying the certified nominees in each ~~region/~~network shall be distributed by first class mail or electronically to each regular voting member in that ~~region/~~network ~~by first class mail~~. Each such regular member in good standing in each ~~region/~~network shall be entitled to cast one vote for each of that ~~region's/~~network's open seats on the Board.

The ballot for each ~~region/~~network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a ~~region/~~network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed or electronically transmitted. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each ~~region/~~network were ~~mailed-sent~~ a ballot, either by first class mail or by electronic transmission. The form of written ballot and any related materials sent by electronic transmission by CSDA and completed ballots returned to CSDA by electronic transmission by participating members must comply with all of the requirements of Article II, Section 6.F-H of these Bylaws. If a member does not consent to electronic communication for balloting purposes, a form of written ballot will be mailed to such participating member no later than 45 days prior to the date scheduled for such election. All written ballots shall indicate that each participating member may return the ballot by electronic communication or first class mail.

All solicitations of votes by written ballot shall: (1) state the number of returned ballots needed to meet the quorum requirement (25); (2) state, with respect to ballots for election of directors, that those nominees receiving the highest number of votes for each Board position subject to election will be certified as elected to that Board position.

Election of a nominee to a Board position shall be valid only when: (1) the number of votes cast by written ballot, transmitted either electronically or by first class mail, within the time specified, equals or exceeds the quorum required to be present at a meeting of members authorized in such action (25); and (2) the number of written ballots approving the election of a nominee must be the highest number of votes cast for each Board position subject to election as would be required for an election of a nominee at a meeting of the members. -

Written Ballots shall be returned either by first class mail or by electronic mail communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the

designated election date, which shall be at least 45 days prior to the Annual Conference. Written Ballots received either by first class mail or electronic communication after the specified date shall be invalid and shall not be counted.

All written ballots received by mail shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or his/her designee. All electronic ballots will be prepared, distributed, authenticated, received, tabulated, and kept secure and confidential.

### **Section 5. Event of Tie:**

In the event of a tie vote, a supplemental mail-written ballot containing only the names of those candidates receiving the same number of votes shall be distributed either by first class mail or electronically mailed to each regular voting member in the region/network where the tie vote occurred.

Those mail-written ballots received by mail or electronically prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental mail-written ballots received after the designated date whether by first class mail or electronically shall will be deemed invalid. All written ballots received either by mail or electronically shall remain sealed as provided in Article III, Section 4.B of these Bylaws. ~~until opened in the presence of the Committee chair or his/her designee.~~

In the event the supplemental mail-written ballot also results in a tie vote, the successful candidate will be chosen by a drawing by lot.

### **Section 6. Director Vacancy:**

In the event of a director vacating his/her seat on the Board of Directors, an individual who meets the qualifications as specified in these Bylaws may be appointed or elected to complete the director's unexpired term.

#### **A. Two or Three Vacant Seats in the Same Region/Network:**

In the event more than one seat on the CSDA Board of Directors in any one region/network is vacant at the same time, such vacancies shall be filled by election. A mail-written ballot shall be prepared; listing all nominees for that region/network accepted and approved by CSDA and distributed to each regular voting member in each such network either by first class mail or by electronic communication pursuant to the provisions of Article III, Section 4. A and B of these Bylaws

Regular members of each region/network shall be entitled to cast one vote for each open seat in that region/network by returning a completed written ballot to CSDA either by first class mail or by electronic communication. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

#### **B. Vacancy Before Nomination Period**

In the event of a vacancy occurring “before” the nomination period, at the discretion of the CSDA Board, the vacancy may be filled by appointment or special election.

Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the network in which the vacancy occurred. The network’s existing directors sitting on the CSDA Board shall interview all interested candidates of that network and bring a recommendation to the CSDA Board of Directors for consideration. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Should the CSDA Board choose to fill the vacancy by special election, written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in good standing in the network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

**B.C. Vacancy During Nomination Period:**

In the event of a vacancy occurring “during” the nomination period, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in the ~~region/~~network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the ~~mail-written~~ ballot for election in that ~~region/~~network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

**C.D. Vacancy After Nomination Period:**

In the event of a vacancy occurring “after” the nomination period has closed, at the discretion of the CSDA Board, the vacancy may remain unfulfilled until the next regularly scheduled election or may be filled by appointment. Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the ~~region/~~network in which the vacancy occurred.

