



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD  
RANCHO MURIETA, CALIFORNIA 95683  
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### AGENDA

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

#### REGULAR BOARD MEETING

**November 20, 2019**

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

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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	Temporary District Secretary
Tom Hennig	Director of Administration
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

November 20, 2019

## REGULAR BOARD MEETING

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

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

## AGENDA

ESTIMATED RUNNING TIME

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

5:00

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

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

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

### 3. CLOSED SESSION

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

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

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

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

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

1. October 16, 2019 Regular Board Meeting Minutes
2. November 5, 2019 Personnel Committee Meeting Minutes

3. November 5, 2019 Improvements Committee Meeting Minutes
4. November 5, 2019 Finance Committee Meeting Minutes
5. November 7, 2019 Communications and Technology Committee Meeting Minutes
6. November 7, 2019 Security Committee Meeting Minutes

**B.** Approval of Bills Paid Listing

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

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

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

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

- a.** Consider Adopting Resolution R2019-10 in Honor of District Secretary Suzanne Lindenfeld (Discussion/Action) (**Motion**) (5 min.)

**9. REVIEW DISTRICT MEETING DATES/TIMES FOR DECEMBER 2019**

- A.** Personnel – December 3, 2019 at 7:30
- B.** Improvements – December 3, 2019 at 8:00 a.m.
- C.** Finance – December 3, 2019 at 10:00 a.m.
- D.** Communications – December 5, 2019 at 9:00 a.m.
- E.** Security – December 5, 2019 at 10:00 a.m.
- F.** Regular Board Meeting – December 18, 2019 - Open Session at 5:00 p.m.

**10. CORRESPONDENCE**

**11. COMMENTS FROM THE PUBLIC**

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

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

**12. CONSIDER APPROVAL OF DISTRICT APPOINTMENTS** (Discussion/Action) (**Motion**) (**Roll Call Vote**) (5 min.)

- A.** Mark Martin as District Secretary

**13. RANCHO MURIETA ASSOCIATION FIRE COUNCIL** (Discussion) (5 min.)

**14. APPROVE REVISED SECURITY DEPARTMENT BODY CAMERA POLICY** (Discussion/Action)  
**(Motion) (Roll Call Vote)**

**15. APPROVE GENERAL MANAGER PERFORMANCE EVALUATION POLICY AND PROCEDURES**  
(Discussion/Action) **(Motion) (Roll Call Vote)**

**16. APPROVE REVISED DISTRICT SECRETARY JOB SPECIFICATION** (Discussion/Action) **(Motion)**  
**(Roll Call Vote)**

**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 November 15, 2019. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.





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

October 16, 2019

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

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

President Clark called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 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, Temporary District Secretary.

**2. CONSIDER ADOPTION OF AGENDA**

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

**3. CONSENT CALENDAR**

**Motion/Merchant to adopt the consent calendar. Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

**4. STAFF REPORTS**

Under Agenda Item 4a, Mark Martin, General Manager, gave a brief summary of the District and Rancho Murieta Country Club (RMCC) General Managers' meeting, with discussion about the Yellow Bridge including the State Lands Commission lease. John Merchant commented on the importance of speaking with RMA Director before he leaves. The meeting with Murieta Village Association (MVA) was cancelled but there was communication concerning road maintenance and responsibilities. A discussion followed, and the Board urged that the District officially inform County Planning and the parties involved in the road agreement that the District cannot perform in the role of administration of a private roads maintenance agreement between private parties.

Marion Szarka, President of Murieta Village HOA made a public comment concerning the Infrastructure and Preliminary Road Maintenance at the Village.

General Manager Martin gave an update on his meetings with Sacramento Central Groundwater Authority (SCGA), Sacramento County Sheriff (SSD) and Rancho Murieta Association (RMA). He also gave a Legislative Update discussing SB 13 – ADU Impact Fees, and Mandates, which was signed into law October 9, 2019.

Under Agenda Item 4b, Tom Hennig, Director of Administration, commented on the updated financial report. There was a comment from Director Merchant regarding the layout of the Summary of All CSD Funds for Three Months, and the interest being paid on Interfund Borrowing Balances, which will be discussed at the next Finance Committee Meeting.

Under Agenda Item 4c, Chief Werblun gave a brief overview of the operations updates and incidents of note, stating that the Body Camera Policy was reviewed by the Security Committee in October, and revisions will be presented to them as soon as they are complete. He also commended Officer Tompkins for helping a stranded resident in need of gas.

Director Clark commented that he would like to have the Security Logs more accessible on the website, and that he is pursuing talks with individual members of RMA to further the Joint Security Committee.

Under Agenda Item 4d, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update including weed abatement in the drainage system, stating that the efforts for the year will cease allowing the weeds regrow and slow rain-water as we approach the winter months. A discussion of Murieta Gardens Lots 4 and 5 projects and the presence of water followed. The Board called for a Stop Work Order on the improvements being made by the Developer to these lots until an investigation of the source of the water can be ascertained and an acceptable plan for repair or diversion can be put into place.

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

No Updates

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

Mark Martin noted a letter received by the District from Thomas Johnson commending Mario Moreno and his crew for their help fixing a leak on his property.

#### **7. REVIEW APRIL 2019 BOARD/COMMITTEE MEETING DATES/TIMES**

No Updates

#### **8. CORRESPONDENCE**

Mark Martin noted a letter received from the RMA discussing road maintenance. Mr. Martin also received an email about the Midge Flies at Laguna Joaquin.

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

None

#### **10. DISCUSS CAL WASTE RECYCLING OUTREACH PROGRAM**

Mark Martin gave a brief overview of the Cal-Waste's recycling services provided to District residents and businesses. A discussion followed, led by Director Merchant, asking for a public outreach program led by Cal-Waste to inform the community of the advantages associated with proper recycling. This item will be addressed at the Communications/Technology Committee level.

#### **11. CONSIDER ADOPTION OF ORDINANCE O2019-04 AMENDING DISTRICT CODE CHAPTER 4 (PURCHASING AND BIDDING) APPROVING GENERAL MANAGER'S AUTHORITY TO EXPEND RESERVE FUNDS UP TO \$25,000 WITHOUT REQUIRING PRIOR BOARD APPROVAL AND AUTHORIZE THE GENERAL MANAGER TO EXPEND FUNDS UP TO \$50,000 ON BUDGET-PROCESS APPROVED CAPITAL IMPROVEMENT/REPLACEMENT PROJECTS**

General Manager Martin gave a brief history during this second reading of the Ordinance stating that all expenditures would for reported to the Board in the following month on the Bills Paid Listing.

**Motion/Clark** to adopt Ordinance O2019-04 amending District Code Chapter 4 (Purchasing and Bidding) approving General Manager's authority to expend reserve funds up to \$25,000 without requiring prior Board approval and authorize the General Manager to expend funds up to \$50,000 on budget-process approved Capital Improvement/Replacement Projects. **Second/Merchant. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

## **12. APPROVE PROPOSAL FOR WATER AND RECYCLED WATER RATE STUDY**

Paul Siebensohn gave a brief summary of the recommendation to approve ClearSource Financial Consulting, Inc. to conduct a rate study for untreated water and recycled water, and for Coastland Engineering for their services relating to the task.

This was followed by a discussion with concerns relating to the final impacts of the study. Directors were assured that the District would not be obligated to charge users what the study recommended, that it would merely be a guideline upon which to base future rates.

**Motion/Jenco** to approve to ClearSource Financial Consulting Inc., with fees in an amount not-to-exceed \$18,750. Funding is to come from 50:50 from Water and Sewer – consulting operations funds. Approve Coastland Engineering for general engineering services related to this task of supporting the rate study in an amount of \$7,210. **Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

## **13. COMMUNICATIONS AND TECHNOLOGY INITIATIVES UPDATE**

Mark Martin presented the Spreadsheets that Staff had created at the request of the Communications/Technology Committee detailing the projects that Staff is working on and their progress.

Director Butler led the praise of Staff for their efforts.

Director Maybee would like to see these projects tied to the Districts fiscal goals and reviewed Quarterly.

Director Clark commented that the spreadsheets called out the progress the District has made and would like to see this information shared with the community.

## **14. DIRECTOR COMMENTS/SUGGESTIONS**

Director Maybee commented on the new stand up work-stations being enjoyed by front office staff.

General Manager Martin reminded the group to be cautious of spam emails.

## **15. BOARD ADJOURNED TO CLOSED SESSION AT 7:11 P.M. TO DISCUSS THE FOLLOWING ITEMS:**

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

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

## **16. BOARD RECONVENED TO OPEN SESSION AT 7:46 P.M. AND REPORTED THE FOLLOWING:**

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

No action to report back.

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

No action to report back.

**17. ADJOURNMENT**

**Motion/Clark to adjourn at 7:46 p.m. Second/Butler. Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.**

Respectfully submitted,

Amelia Wilder  
Temporary District Secretary

DRAFT

# MEMORANDUM

Date: November 5, 2019  
To: Board of Directors  
From: Personnel Committee Staff  
Subject: November 5, 2019 Personnel Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Merchant called the meeting to order at 7:31 a.m. Present were Directors Merchant and Jenco. Present from District staff was Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; and Amelia Wilder, Temporary District Secretary.

## 2. COMMENTS FROM THE PUBLIC

None.

## 3. DISTRICT SECRETARY JOB SPECIFICATION – PROPOSED REVISION

Mark Martin, General Manager, gave an overview of the changes he recommends in the District Secretary Job Specification, noting that the current Specification was outdated. He recommended adding various tasks to the duties, and a two year college degree to the qualifications. ***The Committee recommends this item be added to the November 20, 2019 Regular Board Meeting agenda.***

## 4. GENERAL MANAGER PERFORMANCE EVALUATION POLICY AND PROCEDURES

General Manager Martin reviewed the Policy and need for it, touching on the timing of compensation adjustments and the need for these to be made in January so they can align with the annual budget allocations. It was determined a policy is needed to clarify the compensation adjustment period so that there is a framework to coordinate the compensation adjustment with the start date and review date with the timing of the budget of future General Managers and. ***The Committee recommends this item be added to the November 20, 2019 Regular Board Meeting agenda.***

## 5. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

None.

## 6. ADJOURNMENT

The meeting was adjourned at 7:56 a.m.

# MEMORANDUM

Date: November 5, 2019  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: November 5, 2019 Improvements Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Clark called the meeting to order at 8:02 a.m. Present were Directors Clark and Jenco. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; and Amelia Wilder, Temporary District Secretary. Also, in attendance was Laurie Loaiza, Coastland Engineering, the District's Engineer.

## 2. PUBLIC COMMENT

Richard Gehr commented problems on accessing guest Wi-Fi at the District Office. Tom Hennig, Director of Administration said he will look into it.

## 3. MONTHLY UPDATES

Paul Siebensohn, Director of Field Operations, gave a brief overview of project updates. Noting the drainage basin has been completed and approved at Murieta Marketplace. The water on lots 4&5 at the CIA ditch has been confirmed to be a hole in the diversion box. Resolutions were discussed. There was also a discussion of the french-drains that will run along all of the lots and the permits and demands that the project will require. The Committee also discussed a plugged sewer line near the Cantova Lift Station. Richard Gehr asked if the lots were being populated and commented on the large propane tank in the area. Paul Siebensohn continued with an update on Rancho North, stating the developer has requested the District and Coastland continue with its review without waiting for Sacramento County review. Other updates included reports on the Water Rights Renewal, Dam Inundation Mapping and Emergency Action Plans, Recycled Water and Untreated Water Fee Study, Zieour Drainage and a discussion on Chlorine Gas to Sodium Hypochlorite conversion.

## 4. ACCESSORY DWELLING UNITS – NEW LAW – POLICY AND CODE CONSIDERATIONS

General Manager Mark Martin led a discussion around the implementation of the new law (SB13) governing Accessory Dwelling Units (ADU) including its implementation, metering, billing and the possible need for a District policy. Director Clark noted that this is an initial discussion to consider impacts to the District.

## 5. RMA PEDESTRIAN BRIDGE PARCEL

Mark Martin gave a brief history of the RMA Pedestrian Bridge and the Parcel on which the footings sit. It was intended to be owned and maintained by RMA when it was constructed. Due to an issue at the time of construction the parcel was conveyed to and accepted by the District with the intention of conveying the land to RMA. Mr. Martin believes we should finalize the conveyance. Director Clark chimed in that this was his understanding of the situation. Director Jenco suggested that the District keep Greg Vorster, RMA President, and the RMA Board President in the loop so that Greg can convey the situation to his replacement before leaving his position, and that this needs to be done quickly. The Committee suggests that Staff continues its coordination with RMA and finalize this process.

## 6. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Paul Siebensohn spoke about the new regulation that will require the District to be involved in a pyrethroid (a common pesticide) monitoring program. Paul Siebensohn has inquired about the specifications of the

monitoring. Director Clark commented on the need for coordination with RMA on the monitoring efforts and the need to look at drainage as a special tax instead of a fee because the drainage budget is called upon to support many efforts in addition to providing drainage services. He asked that any discussions with CSDA in support of changing drainage to a service oriented fee, not a parcel tax in legislation be supported.

Director Jenco led a discussion of Midge Fly treatment and abatement which included a variety of ways to control the Midge Fly populations, such as eradicating life in the big lake and turning it into a fountain, the regulations that may be in place on the water released from the reservoirs, and the use of more pellets to control the midge flies. Director Clark suggested that CSD develop an outline of the issues and solutions so that everything could be considered when making decisions in the future including the feasibility.

Gail Bullen asked if we could just kill the fish and add mosquito fish. Mr. Siebensohn talked about the planting of mosquito fish.

## **7. ADJOURNMENT**

The meeting was adjourned at 9:04 a.m.

DRAFT



# MEMORANDUM

Date: November 5, 2019  
To: Board of Directors  
From: Finance Committee Staff  
Subject: November 5, 2019 Finance Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Merchant called the meeting to order at 10:03 a.m. Present were Directors Merchant and Maybee. 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, Temporary District Secretary.

## 2. COMMENTS FROM THE PUBLIC

Richard Gehr asked when residents in the new Murieta Gardens development will begin to receive bills. Tom Hennig, Director of Administration, answered that the Developer was billed when the lots were divided. The builder was then billed when the purchased the lots, and the residents began receiving bills as soon as the property was transferred to their name. It was also reported the 78 homes in the development are being charged the same security fee as Murieta Village.

## 3. MONTHLY FINANCIAL WATER USE REPORT

Tom Hennig provided the Committee with a handout detailing the changes that will be made to the Report which is provided at the monthly Board Meeting. The Board asked that changes be made in the Report to clearly depict this months' numbers compared with a 13-month history. The report was discussed and new format approved.

## 4. FINANCIAL ACCOUNTING SERVICES UPDATE

Tom Hennig discussed a handout provided to the Committee which listed updates related to the recommendations from The Pun Group. The updates were separated into three categories. Contracted services, cost allocation study and, system upgrade items. The Committee requested that staff prepare a detailed report on the systems upgrade items at the next Board meeting.

## 5. RECYCLED AND RAW WATER RATE STUDY CONTRACT

The contract has been signed and the data gathering process is moving forward.

## 6. RFP FOR COST ALLOCATION PLAN

Tom Hennig discussed the RFP for a Cost Allocation Plan, noting it was posted on the District's website, California Special Districts Association, (CSDA), and the Government Financial Officers Association, (GFOA) website. Staff were waiting on California State Management Financial Officers, (CSMFO) to post the RFP. An agenda item with staff recommendations will be discussed during this Board meeting.

## 7. UTILITY BILLING STATEMENT CHANGE

This item was discussed with Item 4, Financial Accounting Services Update.

## 8. FINANCIAL REPORTING UPDATE



Tom Hennig discussed the new format for Financial Reports that are provided to the Board. He asked if the Board would like a detailed quarterly review to look at trends. Director Maybee responded that a mid-year budget review would be preferred.

#### **9. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS**

Director Maybee led the comments thanking Staff for their efforts.

#### **10. ADJOURNMENT**

The meeting was adjourned at 11:14 a.m.

DRAFT

# MEMORANDUM

Date: November 7, 2019  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: November 7, 2019 Communication & Technology Committee Meeting Minutes

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## 1. CALL TO ORDER

Director Merchant called the meeting to order at 9:02 a.m. Present were Directors Merchant and Butler. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; and Amelia Wilder, Temporary District Secretary.

## 2. COMMENTS FROM THE PUBLIC

None.

## 3. REVIEW PURCHASE OF MAGNETIC SIGNS

Mark Martin, General Manager, began a discussion of the research conducted by Staff regarding the purchasing of magnetic signs for District vehicles. Amelia Wilder, Temporary District Secretary, presented the Committee with five (5) internet companies that produce these signs. A discussion followed; more research will be conducted on sign durability options and final sizes of signage.

## 4. DISCUSS CAL WASTE RECYCLING OUTREACH PROGRAM

Director Butler said that the Elk Grove Unified School District had been contacted and agreed to implement the program in the School District. The topic of recycling education for adults was discussed and the idea of partnering with the Kiwanis Club. This discussion morphed into a roundtable about recycling in community parks, e-waste collection and trash on Hwy 16.

