



## **RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

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

### **AGENDA**

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

#### **REGULAR BOARD MEETING**

**MARCH 18, 2020**

Call to Order/Closed Session 3:30 p.m. and Open Session 5:00 p.m.  
District Administration Building – Board Room  
15160 Jackson Road  
Rancho Murieta, CA 95683

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#### **BOARD MEMBERS**

Les Clark	President
Randy Jenco	Vice President
Linda Butler	Director
Tim Maybee	Director
John Merchant	Director

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#### **STAFF**

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

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

MARCH 18, 2020

## REGULAR BOARD MEETING

Call to Order/Closed Session 3:30 p.m. and Open Session 5:00 p.m.

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

## AGENDA

TIME	ESTIMATED RUNNING
<b>1. CALL TO ORDER</b> - Determination of Quorum – President Clark ( <b>Roll Call</b> )	5:00

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

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

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

### **3. CLOSED SESSION**

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

*Closed session conference with legal counsel -- anticipated litigation (Government Code section 54956.9(d)(2)). Significant exposure to litigation involving one potential case based on the letter/claim from attorney Kelsey Webber dated March 4, 2020 concerning claim for damages by former employee Debby Bradberry.*

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

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

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

1. February 19, 2020 Regular Board Meeting Minutes

2. *February 27, 2020 Special Board Meeting Minutes*
3. *March 3, 2020 Improvements Committee Meeting Minutes*
4. *March 3, 2020 Finance Committee Meeting Minutes*
5. *March 6, 2020 Communications and Technology Committee Meeting Minutes*
6. *March 6, 2020 Security Committee Meeting Minutes*

**B. Approval of Bills Paid Listing**

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

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

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

**8. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS**

**9. REVIEW DISTRICT MEETING DATES/TIMES FOR MARCH/APRIL 2020**

- A. Special Board Meeting – March 26, 2020 at 3:00 p.m.
- B. Communications – April 2, 2020 at 8:30 a.m.
- C. Security – April 2, 2020 at 10:00 a.m.
- D. Personnel – April 7, 2020 at 7:30 a.m.
- E. Improvements – April 7, 2020 at 8:00 a.m.
- F. Finance – April 7, 2020 at 10:00 a.m.
- G. Regular Board Meeting – April 15, 2020 - Open Session at 5:00 p.m.

**10. CORRESPONDENCE**

- A. Correspondence from Murieta Village Homeowners Association

**11. COMMENTS FROM THE PUBLIC**

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

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

**12. REVIEW SECURITY'S ANNUAL REPORT** (Discussion/Action)

**13. RECEIVE FISCAL YEAR 2020-21 DRAFT BUDGET UPDATE** (Discussion/Action) **(Motion)**

**14. CONSIDER ADOPTION OF RESOLUTION R2020-01, A RESOLUTION CALLING THE GENERAL DISTRICT ELECTION AND CONSOLIDATION WITH THE STATE-WIDE ELECTION TO BE HELD ON NOVEMBER 3, 2020** (Discussion/Action) **(Motion) (Roll Call Vote)** (5 min.)

**15. REVIEW DISTRICT GOALS FOR 2020** (Discussion/Action)

**16. CONSIDER THE LETTER/CLAIM FROM ATTORNEY KELSEY WEBBER DATED MARCH 4, 2020 CONCERNING CLAIM FOR DAMAGES BY FORMER EMPLOYEE DEBBY BRADBERRY** (Discussion/Action) **(Motion) (Roll Call Vote)** (5 min.)

### **17. DIRECTOR COMMENTS/SUGGESTIONS**

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

### **18. ADJOURNMENT (Motion)**

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is March 13, 2020. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.





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

February 19, 2020

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

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

President Clark called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Les Clark, Randy Jenco, Linda Butler, Tim Maybee and John Merchant. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

**2. CONSIDER ADOPTION OF AGENDA**

**Motion/Jenco** to adopt the agenda with a point of discussion posed by Director Clark regarding the idea of setting a specific time for Public Comment to be considered later. **Second/Clark. Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

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

*Conference with legal counsel -- existing adjudicatory proceedings (Government Code section 54956.9(d)(1)), Ansari v. District (administrative appeal hearing and EEOC proceeding).*

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

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

*Conference with legal counsel -- existing adjudicatory proceedings (Government Code section 54956.9(d)(1)), Ansari v. District (administrative appeal hearing and EEOC proceeding).*

No action to report back.

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

The Board has established an Ad Hoc Committee for the General Managers evaluation. Director's Clark and Butler will form that Committee.

**5. CONSENT CALENDAR**

**Motion/Clark** to adopt the consent calendar with a clarification made by Director Clark of Item # 5A1 Approval of January 15, 2020 Regular Board Meeting Minutes, Under Staff Reports, Item 4b, Director Clark pointed out that both recycled water and potable water will be metered. Director Butler mentioned that she would like to see a little more detail in the Minutes from the Committees. General Manager Martin commented that the audio from the Committee Meetings and the Minutes will be posted online. Director Butler also asked for more follow up on discussions at meetings. **Second/Maybee. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

## 6. STAFF REPORTS

Under Agenda Item 6a, Mark Martin, General Manager, gave a brief summary of activities during the previous month, including the progress on the 670 Financing and Services Agreement. He also updated the Board with the Highlights from his monthly meetings, including his meeting with Sacramento County Planning Department and the District's decision to comply with the County's process for plan submittal, comment and review. The proper process is being followed with the plans for the Rancho Murieta North Project. This conversation continued throughout the meeting, as the Board clarified the movement of plans. This spurred a discussion by the Board, with Directors Clark and Merchant asking that the plans be made public by the County via their website throughout the process, and Mr. Martin's response that he does not control what the County publishes to their website. Director Maybee asked for clarification in writing from the County concerning Mr. Martin's comment in his report concerning RMCSA's role for a road maintenance agreement between private parties. He continued with a synopsis of his meetings, including the rate study discussed at Sacramento Central Groundwater Authority (SCGA), and his submittal of RMCSA's updated Municipal Service Review at the Sacramento Local Agency Formation Commission (LAFCo). He also discussed the meeting with SCGA and Sloughhouse Resource Conservation District (SRCD) Groundwater Sustainability Agency (GSA) Boundary Working Group.

Jay Schneider, representing SRCD, addressed the Board discussing the history of SRCD and their relationship with RMCSA. He explained why he thinks the District would be better served if we chose to join their GSA.

Richard Gehrs asked for an update on Murieta Village and sewer maintenance, which the District is still working on, and more details on the LAFCo meeting.

Under Agenda Item 4b, Tom Hennig, Director of Administration, updated the Board on the status of the District's finances. The discussion from the Board included clarification on construction water usage.

Director Clark made a note that Security and Drainage are special taxes, and they are capped as special fees on how much we can charge. Mr. Hennig chimed in about the general purpose tax revenues that are continually going to support Security and Drainage to subsidize them.

Tom Hennig continued with a discussion of the budget, audit, reaction to the new bill, and the replacement of old meters.

Under Agenda Item 4c, Chief Werblun gave a brief overview of the operations updates and incidents of note, including the banners advertising FastPass that will be displayed as a joint project with RMA. He is working with ABDI to have code written that will keep track of the number of FastPasses being used at the North Gate. He is coordinating Staff training. CPR/First Aid training will be given in March and Customer De-Escalation training will be conducted in April. He reminded the Board that Sacramento County Sheriff's Electronic Eye (S.E.E.) program is a voluntary program where residents register personal home surveillance equipment and if there is a crime in the neighborhood, the Sheriff may ask for participants to share the video. This program resulted in the Sheriff receiving vital data on vandalism that occurred in the Community in January. He continued with an update on the new computerized dispatch system. Then he talked about the events that led to updating the Security Code. The revisions will return to the Security Committee in March. Updates to the Special Event Notification will be discussed at the Joint Security Committee Meeting in March. Security is working on pinpointing evacuation points on our geo-mapping system.

Director Clark asked for Joint Security Committee or RMA to give feedback on the list of violations.

Under Agenda Item 4d, Paul Siebensohn, Director of Field Operations, gave a brief summary of the Field Operations updates including a discussion around water usage and supply, plus repairs to a sewer line on Murieta South Parkway. He also conveyed that the buoys and they will be installed at Chesbro and a notification has gone out for it.

Director Clark asked that we consider the Capital Replacement Program for Facilities as part of the Recycled Water and Untreated Water Fee Study. It was noted that the CRP program was not a tasked item with the consultant that is working on this fee study.

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

Mark Martin and Amelia Wilder will attend the Brown Act Update March 19,2020.

#### **8. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS**

None.

#### **9. REVIEW January 2020 BOARD/COMMITTEE MEETING DATES/TIMES**

Director Jenco will not be available to attend the Improvements Committee Meeting on March 3, 2020.

Director Merchant will not be available to attend the Regular Board Meeting on March 18, 2020.

#### **10. CORRESPONDENCE**

None.

#### **11. COMMENTS FROM THE PUBLIC**

Richard Gehrs pointed out that the time listed on the Agenda for the Communications and Technology Meeting March 6, 2020 is 9:00, and the actual time for that meeting is 8:30, as listed on page 57 of the Packet, Board/Committee Meeting Schedule.

#### **12. REVIEW UTILITIES ANNUAL REPORT**

Mr. Siebensohn gave the Board a detailed presentation reviewing Field Operations in 2019. He reviewed the facilities, projects completed, water production, water quality, wastewater, recycled water, drainage and the amount of electricity used by his department, and the drop in usage from SMUD because of the Solar Panels; he also discussed dams and levees, gave an update on the Prop. 84 projects completed to offset potable water use, and other projects completed. He finished his report with a discussion of unfunded mandates. A discussion of the recycled water supplied to the Golf Course followed.

#### **13. APPROVE BID FOR MAIN LIFT SOUTH SEWAGE PUMP REPLACEMENT, CAPITAL REPLACEMENT PROJECT**

Mr. Siebensohn informed the Board of the current condition of these pumps and the cost effectiveness of replacing them vs repairing them. This request went to the Improvements Committee and was approved to move forward to the Board. Director Clark commented that this is a learning point for scheduling future Capital Replacements and their life cycles. **Motion/Jenco to Approve bid for two (2) sewer pumps from Muniquip for \$38,143.50 plus a 15% contingency, a total not to exceed \$43,865.03. Funding to come from**

*Sewer Capital Replacement Reserves.* **Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

#### **14. APPROVE BID FOR BOBCAT TRACTOR REPLACEMENT, CRP 18-07-1**

Field Operations Director Siebensohn explained that the tractor which the District has had since 1993 is failing and can no longer be repaired due to the lack of replacement parts. The bid includes a new tractor with a loader and flail mower. This request went to the Improvement Committee and was approved to move forward to the Board. This item was improperly labeled CIP 18-07-1, and it is actually a Capital Replacement Project 18-07-1. Director Clark clarified that the funds for this replacement will be split equally between Water and Sewer replacement reserves. **Motion/Clark to Approve proposal cost for from Valley Truck & Tractor Inc. in an amount not to exceed \$72,247.02. Capital Replacement Project #08-07-1, funding to come from Water and Sewer replacement reserves. Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

#### **15. CONSIDER APPROVAL OF 2020 BOARD GOALS AND RANKING**

General Manager Martin had a brief discussion with the Board about this year's rankings compared with last year's rankings. Director Jenco suggested that we limit the Goals to the top five. The Board agreed, and Mr. Martin will reorder the Goals. This item will be moved for final approval to the Regular Board Meeting March 18, 2020.

#### **16. DIRECTOR COMMENTS/SUGGESTIONS**

Director Merchant brought to the attention of the Board that in the Communications and Technology Committee Meeting there was a discussion about the naming of our wastewater storage facilities that are called reservoirs and drinking water storage facilities that are called lakes. These "lakes" should possibly be called "reservoirs". He also asked that the people who are on residents' guest list for entering the gate could have a bar code, to help the flow of people through the gate. A discussion followed. Mr. Martin will take this topic to RMA's Interim General Manager at their next meeting. He concluded by stating, "Now that the North development Drainage Study is a public document, I just want to go on the record that I see that concept which is what bothered me from the beginning as an imminent threat to our water supply. I don't think we put anything in our reservoirs that doesn't come out of the Cosumnes River, and that's my opinion."

Director Maybee thanked Gail Bullen, River Valley Times, for the articles in the last few papers, stating that she did a great job.

Director Clark thanked Staff for the enhanced processes including public services, and District outreach relating to the history of the District, specifically the separation of fee based versus tax based special services.

District Secretary, Amelia Wilder, reminded the Board that the Annual Form 700 Notices has been be delivered via email, requesting the Statement of Economic Interest from Staff and Board. These are due to the county by April 1, 2020.

#### **17. ADJOURNMENT**

**Motion/Jenco to adjourn at 7:44 p.m. Second/Butler. Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
Recording Secretary

DRAFT

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**SPECIAL BOARD MEETING**  
February 27, 2020 – 3:00 p.m.



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

President Les Clark called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 3:00 p.m. in the District Board meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Les Clark, Tim Maybee, Linda Butler, and John Merchant. Director Jenco was absent. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; and Amelia Wilder, District Secretary.

**2. ADOPT AGENDA**

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

**3. COMMENTS FROM THE PUBLIC**

No comments.

**4. REVIEW FISCAL YEAR 2020-21 DRAFT BUDGET**

Tom Hennig, Director of Administration gave the Board an overview of the Board Goals as they relate to the Fiscal Year 2020-21 Budget. This included anticipated new development and revenues and expenditures. The discussion continued as the Board drilled into these topics for clarification.

A tentative date of March 26, 2020 was set to take a more in-depth look at the Budget if needed.

**5. DIRECTOR COMMENTS AND SUGGESTIONS**

None.

**6. ADJOURNMENT**

**Motion/Clark to adjourn at 4:15 p.m. Second/Butler. Ayes: Clark, Maybee, Butler, Merchant. Noes: None. Absent: Jenco. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
District Secretary

# MEMORANDUM

Date: March 3, 2020  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: March 3, 2020 Improvements Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Clark called the meeting to order at 8:00 a.m. Present was Directors Clark. Present from District staff were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; Tom Hennig, Director of Administration; Jeff Werblun, Security Chief; and Amelia Wilder, District Secretary. Also, in attendance was Laurie Loaiza, Coastland Engineering, the District's Engineer. Director Jenco was absent.

## 2. PUBLIC COMMENT

Gail Bullen of the River Valley Times brought up the topic of bait boxes placed on the dams. General Manager Mark Martin informed her that these were placed on the dams by the District as part of our burrowing rodent abatement requirement by the Division of Safety of Dams. They have been vandalized, and they must remain unaltered.

## 3. MONTHLY UPDATES

Paul Siebensohn, Director of Field Operations, gave a brief overview of project updates including an update on the Rancho Murieta North Project, stating that the project was still on hold with Sacramento County. John Sullivan mentioned he had a meeting scheduled with the County on March 10<sup>th</sup>. A new project has presented itself requiring the replacement of a Dissolved Air Flootation system (DAF) electrical control panel at the West Plant. The District is currently accepting bids for this project. The Committee was updated on the status of the installation of buoys at Chesbro. Mr. Siebensohn also discussed the inspection of District dams.

## 4. RMA PEDESTRIAN BRIDGE PARCEL CONVEYANCE UPDATE

Laurie Loaiza, Coastland Engineering, informed the Committee that this is still in process. Mr. Martin added that CSD is still researching this.

## 5. GROUND WATER SUSTAINABILITY PLANS SCGA/SRCD UPDATE

General Manager Martin gave a brief update on the meetings he attended with Sacramento Central Groundwater Authority (SCGA) and Sloughouse Resource Conservation District (SRCD), and the related impacts to RMCSO last month.