The ~~region’s/~~network’s existing directors sitting on the CSDA Board shall interview all interested candidates of that ~~region/~~network and bring a recommendation to the CSDA Board of Directors. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

**Section 7. Director Disqualification:**

- A. A director shall become disqualified from further service upon the occurrence of the following:

A director’s district is no longer a member of CSDA; a director is no longer a board member or an employee of a member district; and/or a director shall resign.

Any officer or director may resign at any time by giving written notice to the President or CEO. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director [is unexcused and](#) fails to attend three consecutive meetings of the Board.

**Section 8. Powers of Directors:**

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

## **ARTICLE IV – DIRECTOR MEETINGS**

### **Section 1. Place of Meetings:**

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine.

### **Section 2. Ratification Meeting:**

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of CSDA.

### **Section 3. Organization Meeting:**

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of CSDA.

### **Section 4. Planning Session:**

As directed by the Board of Directors, a special Strategic Planning Meeting shall be held to review and evaluate the plans, policies and activities related to the business interests of CSDA.

### **Section 5. Regular Meetings:**

The dates of the regular meetings of the Board of Directors shall be ratified at the last Board meeting of the previous year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

### **Section 6. Special Meetings:**

A special meeting of the Board of Directors, for any purpose, may be called at any time by the President or by any group of ~~seven~~-10 directors [or as described in Article II, Section 6.B.](#)

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the directors, or sent by written or electronic communication. All written notices shall be sent at least ten days prior to the special meeting and electronic notices at least five days prior.

### **Section 7. Quorum:**

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten directors. A majority vote among at least ten directors present at a duly noticed meeting shall constitute action of the Board of Directors.

### **Section 8. Board Meetings by Telephone and Electronic Communications:**

Any Board meeting may be held by conference telephone, video screen communication or other electronic communications equipment. Participation in such a meeting under this Section shall constitute presence in person at the meeting if both of the following apply: (a) each Board member participating in the meeting can communicate concurrently with all other Board members; and (b) each member of the Board is provided a means of participating in all matters before the Board, including the capacity to propose or interpose an objection to a specific action to be taken by CSDA, and the capacity to vote on any proposal requiring action of the Board.

**Section 98. Official Records:**

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA.

## **ARTICLE V – OFFICERS**

### **Section 1. Number and Selection:**

The officers of CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the then current members of the Board of Directors without reference to **regions**/networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve without compensation.

Each shall hold office for the term of one year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

### **Section 2. Duties of the President:**

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President shall appoint committee chairs and vice-chairs and members of the Standing Committees, subject to confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

### **Section 3. Duties of the Vice President:**

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be an ex-officio member of all of the Standing Committees.

### **Section 4. Duties of the Secretary:**

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of CSDA.

A list of the membership of CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

**Section 5. Duties of the Treasurer:**

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or designee, shall disburse, or cause to be disbursed by persons as authorized by resolution of the Board of Directors, the funds of CSDA, as ordered by the Board of Directors.

The Treasurer or designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or designee shall, after the close of the fiscal year of CSDA, cause an annual audit of the financial condition of CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

**Section 6. Disbursement of Funds:**

No funds shall be disbursed by CSDA unless a check, draft or other evidence of such disbursement has been executed on behalf of CSDA by persons authorized by resolution of the Board of Directors.

**Section 7. Removal of Officers:**

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.



## **ARTICLE VI – COMMITTEES**

### **Section 1. Committee Structure:**

Each committee shall have a chair and a vice-chair who shall be directors of the Board of Directors. Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or Business Affiliate members.

### **Section 2. Committee Actions:**

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept and each committee shall present a report to the Board of Directors at each scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law

No committee may: Fill vacancies on the Board of Directors or on any committee that has authority of the Board; create any other committees of the Board or appoint the members of the committees of the Board.

No committee may fix compensation of the directors for serving on the Board or on any committee; expend corporate funds to support a nominee for director; or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.