## 5. COMMUNICATING WITH RATE PAYERS

Mark Martin began a discussion about the forms of communication in place and available for communicating with customers, including a customer resource management system. Director Butler discussed a handout that she provided outlining the necessity of a procedure for communicating with residents. General Manager Martin reminded us how important systems are that can coordinate and document communications. Director Merchant pointed out the importance of social media in the Districts communication. Director Butler also called for simplicity in the procedures and customer service training for District Personnel.

## 6. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

None.

## 6. ADJOURNMENT

The meeting was adjourned at 9:55 a.m.

## MEMORANDUM

Date: November 7, 2019  
To: Board of Directors  
From: Security Committee Staff  
Subject: November 7, 2019, Security Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Clark called the meeting to order at 10:06 a.m. Present were Directors Clark and Maybee. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; and Amelia Wilder, Temporary District Secretary.

### 2. COMMENTS FROM THE PUBLIC

None.

### 3. MONTHLY UPDATES

Jeff Werblun, Security Chief, gave a brief overview of the operations updates and incidents of note, including the missing person that was reported Friday, October 25, 2019. A discussion followed centering around the response by Security Staff, the Sacramento Sherriff's Department and residents. The resident was found safely, and the incident gave the Security Department an opportunity to evaluate Code Red, including the number of calls that were successfully placed to residents. The need for residents to update their contact information was discussed.

Director Clark asked if there was an update on the Joint Security Committee meeting and Chief Werblun said there was not. He also noted that CSD advocates having Joint Security Committee Meetings in the future. Chief Werblun commented that the RMA survey was complete and RMA is hoping to release the results at this month's RMA Board meeting.

There was a discussion about the report provided to CSD from the RMA Compliance Committee noting citations were dismissed due to being incorrectly written and comments from the Security Committee calling for consistency and clarification with a reiteration for the need for collaboration and coordination of efforts between the two organizations, and the need for RMA to communicate any issues to Chief Werblun in a timely manner.

### 4. BODY CAMERA POLICY UPDATE

Chief Werblun presented the Committee with a revised Draft Policy. A discussion followed about the wording of the Policy, with only a few minor changes being needed and the Districts need for a broader Policy covering all media and how the District manages it.

Danise Hetland asked if RMA can have gate videos and she was advised to send in her requests.

### 5. ABDI PATROL SOFTWARE UPDATE

Chief Werblun stated that the District is almost finished mapping locations and patrol check points and he will ask for an updated timeline on completion when he submits those.

Director Clark asked if there is crossover ability between that and what Utilities is using, if so, there may be a use for this information.

Tim Maybee asked if we will be able to produce reports documenting patrol checkpoint times. Chief Werblun does not know if it will.

## **6. FIRE COUNCIL DISCUSSION**

Mark Martin, General Manager gave a brief overview of the Fire Council Grant that RMA requested the District sponsor. There was a presentation from RMA Board and Fire Council Member Cheryl McElhany, delving into the grant and its administration. After a discussion the Committee decided that the timeframe for the District to sponsor the Grant is too short, as the Grant application needs to be submitted by December 4, 2019. There are budgetary, timing, and staff workload concerns, a discussion on why RMA did not pursue more appropriate all-risk agencies as fiscal sponsor. Finally it was mentioned that Committee would possibly consider a proposal to sponsor a 2020 grant application keeping in mind the above concerns provided it is presented in time to add it to the 2020/2021 budget.

## **7. JOINT SECURITY COMMITTEE UPDATE**

This was covered in item 3.

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

Chief Werblun discussed that the District will be publishing a reminder on its website and Facebook page about registering holiday guests for a FastPass to help get guests through the gate quickly on Thanksgiving.

Director Clark asked that RMA mention this at their Board meeting as well as make this notice visible on their website. Danise Hetland, acting RMA General Manager, said that she could do that.

Director Maybee noted a letter that he received mentioning Denise Hetland was appointed the acting General Manager. He called again for a coordination of compliance concerns between CSD and RMA.

General Manager Martin stated that he hopes he can have a monthly lunch meetings with Ms. Hetland to replace the lunch meetings he had with Greg Vorster.

## **6. ADJOURNMENT**

The meeting adjourned at 11:27 a.m.

## MEMORANDUM

Date: November 14, 2019  
To: Board of Directors  
From: Tom Hennig, Director of Administration  
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for October 2019. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

The following major expense items for October:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
Golden State Risk Management Authority	Worker's Comp/Liab. Insurance 2nd QTR	\$63,780	Operating Expense
California Waste Recovery Systems	Solid Waste Monthly Contract	\$51,328	Operating Expense
Ueware, Inc.	Utility Star Training and Annual Support	\$19,517	Operating Expense
Prodigy Electric & Controls Inc.	Replace Aerator Cords	\$18,180	Operating Expense
Sacramento Metropolitan Air Quality Mgt. District	Permit Fees FY19/20	\$17,771	Operating Expense
Coastland Civil Engineering	Engineering Service	\$15,042	Various Engineering Projects
S. M. U. D.	Utilities	\$13,387	Operating Expense
Domino Solar LTD	Solar	\$11,925	Operating Expense
Bartkiewicz, Kronick & Shanahan	Legal Services	\$5,809	Operating Expense
Guardian Life Insurance	Payroll - Dental/Life	\$5,633	Operating Expense

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer



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

CHECK	Date	Vendor	Amount	Purpose
EFT	10/4/2019	IRS	10,378.97	Payroll - Taxes - Federal
EFT	10/4/2019	EDD	4,166.66	Payroll - Taxes - State
EFT	10/4/2019	CalPERS	38,766.06	Payroll - PERS Medical
EFT	10/4/2019	CalPERS	12,072.71	Payroll - PERS Payroll
EFT	10/18/2019	CalPERS	18,349.75	Payroll - PERS Payroll
EFT	10/17/2019	IRS	1,883.50	Payroll - Taxes - Federal
EFT	10/18/2019	EDD	3,516.27	Payroll - Taxes - State
EFT	10/8/2019	IRS	212.55	Payroll - Taxes - Federal
EFT	10/21/2019	EDD	55.46	Payroll - Taxes - State
EFT	10/25/2019	PITNEY BOWES	1,500.00	Postage
CHK	10/4/2019	A Leap Ahead IT	4,646.54	Monthly IT Service - Oct 2019
CHK	10/4/2019	Accounting & Association Software Group	1,237.50	Support GP
CHK	10/4/2019	American Family Life Assurance Co.	848.33	Payroll - Aflac
CHK	10/4/2019	Apple One Employment Services	4,054.00	Contract Staffing - Admin
CHK	10/4/2019	Applications By Design, Inc.	2,525.00	Security Host Server
CHK	10/4/2019	Aramark Uniform & Career Apparel, LLC	296.87	Uniform
CHK	10/4/2019	AT&T	2,357.74	Telephone
CHK	10/4/2019	California State Disbursement Unit	73.84	Payroll - Garnishment
CHK	10/4/2019	California Waste Recovery Systems	51,328.27	Solid Waste Monthly Contract
CHK	10/4/2019	Chemtrade Chemicals US LLC	3,197.42	Chemicals
CHK	10/4/2019	Chrysler Capital	156.80	Patrol Jeep Payment
CHK	10/4/2019	Coastland Civil Engineering	15,042.18	Engineering Service
CHK	10/4/2019	Concentra DBA Occupational Health Centers of CA, A Medical Corp	397.50	Pre Employment Screening
CHK	10/4/2019	Ewing	102.11	Repairs & Maintenance
CHK	10/4/2019	Ferguson Enterprises	290.77	Repairs & Maintenance
CHK	10/4/2019	Guardian Life Insurance	5,633.45	Payroll - Dental/Life
CHK	10/4/2019	Hach Company	296.83	Repairs & Maintenance
CHK	10/4/2019	Hopkins Technical Products, Inc	632.72	Repairs & Maintenance
CHK	10/4/2019	Ken Grady Company, Inc.	4,223.42	Repairs & Maintenance
CHK	10/4/2019	Legal Shield	11.95	Payroll - Legal
CHK	10/4/2019	Les Schwab Tires	602.00	Emergency Tire Replacement
CHK	10/4/2019	Nationwide Retirement Solution	2,476.00	Payroll - Deferred Comp
CHK	10/4/2019	Operating Engineers Local Union No. 3	553.80	Payroll - Union Dues
CHK	10/4/2019	PDF Tactical	1,472.00	Contract Staffing - Security
CHK	10/4/2019	Porter Scott	75.00	Legal Services
CHK	10/4/2019	Rancho Murieta Ace Hardware	160.79	Repairs & Maintenance
CHK	10/4/2019	Sacramento Metropolitan Air Quality Mgt. District	17,771.00	Permit Fees FY19/20
CHK	10/4/2019	Santander Leasing	240.00	Security Vehicle Lease
CHK	10/4/2019	Sierra Office Supplies	462.25	Office Supplies - Forms
CHK	10/4/2019	State of California	60.00	Pesticide QAC Lic Renewal Paul
CHK	10/4/2019	TASC	98.07	Payroll - Beneflex
CHK	10/4/2019	U.S. Bank Corp. Payment System	3,437.85	Monthly Gasoline Bill

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

CHECK	Date	Vendor	Amount	Purpose
CHK	10/4/2019	Univar USA Inc.	4,212.81	Chemicals
CHK	10/4/2019	USA Blue Book	3,602.06	Supplies Water Operations
CHK	10/4/2019	Vision Service Plan (CA)	510.68	Payroll - Vision
CHK	10/4/2019	Walker's Office Supplies, Inc	264.43	Office Supplies
CHK	10/4/2019	Wood, Chad	100.00	Rebate
CHK	10/4/2019	Zenon Environmental Corporation	4,070.00	Site Visit Troubleshooting Manganese Removal
CHK	10/4/2019	Streamline	300.00	Monthly Website Hosting
CHK	10/10/2019	Costco Membership	527.12	Supplies
CHK	10/18/2019	A Leap Ahead IT	437.98	IT Support
CHK	10/18/2019	A&D Automatic Gate and Access	155.00	North Gate Repair
CHK	10/18/2019	American Family Life Assurance Co.	768.65	Payroll - Aflac
CHK	10/18/2019	Apple One Employment Services	3,060.77	Contract Staffing - Admin
CHK	10/18/2019	Applications By Design, Inc.	810.00	Security Host Server Shipping & Handling
CHK	10/18/2019	Aramark Uniform & Career Apparel, LLC	417.80	Uniforms
CHK	10/18/2019	Bartkiewicz, Kronick & Shanahan	5,809.04	Legal Services
CHK	10/18/2019	Borges & Mahoney	195.85	pH4 Buffer Waste Water Recycle Plant
CHK	10/18/2019	California Laboratory Services	2,729.30	Monthly Lab Tests
CHK	10/18/2019	California State Disbursement Unit	73.84	Payroll-Garnishment
CHK	10/18/2019	Caltronics Business Systems	1,374.08	Copier-Warehouse
CHK	10/18/2019	Chemtrade Chemicals US LLC	3,230.74	Chemicals
CHK	10/18/2019	County of Sacramento	4,139.76	Off Duty Sheriff
CHK	10/18/2019	Domino Solar LTD	11,924.97	Solar
CHK	10/18/2019	Ferguson Enterprises	379.40	Repairs & Maintenance
CHK	10/18/2019	Gempler's, Inc.	187.96	Repairs & Maintenance
CHK	10/18/2019	Global Equipment Company, Inc	603.31	Uniforms
CHK	10/18/2019	Gloria J. Lawrence DBA Lawrence Notary Service	50.00	Notary Services
CHK	10/18/2019	Golden State Flow Measurement	1,595.34	Meter Parts & Rebuild Kit
CHK	10/18/2019	Golden State Risk Management Authority	63,780.04	Worker's Comp/Liab. 2nd QTR
CHK	10/18/2019	Greenfield Communications	448.99	Internet/TV
CHK	10/18/2019	Holland, Kevin	100.00	Rebate
CHK	10/18/2019	Lee's Automotive Repair Inc	80.14	Oil Service & Light Repair
CHK	10/18/2019	Legal Shield	11.95	Payroll - Legal
CHK	10/18/2019	Marion Leasing	526.90	Equipment Rental
CHK	10/18/2019	NTU Technologies, Inc.	2,944.37	Chemicals
CHK	10/18/2019	Operating Engineers Local Union No. 3	526.11	Payroll - Union Dues
CHK	10/18/2019	PDF Tactical	2,116.00	Contract Staffing - Security
CHK	10/18/2019	Pitney Bowes	695.23	Postage Machine Lease
CHK	10/18/2019	Prodigy Electric & Controls Inc.	18,179.87	Replace Aerator Cords
CHK	10/18/2019	Public Agency Retirement Services	416.72	OPEB Trust Fees
CHK	10/18/2019	Rancho Murieta Association	150.00	Landscaping
CHK	10/18/2019	Rancho Murieta Association	366.96	Smud @ North Gate
CHK	10/18/2019	Romo Landscaping	794.18	Landscaping
CHK	10/18/2019	S. M. U. D.	13,386.80	Utilities



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

CHECK	Date	Vendor	Amount	Purpose
CHK	10/18/2019	Sprint	189.95	Telephone
CHK	10/18/2019	State of California	198.00	Pre Employment Fingerprinting
CHK	10/18/2019	Streamline	300.00	Monthly Website Hosting
CHK	10/18/2019	TASC	70.32	Payroll - FSA
CHK	10/18/2019	TASC	98.07	Payroll - FSA
CHK	10/18/2019	Univar USA Inc.	2,699.14	Chemicals
CHK	10/18/2019	USA Blue Book	829.24	Repairs & Maintenance Supplies
CHK	10/18/2019	Ueware, Inc.	19,516.94	Utility Star Training and Annual Support
CHK	10/18/2019	Walker's Office Supplies, Inc	1,091.98	Office Supplies
CHK	10/18/2019	Wilbur-Ellis Company	214.65	Chemicals
CHK	10/18/2019	Nationwide Retirement Solution	2,413.43	Payroll - Deferred Comp.
		<b>Total</b>	<b>\$ 399,340.80</b>	
		<b><u>CFD 2014-1 Bank of America Checking</u></b>		
CHK	10/4/2019	NBS	1,722.18	CFD 2014-1 Qtr Fee
CHK	10/18/2019	Corelogic Solutions, LLC	231.00	CFD 2014-1 Admin Cost
			<b>\$ 1,953.18</b>	
		<b><u>EL DORADO PAYROLL</u></b>		
Checks: CM12104 to CM12136 and Direct Deposits: DD11504 to DD11561			136,905.67	Payroll
			<b>\$ 136,905.67</b>	

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

*CASH BALANCE AS OF October 31, 2019*

INSTITUTION	YIELD		BALANCE
<b>CSD FUNDS</b>			
<i>EL DORADO SAVINGS BANK</i>			
SAVINGS	0.03%	\$	627,253.08
CHECKING	0.02%	\$	269,126.83
PAYROLL	0.02%	\$	42,897.84
<i>BANNER BANK</i>			
EFT	0.00%	\$	363,349.52
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>			
UNRESTRICTED	2.43%	\$	1,005,534.60
RESTRICTED RESERVES	2.43%	\$	5,178,425.36
<i>CALIFORNIA ASSET MGMT (CAMP)</i>			
OPERATION ACCOUNT	2.48%	\$	633,612.23
<i>US BANK</i>			
PARS GASB45 TRUST	4.17%	\$	2,049,570.85
<b>TOTAL CSD</b>			<b>\$ 10,169,770.31</b>
<b>BOND FUNDS</b>			
<b>COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)</b>			
<i>BANK OF AMERICA</i>			
CHECKING	0.00%	\$	156,964.25
<i>WILMINGTON TRUST - 9/30/19 est.</i>			
BOND RESERVE FUND	2.08%	\$	400,416.07
BOND ADMIN EXPENSE	2.10%	\$	20,453.66
BOND SPECIAL TAX FUND		\$	16,809.63
BOND ACQ & CONSTRUCTION	2.08%	\$	6,719.30
BOND REDEMPTION ACCOUNT		\$	-
BOND COI		\$	-
BOND SURPLUS	2.08%	\$	59.70
<b>TOTAL CFD</b>			<b>\$ 601,422.61</b>
<b>TOTAL ALL FUNDS</b>			<b>\$ 10,771,192.92</b>

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

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

# MEMORANDUM

**Date:** November 15, 2019  
**To:** Board of Directors  
**From:** Mark Martin, General Manager  
**Subject:** General Manager's Report

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## **GREEN WASTE PICKUP – ADJUSTED MONTHS FOR FREE SERVICE**

In response to feedback from citizens, the District has changed the no-cost months of bagged green waste pickup from December through March to November, December, March and April, the months Cal-Waste confirmed as representing the heaviest tonnage of green waste pickup.

## **OUTREACH/ADVOCACY**

October 29, 2019 – **CSD/RMCC (Country Club) General Manager's Meeting** – Meeting mutually canceled. No topics for discussion.

October 29, 2019 – **CSD/MVA (Murieta Villages) General Manager's Meeting** – Discussed status of Roads Agreement between MVA and Cosumnes River Land (CRL), MVA decision point on whether to repair and properly meter a community fountain, and comparison of CSD utility and MVA parcel maps which appears to show that CSD's maps reflect the originally planned layout of MVA but does not reflect the ultimate lot layout as it exists today. CSD plans to borrow MVA parcel/infrastructure maps to scan for CSD maintenance and archive purposes and also provide these digital files to MVA so they will have an electronic archive of their maps/plans.