## 6. DISCUSS RESIDENCES EAST AND 670 FSA

General Manager Mark Martin spoke about the 670 FSA. The documents are still being reviewed by the District's legal counsel. He discussed that the project is being sent to EPS to manage the financial accounting of the 670FSA. A discussion followed.

## 7. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Paul Siebensohn discussed the arc flash training that the utilities team had in February. Les Clark asked that a post be created for the website and Facebook regarding the bait boxes on the dams.

## 8. ADJOURNMENT

The meeting was adjourned at 8:28 a.m.



# MEMORANDUM

Date: March 3, 2020  
To: Board of Directors  
From: Finance Committee Staff  
Subject: March 3, 2020 Finance Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Merchant called the meeting to order at 10:00 a.m. Present were Directors Merchant and Maybee. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; Cindy Chao, District Controller; and Amelia Wilder, District Secretary.

## 2. COMMENTS FROM THE PUBLIC

None.

## 3. DISCUSS RE-CONNECT FEE PURSUANT TO SB998

Director Hennig led a discussion about SB998, reporting that the maximum fee that can be charged to reconnect water service for a residence whose income is at or below 200% of the poverty level is \$50. The discussion noted the District has very few disconnects. Mr. Hennig indicated that staff will review adding the message to the 3-day tags for those homes with a pending water shutoff.

## 4. DISCUSS SECURITY FEE RATE STRUCTURE

Mr. Hennig provided the Committee with spreadsheets that detail the amounts charged for Security depending on the classification of the property and the rates charged. A robust discussion followed including a history of the way the rates were determined in 1998, and the potential to adjust the square footage of the buildings that have increased in size, thereby adjusting rates charged. Director Maybee asked Staff to create a timeline and criteria in determining the process for reassessing fees. Mr. Hennig told the committee he would include a line item in the budget to study the current status of Security fees next Fiscal Year. Mr. Merchant asked that after this is determined the District hold a meeting to inform the public.

## 5. FY 2020-21 BUDGET SCHEDULE

Mr. Hennig reviewed the budget schedule and the mailing of the Prop 218 notices.

## 6. UTILITY BILLING UPDATE

Mr. Hennig reviewed the Utility Billing changes. The Committee asked if there was an incentive that we could offer for residents who choose to receive their bill electronically and pay via EFT. The Pipeline will be added to the e-bill email each month.

## 7. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Tom Hennig announced Tonya Perez has been promoted to Accounting Supervisor. Director Merchant announced that there will be a Traffic Meeting for the Community at Cosumnes River Elementary School on March 10, 2020.

## 8. ADJOURNMENT

The meeting was adjourned at 11:05 a.m.



# MEMORANDUM

Date: March 5, 2020  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: March 5, 2020 Communication & Technology Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Merchant called the meeting to order at 8:30 a.m. Present were Directors Merchant and Butler. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; and Amelia Wilder, District Secretary.

## 2. COMMENTS FROM THE PUBLIC

Richard Gehrs commented on the promptness and completeness of Committee Meeting audio and materials being posted on the website.

## 3. MONTHLY WEBSITE AND FACEBOOK STATISTICS

Mark Martin, General Manager, gave an update of the statistics related to the number of visits per page to Facebook and RMCSO.com. This included a discussion concerning the Bait Traps that have been placed around the dams as part of our burrowing rodent abatement requirement by the Division of Safety of Dams.

Director Merchant asked that this be communicated to the Community. It was discussed that articles have been published on our website and Facebook already due to comments discovered by Chief Werblun.

## 4. REFERRING TO "LAKES" AS "RESERVOIRS" AND EDUCATING THE COMMUNITY ABOUT THE ULTIMATE USE OF THE WATER IN THE RESERVOIRS

Director Merchant led a discussion about the terminology and general perception of Community about the reservoirs. The bodies of water throughout the Community are reservoirs and their primary function is to provide water to the Community. The natural state of these reservoirs should be preserved, and a communication effort will begin to educate the Community about the best use and practices around the reservoirs. Suggestions included creating signs to educate the Community that the reservoirs are drinking water and foreign contaminants should not be introduced.

## 5. WATER CONSERVATION OUTREACH

Paul Siebensohn, Director of Field Operations updated the Committee on the current water storage and the timing of water diversion from the Cosumnes River. He informed the Committee that we have a drought conservation plan and are currently at the low stage of potential drought.

## 6. WATER METER REPLACEMENT NOTIFICATION

Paul Siebensohn informed the Committee of the written standard procedure for water meter replacement. Staff replaces meters that are not working. They knock on the resident's door, and if there is an answer they inform the resident that they will be replacing the meter, and the water will be shut off for about five minutes. Commercial customers are called to schedule the meter swap out. Director

Butler asked if Staff could call residents and let them know that the meter was going to be changed. A discussion of the practicality of that followed on the topic of emergency repairs where extended notice is not practical versus planned replacement where more advance notice can be provided.

## **7. COMMUNICATING TO THE PUBLIC ABOUT DEVELOPMENT PROPOSALS RELATED TO THE CORE FUNCTIONS OF CSD**

Mark Martin reiterated to the Committee the timing, movement and approval of plans as they move through the Sacramento County Planning Commission and RMCSO. Director Merchant reported that the County Planning Department has a web-link to Major Development Projects. There is information there for the Rancho North and other development projects. The Committee requested that RMCSO add a link to the County's website. Director Butler would like to see development mentioned in the Pipeline.

## **8. DIRECTOR & STAFF COMMENTS**

Director Merchant asked if we had resent the e-bill to all of the residents who had not received the bill. Tom Hennig, Director of Administration, explained that the bill had been resent.

Paul Siebensohn reviewed the Field Operations department's recent communication efforts, including construction alerts, buoys, and rodent bait boxes. A discussion followed regarding the buoys and why these will be placed there to protect the aeration system that lays on the bottom of the Reservoir.

Mark Martin recognized Amelia Wilder, District Secretary for redesigning the Pipeline Newsletter.

Director John Merchant discussed the information boxes placed on the trails.

Paul Siebensohn met with Rancho Murieta Country Club and discussed various items including the operating procedures with the Country Club, storm water diversion and capture systems, maintenance issues and recycled water use for the season.

## **9. Adjournment**

The meeting was adjourned at 9:22 a.m.

# MEMORANDUM

Date: March 5, 2020  
To: Board of Directors  
From: Security Committee Staff  
Subject: March 5, 2020 Security Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Clark called the meeting to order at 10:00 a.m. Present was Director Clark. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; and Amelia Wilder, District Secretary. Director Maybee was absent.

## 2. COMMENTS FROM THE PUBLIC

Richard Gehrs had questions concerning the database maintained by the District's Security Department. A discussion followed.

## 3. MONTHLY UPDATES

Jeff Werblun, Security Chief, gave a brief overview of the operations updates and incidents of note, including upcoming trainings scheduled for District Employees, and the scheduling of a Joint Security Committee Meeting on March 25, 2020 at 10:00 a.m. An agenda has been created and is awaiting additions from the participants.

## 4. DISCUSS POSSIBLE AMENDMENTS TO DISTRICT SECURITY CODE CHAPTER 21 RELATED TO THE ROLE AND FUNCTION OF SECURITY

Chief Werblun led the Committee and members of the public in a discussion concerning the phrase in the Code, Section 3.01, "...protecting lives and property...". He informed the Committee of the duties and responsibilities of Security Department Staff.

Mike Martel disputed the language of the Code. Chief Werblun will research the definition and the District's legal authority to uphold the Code with the help of Richard Shanahan, the District's Legal Counsel, and report back to Committee.

## 5. DISCUSS ALIGNMENT OF MONTHLY STATISTICAL CHARTS

Chief Werblun gave an overview of the desire to align the dates of reports from CSD and RMA so the information can be more useful.

Director Clark said that he didn't think we needed a combined published sheet.

## 6. DISCUSS DISTRICT AEDS (AUTOMATIC EXTERNAL DEFIBRILLATORS)

Jeff Werblun reviewed AED's and the historical stance that the District's insurance carrier had, which was they represented a risk of potential liability and exposure to the District. Since this topic was raised at last month's meeting, the Chief researched our insurance carrier's current policy of these AED's and discovered that their policy has changed. This spurred a discussion by the Committee and residents present at the meeting. The cost of the AED's will be researched and reported back to the Committee.

## 7. DISCUSS LETTER FROM MURIETA VILLAGE REGARDING SECURITY CAMERAS

Mark Martin, General Manager, briefly described the letter the Board received from Murieta Village Homeowners Association. The letter will be discussed at the Regular Board Meeting March 18, 2020. Richard Gehrs asked about the retention of security video.

#### **8. JOINT SECURITY COMMITTEE UPDATE**

This item was discussed in Item #3.

#### **9. DIRECTOR & STAFF COMMENTS**

Mr. Martin reminded the audience that the 1998 fee study discussion has been moved to the Finance Committee. The Fee Study is available on the District's website, [www.rmcsd.com](http://www.rmcsd.com), under Services Provided>Security Department>Security Forms and Publications>Measure J Special Tax Documents.

#### **6. ADJOURNMENT**

The meeting adjourned at 10:49 a.m.

DRAFT

## MEMORANDUM

Date: March 10, 2020  
To: Board of Directors  
From: Tom Hennig, Director of Administration  
Subject: Bills Paid Listing

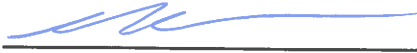
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Enclosed is the Bills Paid Listing Report for February 2020. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items for February:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
Rancho Murieta 205, LP	205 Group Reimbursement	\$64,310	Operating Expense
California Waste Recovery Systems	Solid Waste Contract	\$51,995	Operating Expense
S. M. U. D.	Utilities	\$23,416	Operating Expense
M3 Construction Inc	Sewer Repair Murieta S. Pkwy	\$16,289	Operating Expense
Crusader Fence Company, LLC	Galvanized Fence Chesbro	\$12,490	Operating Expense
Hunt & Sons, Inc	Diesel for WWRP Generator	\$7,146	Operating Expense
Bartkiewicz, Kronick & Shanahan	Legal Services	\$6,546	Operating Expense

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

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

CHECK	Date	Vendor	Amount	Purpose
EFT	2/5/2020	California Public Employees' Retirement System	77.55	Payroll - Retirement
EFT	2/5/2020	California Public Employees' Retirement System	18,272.20	Payroll - UAL
EFT	2/6/2020	California Public Employees' Retirement System	42,632.42	Payroll - Medical
CHK	2/7/2020	A Leap Ahead IT	4,741.48	IT Support
CHK	2/7/2020	ABS Direct	4,050.70	Data Mapping Programming
CHK	2/7/2020	Accountemps	4,072.01	Contract Staffing - Admin
CHK	2/7/2020	Accounting & Association Software Group	453.75	Accounting Software Consulting
CHK	2/7/2020	American Family Life Assurance Co.	788.85	Payroll - Aflac
CHK	2/7/2020	Applications By Design, Inc.	1,085.00	Security Barcodes
CHK	2/7/2020	Aramark Uniform & Career Apparel, LLC	656.95	Uniforms
CHK	2/7/2020	Arnolds For Awards	35.78	Office Supplies
CHK	2/7/2020	California Waste Recovery Systems	51,994.64	Solid Waste Contract
CHK	2/7/2020	California Water Environment Association	89.00	Monthly Lab Tests
CHK	2/7/2020	Chrysler Capital	156.80	Patrol Jeep Payment
CHK	2/7/2020	Clark Pest Control	723.66	District Facilities Pest Control
CHK	2/7/2020	Concentra DBA Occupational Health Centers of CA, A Medic	132.50	Pre Employment Screening
CHK	2/7/2020	County of Sacramento	42.00	Pre Employment Screening
CHK	2/7/2020	Crusader Fence Company, LLC	12,489.94	Galvanized Fence Chesbro
CHK	2/7/2020	Digital Deployment	300.00	Website Hosting
CHK	2/7/2020	Domino Solar LTD	4,528.39	Solar - WTP & WWTP
CHK	2/7/2020	Fastsigns	194.73	Banner
CHK	2/7/2020	Ferguson Enterprises	173.34	Repairs & Maintenance Supplies
CHK	2/7/2020	Galls/Quartermaster	143.50	Uniform
CHK	2/7/2020	Golden State Flow Measurement	1,411.63	Water Meters
CHK	2/7/2020	Guardian Life Insurance	4,945.52	Payroll - Dental/Life
CHK	2/7/2020	Hopkins Technical Products, Inc	1,313.78	Repairs & Maintenance Supplies
CHK	2/7/2020	Industrial Electrical Company	1,324.88	Repairs & Maintenance Supplies
CHK	2/7/2020	Lee's Automotive Repair Inc	1,010.96	Repairs & Maintenance
CHK	2/7/2020	Legal Shield	11.95	Payroll - Legal
CHK	2/7/2020	Liebert Cassidy Whitmore	188.00	Professional Services
CHK	2/7/2020	Nationwide Retirement Solution	3,356.71	Payroll - Deferred Comp
CHK	2/7/2020	Operating Engineers Local Union No. 3	394.10	Payroll - Union Dues
CHK	2/7/2020	PDF Tactical	1,472.00	Contract Staffing - Security
CHK	2/7/2020	Porter Scott	807.40	Legal Services
CHK	2/7/2020	Prodigy Electric & Controls Inc.	3,300.00	Electrical Various Sites
CHK	2/7/2020	R.S. Hughes Co., Inc.	55.64	Repairs & Maintenance Supplies
CHK	2/7/2020	Santander Leasing	240.00	Patrol Jeep Payment

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

CHECK	Date	Vendor	Amount	Purpose
CHK	2/7/2020	Sierra Office Supplies	46.33	Office Supplies
CHK	2/7/2020	Tesco Controls, Inc.	874.84	Repairs & Maintenance
CHK	2/7/2020	Thales Consulting Inc	700.00	Annual State Controller's Office Reporting
CHK	2/7/2020	U.S. Bank Corp. Payment System	3,583.86	Monthly Gasoline Bill
CHK	2/7/2020	UPS	74.31	Shipping Charge WTP Meter
CHK	2/7/2020	USA Blue Book	5,636.30	Repairs & Maintenance Supplies
CHK	2/7/2020	Vision Service Plan (CA)	465.62	Payroll - Vision
CHK	2/7/2020	Walker's Office Supplies, Inc	299.97	Office Supplies
EFT	2/13/2020	California Public Employees' Retirement System	11,616.61	Payroll - Retirement
CHK	2/14/2020	Costco Membership	1,456.01	Supplies
CHK	2/21/2020	A Leap Ahead IT	349.75	IT Support
CHK	2/21/2020	ABS Direct	1,070.00	Postage
CHK	2/21/2020	Accountemps	1,639.26	Contract Staffing - Admin
CHK	2/21/2020	Action Cleaning Systems Inc	1,445.00	Monthly Cleaning Service
CHK	2/21/2020	Aestiva Software, Inc.	4,440.00	Purchasing System Upgrade
CHK	2/21/2020	American Family Life Assurance Co.	788.85	Payroll - Aflac
CHK	2/21/2020	Apple One Employment Services	1,997.60	Contract Staffing - Admin
CHK	2/21/2020	Aramark Uniform & Career Apparel, LLC	246.66	Uniforms
CHK	2/21/2020	AT&T	1,031.63	Telephone
CHK	2/21/2020	AT&T	2,458.16	Auto Dailer
CHK	2/21/2020	Bartkiewicz, Kronick & Shanahan	6,546.09	Legal Services
CHK	2/21/2020	California Laboratory Services	2,154.04	Monthly Lab Tests
CHK	2/21/2020	Caltronics Business Systems	307.33	Copier-Warehouse
CHK	2/21/2020	Cell Energy Inc.	102.50	Vehicle Battery
CHK	2/21/2020	Cisco Air Systems, Inc	2,829.52	Repairs & Maintenance
CHK	2/21/2020	Coastland Civil Engineering	4,016.10	Engineering Services
CHK	2/21/2020	Digital Deployment	300.00	Website Hosting
CHK	2/21/2020	Dominio Solar LTD	5,658.20	Solar - WTP & WWTP
CHK	2/21/2020	Ferguson Enterprises	89.21	Repairs & Maintenance
CHK	2/21/2020	Greenfield Communications	448.99	Internet/TV
CHK	2/21/2020	Howe It's Done	339.10	BOD Meetings
CHK	2/21/2020	Hunt & Sons, Inc	7,146.39	Diesel WWRP Generator
CHK	2/21/2020	Lee's Automotive Repair Inc	6,181.56	Service Tires & Brakes #216
CHK	2/21/2020	Legal Shield	11.95	Payroll - Legal
CHK	2/21/2020	M3 Construction Inc	16,289.00	Sewer Repair Murieta S. Pkwy
CHK	2/21/2020	Marion Leasing	526.90	Equipment Rental
CHK	2/21/2020	Muniquip,LLC	3,198.56	Repairs & Maintenance Supplies MLS Pump







# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

*CASH BALANCE AS OF FEBRUARY 29, 2020*

INSTITUTION	YIELD	BALANCE
<b>CSD FUNDS</b>		
<i>EL DORADO SAVINGS BANK</i>		
SAVINGS	0.03%	\$ 1,128,820.12
CHECKING	0.02%	\$ 668,963.64
PAYROLL	0.02%	\$ 121,649.56
<i>BANNER BANK</i>		
EFT	0.00%	\$ 233,983.79
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>		
UNRESTRICTED	2.43%	\$ 561,871.72
RESTRICTED RESERVES	2.43%	\$ 5,657,613.37
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
OPERATION ACCOUNT	2.48%	\$ 637,403.86
<i>US BANK</i>		
PARS GASB45 TRUST	4.17%	\$ 2,119,181.59
<b>TOTAL CSD</b>		<b>\$ 11,129,487.65</b>

### BOND FUNDS

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

<i>BANK OF AMERICA</i>		
CHECKING	0.00%	\$ 152,201.61
<i>WILMINGTON TRUST - 9/30/19 est.</i>		
BOND SPECIAL TAX FUND		\$ 186,275.67
BOND REDEMPTION ACCOUNT		\$ -
BOND ACQ & CONSTRUCTION	2.08%	\$ 14,536.70
BOND RESERVE FUND	2.08%	\$ 394,319.82
BOND SURPLUS	2.08%	\$ 59.71
BOND ADMIN EXPENSE	2.10%	\$ 20,540.06
BOND COI		\$ -
<b>TOTAL CFD</b>		<b>\$ 767,933.57</b>

**TOTAL ALL FUNDS**      **\$ 11,897,421.22**

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

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

# MEMORANDUM

**Date:** March 12, 2020  
**To:** Board of Directors  
**From:** Mark Martin, General Manager  
**Subject:** General Manager's Report

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## OUTREACH/ADVOCACY

February 21, 2020 – **Regional Water Authority (RWA) Strategic Plan Workshop** – Attended an all-day workshop to develop the RWA's strategic plan for the next 5 years. Focused on priorities, mission and vision. We received presentations by various parties on challenges we should consider as we set a strategy for the next 5 years including whether or not to pursue federal advocacy.

One part of the discussion focused on the potential need for RWA to expand its membership and efforts to a "Super Shed" watershed area that would include the foothill and Sierra crest areas impacting the Regional Water Authority agencies' downstream interests. This strategy becomes more important as weather patterns become more variable and foothill and mountain reservoirs are put into play to better mitigate flood control and off-season storage for downstream water management and provision. By way of an example, 2017 saw the wettest year on record but not a good snowpack while 2019 saw the healthiest snowpack on record.

We discussed the possibility of the RWA assuming management of the Sacramento Central Groundwater Authority (SCGA) as it already does for the Sacramento Groundwater Authority (SGA), as a potential strategic goal for RWA.

One of the most poignant statements of the workshop was made by the RWA's water conservation lead who stated that she was "terrified at the costs and staffing needs to meet regulatory requirements on the horizon." Further discussion focused on the State leadership's somewhat bi-polar demands for agencies to provide affordable water while at the same time regularly increasing regulatory requirements that reduces water agencies' ability to provide affordable water to their citizens.

February 25, 2020 – **CSD/RMCC (Country Club) General Manager's Meeting** – Cancelled due to lack of topics. Expect to meet in March.

February 25, 2020 – **CSD/MVA (Murieta Village) General Manager's Meeting** – Cancelled due to lack of topics. Expect to meet in March.

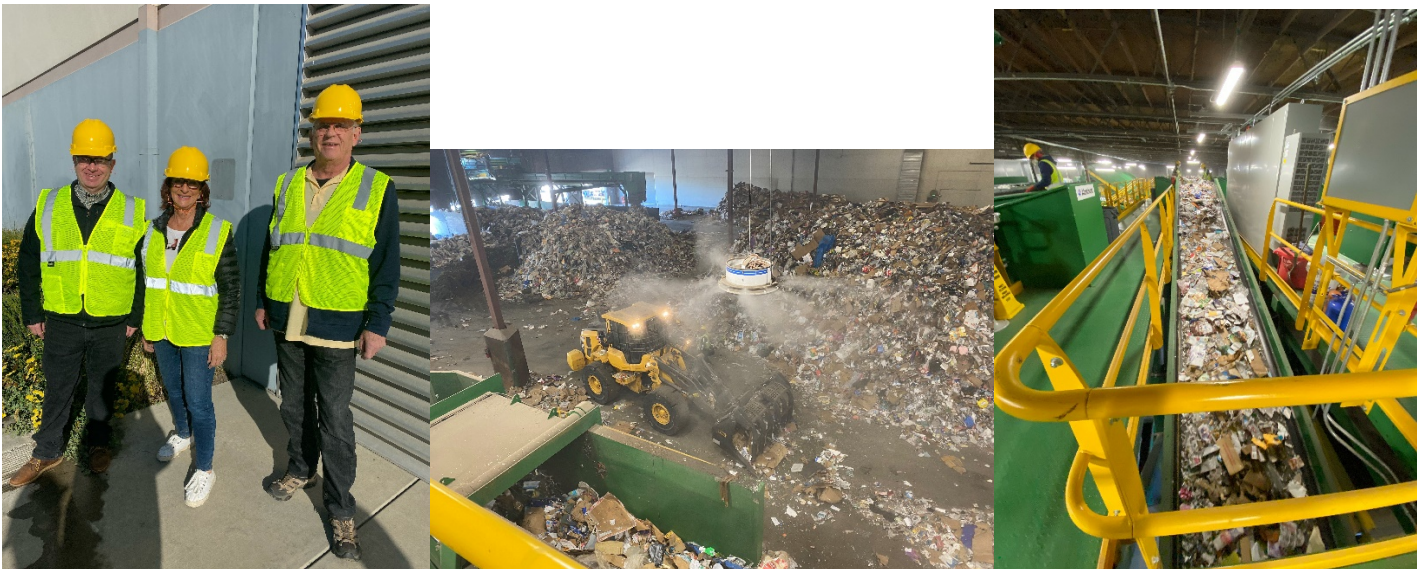
February 25, 2020 – **Sloughouse Resource Conservation District (SRCD) Special Board Meeting** – Attended the meeting to discuss RMCSA's position on SRCD assuming Groundwater Sustainability Agency (GSA) authority over RMCSA area. Requested a letter from SRCD confirming SRCD's arguments in favor of assuming that role.

March 2, 2020 – **CSD/RMA General Manager's Meeting** – Topics: Request to RMA for Compliance committee to discuss and provide feedback on RMA's position to allow barcodes for long-term guests, discussed Cal-Waste's providing recycling dumpster and cans and potential related costs not covered by RMCSA contract.

Discussed and RMA confirmed desired two-week advance notice to RMA residents impacted by scheduled non-emergency major RMCSO utility work impacting access to driveways and resulting in detours. Discussed successful patrol handling of late night activities under the lights at parks potentially impacting surrounding neighbors. Discussed general RMA Compliance committee objection to closing lake gates after hours.

March 4, 2020 – **Sacramento Local Agency Formation Commission (LAFCo) Municipal Service Review (MSR)** – Attended LAFCo meeting to answer questions related to the Final MSR to LAFCo Board. As a reminder, the purpose of this exercise was to confirm the current services provided by RMCSO. Last month’s meeting attendance was to present the draft MSR to LAFCo. Between the February meeting and this meeting, we provided additional content to respond to LAFCo commissioner questions and other minor points of clarification.

March 10, 2020 – **Cal-Waste Materials Recovery Facility (MRF) Site Visit** – Participated with Directors Clark and Butler in an excellent site visit to Cal-Waste’s expanded processing facility in Galt. Observed a very impressive \$20 million investment in enhanced recycle materials processing. Discussed with Cal-Waste leadership service cost impacts that have outpaced rates and a desire to possibly revisit the current contract to bring service rates to more sustainable levels.



March 11, 2020 – **Sacramento County Planning** – Prepared and mailed letter to Leighann Moffitt, Sacramento County Planning Director requesting the County’s confirmation that RMCSO is no longer expected to administer a private roads agreement as originally stipulated in the 2011 conditions of approval for the Murieta Gardens I & II project. A copy of the letter is attached to this report.

March 11, 2020 – **Sacramento Central Groundwater Authority (SCGA)** – The Board approved the contract for preparation of the SCGA’s Groundwater Sustainability Plan (GSP). A very robust discussion on potentially excessive public outreach cost component within the contract and other concerns about details of the scope including eventual defense of the work product before the Department of Water Resources (DWR). A presentation was provided by the Sacramento Area Flood Control Agency (SAFCA) on strategies to better manage variable flows via improvements to upstream reservoirs and dam spillways similar to what has been accomplished with the Folsom Dam spillway whereby a larger volume of water can be released on short notice when absolutely necessary rather than release flows in early anticipation of a weather event that may not

materialize. Water Forum Executive Director Tom Goehring was asked by SCGA leadership to provide a high level analysis of the benefits of SCGA moving away from a Sacramento County staffing model to one under the Regional Water Authority (RWA) as is already done for the Sacramento Groundwater Authority (SGA). SCGA leadership is going to develop a list of critical tasks that must be accomplished in the event a change of staffing is requested by the Board.

March 11, 2020 – **Sloughhouse Resource Conservation District (SRCD) Special Board Meeting** – Attended evening meeting of SRCD to observe SRCD’s discussion on Groundwater Sustainability Agency (GSA) boundary proposals. Reiterated February 25 request for a written statement from SRCD on what they perceive to be the benefits of SRCD serving as GSA over the RMCSA versus the Sacramento Central Groundwater Authority (SCGA). I plan to attend to the next working group meeting on March 18 in Galt.

March 12, 2020 – **Regional Water Authority (RWA)** – Board meeting delayed to March 19 due to COVID-19.

March 16, 2020 – **Cosumnes River Land Development Meeting** – Verbal update to be provided.

March 18, 2020 – **Sacramento Central Groundwater Authority (SCGA)/Sloughhouse Resource Conservation District Groundwater Sustainability Agency (GSA) Boundary Working Group** – Verbal update to be provided.

#### **DEVELOPMENT RELATED**

**Residences East – 670 Financing and Services Agreement (FSA)** – Staff and District Legal counsel continue to work diligently to assess FSA obligations of 670 FSA parties. RMCSA is now under contract with Economic and Planning Systems (EPS) to engage them as the 670 Fund manager as was stipulated in that 2014 FSA. EPS’ role is to inventory and track accounting related to participating and reimbursing landowner funding obligations stipulated in the 670 FSA. A kick-off meeting is expected shortly.



## Rancho Murieta Community Services District

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

Visit our website [www.rmcsd.com](http://www.rmcsd.com)

March 11, 2020

Leighann Moffitt  
Planning Director  
Sacramento County Office of Planning & Environmental Review  
827 7<sup>th</sup> Street, Room 225  
Sacramento, CA 95814

RE: Murieta Gardens I & II – Ord. No. SZC-2011-0020 – Murieta Gardens Roadway Maintenance

Dear Ms. Moffitt,

My name is Mark Martin, General Manager of the Rancho Murieta Community Services District (RMCS D).

On July 27, 2011, the Board of Supervisors approved conditions of approval for the Murieta Gardens I & II project (Ord. No. SZC-2011-0020). The last paragraph under Section 390 (page 26) reads as follows:

*“A Commercial Properties Owners Association shall be formed for the purposes of collecting and administrating funds for the permanent maintenance of roads with the Murieta Gardens I & Murieta Gardens II project area and the properties having access onto Murieta Drive, Lone Pine Drive and Cantova Way. The CSD will act as administrative manager for said Commercial Properties Owners Association and will be responsible for obtaining reimbursement or collecting funds from all affected parcels including the properties having access onto Murieta Drive, Lone Pine Drive and Cantova Way. The Commercial Properties Owners Association must be formed prior to issuance of the final certificate of occupancy for any retail or commercial use on Murieta Gardens I or the close of escrow on the first home in Murieta Gardens II, whichever occurs first.”*

All the roads in question are private. As a longtime former urban planner, it struck me very odd that a governmental agency would be obligated under the development conditions of another public agency to serve *perpetually* as the administrator of a private roads maintenance agreement between private parties for maintenance of private roads. To do so would be akin to the District agreeing to perform the administrative function for maintenance of a privately held large shopping mall’s parking lot conducting collections from the various private parcel owners for private parking lot maintenance.

After more research, it was discovered that RMCS D’s commitment to perform in that role, made by the former General Manager, was not sanctioned by the full Board. Additionally, although the RMCS D

*Serving the Community for over 30 years*

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



maintains a latent power for roadways maintenance, it does not have a LAFCo exercised power to perform in that role, nor does it have District code or funding in place for that function.

In light of the above, after my discovery of this condition, I made it clear to local stakeholders including the Murieta Village Association, and Cosumnes River Land who developed Murieta Gardens I & II, that it would be inappropriate for RMCS D to serve in the capacity outlined in the conditions of approval and that it was more appropriate for the parties to engage a private entity to administer the agreement.

On January 31, 2020, I met with Planners Chris Pahule, Joelle Inman and Jessie Shen on a host of topics including this concern. During the meeting it was confirmed verbally that the County understood RMCS D could not perform in this particular role identified in the conditions of approval.

My Board has asked me to request a written confirmation stating the County no longer expects RMCS D to perform in this role.

Please see attached Section 390 of the original conditions of approval. We look forward to a confirmation letter from the County.

Sincerely,



Mark Martin  
General Manager

Attachment

COVER

COUNTY OF SACRAMENTO  
INTER-OFFICE CORRESPONDENCE

August 15, 2011

TO: PLANNING AND COMMUNITY DEVELOPMENT

FROM: CYNDI LEE, Clerk  
*Cyndi Lee*  
Board of Supervisors

SUBJECT: **03-RZB-UPP-SDP-VAZ-PRS-0302 and  
06-RZB-UPP-SDP-VAZ-PRS-0514 - (COSUMNES / CASTORENA)  
REZONE, USE PERMITS, SUBDIVISION MAPS, VARIANCES, PARKING  
REVIEW, DESIGN REVIEW, SPECIAL DEVELOPMENT PERMIT AND  
AFFORDABLE HOUSING PLAN  
MURIETA GARDENS SHOPPING CENTER LLC - Applicant/Developer:  
Foothill Partners - Engineer: Baker-Williams Engineering - located on the south side  
of Jackson Road and north of the Cosumnes River, within the Rancho Murieta  
Planned Development, a part of the Cosumnes Planning Area.**

The Board of Supervisors, meeting in regular session on June 22, 2011, certified the Final Environmental Impact Report as adequate and complete.