No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

### **Section 3. Committee Meetings:**

Meetings of the committees of CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

[Written notice of any regular or special committee meeting may be given either personally, by first class mail, or by electronic transmission as specified in Article II, Section 6.C.2 of these Bylaws. Any committee meeting may also be held by conference telephone, video screen communication or other electronic communication equipment. Participation in such a meeting under this Section shall constitute presence in person at the committee meeting if both of the](#)

[following apply: \(a\) each committee member participating in the meeting can communicate concurrently with all other committee members; and \(b\) each member of the committee is provided a means of participating in all matters before the committee, including the capacity to propose or interpose an objection to a specific action to be taken by that committee, and the capacity to vote on any proposal requiring action or recommendation by the committee.](#)

#### **Section 4. Standing Committees:**

Standing Committees of CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Member Services and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

##### **A. Executive Committee:**

The Executive Committee shall consist of all officers of CSDA. Members shall include the President, Vice President, Secretary, Treasurer and the Immediate Past President of CSDA. If the Immediate Past President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served as President in the past, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

##### **B. Professional Development Committee:**

The Professional Development Committee shall [provide advice, feedback and general guidance for ~~plan, organize and direct~~](#) CSDA professional development programs and events.

##### **C. Election and Bylaws Committee:**

The Election and Bylaws Committee shall be responsible for conducting all elections for the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

##### **D. Finance Corporation Committee:**

The Finance Corporation Committee shall serve as the Board of Directors of the CSDA Finance Corporation a California non-profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by

this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to enter into all contracts necessary to provide financial assistance to CSDA members.

**E. Fiscal Committee:**

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be reviewed by the committee and ratified by the Board of Directors.

**F. Legislative Committee:**

The Legislative Committee shall be responsible for the development of CSDA's legislative agenda. The Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Department with legislative and public policy issues.

**G. Member Services Committee:**

~~The Member Services Committee shall be responsible for recruitment and recommendation of new members to the CSDA Board of Directors~~[The Member Services Committee shall be responsible for recruitment and retention activities as well as recommendation of new members and benefits to the CSDA Board of Directors.](#) All new members shall be ratified by the Board of Directors.

**H. Audit Committee:**

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Directors approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

**Section 5. Ad Hoc Committees:**

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, or members of the public, as approved by the Board of Directors.

**Section 6. Special Committee of the Board:**

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two or more directors, but less than a quorum of the Board of Directors.

## **ARTICLE VII – INDEMNIFICATION**

### **Section 1. Right of Indemnity:**

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

### **Section 2. Approval of Indemnity:**

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

### **Section 3. Insurance:**

The CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer’s, director’s, employee’s, or agent’s status as such.

### **Section 4. Liability:**

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA’s creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA’s assets for payment.

## ARTICLE VIII – ~~LOCAL CHAPTERS~~ AFFILIATED CHAPTERS

### **Section 1. Purpose:**

The purpose of ~~local~~-affiliated chapters is to provide a local forum of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The ~~local~~-affiliated chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

### **Section 2. Organization:**

The regular voting members of CSDA are encouraged to create and establish ~~local~~-affiliated chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011, including but not limited to the following chapters must have at least one CSDA member in their membership at all times: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. Such existing chapters may include as members local organizations, districts and professionals who are not members of CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members be current members of CSDA in order to be a chapter affiliate of CSDA. Such ~~local~~ chapters may include members of local organizations and professionals who are not members of CSDA.

Local-Affiliated chapters shall be determined ~~to be affiliates of the CSDA~~ upon approval and execution of the Chapter Affiliation Agreement by the ~~local~~ chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors. The chapters shall be required to provide updated membership lists to the CSDA at least annually.

CSDA and its ~~local~~-affiliated chapters shall not become or be deemed to be partners or joint ventures with each other by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

### **Section 3. Rules, Regulations and Meetings:**

Each ~~local~~-affiliated chapter shall adopt such rules and regulations, meeting place and times as the membership of such ~~local~~-affiliated chapter may decide by majority vote. Rules and regulations of the ~~local~~-affiliated chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of CSDA.

### **Section 4. Financing of ~~Local~~-Affiliated Chapters:**

No part of CSDA's funds shall be used for the operation of the ~~local-affiliate~~ chapters ~~s-affiliates~~. CSDA is not responsible for the debts, obligations, acts or omissions of the ~~local-affiliate~~ chapters.

**Section 5. Legislative Program Participation:**

~~Local-Affiliate~~ chapters may function as a forum in regard to federal, state and local legislative issues. The chapters may assist CSDA in the distribution of information to their members.

## ARTICLE IX – AMENDMENTS TO THE BYLAWS

### **Section 1. Amendment Proposals:**

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon ~~resolution approval by~~ of the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by CSDA, at a specially called meeting, or by ~~a mailed~~ or electronic ballot.