October 31, 2019 – **CSD/RMA General Manager's Meeting** – Discussed Security coordination, timing of the RMA survey release and open period, Wood Pedestrian Bridge parcel conveyance to RMA. Scheduled the next meeting with Interim GM Hetland.

November 13, 2019 – **Sacramento Central Groundwater Authority (SCGA): Monthly Meeting** – Meeting Canceled

November 14, 2019 – **Regional Water Authority (RWA) Board Meeting** – Attended the regular Board meeting and a second special meeting on coordination of RWA Regional Communications. Legislative issues to monitor this session involve the Governor's priorities of water affordability and water resource resiliency given climate concerns.

Received an excellent update on the voluntary settlement agreements related to Phase I of the Bay Delta Plan related to expected mandates for unimpaired flows to the Delta that would impact agriculture and water agencies.

General Managers were invited to the second meeting of the day to discuss process for RWA related communications. The purpose of this moderated meeting was to work on how the RWA can best message issues of regional importance to legislators and other parties while at the same time recognize possibly divergent interests of individual agencies. Legislators had voiced concern about a lack of a cohesive "regional" voice on water issues with divergent views being presented by individuals claiming to represent the region. The intent

was not to place a “gag order” on agencies with divergent views. I provided feedback that messages related to RWA matters should come from one source, the Executive Director of RWA. In instances where RMCS D may wish to communicate a divergent viewpoint, we would clearly state in our communication that our position is not that of the RWA or the region.

November 15, 2019 – **Cal-Waste** – Met with Cal-Waste Owner Dave Vacarezza and Chief Operating Officer Jack Fiori to discuss “electronic” E-waste, recycling education resources, new stickers for recycling bins, recycling bins for remote areas not served by Cal-Waste trucks and some of the challenges Cal-Waste faces related to changing State regulations and difficulty in finding cost-effective disposal of recycled material waste streams. Mr. Vacarezza recommended a field visit of Cal-Waste’s expanded facilities by Board members to better understand today’s solid waste industry dynamics.

Relating to E-waste, Mr. Fiori confirmed RMCS D’s contract allows for up to four (4) E-waste pickups per resident as part of the on-call bulky item pickup services provided by Cal-Waste. All residents need to do is call Cal-Waste and request a bulk waste pickup with e-waste. This allows residents to simply leave electronic items for recycling on the curb during the next regular garbage day pickup. The District is preparing a reminder outreach campaign on this available service via the Pipeline newsletter, CSD website and Facebook page.

## MEMORANDUM

Date: November 15, 2019  
 To: Board of Directors  
 From: Tom Hennig, Director of Administration  
 Subject: Administration / Financial Update

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Finance staff continues working with The Pun Group to address specific matters of concern as approved by the Board in August. We are currently working to provide annual audit documents to the auditor, including a detailed accounting of our fixed assets. We anticipate finishing this work on time and expect the audit to be completed in time for the February Board meeting. We are also working with various financial system vendors to complete system integrations and upgrades as recommended by The Pun Group. These activities are summarized in this update.

**Residential Water Consumption** – Fiscal year-to-date residential water usage was approximately 1.36% over October 2018. Listed below are year-to-date water consumption numbers using weighted averages.

		2019				Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY Same Period
		2019	2019	2019	2019	2019	2019	2019	2019	2019	2018	2018	2018	
		Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct
<b>Residences</b>	12 month rolling % increase	2,587	2,546	2,549	2,550	2,547	2,547	2,546	2,541	2,546	2,545	2,545	2,537	2,543
	Weighted Average		Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct
<b>Cubic Feet</b>	2,472	1,956	2,727	2,668	2,537	2,194	1,528	837	569	584	678	864	1,522	1,930
<b>Gallons Per Day</b>	616	488	680	665	633	547	381	209	142	146	169	215	379	481

**Commercial/Other Water Consumption** – Commercial water usage in October 2019 was 33% lower compared with last month. Year-to-date commercial water usage was approximately 14.7% over budget. This increase is mainly due to large user accounts. Listed below are year-to-date water consumption numbers in cubic feet.

		2019				Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY	Last FY Same Period
		2019	2019	2019	2019	2019	2019	2019	2019	2019	2018	2018	2018	2018	
		Oct	Sep	Aug	Jul	Jun	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	
<b>Commercial</b>	YTD Totals	609,289	112,163	144,774	223,508	128,844	114,939	86,611	53,880	39,987	45,277	39,726	50,290	74,880	96,405
<b>Parks</b>		241,539	33,020	58,660	83,041	66,818	58,540	36,481	3,561	602	758	501	878	16,480	32,739
<b>Raw Water</b>		1,220,699	191,799	328,901	333,951	366,048	104,751	73,701	2,451	15,662	100	0	401	40,548	204,951
<b>CSD</b>		56,550	7,295	13,981	16,941	18,333	13,255	7,632	5,330	9,269	10,925	11,663	11,057	12,730	15,032
<b>Totals</b>		2,128,077	344,277	546,316	657,441	580,043	291,485	204,425	65,222	65,520	57,060	51,890	62,626	144,638	349,127

**Lock-Offs** – During the month of October 2019, there were zero (0) lockoff's. This is the first month that any RMCS D staff can recall there being zero lockoff's. 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 \$120,537 for eight connections in October 2019.

**Aging Report** – Amounts past due of more than sixty (60) days totals \$15,035. Half of this amount is due from a single undeveloped property, which we expect to be current by December’s Board meeting. There are \$6,807 in amounts past-due from old ownership change accounts. Most of the past due revenue has set in a dormant account status and will be very difficult, if at all possible, to collect.

**Summary of Reserve Accounts as of October 31, 2019** – The ending balance of the District’s reserve accounts is \$5,789,696 as of October 31<sup>st</sup>, 2019, and it is an increase of \$56,632 compared with last month. 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. We expect this activity to take place as part of the FY 2018-19 year-end closing process. Staff continues to work on a detailed analysis of all reserve funds and plans to prepare a report for the Finance Committee review in early 2020.

**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 10/31/2019</i>
Water Capital Replacement (200-2505)	1,579,551	88,296		1,667,847
Sewer Capital Replacement (250-2505)	2,836,178	133,881	1,756	2,968,303
Drainage Capital Replacement (260-2505)	28,898		17,029	11,869
Security Capital Replacement (500-2505)	100,635	39	7,784	92,891
Admin Capital Replacement (xxx-2505-99)	87,210			87,210
Sewer Capital Improvement Connection (250-2500)	4,209			4,209
Capital Improvement (xxx-2510)	388,502	143,048	39	531,511
Water Supply Augmentation (200-2511)	1,719,244	144,876	690,818	1,173,302
WTP Construction Fund Reserve (200-2513)	-743,314	65,009	73,840	-752,145
Security Impact Fee Reserves (500-2513)	-7,450	18,000	5,850	4,700
<i>Total Reserves</i>	<i>5,993,663</i>	<i>593,150</i>	<i>797,117</i>	<i>5,789,696</i>

**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 10/31/2019</i>
WTP Construction Loan from Sewer	856,042	6,424	47,001	809,040
WTP Construction Loan from WSA	285,353	2,141	15,667	269,686
Security N. Gate Loan from Drainage Fund	18,341	119	7,612	10,729
<i>Total Inter-fund Borrowing</i>	<i>1,159,736</i>	<i>8,684</i>	<i>70,280</i>	<i>1,089,455</i>

## ***Budget to Actual Comparison Details (year-to-date through October 31, 2019)***

### ***Revenues***

**Water Charges**, year-to-date, are **above** budget \$9,584 or 0.4%

**Sewer Charges**, year-to-date, are **below** budget \$9,639 or (0.7%)

**Drainage Charges**, year-to-date, are **above** budget \$1,552 or 0.9%

**Solid Waste Charges**, year-to-date, are **above** budget \$1,716 or 0.2%

**Security Charges**, year-to-date, are **above** budget \$1,824 or 0.2%

### ***Expenses***

The District's overall expenditures for FY 2019-20 are \$68,867 below budget through October 2019. We will continue to focus on closing FY 2018-19 and preparing for the annual audit.

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

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

### ***Finance Committee Update***

Staff met with the Finance committee on November 5<sup>th</sup>.

- Discussed requested changes to the water use report format, which was published today.
- Reviewed the progress of various Financial Systems Integrations recommended by The Pun Group.
- Informed the Committee on the release of the RFP for the Cost Allocation Plan consulting services
- Provided the Committee suggested changes to the monthly utility statement and statement mailing processes.
- Provided the Committee with an overview of plans for contracting for Payroll services.
- Informed the Committee on the status of the recycled and raw water rate study contract.
- Received direction from the Committee to provide a mid-year budget report with year-end projections and budget adjustments.

### ***Administrative Initiatives***

#### ***Financial Systems Integrations***

In addition to the consulting work being completed by The Pun Group (TPG), District Finance staff continued working to complete a number of technology-related systems integrations. At the request of the Finance Committee, below is brief summary of each initiative. Each project was discussed with TPG as needed to increase productivity and eliminate processing errors.

Aestiva Purchasing program enhancements were identified as a significant opportunity to eliminate several redundant steps in the procurement processes. Staff elected to purchase Aestiva's Accounts Payable Automation module which eliminates several steps involving manual data entry and processing of paperwork. The cost of the module is \$13,000 and funded by the administration contingency budget. This system upgrade will be completed in December.

### Cost Allocation Plan RFP Award

Based on the recommendation from The Pun Group, Finance staff developed and released a Request for Proposal for developing a formal Cost Allocation Plan for the District. The overall objective of this project is to conduct an overhead costs analysis on the District's allocation process to accurately reflect the true level of service in each cost center so that the District can clearly identify and update the process of how indirect support services are provided through the organization and their associated costs. A comprehensive Cost Allocation Plan will provide an analytical and data-driven basis for the allocation of the costs associated with providing indirect overhead support to operating groups within the District to ensure the maximum appropriate cost recovery.

A Cost Allocation Plan is a salient analytical tool in many financial decision-making situations for the District including:

- Submission and documentation provision for bond covenant
- Providing useful benchmarks for rate-making as well as planning
- Full cost hourly labor rates will appropriately include indirect costs for RMCS D staff work on non-District projects
- Analyzing the costs of contracting for services versus performing services in-house
- Recovering the total costs (direct and indirect) associated with implementing grant programs; billing timely and accurately on cost reimbursement grants
- Monitoring spending level on restricted funds

The District posted the RFP with a due date of November 13<sup>th</sup>, 2019, on its website and the CSDA website. The District received four (4) proposals. The District staff evaluated the proposals based on the following criteria:

- Understanding of the work required by the District
- Quality, clarity, and responsiveness of the proposal
- Demonstrated competence and professional qualifications necessary for successfully performing the work required by the District
- Recent experience in successfully performing similar services.
- Proposed approach and methodology in completing the work
- References
- Background and related experience of the specific individuals assigned to this project
- Proposed compensation

Finance staff and The Pun Group will review and score the RFP's and will select the best-suited vendor prior to the Board meeting scheduled for Wednesday, November 20, 2019. Due to the urgency of this work, the awardee will be added to this report as an update on November 19, 2019.

### Utility Billing Statement Changes

District Utility Billing statements are currently printed, folded, stuffed and delivered to the post office by District office staff. The equipment used for this process is very outdated and will need to be purchased if we continue to utilize staff for this activity. Instead of purchasing new equipment, staff researched the option of sourcing the work to a third-party pre-sort vendor who specializes in mailing statements. After a detailed review of the options, staff determined the District would save \$20,000 annually on doing this work in-house. The savings include a reduction in postage, material and staff time. Taking this initiative will provide for consistent production of the monthly statements as well as allowing to be more focused on customer service.

### Payroll Processing Changes

The District relies on paying staff with paper timesheets, manual payroll data entry, and in-house payroll processing. This type of employee compensation system is outdated and creates a situation whereby we are

placing a significant responsibility with a single staff member. Upon a recent departure of an employee, Administrative staff has identified several opportunities for improvement in these processes by contracting for payroll automation services. For the majority of public and private agencies, the size of RMCSO, outsourcing these services provides a stable and consistent method for managing payroll and a component of HR services. We are currently reviewing our options for choosing between three (3) nationally based companies with a long history of providing these services efficiently and economically. During the next few weeks, the staff expects to select a vendor and implement this change.



**RANCHO MURIETA CSD**  
**Summary of All CSD Funds**  
**For the Four Months Ending 10/31/2019**  
**Budget to Actual Comparison Detail**

Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget
Charges for Services - Residential	\$473,957	\$478,119	\$1,970,063	\$1,975,100	(\$5,037)	\$5,540,771
Charges for Services - Commercial	51,775	38,961	238,745	259,752	(21,006)	586,254
Availability Charges	0	0	0	0	0	460
Sales Other	700	722	2,800	3,585	(785)	8,400
CIA Ditch Service Charges	0	0	0	0	0	1,800
Property Taxes	0	0	0	0	0	674,370
Property Taxes (Reserve Alloc)	0	0	0	0	0	(82,000)
<b>Total General Income</b>	<b>526,432</b>	<b>517,802</b>	<b>2,211,608</b>	<b>2,238,437</b>	<b>(26,828)</b>	<b>6,730,055</b>
Interest Income	2,970	0	3,030	78	2,952	10,765
<b>Total Earnings Income</b>	<b>2,970</b>	<b>0</b>	<b>3,030</b>	<b>78</b>	<b>2,952</b>	<b>10,765</b>
Meter Installation Fee	0	0	4,800	28,095	(23,295)	4,800
Inspection Fees	0	0	1,518	9,488	(7,970)	5,693
Telephone Line Contracts	598	0	2,392	1,716	675	7,175
Fines/Rule Enforcement	175	175	700	700	0	2,100
Late Charges	6,450	2,606	25,800	(6,086)	31,886	77,400
Title Transfer Fees	1,350	6,450	5,400	15,900	(10,500)	16,200
Security Gate Bar Code Income	650	0	2,600	1,650	950	7,800
Project Reimbursement	2,182	456	8,728	13,567	(4,839)	26,184
Misc Income	1,208	496	4,833	4,222	611	14,500
<b>Total Other Income</b>	<b>12,613</b>	<b>10,182</b>	<b>56,771</b>	<b>69,252</b>	<b>(12,481)</b>	<b>161,851</b>
<b>TOTAL REVENUE</b>	<b>542,015</b>	<b>527,985</b>	<b>2,271,409</b>	<b>2,307,767</b>	<b>(36,357)</b>	<b>6,902,671</b>
Salaries & Wages	185,250	178,400	747,096	703,667	43,429	2,495,975
Employer Costs	48,708	46,334	195,223	185,285	9,938	608,878
Payroll Taxes	12,103	2,710	48,562	39,048	9,514	173,281
Other Employer Costs	13,114	10,447	53,430	43,544	9,886	161,318
Pension Expense	35,592	6,350	142,168	108,647	33,521	445,443
Tuition Reimbursement	0	0	0	0	0	2,870
<b>Total Employee Services</b>	<b>294,767</b>	<b>244,241</b>	<b>1,186,478</b>	<b>1,080,190</b>	<b>106,288</b>	<b>3,887,766</b>
Clerical Services	5,100	11,719	20,400	55,057	(34,657)	61,350
Recruitment	1,505	411	6,020	2,175	3,845	18,060
Travel/Meetings	1,740	337	7,460	1,938	5,522	21,880
Office Supplies	2,470	3,533	9,880	11,839	(1,959)	29,640
CWRS Contract Charges	52,662	51,300	210,650	205,200	5,449	631,949
Mail Machine Lease	0	695	700	695	5	2,800
Copy Machine Maintenance	1,520	1,901	6,080	7,809	(1,729)	18,240
Insurance	12,247	11,641	48,986	46,565	2,421	146,958
Postage	1,500	1,500	6,000	6,000	0	18,000
Telephones	4,120	1,124	16,480	14,279	2,201	49,439
Memberships	2,750	1,191	8,460	2,888	5,572	19,325
Audit	0	0	0	0	0	16,275
Legal	11,250	5,809	28,400	14,124	14,276	155,950
Training/Safety	6,150	4,078	19,850	9,318	10,532	53,200
Community Communications	4,500	0	7,500	0	7,500	13,700
Equipment Maint	50	155	3,150	771	2,379	3,550
Consulting	13,700	8,628	31,000	28,049	2,951	102,400
CIA Ditch Operations	250	240	1,000	838	163	3,000
<b>Total Administrative Services</b>	<b>121,514</b>	<b>104,262</b>	<b>432,016</b>	<b>407,545</b>	<b>24,471</b>	<b>1,365,716</b>
Uniforms	1,630	2,126	5,920	5,682	238	17,560
Equipment Repairs	400	4,027	1,600	4,600	(3,000)	4,800
Building/Grounds Maint/Pest Cntr	2,665	3,528	10,740	14,787	(4,047)	32,315
Bar Codes	0	75	2,300	5,125	(2,825)	6,900
Vehicle Maint	3,750	(6,101)	15,000	12,651	2,349	45,000
Vehicle Fuel	3,250	3,032	13,000	9,992	3,008	47,000
Vehicle Lease	397	0	1,587	0	1,587	4,762
Off Duty Sheriff	3,000	4,140	6,000	7,907	(1,907)	8,000
Power	25,625	23,759	119,290	121,533	(2,243)	297,320

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

**RANCHO MURIETA CSD**  
**Summary of All CSD Funds**  
**For the Four Months Ending 10/31/2019**  
**Budget to Actual Comparison Detail**