The Board of Supervisors, meeting in regular session on July 27, 2011, took the following actions on the above referenced project:

**MURIETA GARDENS I:**

**REZONE**

Approved a Rezone by Ordinance No. **SZC-2011-0020** from A-2(PD) (F) Interim Agricultural Planned Development Flood Combining to LC (PD) (F) Limited Commercial Planned Development Flood Combining for approximately 53 acres, subject to the findings and conditions as outlined in Addendum No. 3, further amended as follows:

**Condition No. 115 (Murieta Gardens 1):**

Development of Murieta Garden II shall include a tot lot and turf area in the area between Lots 1, 6, and 8 of Murieta Gardens I, as shown on Exhibit "12". Developer or builder of Murieta Gardens II shall be responsible for installing said improvements which shall be maintained by the homeowners association (HOA) of Murieta Gardens II. Installation of the tot lot, turf area, and picnic facilities shall occur prior to issuance of building permits. As this open space area is part of Murieta Gardens I, the applicant shall record easements to the benefit of Lot 16 (Murieta Gardens II) that allows the developer or builder of Murieta Gardens II to install, and the HOA of

period. Monitoring reports shall be submitted to the Department of Environmental Review and Assessment by July 1 of each year.

- g. Replacement plantings shall be planted prior to issuance of any building permits or a bond shall be posted by the applicant in order to provide funding for purchase, planting, irrigation, and 3-year maintenance period, should the applicant default on replacement tree mitigation. The bond shall be in an amount equal to the prevailing rate of the County Tree Preservation Fund. Trees should be planted between October and April, when possible, to enhance survival.
- h. If the plantings occur within the boundaries of Rancho Murieta, residents shall be provided with educational materials to minimize damage to the restoration areas. Advisory signage shall be installed along the boundaries of the open space lots where native tree plantings occur.
- i. Identify the maintenance entity and include their written agreement to provide care and irrigation of the trees for the 3-year establishment period, and to replace any replacement trees as necessary to achieve 100 percent survival at the end of the establishment period.
- j. Because the County Tree Preservation Ordinance does not apply in the geographical area where mitigation plantings will occur, any offsite planting areas shall be protected in perpetuity through deed restrictions or conservation easements, to the satisfaction of the Environmental Coordinator.

**SECTION 389. OAK TREES. BR-6.** If all of the on- or off-site mitigation options enumerated in Mitigation Measure BR-4 are demonstrated to the satisfaction of the Environmental Coordinator to be infeasible, then compensation shall be through payment into the County Tree Preservation Fund consistent with General Plan Policy CO-132. Payment shall be made at a rate of \$325.00 per dbh inch removed but not otherwise compensated, or at the prevailing rate at the time payment into the fund is made.

**SECTION 390. MURIETA MAINTENANCE.** The applicant shall make interim road improvements to Murieta Drive between Highway 16 and Cantova Way by October 15, 2011, weather permitting, and will maintain said roadway for three (3) years from final County approval, or if the permit term is extended, until the permits have expired or been acted upon. The interim Murieta Drive road improvements will consist of the repair of major "potholes," sealing of major longitudinal and transverse cracks, the repair the pavement failure area at Murieta Drive at Lone Pine Drive, place tack coat and a 1" thick ac overlay leveling course for 2 - 12' travel lanes from approximately 100' south of Hwy 16 to Cantova Lane. Re-striping of pavement markings including the "STOP" and stop bars at Murieta Drive and The Village Entrance, and the cross walk at Murieta Drive at Lone Pine, and double yellow centerline stripe.

A Commercial Properties Owners Association shall be formed for the purposes of collecting and administering funds for the permanent maintenance of roads within the Murieta Gardens I and Murieta Gardens II project area and the properties having access onto Murieta Drive, Lone Pine Drive and Cantova Way. The CSD will act as administrative manager for said Commercial Properties Owners Association and will be responsible for obtaining reimbursement or collecting funds from all affected parcels



including the properties having access onto Murieta Drive, Lone Pine Drive and Cantova Way. The Commercial Properties Owners Association must be formed prior to issuance of the final certificate of occupancy for any retail or commercial use on Murieta Gardens I or the close of escrow on the first home in Murieta Gardens II, whichever occurs first.

SECTION 391. LOCAL PARKS. Development of Murieta Garden II shall include a tot lot and turf area in the area between Lots 1, 6, and 8 of Murieta Gardens I as shown on Exhibit "12". Developer or builder of Murieta Gardens II shall be responsible for installing said improvements which shall be maintained by the homeowners association (HOA) of Murieta Gardens II. Installation of the tot lot, turf area, and picnic facilities shall occur prior to the issuance of building permits. As this open space area is part of Murieta Gardens I, the applicant shall record easements to the benefit of Lot 16 (Murieta Gardens II) that allows the developer or builder of Murieta Gardens II to install, and the HOA of Murieta Garden II to maintain, any improvements. The tot lot improvements shall include two play structures to accommodate age groups 2-5 and 5-12, rubberized surface, two benches, a picnic table, gazebo, and appropriate hardscape and to meet current building codes. Fencing, other than residential fencing, shall be wrought iron open fencing. Final plans for the mini-park shall be reviewed by the Planning Director prior to issuance of improvement plans for Murieta Gardens I and/or II.

Passive recreational uses shall be provided in the detention basin area on Lot 15, as approved by CSD, prior to the issuance of building permits within Murieta Gardens II. Murieta Gardens II shall enter into a Facility Use and Maintenance Agreement with the CSD to include but not limited to approved use(s), physical improvements, season and hours of use, maintenances responsibilities with recreational use and maintenance costs to be borne by the Homeowners Association for Rancho Murieta II.

Murieta Gardens I shall apply to the RMA for annexation, prior to approval of improvement plans or recordation of the final map. Murieta Gardens I shall make a good faith effort to reach an agreement.

**SECTIONS 392-467 SHALL PERTAIN TO MURIETA GARDENS II:**

SECTION 392. Final development plans shall be in substantial compliance with Exhibit "11" and "3".

SECTION 393. This action does not relieve the applicant of the obligation to comply with all ordinances, statutes, regulations and procedures. Any required subsequent procedural actions shall take place within 36 months of the date on which the permit became effective or this action shall automatically be null and void.

SECTION 394. AIR QUALITY. All projects are subject to SMAQMD rules and regulations in effect at the time of construction. A complete listing of current rules is available at [www.airquality.org](http://www.airquality.org) or by calling 916-874-4800. Specific rules that may relate to construction activities or building design may include, but are not limited to:

- a. Rule 201: General Permit Requirements. Any project that includes the use of equipment capable of releasing emissions to the atmosphere may require permit(s) from SMAQMD prior to equipment operation. The applicant, developer, or operator of a project that includes an emergency generator, boiler, or heater should contact the District early to determine if a permit is required, and to begin the

## MEMORANDUM

Date: March 05, 2020  
 To: Board of Directors  
 From: Tom Hennig, Director of Administration  
 Subject: Administration / Financial Update

Finance staff continues working with The Pun Group to address specific matters of concern as approved by the Board in August. We are providing annual audit documents to the auditor, including a detailed accounting of our fixed assets. We continue working with various financial system vendors to complete system integrations and upgrades as recommended by The Pun Group.

**Residential Water Consumption** – Fiscal year-to-date residential water usage was approximately 54% over February 2019. Listed below are year-to-date water consumption numbers using weighted averages. Listed below are the year-to-date water consumption numbers in cubic feet. There are seventy-four (74) more homes receiving water services than February 2019.

										Last FY	Last FY	Last FY	Last FY	Last FY Same Period			
		2020	2020	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019			
		Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb			
Residences	12 month rolling % increase	3%	2,620	2,602	2,600	2,594	2,587	2,546	2,549	2,550	2,547	2,547	2,546	2,541	2,546		
Weighted Average										Sep	Aug	Jul	Jun	May	Apr	Mar	Feb
Cubic Feet	1,746	901	688	868	1,618	1,956	2,727	2,668	2,537	2,194	1,528	837	569	584			
Gallons Per Day	435	225	172	217	404	488	680	665	633	547	381	209	142	146			
Same Period Last FY	418																

**Commercial/Other Water Consumption** – Commercial water usage in February 2020 was 88% higher compared with last month. Year-to-date commercial water usage was approximately 18% over projections. This increase is mainly due to large user accounts. Listed below are year-to-date water consumption numbers in cubic feet.

										Last FY	Last FY	Last FY	Last FY	Last FY Same Period	
		2020	2020	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	2019	
		Feb	Jan	Dec	Nov	Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	
Commercial	YTD Totals	835,573	59,900	40,676	48,201	77,507	112,163	144,774	223,508	128,844	114,939	86,611	53,880	39,987	45,277
Parks	276,957	7,600	501	2,459	24,858	33,020	58,660	83,041	66,818	58,540	36,481	3,561	602	758	
Raw Water	1,428,096	10,949	0	17,599	178,849	191,799	328,901	333,951	366,048	104,751	73,701	2,451	15,662	100	
CSD	64,616	2,226	1,721	1,464	2,655	7,295	13,981	16,941	18,333	13,255	7,632	5,330	9,269	10,925	
Totals	2,605,242	80,675	42,898	69,723	283,869	344,277	546,316	657,441	580,043	291,485	204,425	65,222	65,520	57,060	

**Lock-Offs** – During the month of February 2020, there were zero (0) lock-offs. This continues the trend of fewer and fewer lockoff's which is directly related to staff's outreach efforts. There are currently twelve properties within the District that have remained locked off from services for an extended period. These properties are either vacant homes or empty lots with water meters.

**Connection Fees** – Developers paid \$243,555 for sixteen (16) connections in February 2020.

**Aging Report** – Amounts past due of more than sixty (60) days totals \$17,289. \$10,189 of this total is owed by two future development sites.

**Summary of Reserve Accounts as of February 29, 2020** – The ending balance of the District’s reserve accounts is \$6,459,089 as of February 29, 2020, and it is an increase of \$193,518 compared with last month. Staff adjusted the beginning balance as of July 1, 2019 during the audit prep. Staff continues to validate all reserve contributions and expects there will be additional adjustments as we continue to identify past practices for allocation of monthly interest and sales revenue. Staff continues to work on a detailed analysis of all reserve funds and plans to prepare a report for the Finance Committee review.

**Reserve Fund Balances**

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance 7/1/2019</i>	<i>Increases</i>	<i>Decreases</i>	<i>Period End Balance 02/29/2020</i>
Water Capital Replacement (200-2505)	1,588,505	204,879	8,954	1,784,430
Sewer Capital Replacement (250-2505)	2,851,863	315,650	50,766	3,116,747
Drainage Capital Replacement (260-2505)	29,165	459	17,297	12,328
Security Capital Replacement (500-2505)	101,341	1,987	16,188	87,140
Admin Capital Replacement (xxx-2505-99)	87,210	0	0	87,210
Sewer Capital Improvement Connection (250-2500)	4,236	78	27	4,287
Capital Improvement (xxx-2510)	390,976	333,658	3,326	721,308
Water Supply Augmentation (200-2511)	1,730,698	354,933	702,745	1,382,886
WTP Construction Fund Reserve (200-2513)	-748,054	134,258	161,203	-774,999
Security Impact Fee Reserves (500-2513)	-7,498	51,148	5,898	37,752
<b>Total Reserves</b>	<b>6,028,442</b>	<b>1,397,049</b>	<b>966,403</b>	<b>6,459,089</b>

**Inter-fund Borrowing Balances**

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance 7/1/2019</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance 02/29/2020</i>
WTP Construction Loan from Sewer	856,042	11,720	93,965	762,077
WTP Construction Loan from WSA	285,353	3,907	31,322	254,031
Security N. Gate Loan from Drainage Fund	18,341	172	15,224	3,117
<b>Total Inter-fund Borrowing</b>	<b>1,159,736</b>	<b>15,799</b>	<b>140,511</b>	<b>1,019,225</b>

## ***Budget to Actual Comparison Details (year-to-date through February 29, 2020)***

### ***Revenues***

**Water Charges**, year-to-date, are **above** budget \$26,266 or 1.2%

**Sewer Charges**, year-to-date, are **below** budget \$15,739 or **(1.2%)**

**Drainage Charges**, year-to-date, are **above** budget \$5,583 or 3.3%

**Solid Waste Charges**, year-to-date, are **above** budget \$4,872 or 0.7%

**Security Charges**, year-to-date, are **above** budget \$5,647 or 0.5%

### ***Expenses***

The District's overall expenditures for FY 2019-20 are \$353,921 below budget through February 2020. We will continue to focus on the FY 2018-19 annual audit.

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

There were no additional reserve fund purchase authorizations during the month of February.

## ***Finance Committee Update***

Staff met with the Finance committee on March 3<sup>rd</sup>.

### **1. DISCUSS RE-CONNECT FEE PURSUANT TO SB998**

Director Hennig led a discussion about SB998, reporting that the maximum fee that can be charged to reconnect water service for a residence whose income is at or below 200% of the poverty level is \$50. The discussion noted the District has very few disconnects.

### **2. DISCUSS SECURITY FEE RATE STRUCTURE**

Mr. Hennig provided the Committee with spreadsheets that detail the amounts charged for Security depending on the classification of the property and the rates charged. A robust discussion followed including a history of the way the rates were determined in 1998, and the potential to adjust the square footage of the buildings that have increased in size, thereby adjusting rates charged. Director Maybee asked Staff to create a timeline and criteria in determining the process for reassessing fees. Mr. Merchant asked that after this is determined, the District hold a meeting to inform the public.

### **3. FY 2020-21 BUDGET SCHEDULE**

Mr. Hennig reviewed the budget schedule and the mailing of the Prop 218 notices.

### **4. UTILITY BILLING UPDATE**

Mr. Hennig reviewed the Utility Billing changes. The Committee asked if there was an incentive that we could offer for residents who choose to receive their bill electronically and pay via EFT. The Pipeline will be added to the e-bill.