### **Section 2. Amendment Membership Meeting:**

Prior notice in writing of the proposed amendment/s to these Bylaws shall be given either by first class mail or by electronic transmission by the Board of Directors to the regular voting members in good standing, not later than 45 days in advance of the amendment meeting pursuant to the provisions of Article II, Section 6.C of these Bylaws. The electronic notice shall include copies of the proposed amendments.

Electronic copies of the proposed amendment/s shall also be available on the CSDA website for review by the regular voting members prior to the meeting. Copies of the proposed amendments shall also be available for the regular voting members at the amendment membership meeting.

The amendment membership meeting may be conducted as an electronic meeting pursuant to the provisions of Article II, Section 6.D of these Bylaws.

### **Section 3. ~~Mailed~~ Written Bylaw Amendment Ballot:**

The Board of Directors of CSDA may submit Bylaw amendments for approval of regular voting members by mail or electronic ballot rather than by means of an amendment membership meeting.

When a ~~mailed-written~~ ballot is ~~utilized-used~~ to amend these Bylaws, the ballot shall include the text of all proposed Bylaw amendments and matters the Board of Directors intends to present for ~~action and~~ vote by the members. Such written ballot shall contain the information specified in Article II, Section 6.F of these Bylaws and shall be ~~mailed-distributed by CSDA~~ to ~~all~~ regular voting members either by first class mail or by electronic transmission at least 45 days in advance of the date designated for return of the ballot. The ballot shall be mailed by first class mail, not later than 45 days in advance of the date CSDA has designated for the receipt of the ballot.

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication after the specified date shall not be counted and will be deemed invalid. The amendment ballot must be received by CSDA, no later than the established deadline date and time. Ballots received after the specified deadline will be deemed invalid

#### **Section 4. Bylaw Amendment Ratification:**

##### **A. Membership Meeting:**

The proposed Bylaw amendments shall be deemed adopted by the members when the number of votes cast by ~~a majority vote of all~~ regular voting members present at ~~a such~~ membership meeting meets or exceeds the required, ~~at which a~~ quorum of 25 regular voting members, and the number of votes cast approving the Bylaw amendments constitutes a majority of votes cast, i.e., 50% plus one of regular voting members casting ballots at such meeting, ~~as defined in Article 2, Section 5 of these Bylaws, of the members is present.~~

##### **B. Mailed or Electronic Ballot:**

The proposed Bylaw amendment/s shall be deemed adopted by a majority of the regular voting members by mail or electronic ballot when the provisions of Article II, Section 6.H of these Bylaws have been satisfied, ~~when ballots have been returned by a quorum of the regular voting members, and have been approved by a majority vote of the mail ballots returned.~~



**EXHIBIT A**



California Special Districts Association  
**DISTRICT NETWORKS**



## MEMORANDUM

Date: May 10, 2016  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Receive Water Treatment Plant Expansion Project Update

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Staff is continuing to learn the intricacies of the new control systems and accommodations that are needed for the new facility. This includes spacing out Water Plant 1 air compressor demands to avoid low air pressure alarming, scheduling and monitoring membrane module maintenance and recovery cleans, and instrumentation control details. Currently the Plant 2 control system swap over is still in the process of being taken offline to complete the integration into the new SCADA system control. The system integrator ran into unforeseen issues with old vs new control relays voltages that they're in the process of accommodating.

Paving is now completed with the slurry sealing of the main parking lot area completed on April 18, 2016. The bird netting installation that was scheduled for April 25, 2016 is now expected to occur on May 16, 2016. Apparently the delay is due to the contractors netting supplier not having what was needed for our project. The siding work is nearly completed at Plant 2. Photo of siding work as of last week below.



## MEMORANDUM

Date: May 10, 2016  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Project Updates for Solar Power Installation and Augmentation Well

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### **SOLAR POWER INSTALLATION**

Solar City noted that there was an electrical conflict which is being looked at that may delay the project start a few weeks. This delay will cause the nest bird surveys to be conducted again. The Bird Surveys previously completed have been submitted to the DFW. As noted in the Bird Survey submittal: *Pursuant to the mitigation measures in the IS/MND, Swainson's hawk Surveys were conducted within 0.5 mile at both solar sites. At one site (the Water Treatment Plant site) SWHA was not observed; at the other site (the Wastewater Treatment Facility site), a SWHA nest was observed approximately 0.5 mile from planned construction. As explained in the attached, we do not think construction noise and disturbance will adversely affect SWHA for several reasons, including that the nest is 1,200 feet from an active airport and near other sources of active disturbance (land clearing, hotel construction). The District would like to mobilize equipment on 5/11 and start construction on 5/16.* The District and Aspen Environmental received a response from DFW agreeing that they did not see adverse effects on the SWHA nest from this construction.