Description	Period Budget	Period Actual	YTD Budget	YTD Actual	YTD Budget (Over)/Under	Annual Budget
Information System Maint	11,824	25,154	47,296	50,808	(3,512)	141,889
Supplies	2,575	3,449	10,300	11,933	(1,633)	30,900
Equipment Rental	1,650	0	3,600	(64)	3,664	13,800
Road Paving	2,000	0	8,000	3,200	4,800	24,000
Maintenance/Repairs	23,400	34,101	88,100	136,659	(48,559)	300,700
Non-routine Maint/Repair	3,000	0	12,000	0	12,000	36,000
Permits	0	5,692	0	5,692	(5,692)	6,000
Chemicals	14,500	10,110	61,400	54,039	7,361	167,250
Chemicals - T&O	0	0	6,500	5,944	556	11,000
Lab Tests	2,250	2,729	9,000	23,962	(14,962)	27,000
Removal (Hazardous Waste)	0	0	0	464	(464)	10,000
Permits	200	17,771	25,300	25,823	(523)	75,300
Tools	950	407	3,650	1,712	1,938	14,800
Dam Inspection Costs	0	0	0	0	0	63,500
Water Meters/Boxes	3,000	8,167	12,000	18,616	(6,616)	36,000
Drainage Improvements	200	0	500	0	500	5,150
<b>Total Operational Costs</b>	<b>106,266</b>	<b>142,166</b>	<b>463,084</b>	<b>521,066</b>	<b>(57,982)</b>	<b>1,426,946</b>
Miscellaneous	8,971	3,201	36,383	39,369	(2,986)	100,900
Admin Contingency	10,000	12,336	16,262	13,598	2,664	35,000
Director Exp/Reimbursements	450	56	1,800	484	1,316	5,400
Director Meeting Payments	1,500	1,600	6,000	3,400	2,600	18,000
Conservation	740	200	8,180	6,278	1,902	13,260
Sacto Water Authority	0	0	15,000	9,279	5,721	15,000
CGWA/SE Area Water	0	0	10,000	11,000	(1,000)	10,000
Interest Expense	1,987	35	7,780	6,907	873	24,684
<b>Total Other Expenses</b>	<b>23,648</b>	<b>17,428</b>	<b>101,405</b>	<b>90,315</b>	<b>11,090</b>	<b>222,244</b>
<b>Total Operating Costs</b>	<b>546,195</b>	<b>508,098</b>	<b>2,182,983</b>	<b>2,099,115</b>	<b>83,867</b>	<b>6,902,671</b>

# MEMORANDUM

**Date:** November 14, 2019  
**To:** Board of Directors  
**From:** Jeffery Werblun, Security Chief  
**Subject:** Security Update Report for the Month of October 2019

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## OPERATIONS UPDATES

The first revision to the Body Camera Policy was completed and submitted to the Security Committee. The Committee reviewed the draft policy revision and made recommendations to the draft. Those recommendations will be edited in the draft.

The second revision was completed and submitted to legal who approved of the changes. The second revision will be presented to the Security Committee at the November Committee meeting.

I met with the Owner and Management of the Airport. They did not have any issues to report.

We hired and trained a part-time Gate Officer and a Patrol Officer as well as a new contract part-time Gate Officer.

## INCIDENTS OF NOTE

October 14, at 0756 hours, reported a theft of golf clubs from an unlocked car at 65xx Puerto Dr.

October 25, at 1230 hours, missing elderly Alzheimer's patient. Security received a phone call from a resident on the South saying her 90-year-old husband with Alzheimer's had wandered away from home. He had been gone almost an hour before she called us. Patrol responded and met with her. Patrol then initiated an area search. Patrol Officer Arino, new Patrol Officer Perepelka, and RMA Compliance Officer Chris Smith began to check the area. Two off duty fire-fighters who were neighbors also were searching the area. After about an hour of searching, SSD arrived on the scene and began their investigation. Officer Arino obtained a photograph of the missing person and put together a flyer with the picture and description. We made copies and distributed them to both gates, so the Gate Officers could hand them out to visitors to assist in the search. I coordinated out efforts from my office. SSD requested we utilize Code Red to put out an alert message. I put out the Code Red message and had District Secretary Wilder put the information on the District's Social Media pages.

SSD brought the helicopter out to search from the air and make Public Address announcements regarding the missing person. We continued our search efforts and passed the information on to the Country Club and RMA Maintenance workers so they could keep an eye out as well. About an hour after SSD arrived on scene, the missing person was found safe. I canceled the Code Red alert and the Social Media posts.

The Code Red system dialed 6590 phone numbers, reached 4743 numbers, and had 1847 calls not reached or answered. We will be publishing a reminder for residents to update their phone numbers with the Code Red system.

Halloween was an uneventful night for Security.

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

My appearance was canceled this month by the Chairperson.

### **MONTHLY MEETING WITH RMA COMPLIANCE STAFF**

Danise Hetland and I met. She will address the Compliance Committee to see if they want discretion removed on the issuance of the Written Warning Notices so that all violations either receive a citation or warning notice. The current practice allows for officer discretion in the issuance of verbal or written warning notices or citations issued or not.

I will be setting up an account in ABDI for all vendors and delivery vehicles into a new RMA account for tracking purposes. The Compliance Committee has found that vendors with multiple addresses to service in the community are receiving citations, and the resident who has the address they are going to first is receiving the citation and being held accountable. The committee has realized that practice has become unfair to the residents. With this new account, violators will be dealt with directly by RMA for any violations they may receive.

### **CONTRACT SECURITY**

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

### **JOINT SECURITY MEETING**

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

**2019 RMA Rule Violations Enforcement by CSD**

<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													
Barking Dog	14	10	9	12	6	5	11	10	16	15			108
Open Garage Doors		1	6	8	8	8	1	12	3	4			51
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			64
Motorcycle North Streets				1									1
Overloaded Golf Cart										1			1
Overnight Street Parking			3					1					4
Park Hours	1			3	16	8	4	2	4	10			48
Speeding	12		5	4	3	1	1	4	6	7			43
Stop Sign	3	1	1						1				6
Unauthorized Vehicle													
Unlicensed Driver	1	2	1	1		2		1	4				12
Unsafe Driving	5	2	5	2	1	4	5		2	2			28
Intereference									1				1
Gate Refusals	16	47	29	43	66	59	75	39	23	20			417
<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>798</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			5
Basketball Standard								8	4	1			13
Commercial Vehicle Signage								2	2				4
Construction Hours/Days													
Curfew						1							1
Driveway Parking	30	5	2		20	24	8	60	30	21			200
Fishing License/Fish & Wildlife													
Guest Parking													
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			97
Park Hours					2	6	6	8	15	4			41
Speeding	39	39	5	4	7	16	17		13	10			150
Stop Sign	6	7	1	1	1			2	6	3			27
Unauthorized Vehicle								1					1
Unlicensed Driver							1	1					2
Unsafe Driving	1				2	2							5
Intereference													
Parking Citations			12	13	3		1		2	7			38
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>593</b>



## Rancho Murieta Community Services District

### 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



# Rancho Murieta Association Memorandum

**To:** RMCS D Security Committee Members Tim Maybee and Les Clark;  
Mark Martin, General Manager and Jeff Werblun, Security Chief  
**From:** Tom Reimers, Compliance Committee Chair  
**Date:** November 5, 2019  
**Subject:** Materials and Information from November 5, 2019 Meeting

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Attached is the spreadsheet showing the dispensations of violation citations written by RMCS D Security personnel after the Compliance Committee's review at today's meeting.

Also included is the Violation Summary Report for October 2019.



## RMCS D Security Written Violations 2019

### February 2019 Security Violations

Reviewed at the March Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	25	1		26	*stop sign citation was dismissed because it appeared to the compliance comm that the officer followed the resident to his home. The citation was also written for interference.
Stop Signs	6	1*		7	
Overnight Street Parking	4			4	
Driveway Parking	7			7	
<b>Total Citations</b>	42	2		44	

### March 2019 Security Violations

Reviewed at the April Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	10		1	11	* 3 cites dismissed - no video
Stop Signs	3	3*		6	
Overnight Street Parking	2	1		3	
Driveway Parking	7			7	
No Drivers License	2**			2	
Unauthorized Vehicle	1			1	The comm didn't process the 'no bar code' cite or the subsequent & driveway parking cites that were issued to the same resident, as the comm believes the cites issued were targeted & retaliatory
<b>Total Citations</b>	25	4	1	30	

### April 2019 Security Violations

Reviewed at the May Compliance Comm Meeting Total Cites

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

### May 2019 Security Violations

Reviewed at the June Compliance Comm Meeting Total Cites

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

## June 2019 Security Violations

### Reviewed at the July Compliance Comm Meeting Total Cites

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

## July 2019 Security Violations

### Reviewed at the August Compliance Comm Meeting Total Cites

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

Trends and concerns:

1. Compliance has been concerned about the lack of stop sign enforcement.  
There have been no stop sign violations written in the last 4 months
2. The Comm reviewed a resident complaint regarding the gate refusing a delivery even though the resident had obtained permission from the gate the day before (see attached).
3. The video of the July 3rd motorcyclist coming thru the North gate to the RMA office still has not been provided even though it has been repeatedly requested.
4. The gate is not consistently issuing 24-hr unauthorized vehicle passes when appropriate and are issuing yellow guest passes instead.

## August 2019 Security Violations

### Reviewed at the Sept. Compliance Comm Meeting Total Cites

Violation	Upheld	Dismissed	Abeyance	Written	Notes
Speeding	5			5	
Stop Signs & Bus Stop					
Overnight Street Parking	5	1*		6	*dismissed due to error
Driveway Parking	26	4		30	*2 dismissed due to error
Guest Parking					
No Drivers License					
Park Hours/Bon fires	6			6	
Unauthorized Vehicle	2			2	
Guest without Resident					
Pet Restraint	1			1	
Basketball Standards	6	1		7	*one cite dismissed. See note 3 below.
<b>Total Citations</b>	<b>51</b>	<b>6</b>	<b>0</b>	<b>57</b>	

**Written Advisory Notices** 2

**Citations Unable to be Processed:**

Citation incomplete	2
Citation incorrectly written	20
Vehicle not entered in system	7
	29

**Trends and Concerns:**

1. Compliance has been concerned about the lack of stop sign enforcement.  
There have been no stop sign violations written in the last 5 months
2. The video of the July 3rd motorcyclist coming thru the North gate to the RMA office still has not been provided even though it has been repeatedly requested.
3. Cite dismissed due to targeting of resident by CSD officers. No citations were written for basketball standards by Security from Jan - July 2019. In August, 9 citations were written - 4 citations to one address -see attached details
4. There were several complaints of patrol officers parking in handicap parking stalls.

**Sept 2019 Security Violations**

**Reviewed at the Oct Compliance Comm Meeting**      **Total Cites**

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

**Citations Unable to be Processed:**

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

## October 2019 Security Violations

Reviewed at the November Compliance Comm Meeting Total Cites

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

**Written Advisory Notices** 3

**Citations Unable to be Processed:**

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

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

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

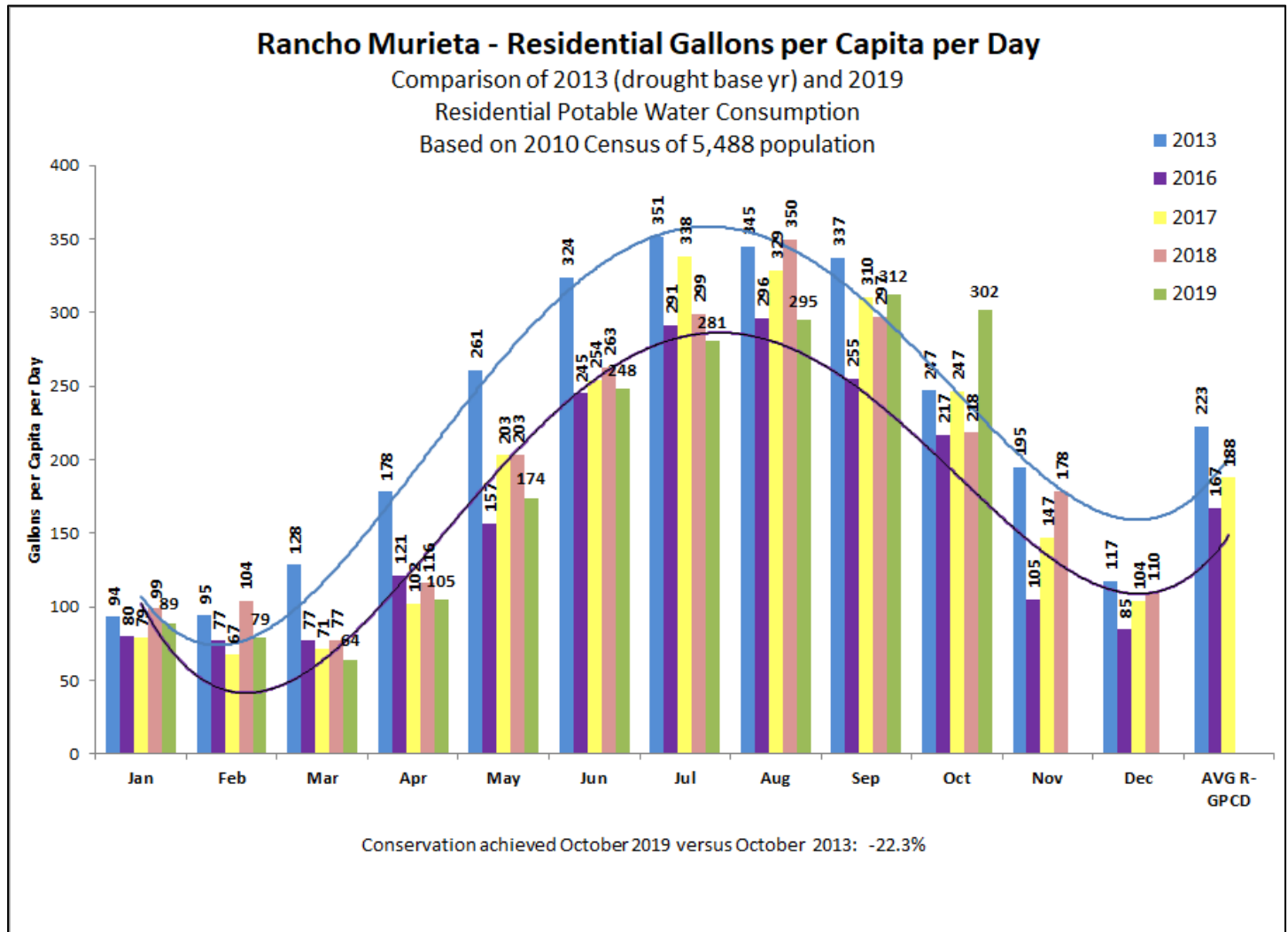


# MEMORANDUM

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

## WATER TREATMENT

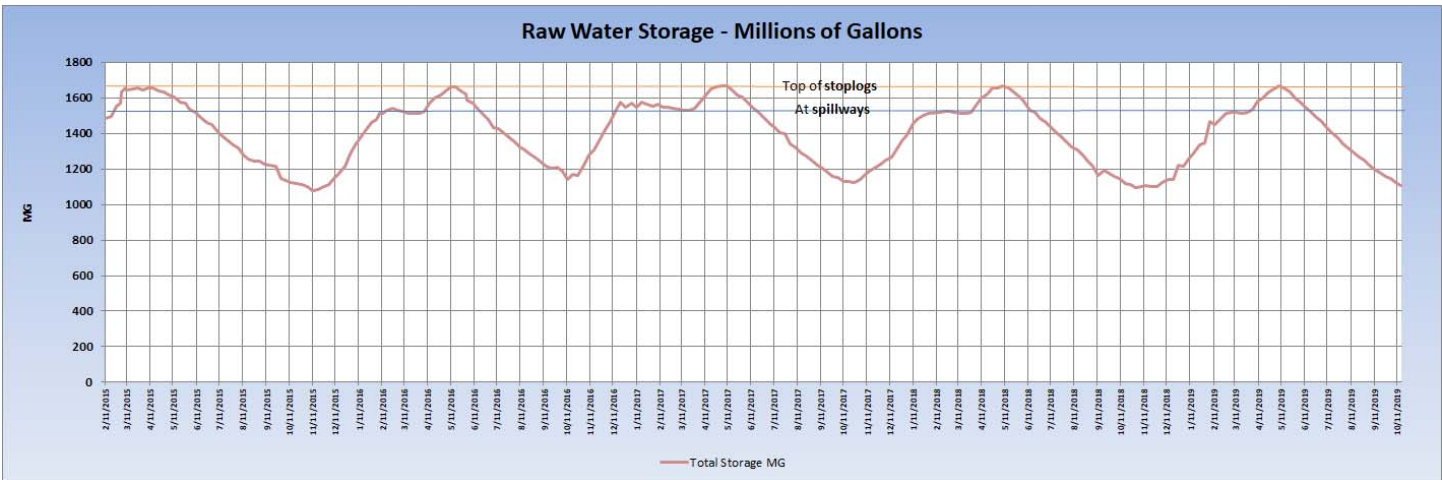
Water Treatment Plant (WTP) #2 is solely in operation at 1.8 million gallons per day (mgd), producing an average of 1.4 mgd. Plant #1 is currently remains off for maintenance activities. Total water production for October 2019 was 48.16 million gallons (147.8 acre-feet). Gallons of production per connection was 302 gallons per capita per day for October was 302 vs 247 in 2013, a 22.3% increase in use as shown in the graph below.