**RANCHO MURIETA CSD**  
**Summary of All CSD Funds**  
**For the Eight Months Ending 2/29/2020**  
**Budget to Actual Comparison Detail**

Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget
Charges for Services - Residential	\$413,599	\$429,115	\$3,688,751	\$3,715,381	(\$26,629)	\$5,540,771
Charges for Services - Commercial	39,074	40,918	402,831	415,670	(12,840)	586,254
Availability Charges	0	0	0	0	0	460
Sales Other	700	722	5,600	6,522	(922)	8,400
CIA Ditch Service Charges	0	0	0	0	0	1,800
Property Taxes	0	0	364,160	397,185	(33,025)	674,370
Property Taxes (Reserve Alloc)	0	0	(44,280)	0	(44,280)	(82,000)
<b>Total General Income</b>	<b>453,373</b>	<b>470,755</b>	<b>4,417,062</b>	<b>4,534,758</b>	<b>(117,696)</b>	<b>6,730,055</b>
Interest Income	1,270	0	6,435	10,879	(4,444)	10,765
<b>Total Earnings Income</b>	<b>1,270</b>	<b>0</b>	<b>6,435</b>	<b>10,879</b>	<b>(4,444)</b>	<b>10,765</b>
Meter Installation Fee	0	16,800	4,800	74,395	(69,595)	4,800
Inspection Fees	0	6,199	1,518	26,565	(25,047)	5,693
Telephone Line Contracts	598	1,144	4,783	5,149	(366)	7,175
Fines/Rule Enforcement	175	175	1,400	1,400	0	2,100
Late Charges	6,450	4,189	51,600	15,443	36,157	77,400
Title Transfer Fees	1,350	2,400	10,800	27,000	(16,200)	16,200
Security Gate Bar Code Income	650	590	5,200	5,190	10	7,800
Project Reimbursement	2,182	182	17,456	18,047	(591)	26,184
Misc Income	1,208	396	9,667	6,846	2,820	14,500
<b>Total Other Income</b>	<b>12,613</b>	<b>32,075</b>	<b>107,224</b>	<b>180,035</b>	<b>(72,812)</b>	<b>161,852</b>
<b>TOTAL REVENUE</b>	<b>467,256</b>	<b>502,830</b>	<b>4,530,721</b>	<b>4,725,672</b>	<b>(194,952)</b>	<b>6,902,672</b>
Salaries & Wages	179,865	114,463	1,543,591	1,342,735	200,856	2,390,975
Employer Costs	52,675	62,684	398,584	407,580	(8,996)	608,878
Payroll Taxes	14,755	0	116,755	104,749	12,006	173,281
Other Employer Costs	13,114	10,376	108,113	96,502	11,611	161,318
Pension Expense	30,839	18,034	253,358	210,566	42,791	385,443
Tuition Reimbursement	0	0	1,435	0	1,435	2,870
<b>Total Employee Services</b>	<b>291,248</b>	<b>205,557</b>	<b>2,421,836</b>	<b>2,162,132</b>	<b>259,703</b>	<b>3,722,765</b>
Clerical Services	13,850	6,414	110,950	101,152	9,798	166,350
Recruitment	1,505	2,339	12,040	11,092	948	18,060
Travel/Meetings	1,740	180	14,420	9,125	5,295	21,880
Office Supplies	2,470	2,795	19,760	23,076	(3,316)	29,640
CWRS Contract Charges	52,662	52,303	421,299	413,706	7,593	631,949
Mail Machine Lease	700	0	2,100	1,390	710	2,800
Copy Machine Maintenance	1,520	834	12,160	12,352	(192)	18,240
Insurance	12,247	11,800	97,972	94,874	3,098	146,958
Postage	1,500	2,589	12,000	15,032	(3,032)	18,000
Telephones	4,120	6,140	32,960	32,110	851	49,439
Memberships	1,250	421	14,945	12,587	2,358	19,325
Audit	0	0	16,275	0	16,275	16,275
Legal	17,967	10,435	59,084	58,477	607	130,950
Training/Safety	3,000	153	34,900	17,071	17,829	53,200
Community Communications	100	0	7,900	434	7,466	13,700
Equipment Maint	50	36	3,350	854	2,496	3,550
Consulting	15,533	9,286	119,516	48,587	70,929	187,400
CIA Ditch Operations	250	32	2,000	2,244	(244)	3,000
<b>Total Administrative Services</b>	<b>130,464</b>	<b>105,757</b>	<b>993,631</b>	<b>854,163</b>	<b>139,469</b>	<b>1,530,716</b>
Uniforms	1,430	247	11,640	8,866	2,774	17,560
Equipment Repairs	400	0	3,200	4,027	(827)	4,800
Building/Grounds Maint/Pest Cntr	2,750	2,714	21,570	30,650	(9,080)	32,315
Bar Codes	0	0	6,900	5,125	1,775	6,900

Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget
Vehicle Maint	3,750	9,146	30,000	28,408	1,592	45,000
Vehicle Fuel	3,250	8,573	30,775	28,305	2,470	47,000
Vehicle Lease	397	369	3,174	2,534	640	4,762
Off Duty Sheriff	0	0	8,000	7,907	93	8,000
Power	20,475	25,780	200,995	211,248	(10,253)	297,320
Information System Maint	11,824	7,937	94,593	86,426	8,166	141,889
Supplies	2,575	10	20,600	18,954	1,646	30,900
Equipment Rental	650	0	8,200	1,196	7,004	13,800
Road Paving	2,000	0	16,000	11,100	4,900	24,000
Maintenance/Repairs	26,200	55,831	190,300	299,028	(108,728)	300,700
Non-routine Maint/Repair	3,000	0	24,000	0	24,000	36,000
Permits	0	0	6,000	5,692	308	6,000
Chemicals	11,500	0	112,650	75,616	37,034	167,250
Chemicals - T&O	0	0	6,500	5,944	556	11,000
Lab Tests	2,250	2,185	18,000	31,547	(13,547)	27,000
Removal (Hazardous Waste)	0	0	10,000	8,131	1,869	10,000
Permits	0	89	60,800	68,014	(7,214)	75,300
Tools	800	108	7,000	5,209	1,791	14,800
Dam Inspection Costs	0	0	0	0	0	63,500
Water Meters/Boxes	3,000	0	24,000	40,095	(16,095)	36,000
Drainage Improvements	0	0	500	0	500	5,150
<b>Total Operational Costs</b>	<b>96,251</b>	<b>112,989</b>	<b>915,397</b>	<b>984,022</b>	<b>(68,626)</b>	<b>1,426,946</b>
Miscellaneous	6,971	12,658	72,517	61,635	10,882	100,900
Admin Contingency	0	4,440	16,262	18,279	(2,017)	35,000
Director Exp/Reimbursements	450	180	3,600	3,529	71	5,400
Director Meeting Payments	1,500	0	12,000	7,400	4,600	18,000
Conservation	600	340	10,720	7,718	3,002	13,260
SACTO Regional Water Authority	0	0	15,000	9,279	5,721	15,000
SCGA Ground Water Authority	0	0	10,000	11,000	(1,000)	10,000
Interest Expense	2,099	1,261	16,008	13,893	2,116	24,684
<b>Total Other Expenses</b>	<b>11,620</b>	<b>18,879</b>	<b>156,107</b>	<b>132,733</b>	<b>23,375</b>	<b>222,244</b>
<b>Total Operating Costs</b>	<b>529,583</b>	<b>443,182</b>	<b>4,486,971</b>	<b>4,133,050</b>	<b>353,921</b>	<b>6,902,671</b>

.FY19-20.CSD.BUDGET-ACTUAL MO\_YTD  
DETAIL BY FUND

# MEMORANDUM

**Date:** March 10, 2020  
**To:** Board of Directors  
**From:** Jeffery Werblun, Security Chief  
**Subject:** Security Update Report for the Month of February 2020

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## OPERATIONS UPDATES

We have updated the Security Code to reflect the increase of penalty interest rate per a prior Board action. While doing so, District Secretary Amelia Wilder noticed the pages in the code were cluttered with footnotes from prior changes to the code. The pages were becoming cluttered and some of these changes happened years ago. District Counsel reviewed the changes to the code and made his edits. Amelia made the changes and cleaned up the language without changing the code itself. Thanks Amelia.

We had brought forward the changes to the Security Code along with a draft Ordinance to adopt the changes and edits to the Security Committee in February. It was sent back to Committee for discussion.

Upcoming CPR/First Aid refresher training on March 10, and 11 and Customer Service Training on April 29.

## INCIDENTS OF NOTE

February 5, at 0937 hours, patrol responded to a vehicle accident on Jackson Rd. at Murieta Parkway. One vehicle rear-ended another that was stopped for the red light. The driver at fault walked away last seen heading East on Jackson Rd. Metro Fire responded as the three occupants of the car that was rear-ended and had minor injuries. Patrol conducted traffic control and assisted at the scene until CHP arrived.

Sgt. Tompkins was on his way to work and stopped to assist our Patrol Officer that was on scene. Sgt. Tompkins went to look for the suspect driver that walked away from the accident. He located her on Jackson Rd. at the Yellow Bridge. When he asked her if she had just been involved in an accident, she said she thought so. He asked her where she was going? She said she had to get to Jackson. He told her she needed to return to the scene, which she did.

CHP arrived on scene. While the Officer was talking with the suspect driver, she showed symptoms of being under the influence. The Officer asked her if she had been drinking. She replied, "Well that depends. What is today? Ya maybe." CHP conducted an evaluation on her and arrested her for DUI. She was charged with Felony DUI, causing injury, and hit and run. The three other vehicle occupants, that were housekeepers on their way to a house on the South, were transported to the hospital.

During the investigation, CHP noticed damage to the right side of the suspect's vehicle that was not consistent with this collision. They asked the driver if she had hit something else. She said she believed she did. They determined she had driven on Scott Rd. from Folsom prior to this accident. Another CHP Officer located a



scene on Scott Rd. were the driver had run off the road and struck a fence. She destroyed approximately 200 feet of fence and kept driving.

February 16 at 1920 hours, Officer Hernandez was on patrol driving on Cantova Ln. He saw an elderly male laying on the sidewalk. He stopped to check on him. The elderly male, a Murieta Village resident, was walking his dog when he tripped and fell. He struck his head on the sidewalk. Metro Fire was requested and transported the male to the hospital. Officer McCarver took the man's dog to the man's house and secured the dog inside. Officer McCarver then called a family member to let them know what happened.

At 1937 hours, Patrol responded to an unknown type disturbance at a residence on Rio Blanco. When they arrived, they discovered this was a domestic dispute between husband and wife. The husband appeared intoxicated and the wife was in fear for her safety and that of her daughter. The officers requested SSD respond. The officers did not want to leave the females alone in the house while waiting for SSD to arrive. The officers stood by for the safety of the females in the house to keep the peace until SSD arrived. SSD arrived and ended up arresting the male for domestic violence.

At 2039 hours, patrol received a call for assistance on the island near Granlee's dam. Metro Fire had also been requested. Patrol arrived on scene and met with the mother and father of a Juvenile that was stuck on the island. The juvenile and his friend crossed the river out to the island and consumed alcohol. The one juvenile became severely sick from drinking too much alcohol and passed out. The other juvenile crossed back across the river, drove home in his golf cart and left his friend behind on the island. Once home, the other juvenile called the parents to advise them where their son was. Fire personnel on scene and patrol assessed the situation and determined it was unsafe to try and cross the river due to the current and cold-water temperature. A plan was devised to request a helicopter that could either land or conduct a hoist rescue to the island and retrieve the sick juvenile. A CHP helicopter was dispatched. Just as the helicopter arrived overhead, the juvenile's father jumped into the river and crossed over to the island by himself. He got his son to wake up enough so he could drag him back across the river. The father got his son back across the river to fire personnel who put the juvenile into an ambulance. The juvenile was transported to the hospital. Patrol helped the mother get back to her residence.

February 17 at 1700 hours, patrol responded to a vehicle accident on Jackson Rd. near the County Bridge. This was a single vehicle accident where the vehicle left the roadway and went down the embankment. Fire arrived on scene as well as CHP. The driver of the vehicle was unresponsive. Fire got the driver out of the vehicle and up to the ambulance where they pronounced the driver deceased. According to a family member of the driver that witnessed the accident from a different vehicle, the driver had pre-existing medical conditions. It is possible the driver had a medical episode while driving which caused him to drive off the side of the road. Patrol remained on scene assisting with traffic control until additional CHP units arrived.

### **CONTRACT SECURITY**

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

### **JOINT SECURITY MEETING**

The meeting has been set for March 25 at 10:00 am at the CSD Board Meeting room.





**2019 RMA Rule Violations Enforcement by CSD**

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

**2020 RMA Rule Violation Citations by CSD**

<b>Violation</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Back Area w/o Resident													
Basketball Standard		1											1
Commercial Vehicle Signage													
Construction Hours/Days													
Curfew													
Driveway Parking	31	19											50
Fishing License/Fish & Wildlife													
Guest Parking		5											5
Loose/Off Leash Dog													
Motorcycle North Streets													
Overloaded Golf Cart													
Overnight Street Parking	6	5											11
Park Hours	5	5											10
Speeding	3	14											17
Stop Sign													
Unauthorized Vehicle	1	5											6
Unlicensed Driver	1	2											3
Unsafe Driving	1												1
Intereference													
Parking Citations													
Warning Notice	3	3											6
<b>Total</b>	<b>48</b>	<b>56</b>											<b>104</b>

**2019 RMA Rule Violation Citations by CSD**

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



## Rancho Murieta Community Services District

### Most Common RMA Rule Violation Sections Enforced by RMCS Security Department

RULE I SECTION 5: IDENTIFICATION

RULE I SECTION 6: INTERFERENCE WITH CSD/RMA EMPLOYEE

RULE II SECTION 1: USE OF STREETS

RULE II SECTION 2: UNLICENSED DRIVER

RULE II SECTION 3: SPEED LIMIT VIOLATION

RULE II SECTION 4: ENHANCED SPEED

RULE II SECTION 5: STOP SIGN VIOLATION

RULE II SECTION 6: BUS STOP

RULE II SECTION 8: NO BARCODE

RULE II SECTION 9: TRAILERS AND COMMERCIAL VEHICLE PARKING

RULE II SECTION 10: OVERNIGHT STREET PARKING

RULE II SECTION 11: STORING OF VEHICLES

RULE II SECTION 12: MOTOR VEHICLE REPAIRS

RULE II SECTION 14: CARRYING OF PASSENGERS

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

RULE III SECTION 2: UNLEASHED PETS

RULE III SECTION 5: PET NOISE

RULE VI SECTION 1: COMMERCIAL SIGNAGE

RULE VII SECTION 6: BASKET BALL STANDARDS

RULE VII SECTION 9: NOXIOUS ACTIVITIES

RULE IX SECTION 1: GUEST WITHOUT RESIDENT

RULE IX SECTION 2: SWIMMING IN CHESBRO/CALERO

RULE IX SECTION 3: PARK HOURS

RULE IX SECTION 5: FISHING VIOLATIONS

RULE IX SECTION 6: FIREWORKS

RULE IX SECTION 8: SKATEBOARDING/SCOOTERS

RULE IX SECTION 9: CURFEW

RULE IX SECTION 10: VANDALISM

RULE XIII SECTION 1: DRIVEWAY PARKING

ARTICLE VII SECTION 12(B): GUEST PARKING

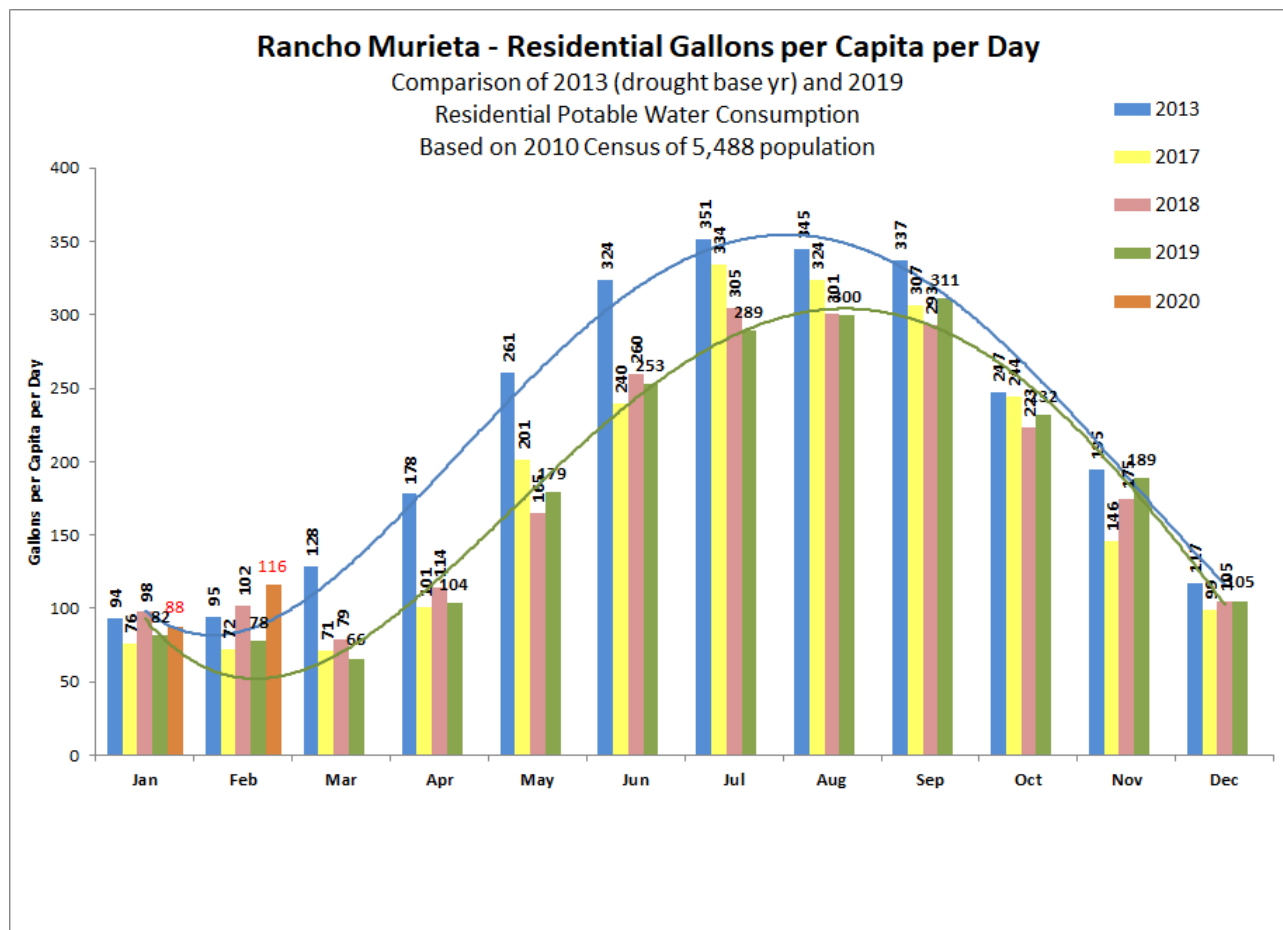
ARTICLE VII SECTION 13: BON FIRE

# MEMORANDUM

**Date:** March 6, 2020  
**To:** Board of Directors  
**From:** Paul Siebensohn, Director of Field Operations  
**Subject:** Utilities Monthly Update