As delays were not caused by the District, Solar City agreed to pick up the costs for additional bird surveys. As of now, we are waiting to hear from Solar City as to what their updated project schedule is but they have tentatively said that the project at the Wastewater Plant site may begin on May 23, 2016.

### **AUGMENTATION WELL**

The project's Right of Entry request has been submitted to the landowner of the wellsite and is still needed before we can proceed. The Regional Water Authority has verbally reported that the Proposition 84 Grant for our project has been extended through December 31, 2017. The project scope has been revised to only include well Site B adjacent to the river and still needs the electrical scope to be revised to be solely for this site. Once the Right of Entry Agreement is received, we will post the project for bids and hopefully continue on with this project.

## MEMORANDUM

Date: May 13, 2016  
To: Board of Directors  
From: Darlene J. Thiel Gillum, General Manager  
Subject: Receive Updates – Parks Committee, Development, Midge Fly Ad Hoc Committee, Escuela Gate, North Gate Use Agreement, Ribbon Cutting Ceremony/Event

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### **PARKS COMMITTEE**

A meeting for the Parks Committee is tentatively scheduled for June 2, 2016. A red-line version of the Parks Operating Guidelines with Rancho Murieta Association (RMA) is included in this packet for review and comment.

### **DEVELOPMENT**

The conditions of approval (the expansion of the District's water treatment capacity and certification that the District has sufficient wastewater storage and treatment capacity) for the Retreats have been satisfied and documentation of such has been provided to the County.

### **MIDGE FLY AD HOC COMMITTEE**

A verbal update will be given at the Board meeting.

### **ESCUELA GATE**

Nothing new to report.

### **RIBBON CUTTING CEREMONY/EVENT**

The invitations were sent out on May 9, 2016. RSVP's are being received.

*RMCS D's Draft Parks **Committee** Operating Guidelines*

*January 27, 2016*

**RMA comments in red**

**March 16, 2016**

The purpose of the Parks Operating Guidelines is to provide a general understanding of how the Parks Committee conducts business related to the development of parks and collection of parks fees.

There are three Parks Development Agreements (PDAs) currently in place today. These agreements govern the parties' obligations in developing, funding and constructing both Neighborhood Parks and Community Parks, which are identified on the Park Facilities Matrix.

- Sept. 19, 1990 RMA, CSD, Winncrest Homes, F.N. Projects, and N.T. Hill (Rancho Murieta South)
- Feb. 20, 1991 RMA, CSD, Rancho Murieta Properties Inc, CBC Builders, SHF Acquisitions (Rancho Murieta North)
- June 28, 1991 RMA, CSD, PTF (Rancho Murieta North)

1. Section 5A of the PDAs establishes the Parks Committee (five members) comprised of two RMA appointees, one CSD appointee, one RMPI appointee, and one appointee from Landowners other than RMPI. Upon completion of the Community Park facilities described in Ex. D the Landowner members shall be replaced by RMA appointees. Since the PDAs are silent regarding transfer of property ownership, it is assumed that the Landowner seats on the Parks Committee are transferred to successors in interest.

**The PDAs are not silent on the issue of successors in interest and they don't all say one RMPI and one non-RMPI.**

**Sept 19, 1990 (South) "Two reps appointed by the landowners or their successors in interest"**

**Feb 20, 1991 (North) "One rep appointed by RMPI and one rep appointed by landowners other than RMPI or their successors in interest"**

**Jane 28, 1991 (North) "One rep appointed by RMPI and one rep appointed by landowners other than RMPI or their successors in interest"**

2. The Parks Committee is responsible for the review and approval of construction plans, and the quality of the plans, for consistency with the PDAs. Inconsistent plans may be approved by the Parks Committee provided implementation of the inconsistent plans will not disrupt the overall implementation of the Parks and quality of the Park Development Plan.