## WATER SOURCE OF SUPPLY

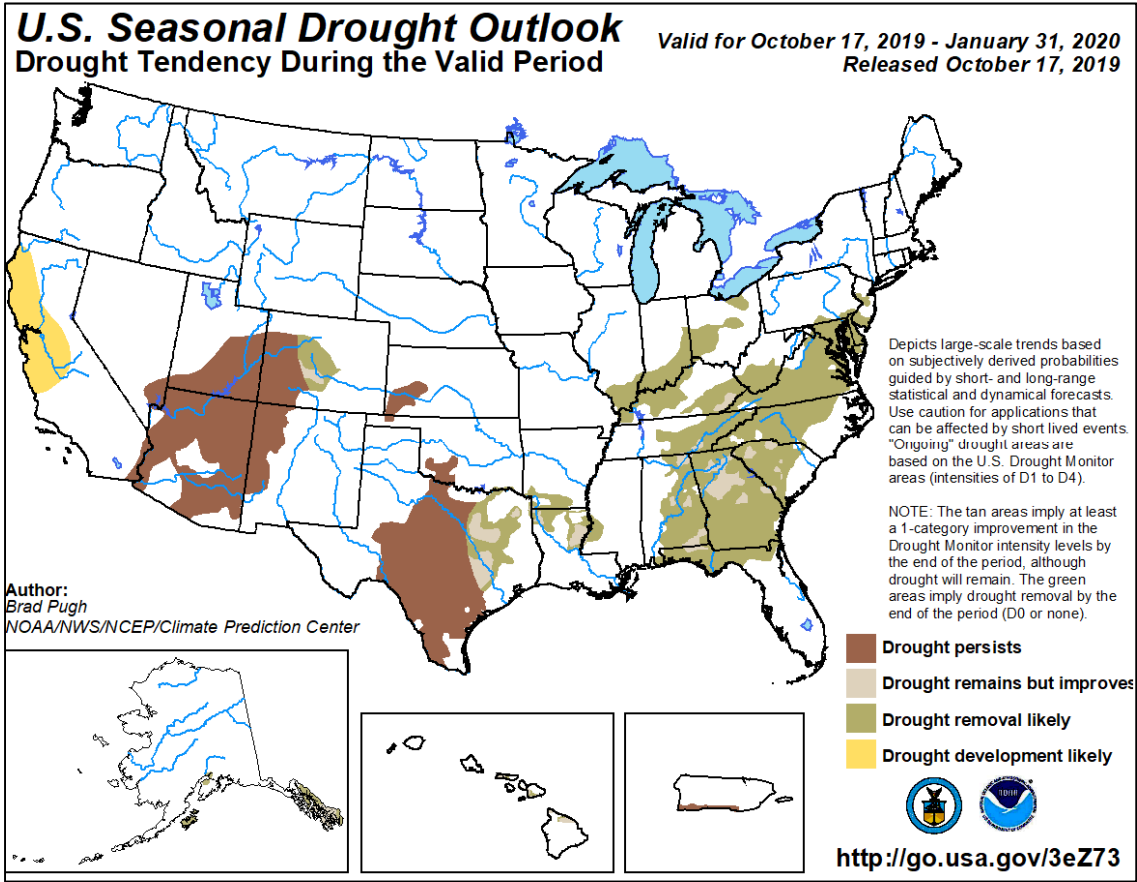
On November 6, 2019, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,106.7 million gallons (3,396.7 acre-feet). The volume for Calero and Chesbro alone totaled 784.3 million gallons (2,105.5 ace-feet). A graph of the water storage volumes is shown below.





Staff is working to solicit costs for fencing and materials for the buoys that are to go around the Chesbro aeration system. We are also allowing the Chesbro reservoir to draw down without replenishment from Calero, to allow staff better access for installation of the fencing and buoys.

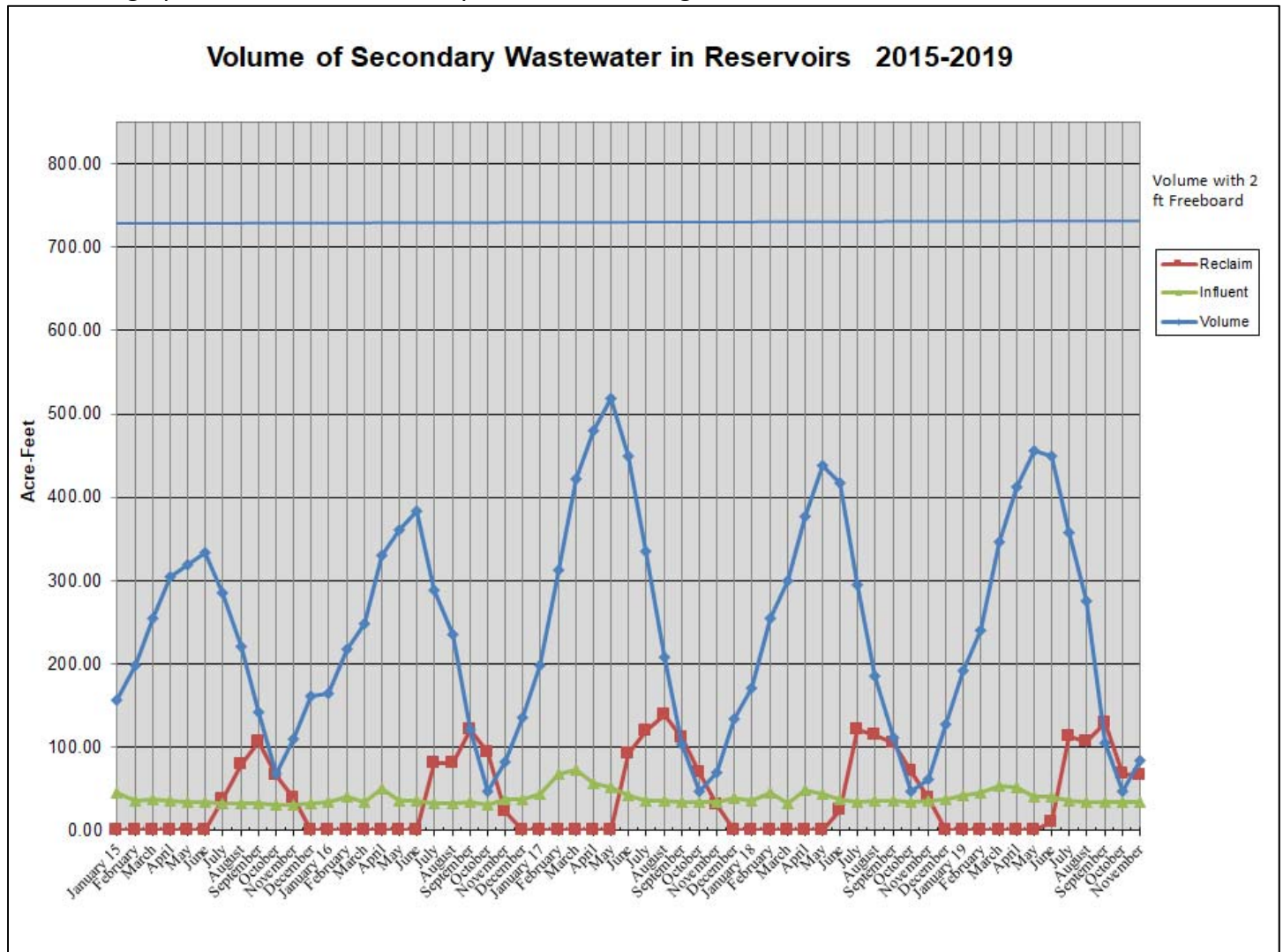
The drought outlook is showing that the development of a drought is likely. Also, the extended forecast does not show any chance of rain in the near future due to a high-pressure system that is persistent off the coast of California. Although it is early in the diversion to storage season, if dry weather persists it may be prudent to implement a stage 1 water alert per the District’s Drought Contingency Plan. This would involve the District actively encouraging voluntary water consumption reduction by 5-10%.



**WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION**

For October the influent wastewater flow averaged 360,203 gallons a day, for a total of 11.17 Million Gallons (MG), (34.27 acre-feet[AF]). This is approximately 139 gpd per sewer connection. On October 6, 2019, secondary wastewater storage measured 27.2 MG (83.5 AF), of which 22.6 MG (69.5 AF) is usable for reclamation due to dead storage. We have coordinated with the Ranch Murieta Country Club (RMCC) and the Wastewater Reclamation Plant is now off for the season. In the month of October we supplied 17,293,000 gallons of recycled water to the RMCC and 4,450,000 gallons to the Van Vleck Ranch to assist in lowering our secondary storage levels before winter.

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



Staff is in the process of winterizing the wastewater facility and compiling a list of winter maintenance projects to be completed by the start of the next reclamation season.

**SEWER COLLECTION**

At two of our sewer lift stations we have had maintenance problems. At our Main Lift South sewer lift station, one of the two operating pumps there has failed, and our spare was already damaged and awaiting repairs. In the meantime, until we can get them fixed, a rental unit is being fitted to act as a spare. At the Cantova sewer lift station one of the new pumps had recently been shutting off despite not having any blockages in it. An



overload circuit was replaced and it appears to have fixed the problem. Utility staff have been working to clean sewer collections lines with Unit 4 & 6 in the North, along with various known trouble areas.

### **DRAINAGE / STORMWATER**

Utilities staff has been focused on making sure the entrances and exits of culvert pipes are clear and excavations of silted drainage channels. Drainage systems will be left in their natural state to allow them to catch, filter, and slow run-off flows throughout the drainage systems.

A new regulation is again being required of us by the State Water Board in our capacity as a small (Municipal Separate Storm Sewer System) MS4 permittee to test for and then potentially mitigate for Pyrethroids. Pyrethroids are a group of pesticides utilized for insect control. I contacted to the Water Board to make sure we are truly to be included in this new program as a small non-traditional MS4, what the financial impacts may be, steps required to comply, and what pyrethroid types we would have to test for. They responded that we are required to participate and attached a lengthy 377 page report which is the basis for this program. I'll be working towards figuring out what is needed from the District in the following month.

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

In October 2019, seven (7) ¾ inch meters, one (1) two-inch register, and four (4) MXU (radio read transmitter) units were replaced as part of water metering maintenance. Also completed were five (5) Underground Service Alert markings, twenty-five (25) utility star service orders for the administration department, and four (4) high usage investigations for residents. Inspections and builder coordination continue at the Murieta Gardens II development. Twenty-five (25) new meters and MXU's have been installed this past month, 15 water and 10 recycled water meters for new home construction. Utilities staff repaired two (2) service line leaks this past month. Utilities staff also worked with the Rancho Murieta Association to repair the unimproved roadway that runs from the top of Camino Del Lago out to the Water Plant, and the roadway across the drainage channel at the Water Plant, shown below.



## **PROJECTS**

### **Development**

#### The Retreats East and North

No new update.

#### **The Murieta Gardens (MG)**

##### The Murieta Gardens – Highway 16 Off-Site Improvements

After exposing the side of the Cosumnes Irrigation Association (CIA) ditch diversion box next to the Country Store, it clearly could be seen that a leak was present from a hole in it. It appeared that the hole had been present for a long time, but being buried beneath the soil the soil was possibly holding back some of the leak and allowing it to flow subsurface. Staff worked together with a representative from the Anderson Ranch to complete a repair of the hole. Water has been turned back on to the CIA ditch and we'll be keeping an eye on it. Acceptance of the pipeline installation for this project is still pending sufficient information being conveyed to the District's engineer, Coastland.

##### MG - Murieta Marketplace

The drainage detention basin revision work has been completed and approved by Coastland's inspectors.

Coastland was requested to inspect sanitary sewer lines, a storm drain line, and a pressure test of a domestic waterline within the Marketplace this past month.

##### MG - Lot 4 & 5

A preconstruction meeting occurred on Thursday October 24<sup>th</sup>, which Director of Administration Tom Hennig and I attended, along with developer representatives and a Sacramento County inspector. It was discussed that most of the project is private, with the District being concerned about the utility connections for water, sewer, drainage, and landscaping. We noted the importance of providing a construction schedule and adequate notifications prior to inspections, which per District Standard is 48 hours. We requested that all inspections be requested via email to Coastland and the District to track the time they are requested and by whom.

The project began excavation for the installation of a drainage system to capture water coming from the Cosumnes Irrigation Association (CIA) ditch facilities just north of the lots. Flow to the CIA ditch has finally been allowed to be shut off and water onto the project is now beginning to subside, indicating that the groundwater is at least primarily from the CIA facilities. We will be meeting with the project to look at and discuss this issue.

##### MG -Lot 10 (PDF Office)

Coastland has reviewed the plans submitted and provided comments back to the project engineer.

##### MG-Lot 11

We received a developer application and plans for the development of Murieta Gardens Lot 11 and are in the process of processing it.

##### The Murieta Gardens II – Infrastructure

This project is reported as complete, however an issue was discovered recently that the developing contractor had left a sewer plug in the manhole they had installed next the Cantova lift station which serves the main line from these lots. District staff immediately responded by pumping out the sewage into the Cantova lift station, installing a sewer plug at a manhole upstream from this one, and performed a confined space entry to deflate and remove the sewer plug. Staff removed their plug and then ensured that flow had been reestablished. While checking around the sewer system within the 78 lots, staff discovered that KHOV contractors had removed the

sewer service caps on some of the lots while landscaping. Staff could see where dirt was falling into service lines and brought it up to the contractors. Staff then ran our CCTV camera down the sewer lines and ran into debris and a cap that had somehow gotten into the sewer system. The District Utility supervisor followed up with an email to the KHOV construction manager that they need to rectify the problems they have caused.



#### The Murieta Gardens II – (78 lot) Subdivision

Staff has been very busy working with the home developer, K Hovnanian Homes (KHOV), on inspections for water, sewer, and recycled water installations. To date, 31 utility permits have been paid for individual lots, along with 3 landscaping lots, and 2 for the model lots.

#### Rancho Murieta North – Development Project

Coastland is still waiting on Sacramento County’s review to avoid duplicate reviews for drainage, with the issue continuing that Sacramento County has not begun their review as they are saying their fee has still not been received from the developer. Coastland is still in review of sewer and water plans.

#### FAA Business Park

The project is waiting on building plan revisions from the building manufacturer for Sacramento County building department. The project still hopes to begin this project soon.

#### **District Projects**

##### Water Rights Renewal

I had a kick-off meeting with the consultants from Wagner & Bosignore that are facilitating our Master Water right renewal. The water right does not expire until December 1, 2020, and even then it is still valid until it is revoked. They noted that we are way ahead of the curve for moving forward on it. I have partially filled out the water right petition for extension and forwarded it to them, along with historical data to begin looking at our water right extension.

##### Dam Inundation Mapping and Emergency Action Plans

No work has been completed on this project the past few months as we are still waiting to hear back from the Division of Safety of Dams. Dominichelli and Associates are slowly working on the Emergency Action Plans for Calero.

##### Recycled Water and Untreated Water Fee Study



The services agreement has been signed with ClearSource Financial Consulting and we had a kick-off meeting for this project to begin. Discussed were the items to be requested by the consultant to facilitate the studies. After the meeting the consultant followed up with a list of requested items to be provided.

#### Zieour Drainage

We will be working with Mr. Zieour to offer suggestions as to what he may do with his drainage, and possibly to coordinate with RMA for any changes made to the common ground behind his lot.

#### Chlorine Gas to Sodium Hypochlorite (bleach) conversion

Coastland Engineering brought consultants to provide an estimate for engineering services. I discussed the level of service sought, which was to provide plans for system design, process and information drawings (P&IDs), instrumentation and electrical design, and assistance with bid packet development. After conducting a tour of our facilities and sharing plan ideas with them, they provided an estimate. Their estimate far exceeded what we and Coastland had assumed this level of engineering to cost.

We are continuing to move forward on this project under my direction with the idea of planning out Water and Wastewater plant conversions, equipment and materials procurement, and having District staff work to make the physical modifications needed. We would then have to contract for electrical services and instrumentation work and SCADA modifications to be completed. Once all was completed I would then seek out bids for engineering services to create As-Builts with the P&IDs for our records.

I have been reaching out to local District's that have discontinued use of chlorine gas and are now using bleach for disinfection. There are many good ideas that are being compiled from these other Districts from their tribulations. Staff has also had good ideas. Our goal is to have a seamless conversion to a bleach system at each facility, while minimizing costs and providing the best long term viability for the District.

#### Capitalized Expenditures under General Manager's Authority

None this past month.