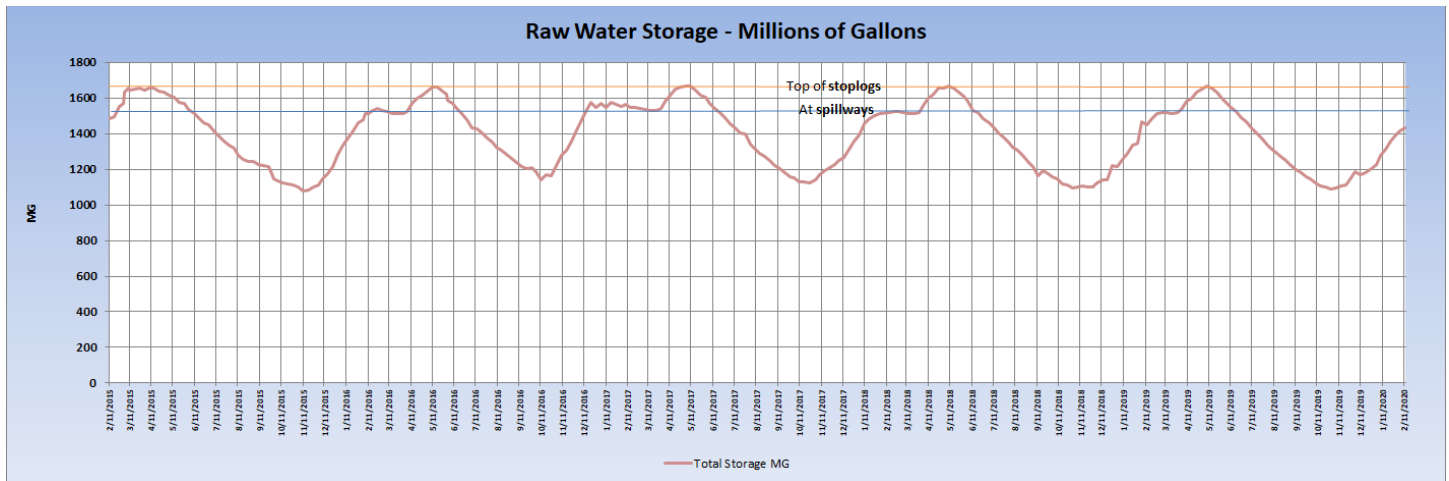
## WATER TREATMENT

We have raised the production flow at Water Treatment Plant (WTP) #2 from 1.0 million gallons per day (mgd) last month to 1.5 MGD, currently producing an average of 1.21 mgd. Plant #1 remains off. Total water production for February 2020 was 29 million gallons (89 acre-feet). Gallons of production per connection was 343 gallons per connection per day for February. Gallons of water used per capita per day usage was 116 vs 99 in 2013, a 18.1% increase in use as shown in the updated graph below.



## WATER SOURCE OF SUPPLY

On February 5, 2020, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,314.6 million gallons (4,034.6 acre-feet). The volume for Calero and Chesbro alone totaled 1,030 million gallons (3,161.6 ace-feet). No rainfall was received in February and evaporation measured at 3.46 inches. A graph of the raw water storage volumes is shown below.



We are continuing to pump from the Cosumnes River to fill the Calero & Chesbro Reservoirs. We may only put stoplogs in our reservoir spillways on April 15<sup>th</sup> to fill the reservoirs an additional two feet per a rule with the Division of Safety of Dams (DSOD). DSOD was out this past month to inspect the District’s dams. They noted that we needed to remove some brush and small trees that were beginning to grow on some of the dams and to increase our rodent abatement activity due to holes found in the dam embankments. It was also discovered that several of the rodent abatement boxes had been vandalized. We notified security and our pest control contractor. Security later found that there was some community concern being noted online, but not directly to the District. I then immediately worked with Amelia Wilder, District Secretary, to issue a notice on the subject which is posted on our website here: <https://www.ranchomurieta.com/bait-boxes-around-the-reservoir-dams-and-levees> Photo showing an example of a bait box and rodent damage below.

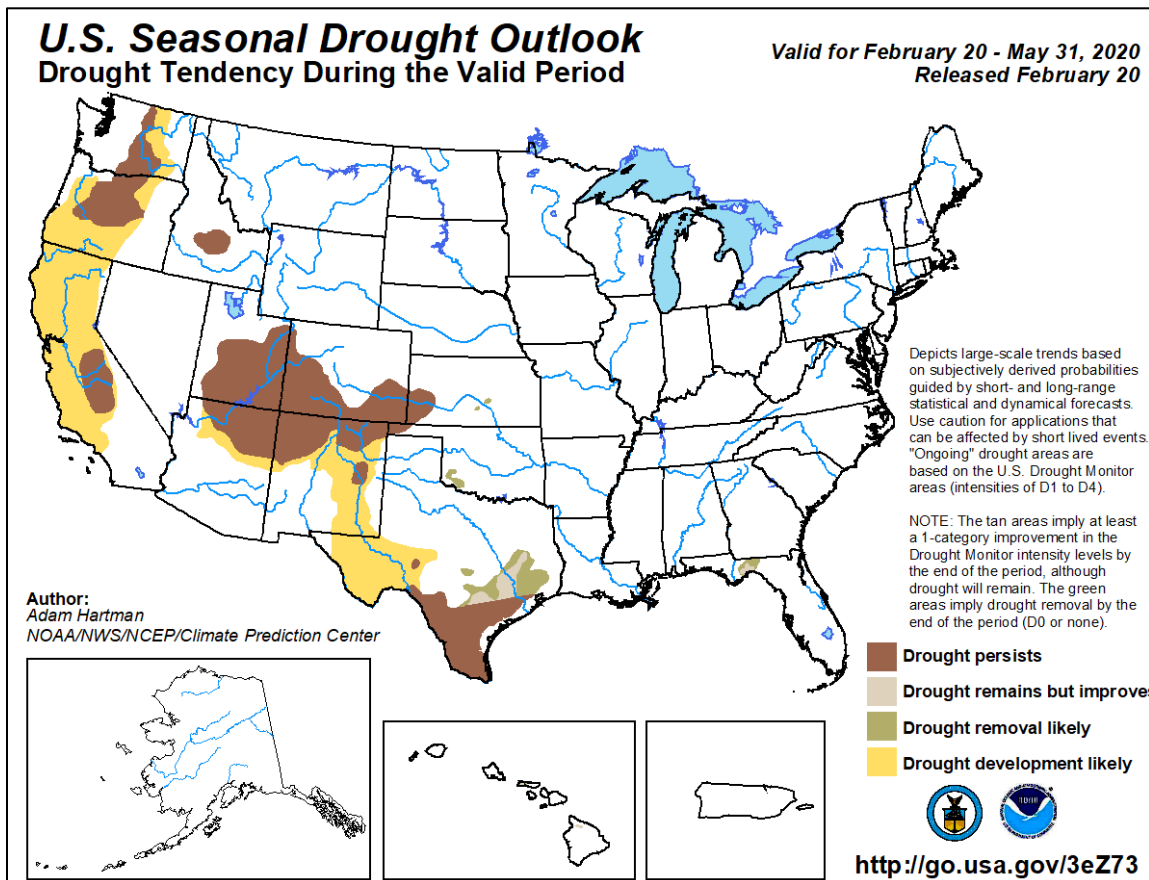
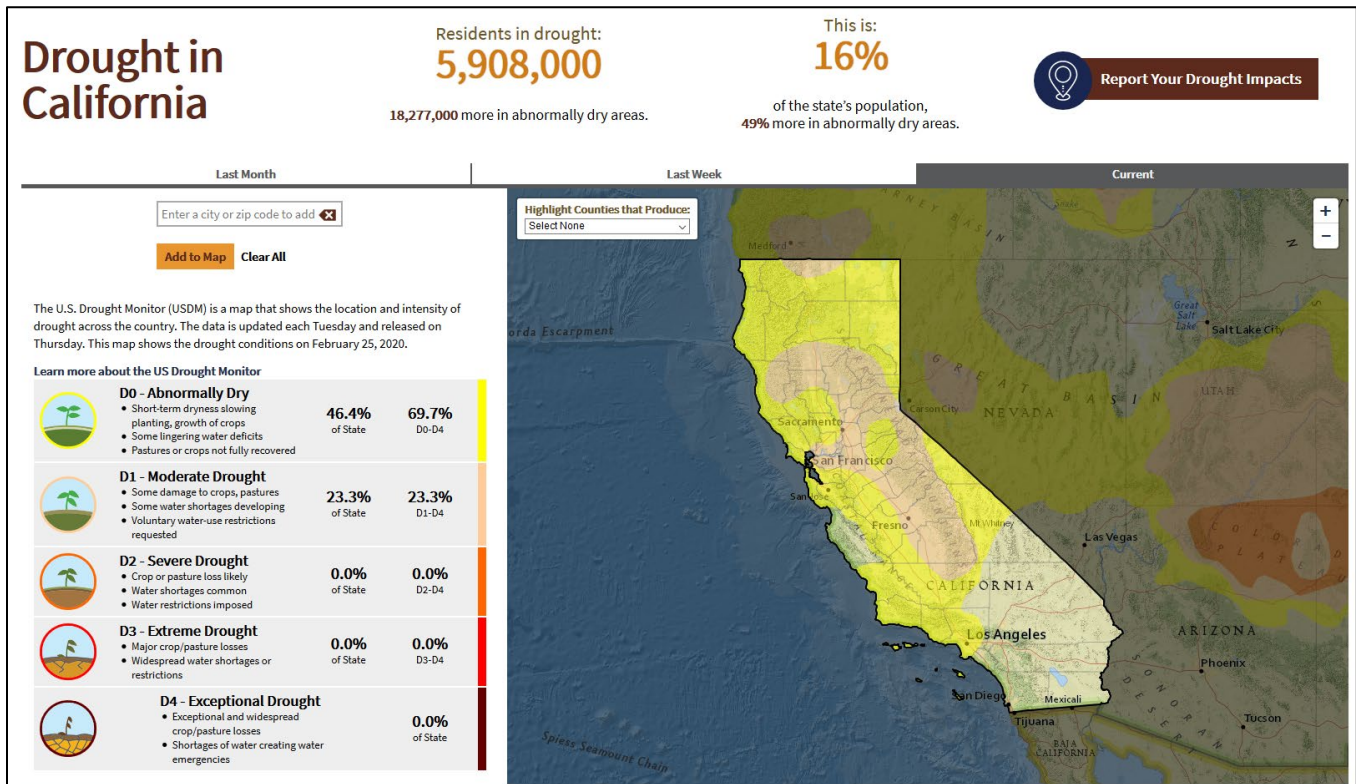


## DROUGHT OUTLOOK

Despite the abnormally dry February we are currently on track to fill our reservoirs as we normally would each year, so at this point it is not necessary to issue a Stage 1 Water alert per the District’s Water Shortage Contingency Plan. Website link here:



(<https://www.ranchomurieta.com/files/21e9f54e8/watershortagecontingencyplan09-2012.pdf> ) Should the weather persist and be dry, we may need to consider issuing a Stage 1 alert. For February the current drought status for our area within the state is noted as being in D1 – Moderate Drought.

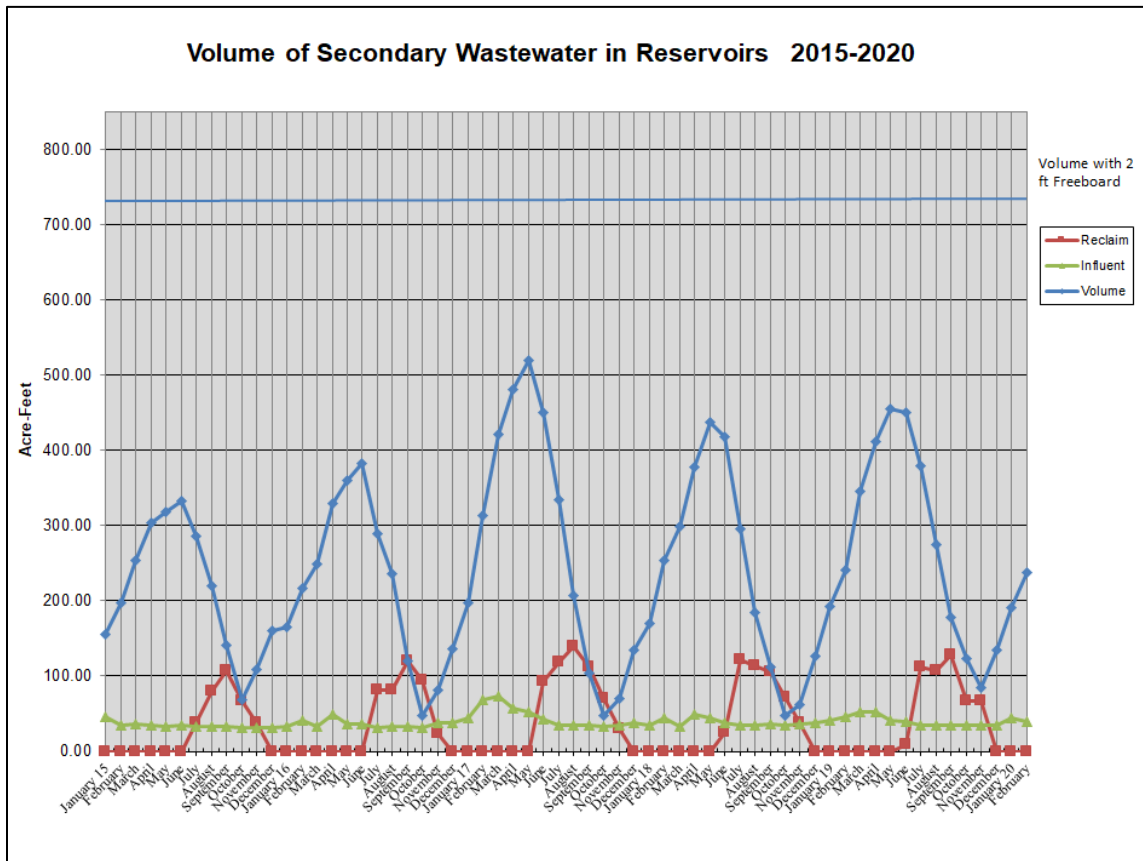


**WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION**

For February, the influent wastewater flow averaged 421,355 gallons a day, for a total of 11.5 Million Gallons (MG), (35.23 acre-feet [AF]). This is approximately 151 gpd per sewer connection. On March 4, 2020, secondary wastewater storage measured 87 MG (267 AF), of which 82 MG (252 AF) is usable for reclamation due to dead storage. The Wastewater Reclamation Plant remains off for the season.