3. Exhibit C of the PDAs, the Park Facilities Matrix, defines existing parks, proposed parks, physical characteristics, funding, and features/improvements. The Park Facilities Matrix will be reviewed at each Parks Meeting to reflect the current status of park projects. The Park Facilities Matrix may be updated for relocation of parks or changes in park size upon the mutual written consent of the Parks Committee and the landowner, or its successor in interest, of the undeveloped property subject to the change. **Only parks that are on land subject to an existing PDA may be added to the Matrix.** However, any such change is subject to Sacramento County approval.
4. Exhibit D of the PDAs identifies the original Park Financing Plan, which outlines the initial parks budget ~~by~~**for** Neighborhood Parks and Community Parks. Exhibit D also identifies the financial obligation of developers and RMA.
  - Landowners are responsible for financing Neighborhood Parks and Facilities.
  - RMA and Landowners are jointly responsible for financing Community Parks and Facilities.

**Additional language to be added: If park fees aren't paid to the Parks Fund within 30 days from when the funds are due, that entity (developer or RMA) will have its voting rights suspended until all fees are paid.**

5. Exhibit E of the PDAs identifies the pedestrian and bike trail system that is to be developed by Landowners. The locations identified in the original Exhibit E are conceptual only. The final pedestrian and bike trail configuration shall be identified on final residential maps approved by Sacramento County. In addition, any changes to Exhibit E are subject to Parks Committee consent, which shall not be unreasonably withheld.

**The Parks Committee adopted an addendum to the PDAs on April 16, 2004 (new location for river crossing) and a standard for trail construction on Feb 28, 2003.**

**Additional language: The PDAs say that the developer must develop a system of pedestrian and bike trails, constructed to the standards and specifications approved by the Parks Committee, and deed the trails to RMA as separate parcels or easements**

6. RMA is responsible for the collection of Park related fees (both Neighborhood and Community park fees). RMA ~~determines~~ **calculates** the annual escalation for the Park Fees ~~per~~ **based on the escalation factor specified** in the PDAs.
7. Per the PDAs, properties that annex into RMA pay their Park Fees at the time of annexation into RMA. The Mutual Benefit Agreement addresses the payment of Park Fees for properties that do not annex into RMA, **specifically, that the fees are due and payable upon recordation of the final subdivision map for the subdivision phase.**

8. RMA will be responsible for maintaining the Parks Development funds in a separately identifiable account which is audited **or reviewed** annually. Taxes on related interest income will be paid from the Park Development Fund.
9. RMA will provide detailed accounting of the Parks Development Fund, denoting cash in and cash out, taxes paid, and interest accrued for Neighborhood and Community Parks' contributions individually and in **a summary of credits approved by the Parks Committee for RMA's future obligations under the PDAs** ~~for the RMA Parks Development funds at each Parks Meeting.~~ **RMA, to meet its obligations, has the option of using credits or by remitting funds.**
10. The use of Parks Development funds will be reviewed and agreed upon by majority vote of the Parks Committee effectively determining the identification and prioritization of park development for those Park Facilities identified in the Park Facilities Matrix.
11. For clarification purposes, the RMA Parks Development Reserves ~~Fund~~ is unrelated to ~~the any~~ fees collected pursuant to the PDAs. ~~This Reserve Fund represents monies~~ **These funds are owned by RMA and have been** collected by RMA since 2004 to fund RMA's future obligations under the PDAs. ~~These Reserve Funds will be transferred to the Park Development Fund from time to time to satisfy RMA's obligation toward the construction of Community Parks, unless the Parks Committee has approved an 'in-lieu' credit~~ **See number 9 above**
12. The obligation for bridge project reimbursements, owed to the Parks Committee by Rancho Murieta North developers, of \$178,500 is memorialized in Sacramento County documentation. As development on the North progresses, the County will collect fees from the North Developer and remit payments to the ~~RMA Park Development Reserve Fund~~ **Park Fund.**
13. The PDAs expressly limit the use of Park Development Funds for the construction of Park Facilities identified on the Park Facilities Matrix. RMA provides for the maintenance of parks through separate funding sources. Maintenance issues or expenses are not under the purview of the Parks Committee **nor are Parks Funds to be used for park maintenance.**
14. Parks construction related items, **to be funded by Parks Funds**, identified by the RMA Board, the CSD Board, or the Landowner will be brought to the Parks Committee for consideration of inclusion on the Park Facilities Matrix **only for properties identified in the PDAs as land subject to the agreements.**

**\*\*\*Most of the items are redundant as the language is already contained in the PDAs\*\*\***



# Rancho Murieta Association Memorandum

**To:** Ad Hoc Midge Fly Committee  
**From:** Larry Shelton, Committee Chair  
**Date:** May 6, 2016  
**Subject:** Meeting