## CONFERENCE/EDUCATION SCHEDULE

Date: November 11, 2019  
To: Board of Directors  
From: Amelia Wilder, Temporary District Secretary  
Subject: Review Upcoming Conference/Education Opportunities

---

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

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

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

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

WEF/AWWA The Utility Management Conference	February 25 – 28, 2020	Garden Grove, CA
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### **ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)**

2019 Fall Conference a & Exhibition	December 3-6, 2019	San Diego, CA
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## RESOLUTION R2019-10

# IN HONOR OF SUZANNE LINDENFELD

**WHEREAS**, Suzanne Lindenfeld worked with Rancho Murieta Community Services District from 2003 to 2019; and

**WHEREAS**, Suzanne became a permanent employee with Rancho Murieta Community Services District on February 3, 2003 as the District Secretary; and

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

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

**WHEREAS**, Suzanne retired on November 1, 2019 after sixteen (16) years of service to the residents and employees of the Rancho Murieta Community Services District; and

**NOW THEREFORE BE IT PROCLAIMED**, this 20<sup>th</sup> day of November in the year 2019, that the Board of Directors of the Rancho Murieta Community Services District, recognizes, appreciates, and commends Suzanne for her sixteen (16) years of service to the community and District, and wishes her well in her future endeavors.

\_\_\_\_\_  
Les Clark, Board President

\_\_\_\_\_  
Randy Jenco, Vice - President

\_\_\_\_\_  
Linda Butler, Director

\_\_\_\_\_  
John Merchant, Director

\_\_\_\_\_  
Tim Maybee, Director

# Rancho Murieta Community Services District

**DECEMBER 2019**

**Board/Committee Meeting Schedule**

**December 3, 2019**

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

**December 5, 2019**

Communications/Technology	9:00 a.m.
Security	10:00 a.m.

**December 18, 2019**

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



## MEMORANDUM

Date: November 13, 2019  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: Consider Approval of District Appointment

---

### **RECOMMENDED ACTION**

Appoint General Manager Mark Martin as interim District Secretary.

### **BACKGROUND**

#### **District Secretary**

Since Suzanne Lindenfeld retired November 1, 2019, it is recommended that the District appoint General Manager Mark Martin as the interim District Secretary.

## MEMORANDUM

Date: November 13, 2019  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: RMA Fire Council request for CSD to Sponsor Cal Fire Grant

---

### RECOMMENDED ACTION

Receive attachments as Information. No action recommended by Security Committee.

### BACKGROUND

Rancho Murieta Association (RMA) has formed a Fire Council to address fire emergency preparedness, education, and fuels reduction within the RMA community. The RMA Fire Council has asked CSD to sponsor a grant as “fiscal sponsor” for a proposal being proposed by the RMA Fire Council. It has been communicated to staff that the grant deadline is December 4, 2019. In order to apply with CSD as sponsor, the CSD Board would have needed to pass a resolution in support of the application at its November 20, 2019 Board meeting.

Of importance in reviewing this request is a discussion of the relevancy of this action to CSD’s mission. To reiterate, CSD is not an all-risk emergency services agency and those responsibilities lie with Cal Fire, Sac Metro, Sac County Sheriff and the County Office of Emergency Operations. CSD’s interest in emergency preparedness relates to CSD assistance to those agencies in the event of an emergency and reduction of fuel sources around critical CSD infrastructure throughout the community. A portion of a Cal Fire grant could prove beneficial to CSD to contract and/or procure equipment to assist with fuels reduction around key District facilities.

As participation in this was requested just a few weeks ago, there was more to learn and understand about the expected role of CSD and the efforts or resources to be expended to serve as “fiscal sponsor” for the grant. In light of this desire for further clarification and Board input, we invited RMA Fire Council member Cheryl McElhany to the November 7 Security Committee meeting to share with the Committee the Council’s expected role for CSD and the opportunities and impacts expected with such participation.

Both Directors Clark and Maybee questioned if CSD was the proper agency to sponsor this grant, whether the activity itself was within the purview of the CSD and to what extent the RMA Fire Council had attempted to engage what could be considered more appropriate all-risk agencies to serve as fiscal sponsor. Ms. McElhany mentioned that a Metro Fire Foundation was one option and was recommended by Sac Metro Fire instead of the primary agency itself. The main concern was the time they believed it would take to work through other agencies due to those agencies’ staffing and budget constraints. Directors commented that CSD also faces these constraints and that such participation aside from other questions of participation, must be anticipated, budgeted and staff have capacity to participate. One other question was why the RMA Fire Council did not form its own 501(c)(3) non-profit which would have made it eligible to apply for the grant. Ms. McElhany stated there was some confusion over whether the Fire Council itself could submit for the grant if it formed a 501(c)(3). From my review of the grant guidelines, it appears that the Fire Council’s formation of a 501(c)(3) to pursue the grant is a clear viable option.

Attached are copies of the memo from the RMA Fire Council requesting RMCS D's participation, and a copy of the grant guidelines.

To: CSD General Manager, Mark Martin

From: Greg Pryor, Rancho Murieta Fire Safe Council President

Date: October 25, 2019

Re: Request for your consideration and assistance

I'd like to take this opportunity to congratulate you on an initial pop-up on your web site, *home fire protection*. This is a huge part of our mission in community fire protection and a primary focus of our newly formed Fire Council. As the President of our Fire Safe Council, I would like to present an opportunity for CSD to assist in this mission with some small collaborative assistance.

Recently the RM Fire Safe Council formed as a subsidiary of RMA, under advisement from the California Fire Safe Council, which has many HOA Fire Safe Councils across California in its membership. This decision allows us to organize easily, without the extensive work and time constraints of incorporating as a private non-profit organization, which would take close to a year to complete. Our Council can now apply for a number of various grants available from different sources to work on projects that focus on fire prevention projects, education, and outreach.

The RM Fire Safe Council consists of some highly professional and knowledgeable residents and representatives. They are:

Karen Hoberg, Realtors Assoc.  
Wendy Mazzoni, Farmers Insurance  
Bob Lucas, Attorney  
Rob Schultz, Sacramento Co. IT Dept.  
Chris Vestal, Metro Fire Captain, Public Information  
Kelly Hopkins, Deer Creek Hills Conservancy  
Jerry Spencer, Van Vleck Ranch Manager  
Cheryl McElhany, RMA Board  
Grey Pryor, Former Metro Station 59 Captain

In the spirit of cooperation and acting in the best interest of our community we are asking your assistance in sponsoring our Fire Safe Council for a Cal Fire Grant that is open now for application. It requires applicants to be a non-profit 501 (c) 3 or to apply under the umbrella of a special district. It clearly states in its eligibility criteria that HOA Fire Councils should file under the sponsorship of a special district such as

a water district. Most other grant programs we have reviewed that come up later in the year do not have this requirement, but Cal Fire grants ask for this coordinated plan. The application would be prepared by the Fire Safe Council, the projects the grant would focus on would be guided and completed by the Fire Council and contracted services, so very little work if any would be expected from CSD staff.

We would like the opportunity to explore this sponsorship request with you further and clarify the process and improvements for our community. The timeline for this grant application is rather tight, in that it is due to the State by Dec. 4<sup>th</sup>, which means the final grant would need to go before each of the Boards (RMA and CSD) the third week of November. Thus, the reason for our request of a meeting as soon as possible, and hopefully this coming week.

Could you please advise me of a time that would work for you, and we will make ourselves available.

Thank you for your consideration and assistance.

Greg Pryor, President  
916) 719-5711



# California Climate Investments

Department of Forestry and Fire Protection

## Fire Prevention Grants Program Procedural Guide 2019-2020

September 25<sup>th</sup>, 2019



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## **Introduction**

This procedural guide includes information about the California Department of Forestry and Fire Protection (CAL FIRE) Fire Prevention Grants Program. The Program is funded with Cap-and-Trade auction proceeds appropriated by the California Legislature to agencies that administer California Climate Investments (CCI).

Up to \$46.7 million is being allocated to CAL FIRE's Fire Prevention Grants Program. This program improves the resiliency of forested and forest adjacent communities and upper watershed forests while achieving climate goals. For more information about CAL FIRE's other CCI programs, please visit our website

<http://www.fire.ca.gov/grants/>.

## **Fire Prevention Grants Program Summary**

CAL FIRE's Fire Prevention Grants Program provides funding for local projects and activities that address the risk of wildfire and reduce wildfire potential to forested and forest adjacent communities. Funded activities include hazardous fuel reduction, fire prevention planning, and fire prevention education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.

California's Strategic Fire Plan should serve as a roadmap for project development. The criteria that will be used to select projects include; wildfire threat; carbon storage potential; and landscapes where projects will have the greatest benefits, such as areas with elevated levels of tree mortality and opportunities for biomass use within reasonable proximity.

Projects will be ranked based on the overall benefit to reduce the threat of wildfires to the greatest number of habitable structures, State Responsibility Area, and people. Projects should be designed to reduce greenhouse gas emissions during project activities and over time through wildfire reduction. In order to be most effective, multiple funding sources should be leveraged from each of the partners involved in projects, and priority will be given to projects that contain matching funds and leverage other financial resources. Projects that benefit or focus on assisting those with special needs (i.e. low income, disabled, or elderly) will receive additional priority, as will projects that demonstrate a carbon benefit by reducing the carbon emissions during the implementation of the project. Disadvantaged communities and low-income communities as defined by Assembly Bill 1550 (Gomez) (Stats. 2016, Ch. 369) will also be given preference. Designation can be determined using the process in Appendix K.

CAL FIRE will provide technical expertise and management oversight of grants but may not be the primary agency or applicant in projects.

## **Qualifying Project Types and Activities**

The Fire Prevention Grants Program funds three types of activities: hazardous fuel reduction, fire prevention planning, and fire prevention education. Examples of qualifying projects and activities are listed below.

## **Hazardous Fuel Reduction**

- Vegetation clearance in critical locations to reduce wildfire intensity and rate of spread.
- Creation or maintenance of fuel breaks in strategic locations, as identified in CAL FIRE Unit Fire Plans, a Community Wildfire Protection Plan, or similar strategic planning document.
- Removal of ladder fuels to reduce the risk of crown fires.
- Creation of community-level fire prevention programs, such as community chipping days, roadside chipping, and green waste bin programs.
- Selective tree removal (thinning) to improve forest health to withstand wildfire.
- Modification of vegetation adjacent to roads to provide for safer ingress and egress of evacuating residents and responding emergency personnel.
- Reduction of fuel loading around critical firefighting infrastructure, including, but not limited to, fire hydrants, water drafting locations, and staging areas.
- Purchase of fuel modification equipment not to exceed \$250,000 (excluding vehicles).
- Removal of dead and dying trees that pose a threat to public health and safety and meet the following characteristics:
  - Dead and dying trees must be greater than 10” in diameter and 20 feet in height;
  - Dead and dying trees reasonably accessible by equipment/machinery;
  - Dead and dying trees within 300 feet of permanent structures that pose a structural threat to the residence. (This does not include movable or temporary sheds, outbuildings, or carports).
  - Dead and dying trees within 300 feet of serviceable roadways that pose a structural threat to roadways; or public or private infrastructure.
  - Removal of dead or dying trees from existing fuel breaks; or from Tier 2 high hazard zones.

## **Fire Prevention Education**

- Workshops, meetings, materials creation, and other educational activities with the purpose of increasing knowledge and awareness of information that could be used to reduce the total number of wildland fire and acres burned.

## **Fire Prevention Planning**

- Wildfire risk or related mapping.
- Creation of Community Wildfire Protection Plans (CWPP).
- Development of evacuation plans.
- Creation or updates to wildfire mitigation plans.

## **Eligibility, Conditions and Important Points**

### **Applicant Eligibility Criteria:**

Eligible applicants include, but are not limited to, the following:

- State Agencies
- Native American Tribes
- Local government within or adjacent to State Responsibility Area (SRA), including:
  - Incorporated Cities and Counties
  - Fire Districts
  - Community Services Districts
  - Water Districts
  - Resource Conservation Districts
  - Special districts
- Fire Safe Councils with a 501(c)(3) designation
- Other non-profit organizations with a 501(c)(3) designation such as Certified Local Conservation Corps

In situations where a local government has contracted with CAL FIRE for fire protection services, CAL FIRE is considered a local government for purposes of this grant program.

Applicants may not be one of the following:

- A privately held for-profit company or corporation.
- Individual landowners requesting a grant specifically for a project to be completed on only his/her own land.
- Homeowners associations or other associations unless they have 501(c)(3) non-profit status. These groups should consider applying through a fiscal sponsor such as a county or a 501(c)(3).

### **Examples of eligible costs include:**

- Evaluation and identification of dead or dying trees posing an imminent threat to the public rights-of-way and public or private infrastructure, or Tier 2 high hazard zones by a certified arborist or Registered Professional Forester (RPF).
- Removal of dead, dying or diseased trees posing an imminent threat to public rights-of-way and public infrastructure, which may include trees on private property.
- Contracted tree removal, transportation, holding site fees, and disposal.
- Costs that are necessary and prudent to the accomplishment of the project.

### **Examples of non-eligible costs include:**

- Removal of trees from private property that do not pose an imminent threat to public health and safety.
- Costs associated with improvement of landscaping, including planting.

- Costs that are not directly associated with the project and/or in excess of 12% indirect costs.
- Costs already funded or budgeted through another source (i.e. supplanting).
- Income, fees, revenues, or wages lost or voluntarily waived by a local agency.
- Activities or costs associated with permanent work such the construction of a biomass facility.

**Examples of non-qualifying project types and activities:**

- Purchase of capital equipment greater than \$250,000.
- Purchase of capital equipment without demonstrating how the equipment will be utilized.
- Installation, creation, upgrade, or maintenance of fire protection features, such as roads, bridges, structures or water storage facilities.
- Any project submitted by a for-profit company or corporation.
- Projects or activities utilizing CAL FIRE staff without corresponding reimbursements or requests seeking funding for services already provided by CAL FIRE.
- Removal of dead and dying trees that do not pose a threat to public health and safety, and, are not located in Tier 2 high hazard zones.

**\*\*Grant activities must be completed by March 15, 2024. \*\***

**Conditions**

1. Grants can be made only to “eligible” applicants.
2. Projects must provide benefits to habitable structures in the State Responsibility Area (SRA). Non-SRA lands may be included within project boundaries, but project activities must provide a benefit to SRA.
3. Projects utilizing partners must provide a letter of support/commitment from the entity as proof that they have contacted the entity and that the entity has the required resources (if needed) toward the project.
4. Fire Prevention qualifying projects and activities are limited to those where the proposed project or activity addresses the risk or potential impact of wildfire to communities and forested landscapes.
5. Applicants must consider greenhouse gas emissions of project activities and plan to reduce emissions as much as possible during project activities.
6. Grantees must have the ability to satisfactorily plan, administer, and complete a grant project.
7. For some projects, the grantee may be required to prepare a California Environmental Quality Act (CEQA) or National Environmental Policy Act (NEPA) document. Those projects requiring CEQA/NEPA review are required to provide

documented compliance within 12 months from the grant execution.  
CEQA/NEPA compliance must begin immediately after grant execution.  
**Documented CEQA/NEPA compliance is required prior to commencing any on-the-ground activity.**

8. Fire Prevention grant projects are eligible to qualify for CEQA suspension pursuant to the Governor's 10-30-2015 Emergency Proclamation if the applicant certifies the following:
  - a. The project is located within a High Hazard Zone; and
  - b. The project is removing dead and dying trees that pose a threat to public health, safety, or located in Tier 2 high hazard zones, and
  - c. The removal of dead and dying trees will comply with the Tree Mortality Task Force (TMTF) Guidelines for removal of dead and dying trees dated March 1, 2016, see Appendix A – CEQA Compliance.

CAL FIRE, in its sole discretion, must concur with the certification of the above conditions.

9. Projects proposed on a "forested landscape," as defined in Public Resources Code (PRC) §754, will require an RPF to design and oversee any fuel hazard reduction vegetation removal, as defined in PRC §753, copied below. The RPF will conduct at least one site visit during active project operations to ensure vegetation removal is being conducted according to the prescription. An RPF is not required to provide the general project information required in the Scope of Work during the grant application phase, but the applicant must demonstrate how CEQA/NEPA compliance will be met, including RPF involvement, in Item E4 of the Project Scope of Work and include this cost in the budget if applicable.

*PRC §753 - "Forestry," as used in this article, refers to the science and practice of managing forested landscapes and the treatment of the forest cover in general, and includes, among other things, the application of scientific knowledge and forestry principles in the fields of fuels management and forest protection, timber growing and utilization, forest inventories, forest economics, forest valuation and finance, and the evaluation and mitigation of impacts from forestry activities on watershed and scenic values, to achieve the purposes of this article. The practice of forestry applies only to those activities undertaken on forested landscapes. The professions specified in Section 772 are not practicing forestry when mitigating or recommending mitigation of impacts from previous forestry activities on related watershed or ecological values within their area of professional expertise or when recommending those mitigations for proposed timber operations. However, public and private foresters are required to be licensed pursuant to this article when making evaluations and determinations of the appropriate overall combination of mitigations of impacts from forestry activities necessary to protect all forest resources.*

*PRC §754 - "Forested landscapes" means those tree dominated landscapes and their associated vegetation types on which there is growing a significant stand of tree species, or which are naturally capable of growing a significant*



*stand of native trees in perpetuity, and is not otherwise devoted to nonforestry commercial, urban, or farming uses.*

10. Projects outside of a “forested landscape” should consider the use of a professional ecologist, biologist, certified rangeland manager, arborist, RPF, or other professional with knowledge of local ecosystem processes to develop an appropriate fuel hazard reduction removal project.
11. Fuel reduction vegetation treatment prescriptions shall focus on reducing fire hazard, improving tree growth, and increasing forest resilience. Treatments shall eliminate the vertical and horizontal continuity of vegetative fuels for the purpose of reducing the rate of fire spread, duration and intensity, fuel ignitability, or ignition of tree crowns.
12. Required project deliverables for all hazardous fuel reduction projects to be included in Item E3 of the Project Scope of Work:
  - a. Pre-and post-treatment description of site conditions and project results relative to hazardous tree or vegetative conditions, wildfire hazard reduction goal accomplishments, and pre-and post-dead and dying tree counts or measurable metric for evaluation of the project (such as number of acres treated).
  - b. GIS data files supporting the project map to allow CAL FIRE to accurately document the spatial extent of the project.
  - c. Documented CEQA/NEPA compliance within 12 months of grant execution. This includes CEQA or demonstration of exemption.
13. Grant applications must describe the method used to determine the grant amount requested. This methodology must include the grant costs less any income from forest products or other revenues received from the grant implementation.
14. All project and activity work related to grants must be completed by March 15, 2024.
15. Final invoices for grant-related work must be submitted to CAL FIRE no later than April 15, 2024.
16. Projects must demonstrate all efforts to reduce greenhouse gas emissions. Projects most likely to have significant emissions reductions will be favored.