I met with senior staff of the Rancho Murieta Country Club, Ron Svien, Scott Stewart, and Art Aguayo, to discuss operations and maintenance issues surrounding recycled water supply and production. The meeting went well as I presented a PowerPoint presentation of our facilities involved in recycled water storage, production, and distribution, and operations procedures for delivery requests, storage, monitoring, and use.

Below is a graph of the recent secondary wastewater storage volumes as of February 5, 2020.



**SEWER COLLECTION**

The “belly” in the sewer line at Labranza & Murieta South Parkway was repaired in February by the awarded contractor, M3 construction. They ran into a few issues with groundwater and the original stub into the manhole having been improperly constructed, requiring them to remove, reset, and grout a new stub for connection of a new sewer line.

Staff cleaned approximately 580 feet of sewer line in February. Staff also worked towards replacing a sewer force main air release valve near the guard house on Murieta South Parkway.

## **DRAINAGE / STORMWATER**

Minor work for weed and brush removal occurred this past month. Despite no rain having been received, the drainage system was flowing due to runoff from the community's irrigation beginning again in this warm, dry February.

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

In February 2020, fifteen (15) ¾ inch meters, three (3) one inch meters, and one (1) MXU (radio read transmitter) units were replaced as part of water metering maintenance. Also completed were fourteen (14) Underground Service Alert marking and twelve (12) utility star service orders for the administration department, which included four (4) inspections for rebates.

Staff had eight (8) homeowner calls for high usage complaints that were called into Utilities Department this last month. Four (4) were diagnosed as irrigation water leaks for the homeowners to repair and the other were due to irrigation use.

We had two water leaks in the month of February that were repaired, along with replacement of two adjacent water lines for proactive maintenance. Utilities staff replaced another adjacent service line as an ongoing preventative. Utilities staff have also been continuing work to complete maintenance on fire hydrants in Murieta North, which is ongoing and is being completed as fill in work in between competing priorities.

Inspections and builder coordination continue at the Murieta Gardens II development. There were fifteen (15) new water meters and MXU's added to the system this month in Murieta Gardens II, four (4) potable and eleven (11) recycle water meters.

## **PROJECTS**

### **Development**

#### The Retreats East and North

No new update.

#### Rancho Murieta North – Development Project

This project is currently on hold with Sacramento County, and therefore on hold with the District. The District's general manager, Mark Martin, has met with the County and discussed the appropriate procedure for plan reviews. It was agreed that the appropriate procedure is for the County to review a project and then disseminate the review and project documents to the District for review and comment. We had a meeting with the developer and discussed this. Despite the developer's representatives saying the project was active with the County and we should continue with review, the District was told by the County it was not active, it was agreed that the proper procedure is for the County to facilitate the review, as previously noted.

#### The Murieta Gardens (MG) – Highway 16 Off-Site Improvements

No update.

#### MG - Lot 4&5

Weather continued to be exceptionally good in February and therefore work continued on this project, which included completing a drive isle through the lots to the Bel Air area.

#### MG - Murieta Marketplace

Work continues on the Bel Air. Coastland has reviewed and approved the landscape plans. The project has submitted a recycled water meter application for the project, however has not provided the proper meter connection per their original design vs the meter size they have requested.

MG -Lot 10 (PDF Office)

No update.

MG – Lot 11 (Gas Station/carwash)

No update.

The Murieta Gardens II – Infrastructure

No update.

FAA Business Park

Site work began on this project and promptly stopped once it was discovered the site plans had expired and required new sign-offs. The plans have been reviewed, resigned, and the project has begun again, shown below.



Riverview

No update.

The Residences of Murieta Hills East

The District’s general manager has been in contact with Bob Keil in discussion of his concerns for this project site.

**District Projects**

Water Plant #1 Effluent Pump replacements

The contractor has placed the order for the replacement pumps. The manufacturer noted 12-14 weeks before delivery. Once delivered the contractor will coordinate with us to schedule the work for replacement.

Water Rights Renewal

No update.

Recycled Water and Untreated Water Fee Study

No update.

Chlorine Gas to Sodium Hypochlorite (bleach) conversion

We had a site engineer, Burlingame Engineers, come out and evaluate our site for the design of two Sodium Hydroxide tanks to be installed at the bulk chemical storage site at the Wastewater Reclamation Plant. The tanks are being designed and I am awaiting the final submittal for their design before being released for



production. Staff has also begun work to clean up and repair cracked concrete in the area of the chemical tank locations and are in the process of procuring materials to pour a new secondary containment wall.



### West DAF Electrical Panel Replacement

This is a new operations project that has been put out to bid. At the Wastewater Reclamation Plant there are two plants, an East Plant and a West Plant. The West Plant's Dissolved Air Flootation system (DAF) operates via an electrical control panel which appears to have had some non-standard work done to it over the years of its operation, shorted out components and burnt solid core wiring and connections, and now needs to be replaced. The panel's original electrical drawings were included with this bid packet as an attachment, along with the East DAF's newer electrical panel included as an additional attachment for reference only. The panel to be replaced operates two 23.5 amp, 460V pumps, a rake drive, 120v solenoid on the air tank system, exterior lights, a panel light, provides a 120 electrical outlet, and gets feedback from a wetted probe within the DAF tank that allow the pumps to start/stop. The system will power up when the Wastewater Reclamation Plant is "called" to turn on. A pressurization pump will turn-on after water within the West DAF is on a probe, a minute delay then triggers

and then a pump will turn on. An alternating relay would cycle the two pressurization pumps every 2 hours, with a 15 second delay in between, to alternate the operation of the pumps. Both pumps should never operate at the same time. The rake arm is driven by a Variable Frequency Drive (VFD), which turns on when the plant is turned on. Also, a solenoid is opened on the air system to the hydropneumatics tank when the plant is called to turn on. The existing panel also has a light switch for exterior lights, and a 120v outlet. The bid packet was sent out to area electrical panel contractors and posted as a Request for Bids to the RMCS D website on February 26 with bids due March 17<sup>th</sup>. The project bid packet requests the panel to be built, installed and tested by June 5<sup>th</sup> of this year.

#### Chesbro Aeration Protection

Staff now has the buoys that have been ordered to go around the aeration system which surrounds the water plant's intake. They are tasked with installing the buoys now. We have a notice on our website, I've talked to the fishing club president about it, and we have posted signage at the boat ramp as an additional warning to boaters on the Chesbro reservoir.

#### Dam Inundation Mapping and Emergency Action Plans

We received a letter from the Division of Safety of Dams regarding the Michigan Bar Dam No.1, noting that the dam has no critical appurtenant structures and that the failure study submitted is in substantial compliance with regulations.

#### Reserve Account

There were no reserve expenditures this past month.

## CONFERENCE/EDUCATION SCHEDULE

Date: March 12, 2020  
To: Board of Directors  
From: Amelia Wilder, 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)

Understanding the Brown Act	March 19, 2020	Stockton, CA
<i>Mark Martin and Amelia Wilder plan to attend Understanding the Brown Act</i>		
2020 SDRMA Spring Education Day	March 24, 2020	Sacramento, CA
Special District Leadership Academy	April 19 – 22, 2020	San Diego, CA
2020 Special District Legislative Days	May 19 - 20, 2020	Sacramento, CA
General Manager Leadership Summit	June 28 - 30, 2020	Olympic Valley, CA
<i>Mark Martin plans to attend the GM Leadership Summit</i>		
Annual Conference	August 24 – 27, 2020	Palm Desert, CA
Special District Leadership Academy	September 27 – 30, 2020	S. Lake Tahoe, CA
Board Secretary/Clerk Conference	October 26 – 28, 2020	Anaheim, CA

### CALIFORNIA RURAL WATER ASSOCIATION

2020 Expo	April 27-30, 2020	Lake Tahoe, NV
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# Rancho Murieta Community Services District

**April 2020**

## Board/Committee Meeting Schedule

**April 2, 2020**

Communications/Technology 8:30 a.m.

Security 10:00 a.m.

**April 7, 2020**

Personnel 7:30 a.m.

Improvements 8:00 a.m.

Finance 10:00 a.m.

**April 15, 2020**

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

**March 26, 2020**

Special Board Meeting (Budget Workshop) @3:00 p.m.



# MUREITA VILLAGE HOMEOWNERS ASSOCIATION

14751 Poncho Conde Circle  
Rancho Murieta, Ca 95683  
916-354-2925

Board of Directors  
Rancho Murieta Community Services District  
15160 Jackson Highway P.O. Box 1050  
Rancho Murieta, CA 95683

February 18, 2020

To CSD Board of Directors

RE: Security Camera for Murieta Village entrance

It is our concern with the increased growth of Rancho Murieta that security cameras are needed at the entrance of Murieta Village not only for security but safety for the residents of this senior community.

In the past few years we have had several incidences on Murieta Drive that would warrant the installation of the cameras. When the Country store was robbed the cameras would have shown if the person entered the Village and what time, when the mail was taken out of the post office boxes and scattered on Murieta Drive it would have shown the people dumping the mail and when the wall was ran into it would have shown what vehicle hit it. These are only a few incidents that cameras would have helped.

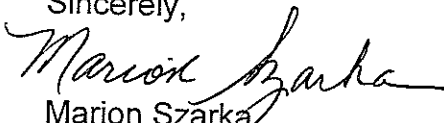
We therefore ask that the Rancho Murieta Community Services District look at using the impact fees and acknowledge our request for cameras.

If this is approved we would like approved access to the data on the video, if any issue arises. We would also like to be kept informed as to location and direction the camera will be placed. Another question we have is, will there be a monthly fee involved. Please keep us inform as to your decisions in this matter.

Our biggest concerns is the Safety of our residents. We look forward to hearing from you.

If you have any questions please contact Barb Vaith @ 916-354-2925.

Sincerely,

  
Marion Szarka  
President of Murieta HOA



# 2019 Year in Review

Rancho Murieta  
Community  
Services District

Security Department



Jeff Werblun, Security Chief



## **Mission Statement**

*The mission of the Rancho Murieta Community Services District Security Department is to protect life and property and to also provide prompt, courteous and professional service to the public within the Rancho Murieta Community Services District.*

## 2019 in Review

- ❖ Hired full-time Gate Officers and Patrol Officers
- ❖ Officers have attended community events, including :
  - ❖ Summerfest
  - ❖ Easter Festivities
  - ❖ July 4<sup>th</sup>
  - ❖ National Night Out
  - ❖ Provided traffic control for the Little League Parade
  - ❖ Rancho Murieta Association Board Meetings
  - ❖ Joint Security Committee Meeting
  - ❖ Town Hall Security Meeting
  - ❖ Law enforcement & Emergency Services Open House at Deer Creek Hills
  - ❖ Coffee with a Cop
- ❖ Off-Duty Sheriff's Deputies have been scheduled as necessary
- ❖ The VIPS community patrol has continued
- ❖ Officers have completed their state required training. Guard Card, Firearms Card, yearly Refresher Courses
- ❖ Continued in-house training with both Gate & Patrol Officers
- ❖ Continued working with RMA compliance on speeding/stop sign/parking enforcement

# 2019 Goals and Accomplishments



- ❖ Use technology, including surveillance cameras, to monitor the public areas of the community for crime and rule violations.
- ❖ Additional cameras were installed at the South Gate
- ❖ Implemented the Gateaccess.net program, Fastpass system
- ❖ Work with local entities to address community security needs-both short term and long term.
- ❖ Explore technology to increase work flow/productivity, reduce down time due to reports and paperwork
  
- ❖ Employees:
  - ❖ Increase/update training
  - ❖ Increase communication between staff
  - ❖ All hands meetings, first in at least 8 years
  - ❖ Solicit feedback & suggestions
  - ❖ Provide timely recognition and support

# 2019 Goals and Accomplishments

- ❖ Minimize redundancy in paperwork/paperless systems
- ❖ Added printers to the North Gate and Patrol Office
- ❖ Sit-Stand desk at the North Gate to improve work flow and ergonomics
- ❖ Started Code-Red enroll by text program
- ❖ New Body Cameras and updated Body Camera Policy
- ❖ Met with County O.E.S. to define our roll if any in emergencies and O.E.S responsibilities
- ❖ Met with RMA Emergency Preparedness Committee
- ❖ Increased Community Outreach through meetings, Facebook, Pipeline and the CSD Website
- ❖ Attend Stakeholder meetings with the Village, RMA and the Airport
- ❖ Attended Neighborhood Watch introduction meeting



# Gate Operations

8 full-time, 1 part-time, and 1 temporary Gate Officers staff the North and South Gates 24 hours a day, every day.

Their duties and responsibilities include:

- ❖ Enforcing the RMA Gate Policy.
- ❖ Checking in and recording names and license plate numbers for guests and vendors.
- ❖ Dispatching Patrol Officers.
- ❖ Answering telephones.
- ❖ Issuing barcodes.
- ❖ Assisting walk-in customers.
- ❖ Communicating with local law enforcement and fire personnel.
- ❖ South Gate is dispatch for Patrol. If you need Patrol, regardless of where you live in the District, call the South Gate at 916-354-2273
- ❖ Gate Officers processed **192, 078** vehicles through the visitor lanes.

Officer	
Rick Dias	Training Officer
Karen Hessler	Training Officer
Shelby Gonzales	
David Labrado	Training Officer
Fernando Solis	
Matt Brennen	
Jordan Huth	
Laurel Robbins	
Vacant	

# Gate Officers

# Patrol Operations

The primary responsibility of the Security Patrol Officer is to proactively deter crime and rule violations, and to respond to calls for service. 1 Patrol Sergeant and 5 Patrol Officers provide overlapping patrol coverage to the District, 24 hours a day, every day.