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There will be a meeting of the Ad Hoc Midge Fly Committee on:  
**Monday, May 9, 2016 at 10 a.m.**  
RMA Building, 7191 Murieta Parkway

1. Call to Order.
2. Approval of Minutes (action required)
3. Develop Focus Statement
4. Flyer Distribution
5. Pesticide Control (action required)
  - a. Weighted Liquid
  - b. Granules
6. Fountain Pumps (action required)
  - a. Acquiring CSD pumps
  - b. Purchase of new pumps
7. Stocking Lake (action required)
8. Financing
9. Open Discussion
10. Adjournment



**Rancho Murieta Association  
Ad Hoc Committee – Midge Fly Issue  
Minutes for Meeting of April 25, 2016**

**Present**

Larry Shelton, RMA Board Member  
Betty Ferrero, CSD Board Member  
Jane Hall, MTI Board Member  
Bill Ossolinski  
Faye Lunsford

**Staff**

Rod Hart, Maintenance Manager  
April Mattice, Administrative Asst.  
Paul Siebensohn, CSD Staff

**Guest**

Kim Perotti, Resident  
Tony Avampato, Resident

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The Ad Hoc Committee for the midge fly issue was called to order at 9:00 a.m. by Betty Ferrero.

**Approval of Notes**

**M/S/C:** to approve the notes from March 28, 2016, as presented.

Vote:                      5 – Yes;              0 – No;              0 – Abstention

**M/S/C:** to approve the notes from April 11, 2016, as presented.

Vote:                      5 – Yes;              0 – No;              0 – Abstention

**Update of Tasks**

**1.      Granular Seeding**

Paul Siebensohn updated the Committee regarding using granular form vs. the liquid form of insecticide that CSD currently uses for the midge flies. He said he talked to a pest control advisor who suggested adding a mixing agent to the liquid which might help it settle to the bottom and bind to the bottom vegetation where the midge fly larvae live and feed. If this method works, the granular insecticide wouldn't be required. The Committee asked Mr. Siebensohn if the insecticide company would be willing to use Laguna Joaquin as a test lake to try this method. He said he would check and report back.

**2.      Aerating Fountains**

Mr. Siebensohn and Mr. Hart said they had discussed the pumps that CSD currently has in inventory but is not using. Mr. Siebensohn said that CSD is trying to determine the value of the pumps but he doesn't feel that the addition of the fountains in Laguna Joaquin will help with the midge flies since they survive in both low and high oxygenated environments. The Committee disagreed adding that a healthy body of water will aid in the elimination of the larvae. Mr. Hart said he is also checking into the cost of new pumps since the pumps being offered by CSD are about nine year old and may not be as energy efficient as new ones. Mr. Hart also mentioned that several years ago, as he recalled, CSD was willing to give the pumps to RMA but RMA declined due to having to change the electrical services. He will check old records to see if he can locate any information on the prior discussion.

### **3. Restocking Lakes**

Bill Ossolinski suggested adding catfish and carp, both bottom feeding fish, to Laguna Joaquin to feed on the larvae. He also favored using mosquito fish and shiners but the Committee didn't think that would work as they are small and top feeders and would just feed the larger fish already in the lake. The Committee prioritized which species of fish should be added to Laguna Joaquin first to help control the midge fly larvae. It was decided that 300 - 12" catfish and 200 carp should be introduced first since they are both bottom feeders. A price of \$6.00 per catfish had been quoted to Mr. Siebensohn which included delivery but the price for carp was still to be determined since the quote he received was for 2" to 3" carp at \$1.00 each. The Committee discussed adding bass and bluegill at a later time. Mr. Siebensohn said he could possibly take \$500 of his overall budget of \$5,000 for Laguna Joaquin and put it toward the purchase of fish.

### **4. Financing**

Mr. Shelton presented a cost estimate that included replacement of the fountains, switching from liquid to granular insecticide, restocking the lake with fish, and publishing a fact sheet for public awareness. Mr. Shelton's proposal also included costs being split between RMA and CSD. Mr. Siebensohn and Ms. Ferrero told Mr. Shelton that the CSD budget of \$5,000 had already been set for 2017 and was sent out to the public therefore increasing their budget was not possible. Jane Hall said MTI has considered giving a one-time contribution of \$1,000 upon review of where the money will be spent. Ms. Ferrero, Ms. Hall, and Mr. Shelton will all go back to their Boards with proposed cost estimates.