## **Important Points**

1. Each application should focus on one or more of the following major activities:
  - Fire Prevention Education
  - Fire Prevention Planning
  - Hazardous Fuels Reduction/Removal of Dead and Dying Trees

2. **Submission of Application is due [by December 4, 2019 at 3:00 PM PST](#).**
3. No reimbursable work on the proposed Fire Prevention Grant projects may commence until there is a fully executed agreement between CAL FIRE and the Applicant.
4. All work on the proposed Fire Prevention grant project must be completed by March 15, 2024 if awarded.
5. No ground disturbing work may commence until the requirements of CEQA/NEPA have been satisfied or the applicant has certified the tree mortality project per Appendix A.
6. Agreements must be executed under this grant opportunity by August 31, 2020.
7. For hazardous fuel reduction and tree removal grants, the CAL FIRE Unit, Contract County (when grantee is an entity [like a city, etc.] within the Contract County) or designee must be contacted to conduct an inspection of the modification efforts prior to invoicing CAL FIRE for completed work. CAL FIRE, Contract County or designee will conduct an inspection to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described in the grant documentation. The grantee will submit the invoice to the CAL FIRE Unit, Contract County or designee and subsequently forwarded to Region Headquarters for the second review. The region will then forward to Sacramento Headquarters for subsequent approval of payment. Reimbursement payments are expected to be issued 45 calendar days from the time an acceptable invoice is submitted.
8. When a Contract County is the grantee of a hazardous fuel reduction and/or tree removal grant, the Contract County must contact the CAL FIRE Administrative Unit to conduct an inspection of the modification efforts prior to invoicing the CAL FIRE Administrative Unit for completed work. The CAL FIRE Administrative Unit or designee will conduct an inspection to verify that work to be invoiced has been satisfactorily completed according to the deliverable items described in the grant documentation. The invoice will be forwarded to the CAL FIRE Administrative Unit and subsequently forwarded to Region Headquarters for the second review.
9. A resolution or attesting document is required for all Fire Prevention grants that involve nonprofit organizations and local government entities such as Fire Protection Districts and Resource Conservation Districts. The attestee cannot be the same individual as designated by the board to sign the agreement. Please refer to the sample resolution (Appendix B).

Note: Where the line indicates 'whereas, the Board designates (designee's title)', list the title rather than an individual's name. In the event the individual retires or leaves the organization, a new resolution designating a replacement will be required if a name is listed rather than the working title. The resolution should name the designee for not only entering into agreements on behalf of the board but also the authorized signatory for invoices.

10. The Fire Prevention grants are not designed nor intended to create or substantially support ongoing administrative positions.
11. A Quarterly Progress Report is required and will be due to the CAL FIRE Unit Project Manager within 30 days at the end of every calendar quarter, i.e. report covering January through March is due no later than April 30<sup>th</sup> (even if no fiscal activity has occurred):
  - The Progress Report Template.docx form found online at <http://www.fire.ca.gov/grants/fire-prevention-grants/>
12. A Final Report is required and will be due to the CAL FIRE Unit Project Manager within 30 days of the grant expiration or along with the grant final invoice:
  - The Final Report Template.docx found online at <http://www.fire.ca.gov/grants/fire-prevention-grants/>
13. The inclusion of an indirect or administrative charge is acceptable for these grant programs, but must not exceed 12% of the total amount of grant funds provided to the grantee. Documentation related to the determination of the grantee's indirect cost rate must be retained by the grantee for audit purposes.

## **Prevailing Wage Requirements**

CAL FIRE provides no opinion as to whether projects may be subject to prevailing wages. For determination for prevailing wages, please contact the [Department of Industrial Relations](#). It is the applicants responsibility to budget for prevailing wages in their project cost when applicable.

## **Greenhouse Gas Emissions Requirements**

California Climate Investments administered by CAL FIRE through the Forest Health, Fire Prevention, and Urban and Community Forestry Programs contribute to California's climate goals by reducing emissions from wildfires, stabilizing long-term storage of carbon in biomass, and improving carbon sequestration in California's natural and working forests.

In terms of direct emissions benefits, the objectives of the Fire Prevention Grants Program are to:

- Reduce fire hazard in and near communities and infrastructure that provides a direct benefit to SRA.
- Improved health and resilience of treated areas for increased carbon sequestration.
- Support community wildfire planning and facilitate plan implementation.
- Improve public awareness and reduce human ignitions.

Because the intent of the program is to reduce the likelihood of wildfire from places where fire is not tolerable on the landscape – communities, homes, infrastructure, and other highly valued resources, these objectives are achieved most directly through avoided wildfire emissions. Eliminating wildfire starts, catching wildfires before they

propel into wildland areas, and facilitating firefighting efforts and safety all contribute to reduced wildfire emissions over time. The Fire Prevention Grants Program also includes support for planning, such as development of Community Wildfire Protection Plans, and education programs that promote fire-safe communities to capture the benefits and synergy of collective, community-wide efforts.

However, fuel reduction activities also release greenhouse gas emissions at the time of treatment, and CAL FIRE must balance emissions costs and benefits of the Fire Prevention and Forest Health Programs to comply with the law. Minimizing emissions of fuel treatment activities, using disposal methods other than open burning, and optimizing vegetation health options in the development of treatment prescriptions are important steps in project development to achieve balanced emissions costs and benefits.

Awardees will be required to submit information about project size, vegetation type, location, and prescription so that CAL FIRE staff may complete emissions calculations for the project. Calculations will be completed using an existing methodology produced by CAL FIRE and the California Air Resources Board for the Forest Health Program. Emissions effects of activities that do not fit the existing methodology will be described in detail.

The review process will include consideration of project activities for emissions benefits.

## **Review and Evaluation Factors**

### **Review Process**

Applications will be reviewed by CAL FIRE. The application review involves three levels:

- **Local** – CAL FIRE Units & Contract Counties
- **Regional** – CAL FIRE Northern and Southern Regional Offices
- **Statewide** – Statewide review team. The statewide review team will prepare a list of recommended projects and activities for consideration by the Director of CAL FIRE. The Director will make decisions on approved projects and activities taking into consideration the recommendations of the statewide review team.

Emphasis at each level will be placed on projects and activities that address risk and potential impact of wildfire to communities and forested landscapes.

Additionally, to the extent possible, a project or activity will not be selected if it conflicts or competes with another proposed or approved project.

### **Evaluation Factors (Ranking Criteria)**

In evaluating applications, CAL FIRE is seeking information that allows it to consider the following factors:

1. The grant application clearly identifies the focus of the grant as Fire Prevention Education, Fire Prevention Planning, Hazardous Fuels Reduction and Removal of Dead or Dying Trees.
2. The project/activity addresses risk and potential impact of wildfire.
  - The project/activity is fully defined with metrics to measure progress and completion.
  - The project/activity includes Fire Hazard Severity Rankings and indicates areas and their relative proportion of Very High, High and Moderate Fire Hazard Severity Zones as adopted by the Director and identified in the CAL FIRE map located at <https://egis.fire.ca.gov/FHSZ/>
  - The proposed project/activity is located near or substantially includes communities and forests at risk to damage from wildland fire in the wildland-urban interface and adequately describes how it will address the risk and/or potential impact of wildfire.
  - The project protects other assets related to communities in wildland-urban interface at risk of impact from wildfire. This includes community infrastructure such as, buildings, domestic and community water supplies, power lines, and communications facilities. If the project/activity does involve community infrastructure, it must explain how it will address the risk and/or impact of wildfire to these assets.
3. The project/activity is related to or part of one or more strategic plans or tree removal plans:
  - The project/activity is included in or consistent with one or more of the following plans:
    - CAL FIRE Unit, Contract County Fire Plan, Local Fire Plan, a Community Wildfire Protection Plan (CWPP), tree removal plan, Fire Safe Council Action Plan, FIREWISE Community Assessment, or other local plan (identified in Scope of Work) that addresses the risk and possible impact of wildfire.
  - The project/activity proposes to create, or update, a long-term fire hazard reduction planning document affecting or involving communities in the wildland-urban interface, such as a CWPP, Community Evacuation Plan, or other strategic planning document.
  - The Fire Prevention project removes hazardous trees in collaboration with other entities, other funding sources, or as part of a larger tree mortality project.
  - The project/activity takes into account other high priority projects in the last five years in the Unit/Contract County (approved – but not started, in progress, or completed) and adds to those efforts.
  - The project/activity will lead to the completion of a high priority project in one or more of these plans which will tie to other projects.
  - The project/activity strategically advances the protection of *Wildland Urban Interface* across a Region and/or the State.
4. The applicant has taken steps to reduce emissions as much as possible, such as chipping or mulching removed vegetation rather than burning it, or disposing of

material through biomass markets. The applicant is willing and able to work with CAL FIRE staff during implementation to calculate project emissions.

5. Community support exists.
  - The project/activity includes plans for external communications, such as planned press releases, project signage, community meetings or field tours that all, or in part, reach owners and residents in the wildland-urban interface.
  - Written public support has been expressed or obtained.
  - Written Letters of Commitment from partnering entities are submitted with application.
  - Please note that although matching funds are not required, the existence of matching funds is a positive factor.
6. There is an implementation plan in place.
  - The project/activity includes a detailed timeline that addresses potential limitations and includes specific tasks and milestones to measure progress during project implementation.
  - The project/activity includes an accurate set of deliverables that are measurable and attainable.
  - The project/activity is fully defined with metrics to measure progress and completion.
7. The detailed budget is clear and reasonable.
  - The proposed budget shows how grant funds will be spent.
  - Administrative personnel costs are reasonable for the project/activity proposed and must be 12% or less of the total grant request.
  - Costs are reasonable for the size, scope, and anticipated benefit of the proposed project/activity.
8. There is demonstrated capacity to administer the grant.
  - The applicant shows an acceptable amount of experience in administering grants. This is largely based on successfully administering other grant-funded projects/activities over the past five years. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show capacity to successfully complete the proposed project. This may include partnering with a more experienced organization that can provide project support.
  - Discuss successes and administration of previously awarded CAL FIRE grants or grants administered by the applicant for other granting agencies.

## **Application Process and Project Administration**

The overall application process for the Fire Prevention Grant is a four-stage process.

Stage 1- Project Application: [Due no later than December 4, 2019 at 3:00 PM PST.](#)

During the Project Application stage, applicants will submit a detailed application.

Stage 2- Grant Selection: March 2020

Applicants will be notified at this stage.

Stage 3- Grant Agreement: Due no later than August 31, 2020.

During the Grant Agreement stage, the project applicant will prepare and provide additional administrative detail for the complete agreement package.

Stage 4- Grant Award: September 2020.

In the Grant Award stage, official signatures are submitted and the grant is awarded.

**Stage 1 - Project Application - [Due December 4, 2019 at 3:00 PM PST](#)**

**Step 1 – Request Project Tracking Number:** Prior to applying, interested applicants will need to request a Project Tracking Number.

Applicants need to request a Project Tracking Number by emailing one of the following:

[CNRgrants@fire.ca.gov](mailto:CNRgrants@fire.ca.gov) (Northern Region Contact)

[SouthernRegionGrantsProgram@fire.ca.gov](mailto:SouthernRegionGrantsProgram@fire.ca.gov) (Southern Region Contact)

[CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov) (Sacramento)

Applicant **MUST** specify which grant application they are requesting the tracking number for.

The request shall include:

- The name of the grant program (Fire Prevention)
- The applicant organization name
- The name of the CAL FIRE Unit the project or activity will be located in
- The name of the project (if available).
- Email Address(es) of individuals that will need access to the box.com which is where the online application and supporting documentation will be uploaded.
- NIFC/Organizational account username (if available). If no NIFC/Organizational account username exists please provide:
  - First Name
  - Last Name
  - Email Address
  - Grant Location in either Southern California or Northern California (please see following chart).

Unit Name	Unit ID	Region	Unit Name	Unit ID	Region
Amador-El Dorado	AEU	Northern	Fresno-Kings	FKU	Southern
Butte	BTU	Northern	Kern County	KRN	Southern
Humboldt-Del Norte	HUU	Northern	Los Angeles County	LAC	Southern
Lassen-Modoc	LMU	Northern	Madera-Mariposa-Merced	MMU	Southern
Marin County	MRN	Northern	Orange County	ORC	Southern
Mendocino	MEU	Northern	Riverside	RRU	Southern
Nevada-Yuba-Placer	NEU	Northern	San Benito-Monterey	BEU	Southern
San Mateo-Santa Cruz	CZU	Northern	San Bernardino	BDU	Southern
Santa Clara	SCU	Northern	San Diego	MVU	Southern
Shasta-Trinity	SHU	Northern	San Luis Obispo	SLU	Southern
Siskiyou	SKU	Northern	Santa Barbara County	SBC	Southern
Sonoma-Lake-Napa	LNU	Northern	Tulare	TUU	Southern
Tehama-Glenn	TGU	Northern	Tuolumne-Calaveras	TCU	Southern



CAL FIRE Northern Region	CNR	Northern	Ventura County	VNC	Southern
Statewide			CAL FIRE Southern Region	CSR	Southern

**Applicants must request this information as early as possible during the grant application process. Requests that are made less than one week prior to the due date (after November 26, 2019) may not be considered. Requests that do not include a CAL FIRE assigned tracking number will not be considered.**

You will receive a tracking number for each application you are submitting as well as a link to a Box.com folder that has been set-up for each application. You will need to accept the invitation for each folder and follow account set-up and login instructions. You may share the Box.com folder with other users that need access to update or edit documents within the folder.

## **Step 2 – Electronic Application Submission:**

Upload all documents related to your application to the box.com folder no later than **3:00 PM PST on December 4, 2019.**

Please note:

- Late submissions will be rejected. No exceptions. Late is defined as: after 3:00 PM PST on the due date according to the file date stamp on Box.com. In order to avoid possible issues uploading documents (such as internet connectivity and internet speed), applicants are highly encouraged to upload their documents as early as possible.
- Please ensure you have retained a copy of all documents saved to Box.com for your own records. All user access to the Box.com folders may be revoked after 3:00PM PST on the due date.
- University of California and California State Universities are required to submit their application using the Model Agreement Template. The template can be found on the Department of General Services' website [here](#).

Applicants will submit a complete project application package. The project application package consists of several attachments. These attachments are described in more detail in Appendix D of this Procedural Guide. A completed Project Application Package must include the following:

1. Attachment 1 – Grant Application (Uploaded in a fillable PDF format as well as a scanned signed copy of the signature page. Do not modify the application form.)
2. Attachment 2 – Scope of Work (refer to Appendix F)
3. Attachment 3 – Proposed Project Budget in Excel format (refer to Appendix G)
4. Attachment 4 – Project map (refer to Appendix H)

5. Attachment 5 – Payee Data Record Standard Form 204
6. Attachment 6 – Articles of Incorporation including the Seal from the Secretary of State or Letter of determination or Affirmation from the Internal Revenue Service (for non-profit applicants only)
7. Attachment 7 – Board Resolution granting authority to sign
8. Attachment 8 – Fire Prevention Grant Project/Treatment Area Mapping Program (refer to Appendix L).
9. Attachment 9 – State of California Non-Discrimination Compliance (Std. 19) see Appendix I.
10. Attachment 10 – State of California Drug-Free Workplace Certification (Std. 21) see Appendix I.
11. Attachment 11 – Exhibit A and B of the University Model Agreement (only required for UCs, CSUs and their auxiliary entities that require the use of the University Model Agreement).

Attachments 1-4 become part of the Grant Agreement Package in Stage 2. Complete these attachments accurately to avoid delays due to corrections and revisions prior to final approval. If revisions are necessary during Stage 2, then the revised Attachments 1 - 4 will be used in final documents agreed upon by the State and the Applicant as part of the final Grant Agreement. (Exception: Attachment 11 will be used in lieu of Attachment 2 and 3 for UCs, CSUs and auxiliary entities. However, Attachment 2 and 3 shall contain the same SOW and Budget amounts and will be used for scoring purposes.)

## **Stage 2 - Grant Selection – [December 2019](#)**

Sacramento staff will review the project application packages for completeness and determine if the project/activity meets the objectives of the program. Applications found to meet these criteria will be sent to the appropriate locations to start the review process. Notification of grants selected for funding is anticipated to be sent to the applicant on December 2019. The notification package for successful grant applicants will include all required grant agreement forms and instructions.