Security Patrol Officers respond to calls that include:

- ❖ Business checks/House checks
- ❖ Suspicious persons and vehicles
- ❖ Suspicious circumstances
- ❖ Disturbances
- ❖ Alarms
- ❖ Medical and fire calls
- ❖ Vehicle Accidents
- ❖ Key Services
- ❖ Animal Complaints
- ❖ RMA Homeowners Association violations

# Patrol Officers

## Sergeant Rick Tompkins

- Officer Brandon Arino
  - Officer Conner Tyer
- Officer Antonio Hernandez
- Officer Vitaliy Perepelka
  - Bill McCarver

# Most Common Calls for Service

	<b>2018</b>	<b>2019</b>
Key Service	1343	2559
Business Checks	1430	4512
RMA Complaints/Violations	504	914
Vehicle Related	447	525
Suspicious Vehicles	73	89
Public Assists	237	330
Loose/Barking Dogs	154	204
Alarms	156	149
Crime Complaints	280	204
Suspicious Circumstances/People	138	128
Malicious Mischief	4	19
Extra Patrol/House Checks	518	1474
Outside Agency Assists (SSD/CHP/Fire)	161	186
<b>Total Incidents Security Handled</b>	<b>6,985</b>	<b>12,025</b>

# Crime Complaints

	2018	2019
DUI	3	1
Vehicle Theft	2	1
Burglary	10	8
Theft	10	11
Robbery	1	1
Assault & Battery	14	4
Weapon/Gun Shots	9	14
Trespassing	94	53
Alcohol/Drugs	5	1
Vandalism	14	14

# RMA Non-Architectural Rule Citations

	<b>2018</b>	<b>2019</b>
Stop Sign	268	44
Driveway Parking	207	236
Speeding	563	157
Unlicensed Driver	3	2
Overnight Street Parking	215	114
Bonfires	6	5
Guest Without Resident	3	6
Guest Parking	20	1
Park Hours	14	45
<b>Total</b>	<b>1304</b>	<b>610</b>



# RMA Non-Architectural Rules Complaints/Admonishments

	<b>2018</b>	<b>2019</b>
Loose/Off Leash Dogs	96	80
Speeding	43	46
Barking Dogs	148	129
Stop Sign	14	6
Parking	18	5
Unlicensed/Unsafe Driving	44	35
Gate Entrance/Denied Entry	375	500
<b>Total</b>	<b>738</b>	<b>801</b>

# SECURITY AREAS OF RESPONSIBILITY

RMA Designated  
Evacuation Points







STONEHOUSE ROAD

STONEHOUSE ROAD

LORE PINE DR

CANTOVA WAY

Airport

Equestrian Center  
Fire Station  
Post Office

HERNANDEZ SQ  
CARLOS CR CADE  
GARCIA WY  
SONORA DR  
NATCH CT  
VALLEJO WY  
POMC O CONDE  
JURATA CT  
CANTOVA WY

CANTOVA WAY

Airport

STONEHOUSE ROAD

STONEHOUSE ROAD

STONEHOUSE ROAD

STONEHOUSE ROAD

STONEHOUSE ROAD

STONEHOUSE ROAD

STONEHOUSE ROAD

RMA Maintenance

Stonehouse Park

ESCUELA DRIVE

Future School

STONEHOUSE ROAD

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**James L. Noller  
Safety Center  
Volunteers In  
Partnership with the  
Sheriff**

**The Volunteers In  
Partnership with the  
Sheriff are available  
to assist in taking  
crime reports and  
also provide  
community patrol  
throughout the  
District.**

**Contact the VIPS  
office at 354-8509.**

# GATEACCESS.NET



**ABDi** GateAccess

For  
Residents

Available on the  
App Store

GET IT ON  
Google play

➤ Can be used on any computer, tablet, smart phone



The screenshot shows the GateAccess.net website interface. At the top, there is a navigation bar with the site logo and a 'Log off GateAccess.net' link. Below the navigation bar, there are several tabs: Overview, Contact Info, Entry Logs, Guest List (FastAccess), Emergency Contacts, Vacation Notification, Pets Information, Vehicles, Login Information, and Community Documents. The 'Guest List (FastAccess)' tab is active. Below the tabs, there are two buttons: 'Add a New FastAccess Pass' and 'Add an Event with Multiple Guests'. The main content area displays a table with the following data:

#	Last Name/Company	First Name	Start Date	End Date	Notes	Vendor?	Emailed?	Sent	
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	martin	mark	7/2/2019	7/3/2019		<input checked="" type="checkbox"/>	Yes	7/2/2019 2:30:55 PM	<input type="button" value="View/Send Voucher"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	WERBLUN	JEFF	7/2/2019	7/3/2019		<input checked="" type="checkbox"/>	Yes	7/2/2019 2:29:48 PM	<input type="button" value="View/Send Voucher"/>

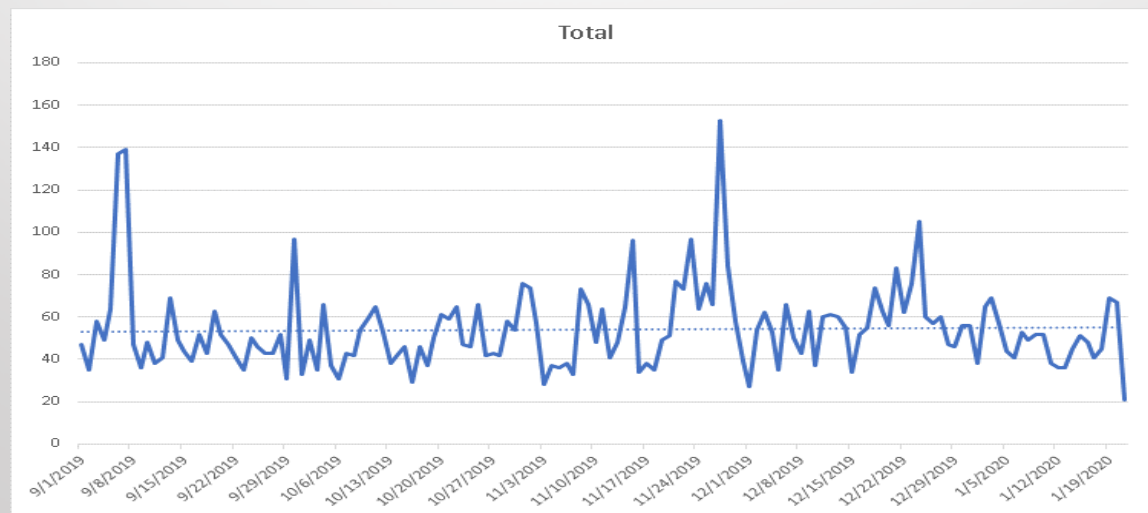
[www.gateaccess.net](http://www.gateaccess.net)

- Allows residents to enter their guests themselves
- No need to call the gate
- View their guest list
- View their vehicle list
- View their pets list
- Send guests electronic Fastpass

39,292 total guests for the period of 7/2018-7/2019, of which 9725 via GateAccess.net

40,244 total guests for the period of 7/2019-date, of which 11351 via GateAccess.net

Since 9/1/19, a total of 7,732 guests were entered into ABDI via GateAccess.net, for a daily average of 54 guests, maximum guests for one day of 153 and minimum of 27. The trend is slightly upwards.



got guests?



**AVOID LONG LINES**  
**ENJOY FAST CHECK-IN**

REGISTER YOUR GUESTS AT  
[WWW.GATEACCESS.NET](http://WWW.GATEACCESS.NET)



Call or  
stop by  
anytime!



*Rancho Murieta Security Department*



15160 Jackson Road



Rancho Murieta, Ca. 95683



North Gate 916.354.3742 (Guest Registration)



South Gate 916.354.3743 (Guest Registration)



Security Assistance (Dispatch) 916.354.2273 (CARE)



*We are here to help you 24 hours a day.*



*Visit us at [www.rmcsd.com](http://www.rmcsd.com)*

## MEMORANDUM

Date: March 18, 2020  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: Consider Adoption of Resolution R2020-01, A Resolution Calling the General District Election and Consolidation with the Statewide Election to be Held on November 3, 2020

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### RECOMMENDED ACTION

Adopt Resolution R2020-01, a resolution calling the General District Election and consolidation with the Statewide election to be held on November 3, 2020 for the purpose of electing two (2) candidates whose terms expire in 2020.

### BACKGROUND

This is the standard Resolution that the Board adopts in election years. The Resolution calls for holding the election with the General Election on November 3, 2020 for the purpose of electing two (2) candidates whose terms expire in 2020; for candidates to pay for the publication of their candidate statement pursuant to Elections Code Section 13307; and to limit the candidate statements to 200 words. The District also agrees to reimburse the Registrar of Voters for actual costs incurred, as we have done in the past.

## RESOLUTION R2020-01

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT CALLING THE GENERAL DISTRICT ELECTION

**WHEREAS**, an election will be held within the Rancho Murieta Community Services District on November 3, 2020, for the purpose of electing two (2) directors; and

**WHEREAS**, a statewide general election will be held within the County of Sacramento on the same day; and

**WHEREAS**, Elections Code Section §10403 requires jurisdictions to file with the Board of Supervisors, and a copy with the Registrar of Voters, a resolution requesting consolidation with a statewide election.

**THEREFORE, BE IT RESOLVED**, that the Rancho Murieta Community Services District requests the Board of Supervisors of Sacramento County to consolidate the regularly scheduled General District Election with the statewide election to be held on November 3, 2020; and

**BE IT FURTHER RESOLVED**, that the candidate is to pay for the publication of the candidate's statement, pursuant to Elections Code Section §13307(a). The limitation on the number of words that a candidate may use in his or her candidate's statement is 200 words; and

**BE IT FURTHER RESOLVED that** the Rancho Murieta Community Services District agrees to reimburse the Registrar of Voters for actual costs accrued, such costs to be calculated by the method set forth in the County's current Election Cost Allocation Procedures.

**PASSED AND ADOPTED** on March 18, 2020, by the following roll call vote:

**Ayes:**

**Noes:** *None*

**Absent:** *Merchant*

**Abstain:** *None*

---

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

(Seal)

**Attest:**

---

Amelia Wilder, District Secretary



# MEMORANDUM

**Date:** March 13, 2020  
**To:** Board of Directors  
**From:** Mark Martin, General Manager  
**Subject:** FY 2020-21 Top Five Board Goals – Final Version

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## REQUESTED ACTION

Consider and approve.

## BACKGROUND

A special Board meeting was held January 23, 2020, to go over progress on last year's goals and to request Director feedback on any new goals or changes to goals along with preferred ranking of goal priorities for FY 2020-21. At the regular Board meeting of February 19, 2020, Directors discussed the draft goals based on feedback provided after the January 23 workshop. During the February regular Board meeting, Directors provided feedback to staff to reduce the goals to the top five goals and agreed that Directors who wished to do so were to provide feedback on any other adjustments or additional comments desired by February 26. Staff received a response from one Director and have incorporated those comments into the final goals.

Attached is the final FY 2020-21 Board goals constrained to the top five goals.

# RMCS D - FY 2020-21 TOP FIVE GOALS - FINAL RANKINGS

STRATEGIC GOALS							
1. PROVIDE NEEDED COMMUNITY SERVICES							
2. OPTIMIZE LEVEL OF SERVICE							
3. EMPLOY A QUALITY WORKFORCE							
4. MAINTAIN GOOD RELATIONSHIPS							
5. HANDLE FINANCES EFFECTIVELY							
1	2	3	4	5	FY 2020-21 PRIORITIZATION	GOALS	GOAL DETAILS
v				x	1	COMPREHENSIVE INFRASTRUCTURE MANAGEMENT RESERVES STUDY	<p><b>CLARK</b></p> <ul style="list-style-type: none"> <li>- See Financial Goals comments on Capital Replacement Plan and scheduling of effort along with staff level review and modification of 2015 Reserve study.</li> <li>- Full Reserve Study Update 2020 - Include annual inflation factor.</li> <li>- 5-Year CIP/CRP Plan</li> <li>- Adequate/timely CRP reserve funding.</li> <li>- This goal is heavily tied to Goal #2 - Effectively Manage District Finances</li> </ul> <p><b>JENCO/MAYBEE</b></p> <ul style="list-style-type: none"> <li>- Infrastructure Audit/Replacement Costs to Individual items/% Funded</li> </ul> <p><b>MERCHANT</b></p> <ul style="list-style-type: none"> <li>- CSD Reserves Study by Year end. Set appropriate, ongoing reserve allocation levels. Make appropriate deletions of obsolete items. Reevaluate costs and replacement timelines where appropriate.</li> </ul>

STRATEGIC GOALS							
1. PROVIDE NEEDED COMMUNITY SERVICES							
2. OPTIMIZE LEVEL OF SERVICE							
3. EMPLOY A QUALITY WORKFORCE							
4. MAINTAIN GOOD RELATIONSHIPS							
5. HANDLE FINANCES EFFECTIVELY							
1	2	3	4	5	FY 2020-21 PRIORITIZATION	GOALS	GOAL DETAILS
				X	2	<p><b>EFFECTIVELY MANAGE DISTRICT FINANCES</b></p> <ul style="list-style-type: none"> <li>-ASSESS THE LONG-TERM FINANCIAL POSITION OF THE DISTRICT</li> <li>-ENHANCE RATE SETTING ANALYSIS &amp; PROCEDURES</li> <li>-ENHANCE FINANCIAL REPORTING &amp; REVIEW</li> </ul>	<p><b>CLARK</b></p> <ul style="list-style-type: none"> <li>-Establish supplemental funding sources in effort to circumvent cap on Special Tax revenues, to ensure continued LOS provision.</li> <li>-Ensure equitable funding for services rendered, relating to special tax services.</li> <li>-Understand spread between actual revenues and overall operational costs of Special Tax functions (Security/Drainage). This ties into Board Goal #3 - Security Services and Goal #7 (eliminated from this abbreviated list) Drainage Services.</li> <li>-Effective management of finances is also tied to original Goal #13 Development Proposals Financing.</li> <li>-This Goal encompasses some of the components of original Goal #8 Establish a Greater Fiduciary Responsibility.</li> <li>-Limit proposals for expanded (not existing) non-budgeted services to only those of emergency or mandated govt. compliance. Require separate supplementary funding to be adopted.</li> <li>-Review Organizational responsibilities against resources and expectations</li> </ul> <p>-Complete/comprehensive understanding of new dev services needs and adequate/reliable funding of CIP and operational funds needed.</p> <p>-Ensure level of services provided to various land uses are consistent with established fees and/or Special taxes.</p> <p><b>JENCO/MAYBEE</b></p> <ul style="list-style-type: none"> <li>- Can't get a handle on this until reserve study is complete and understood (See Goal #1)</li> </ul>

# RMCS D - FY 2020-21 TOP FIVE GOALS - FINAL RANKINGS

STRATEGIC GOALS							
1. PROVIDE NEEDED COMMUNITY SERVICES							
2. OPTIMIZE LEVEL OF SERVICE							
3. EMPLOY A QUALITY WORKFORCE							
4. MAINTAIN GOOD RELATIONSHIPS							
5. HANDLE FINANCES EFFECTIVELY							
1	2	3	4	5	FY 2020-21 PRIORITIZATION	GOALS	GOAL DETAILS
X					3	SECURITY Services	<p><b>CLARK</b></p> <ul style="list-style-type: none"> <li>-Obtain equitable support services of SSD to match those provided to other areas of the County - Noller Center invigoration.</li> <li>-Utilize alternative knowledge resources such as volunteer citizens advisory council of experienced local law enforcement citizens.</li> <li>-Collaborative joint enforcement of non-architectural CC&amp;R's</li> <li>-Review Measure J Bond (Prop 218) for options - Determine Cost to pursue new Bond Vote.</li> </ul> <p><b>JENCO/MAYBEE</b></p> <ul style="list-style-type: none"> <li>- Continuity (Continued Improvement)</li> </ul>
X					4	<p><b>WATER Services</b></p> <ul style="list-style-type: none"> <li>-PERMIT EXTENSION</li> <li>-20/20 WATER CONSERVATION PLAN UPDATE</li> <li>-WATER CAPACITY OPTIONS</li> </ul>	<p><b>CLARK</b></p> <ul style="list-style-type: none"> <li>-Maintain enhanced awareness of State and local threats to water supply, changing political climates.</li> <li>-Enhance focus on treated water quality issues in light of manganese issue.</li> <li>-Examine water storage options, eliminate non-options - guard against challenges</li> <li>-Is there a way to store more water used on our permit to allow for more diversion?</li> <li>-Is there a benefit to listing recreational benefit as we lobby for greater storage capacity?</li> <li>-Move CIA Ditch to standalone CIA Ditch Goals item.</li> </ul> <p><b>JENCO/MAYBEE</b></p> <ul style="list-style-type: none"> <li>- Perception is that staff has this under control</li> </ul>
			X		5	Facilitate <b>ENHANCED COMMUNITY EDUCATION AND OUTREACH (COMMUNICATION)</b>	<p><b>JENCO/MAYBEE</b></p> <ul style="list-style-type: none"> <li>- Develop a metric to measure improvement</li> </ul> <p><b>BUTLER</b></p> <ul style="list-style-type: none"> <li>- Enhance Transparency in Community. Clear and consolidated goals.</li> </ul>

X PRIMARY  
x SECONDARY