### **5. Financing - Treatments**

Mr. Siebensohn would like to see only the liquid insecticide used rather than the granules because of the higher cost of the granules. He explained that CSD had budgeted for two more treatments 2015-16 (\$2,500) and four treatments for 2016-17 (\$5,000). He said if a solution can be reached, as discussed earlier in the meeting, to get the liquid to the bottom of the lake, then the granules are not necessary since this should achieve the same results. Mr. Shelton agreed that if the liquid treatments can get to the bottom of the lake they would probably be more effective.

*Paul Siebensohn left the meeting at 10:00 a.m.*

### **7. Public Awareness Flyer**

The Committee reviewed the most recent copy of the flyer designed to educate residents about midge flies. They discussed an earlier email sent out by Mr. Siebensohn, dated April 22, 2016, saying that CSD had committed to providing 200 color copies of the flyer for residents in the area. Ms. Lunsford, Ms. Hall and resident Tony Avampato volunteered to distribute the flyer to residents surrounding the lake as well as local merchants. Ms. Ferrero said CSD had some changes to include on the flyer. Ms. Ferrero and Ms. Hall also volunteered to talk to the residents of the Village since many of them walk around the lake.

### **8. Open Discussion**

Ms. Ferrero told Mr. Shelton that she will need a statement from the RMA Board to present to the CSD Board showing their commitment to this project in order to ask for any additional

funding from CSD. Mr. Avampato suggested fundraising to help cover costs of fighting the midge flies. He said he would willing to help with this.

The Committee would like to revisit granular seeding vs. liquid applications, water quality, changing out the fountains, and the primary of each Board of Directors regarding the midge fly problem. The next meeting will be May 9, 2016, at 10:00 a.m.

**Adjournment**

The meeting was adjourned at 11:00 a.m.

Respectfully,

\_\_\_\_\_  
Larry Shelton

\_\_\_\_\_  
Date

## **RANCHO MURIETA MIDGE FLY COMMITTEE FOCUS STATEMENT**

Laguna Joaquin Lake and other areas within Rancho Murieta have a significant problem with midges during the summer months. This problem exists primarily in lakes with standing water when the water temperature rises in the summer and oxygen levels decrease due to stagnant water or contaminated conditions. This has become a particular problem for residents living on or near our lakes. The presence of midge flies indicate an unhealthy body of water.

A joint Committee from RMA, CSD, MTI and residents will address the midge fly problem. The focus of this Committee will be to minimize the effects on the lifestyle of Rancho Murieta residents imposed by the midge flies. Below are the main focal points which will be addressed by this Committee.

- 1. Improve the use of insecticides to control midge fly larvae development.** Midge fly larvae develop and hatch in the lake bottom. The hatched adults rise through the water, lay eggs on the surface, then swarm and die in a few days. The eggs fall to the bottom and hatch into new larvae. Using granular pellets allow the larvacide to sink to the bottom where the larvae are developing, as opposed to surface spraying, of insecticides, which has been only marginally effective. This will improve the insecticide application to being proactive (attacking the larvae before hatching) instead of reactive (spraying the adults).
- 2. Increase the oxygen level in the lake to aid in improving the water quality.** The current pumps are ineffective in increasing oxygen levels in the lake. The lake struggles to maintain an adequate oxygen level to sustain normal, healthy, active aquatic populations. A healthy lake will increase the existence of midge fly larvae predators. The solution is to change the existing pumps to a diffused aeration system.
- 3. Restock the lake with native fish.** Catfish, carp, blue gill, and bass are bottom feeders and known to feed on midge fly and mosquito larvae. They will aid in returning the lake to a healthy ecosystem.
- 4. Maintaining an adequate amount of fresh water to the lake during the summer months.** Develop a schedule to add additional water either weekly, monthly, or when water drops to a specific level.
- 5. Educating residents on prevention techniques.** Prepare a facts sheet to assist residents in minimizing the effect of midge flies on their everyday life. This would include methods to avoid attraction, decreasing exposure, and aiding in removal.

## CONFERENCE/EDUCATION SCHEDULE

Date: May 6, 2016  
To: Board of Directors  
From: Suzanne Lindenfeld, 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)**

General Manager Leadership	June 12-14, 2016	Lake Tahoe
Special District Leadership Academy	July 10-13, 2016	Napa Valley
Annual Conference	October 10-13, 2016	San Diego

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

No Information Currently Available on Upcoming Conferences.

### **ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)**

No Information Currently Available on Upcoming Conferences.