## **Stage 3 - Completed Grant Agreements - [Due March 31, 2020](#)**

Upon receipt of the Grant Agreement package, all applicants shall print and sign the two original signature grant agreements and submit them with a copy of Attachments 1-4.

The complete Grant Agreement package shall include a complete set of the following:

- The Grant Agreement with Terms and Conditions - 2 copies with original signatures
- Attachment 1 - Final Grant Application
- Attachment 2 - Final Scope of Work
- Attachment 3 - Final Project Budget
- Attachment 4 - Project Map

Applicants shall return original signed agreements and any additional information required following the instructions provided in the Grant Agreement correspondence. Applicants are strongly encouraged to turn them in as soon as possible. Grant packages not completed and/or not received by this deadline may not be eligible for funding.

## **Stage 4 - Grants Awarded – [By April 2020](#)**

Once the grant agreement is received and signed by the appropriate officer at CAL FIRE, the approval process is complete. All Agreements must be signed and submitted per deadlines established by CAL FIRE.

A CAL FIRE designee will be named as the designated contact. The CAL FIRE designee will work through the Region Program Manager on issues as necessary regarding the grant project. The CAL FIRE designee will conduct periodic and final inspections to ensure compliance with the project plan and environmental rules and regulations.

CAL FIRE may perform an audit of completed projects and activities as described on page 20 under “State Audit.”

**Grant Termination Date:** - All project and activity work related to the grant must be completed by the Project Completion Date identified in the application or no later than **March 15, 2024.**

### **Project Amendments and Termination**

After Project commencement, an Agreement may be amended by written consent of both the State and Grantee. An agreement may be terminated by the State or Grantee upon providing written notice thirty (30) days in advance of termination to the other party.

### **Changes to Approved Project**

A grantee wishing to change the scope of an approved project at any stage shall submit the proposed change in writing to CAL FIRE for review and subsequent approval in writing. Any change must be consistent with the need cited in the original application and authorizing legislation. Any modification or alteration in the Project as set forth in the Grant Project Scope of Work on file with the State must be submitted to the State for prior approval.

- Budget category modification less than five percent (5%) of an item description should be addressed in quarterly progress reports.
- Budget category modification greater than five percent (5%) and up to ten percent (10%) of an item description in the Project Budget may be increased or decreased through reallocation of funds from another item description(s). Email notification to the Unit with an Approved Revised Project Budget is required prior to conducting modified activities. The Grantee shall notify the REGION in writing and a revised Project Budget identifying both the item(s) being increased and those being decreased.
- Budget category modification greater than ten percent (10%) of an item description in the Project Budget may be increased or decreased through

reallocation of funds from another item description(s). The Grantee shall notify CAL FIRE in writing and submit a revised Project Budget Spreadsheet identifying both the item description(s) being increased and those being decreased. A formal amendment agreement will be issued to the grantee upon CAL FIRE approval.

The Grantee shall notify the STATE in writing in project progress reports when any such change and/or reallocation is made.

## **Accounting Requirements**

The Grantee shall maintain an accounting system that follows Generally Accepted Accounting Principles. The accounting system must accurately reflect fiscal transactions, using the necessary controls and safeguards. This system shall provide an adequate audit trail, including original source documents such as receipts, progress payments, invoices, purchase orders, time cards, canceled checks, etc. The system shall also provide accounting data so the total cost of each individual project can be readily determined. These records shall be retained by the Grantee for a period of three years after final payment is made by the State or one year after final disposition of any disputed audit findings, whichever occurs later unless it is the grantee's policy to retain records for a longer duration. **Avoid audit exceptions – keep accurate records.**

## **Loss of Funding**

The following are examples of actions that may result in a Grantee's loss of funding: (Not a complete list)

- Grantee fails to obtain a Grant Agreement.
- Grantee fails to use all of its allocation.
- Grantee withdraws from the grant program.
- Grantee fails to complete the funded project (conform substantially to the Agreement).
- Grantee fails to submit all documentation within the time periods specified in the Grant Agreement.
- Grantee fails to submit evidence of CEQA/NEPA compliance within 12 months of the execution of the agreement as specified by the Grant Agreement.
- Grantee changes the project scope without the approval of the State.
- Grantee or the State terminates the project by written notice 30 days in advance.
- Activities that would lead to the project not achieving a GHG Reduction

## **Eligible Costs**

Project costs must be consistent with the approved project and incurred during the performance period as specified in the Grant Agreement.

<b>Budget Item</b>	<b>Eligible Cost</b>	<b>Required Documentation</b>
Salaries and Wages	Salaries and wages of employees employed by the grantee who is DIRECTLY engaged in the execution of the grant project. Limited to actual time spent on the grant project. Examples of expenditures include time-related to site visits and project monitoring and completion of reporting related to the grant project. Staff time related to accounting, business services, etc. are allowed only if those functions are not included in the grantee's overhead cost.	Timesheets or similar documentation detailing days and hours worked on the project. Payroll documentation should show a nexus between time worked on the project and wages paid to the employee after the fact.
Benefits	Employer contribution share of fringe benefits associated with employees (paid from salaries and wages Budget Item) who are directly engaged in the execution of the grant project. This will include Social Security, Medicare, Health Insurance, Pension Plan costs, etc. as applicable for the specific employee.	Same documentation as Salaries and Wages.
Contractual	Direct consultant and contractual services necessary to achieve the objectives of the grant. Examples of contractual costs will be RPF supervision/certification, professional/consultant services (the costs of consultant services necessary for project planning and implementation), fire prevention contractor, etc. Procurement of contractual services should be documented to ensure selection on a competitive basis and documentation of price analysis.	Invoices from consultant/contractor identifying expenditure, services performed and period of services. Documents related to consultant/contractor selection analysis shall be kept by the Grantee but available for audit purposes.
Travel	Travel cost associated with travel to and from project sites, meetings, etc. directly related to the grant project and must be considered reasonable and necessary for the completion of the project. Reimbursement rates shall be consistent with the grantee's written travel policy. Absent a written policy, per diem shall not exceed the California	Receipts identifying travel cost (i.e. lodging, rental cars). Mileage must be documented by either employee travel claims that are signed by the employee or vehicle mileage logs for vehicles owned by the Grantee. Per Diem must be documented by employee travel claims.

	<p>Standard Per Diem Rate allowable by the <a href="#">U.S. General Services Administration</a>.</p> <p>Mileage rates shall not exceed the rates allowable by <a href="#">IRS</a>.</p>	
Supplies	<p>Supplies that are used in the direct support of the project are allowable. Supplies exceeding \$500 per unit cost shall be documented to ensure procurement of supplies on a competitive basis and documentation of price analysis.</p>	<p>Receipts identifying item purchased, cost, and date of purchase. Documentation related to price analysis of procurement of supplies exceeding \$500 shall be kept by the Grantee and made available for audit purposes.</p>
Equipment	<p>Equipment is an item exceeding \$5,000 or more per unit cost and has a tangible useful life of more than one year. The cost to lease equipment to use in the grant project may be charged to the grant. Use of equipment owned by the grantee may be charged to the grant at a rate set by the California Department of Transportation "Labor Surcharge and Equipment Rental Rate" guide ("<a href="#">Labor Surcharge and Equipment Rental Rate</a>" <a href="#">guide</a>). Purchase of equipment using grant funds is allowable only with prior approval by CAL FIRE. A cost-benefit analysis to justify the cost of purchasing equipment versus leasing must be provided. Procurement of equipment must be done on a competitive basis and include documentation of price analysis. The grantee must include in the application package the proposed use and maintenance plans for equipment after the performance period of the grant. Disposition of equipment beyond the project performance period is subject to CAL FIRE approval. If grantee fails to complete grant and/or dissolves during grant, equipment shall be returned to CAL FIRE. Equipment shall not be used as collateral or other means.</p>	<p>Cost of leased equipment charged to the grant must be substantiated with receipts identifying equipment leased, dates equipment was leased, lease rate and total cost. Use of Grantee equipment must be substantiated with an equipment usage log that identifies the equipment used, rate, and total rental cost. Cost of equipment purchased shall be substantiated by purchase receipt. Documentation related to price analysis of procurement of equipment shall be kept by the Grantee and made available for audit purposes. Disposition of the equipment must be approved by CAL FIRE in writing at the end of the grant term.</p>
Other	<p>Other costs that do not fit in any of the above categories. The cost must be directly related to the grant project. A cost (such as rent, utilities, phones,</p>	<p>Invoices or receipts identifying the item and cost charged to the grant.</p>

	general office supplies, etc.) that must be apportioned to the grant is considered indirect cost unless written justification is submitted and approved by CAL FIRE.	
Indirect Costs	Indirect Costs are costs associated with doing business that are of a general nature and are incurred to benefit two or more functions within the grantee organization. These costs are not usually identified specifically in the grant agreement, project, or activity, but are necessary for the general operation of the organization. Examples of overhead costs include salaries and benefits of employees not directly assigned to a project; functions such as personnel, accounting, budgeting, audits, business services, information technology, janitorial, and salaries of supervisors and managers; and rent, utilities, supplies, etc. Functions included as direct versus indirect costs must be applied consistently for all activities within the grantee organization, regardless of fund source. The maximum allowable indirect charge for this grant program is 12%.	Applied on a percentage (%) basis on direct costs except for equipment. Documentation related to the determination of the grantee's indirect cost rate must be retained by the grantee for audit purposes.

**Ineligible Costs**

The following are costs ineligible for reimbursement under the grant:

- Costs incurred before or after the project performance period.
- Cost of preparing a grant and application.
- Late fees, penalties, and bank fees.

**Payment of Grant Funds**

Funds will be disbursed only once there is a fully executed Grant Agreement between the CAL FIRE and the Grantee. Except in those cases where CAL FIRE authorizes advanced payments, all payments will be made on a reimbursement basis (i.e., the Grantee is invoiced for services, products or supplies; invoices CAL FIRE for same; and is reimbursed by the State upon approval of the invoice). Grantees are instructed to use an invoice form consistent with the invoice guidance in Appendix C when requesting payment of any type. No work prior to or after the grant period will be reimbursable.

The grantee will submit to CAL FIRE an invoice form consistent with invoice guidance in Appendix C when requesting payment of any type and to include appropriate documentation to support the costs (e.g., paid vendor receipts, payroll documents, other back-up documentation of expenses). An invoice template is available here: <http://www.fire.ca.gov/grants/fire-prevention-grants/>

CAL FIRE may conduct a spot inspection to verify that work invoiced has been satisfactorily completed. If an invoice is incomplete or non-reimbursable, it will be returned to the grantee.

## **Advance Payments**

Advance payments may be considered for nonprofit organizations, local agencies, special districts (including RCDs), private forest landowners, and Native American Tribes. Advance payments are solely at CAL FIRE's discretion and eligibility expires January 1, 2024.

A written request must be submitted identifying how funds may be used over a six-month period. No single advance payment shall exceed 25% of the total grant award. Advances must be fully utilized within a six-month period unless additional time is approved by CAL FIRE. No additional advances may be requested until acceptable documentation is received by CAL FIRE that the previous advance has been fully exhausted on eligible expenses. In addition, an accountability report must be submitted to CAL FIRE to every four months upon receipt of funds.

CAL FIRE processes for approving and managing grant advances are subject to change.

## **State Audit**

Upon completion of the project, the State may audit the project records. A project is considered complete upon receipt of the final grant payment from the State. The purpose of the audit is to verify that project expenditures were properly documented. Any audit would be requested by the State after the final payment request has been received and all project transactions have been completed.

If your project is selected for audit, you will be contacted at least 30 days in advance. The audit should include all books, papers, accounts, documents, or other records of the Grantee, as they relate to the project for which state funds were granted. Projects may be subject to an audit at any time for up to three years after project completion. In an effort to expedite the audit, the Grantee shall have the project records readily available, including the source documents, and canceled warrants. The Grantee shall also provide an employee having knowledge of the project and the accounting procedure or system to assist the state auditor. The Grantee shall provide a copy of any document, paper, record, or the like as requested by the State Auditor.

All project records must be retained by the Grantee for a period of not less than one year after the state audit or after final disposition of any disputed audit findings.



Grantees are required to keep source documents for all expenditures related to each grant for at least three (3) years following project completion and one year following an audit unless the grantee has a longer retention policy.

## **EXPLANATION OF TERMS**

<b>TERM</b>	<b>EXPLANATION</b>
<b>Agreement</b>	A legally binding agreement between the State and another entity.
<b>Amendment</b>	A formal modification or a material change of the Agreement, such as term, cost, or scope of work.
<b>Applicant</b>	The entity who has submitted an Application requesting grant funds.
<b>Application</b>	The individual application form identified as Appendix E and its required supporting attachments for grants pursuant to the enabling legislation and/or program.
<b>Appropriation</b>	A Legislative budget authorization from a specific fund to a specific agency or program to make expenditures or incur obligations for a specific purpose and period of time.
<b>Authorized Representative</b>	The designated position identified in the Resolution as the agent to sign all required grant documents including, but not limited to, Grant Agreements, Application forms, and payment requests.
<b>CEQA</b>	The California Environmental Quality Act as stated in the PRC § 21000 et seq.; Title 14 California Code of Regulations (CCR) §15000 et seq. CEQA is a law establishing policies and procedures that require agencies to identify, disclose to decision makers and the public, and attempt to lessen significant impacts to environmental and historical resources that may occur as a result of the agency's proposed Project. For more information refer to <a href="http://resources.ca.gov/ceqa/">http://resources.ca.gov/ceqa/</a> .
<b>Consultant Services</b>	Services which provide a recommended course of action or personal expertise, such as accounting or a Registered Professional Forester (RPF).
<b>Contractor</b>	An entity contracting with the grantee for services and generally receives a form 1099 for tax purposes.
<b>Direct Costs</b>	Expenses of doing business that are directly attributable to the Project. Examples of direct costs are salaries and benefits of employees directly associated with a Project or expenses of items used directly by the Project.

<b>Employee</b>	Individuals employed directly by the grantee and generally receives a W-2 for tax purposes.
<b>Encumbrance</b>	A commitment of funds guaranteeing a source of payment for a specific Agreement.
<b>Execution of an Agreement</b>	The act of signing an Agreement, which provides a legal basis for required performance by parties to the Agreement.
<b>Grantee</b>	The entity that has an executed Grant Agreement for the award of grant funds.
<b>Indirect Costs</b>	Expenses of doing business that are of a general nature and is incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, Grant Agreement, Project or activity, but are necessary for the general operation of the organization. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, janitorial; and salaries of supervisors and managers.
<b>Modification</b>	An Agreement modification is an informal agreement that moves dollars in the line item and task budgets not to exceed 10% of total grant amount; changes deliverable due dates, or makes a minor change in the work in accordance with the intent of the legislation. It does not require a formal amendment of the grant agreement. See page 16 for further requirements.
<b>Non-Profit Organization</b>	Any California corporation organized under Sections 501(c) (3) of the Federal Internal Revenue Code. A letter of determination certifying non-profit status will be required prior to Project approval.
<b>Operating Expenses (Direct Cost)</b>	Any cost that can be specifically identified as generated by and in accordance with the provisions or activity requirements of the Agreement.
<b>Payee Data Record (Std. 204)</b>	Form Std. 204, "Payee Data Record" is required for all grant recipients. The form must be submitted in order to establish a vendor number for payment and to have funds encumbered.
<b>Personnel Services</b>	This budgeted amount includes salaries and benefits for wage-earning personnel employed by the Grantee/Contractor (not a subcontractor) and working on the Project.
<b>Project Performance Period</b>	The period of time that the Project Scope of Work costs may be incurred and the work described in the Project Scope of Work must be completed, billed and paid by the State. Only eligible costs incurred during the Project Performance Period will be paid.

<b>Project</b>	The term “Project” means the activity or work to be accomplished utilizing grant funds and match (if applicable).
<b>Project Scope of Work</b>	The term “Project Scope of Work” defines the individual scope of work or activity describing in detail the proposed tasks identified as Attachment 2, as described in enabling legislation and in the Grant Agreement.
<b>Project Budget Detail</b>	The term “Project Budget Detail” defines the proposed detailed budget plan identified as Attachment 3.
<b>Resolution</b>	The purpose of a resolution by a Grantee’s governing body is to allow the entity to sign Agreements and amendments for a specific project; i.e., it allows the designated entity to enter into an agreement with the State of California, and it designates someone to sign on behalf of the Grantee’s governing board. A signed resolution must be submitted at the time the signed grant agreements are returned to CAL FIRE’s Grants Management Unit, Sacramento Headquarters.

## **APPENDICES**

Appendix A: CEQA Compliance

Appendix B: Sample Resolution

Appendix C: Invoice

Appendix D: Check Lists

Appendix E: Project Application

Appendix F: Project Scope of Work

Appendix G: Project Budget Sheet

Appendix H: Project Map

Appendix I: Forms

Appendix J: CalMAPPER

Appendix K: Low Income and Disadvantaged Communities

Appendix L – Fire Prevention Grant Project/Treatment Area Mapping Program

## Appendix A - CEQA Compliance

**NOTE:** Grantee must submit proof of California Environmental Quality Act and/or National Environmental Policy Act compliance within one year of the execution of the grant agreement. To ensure this occurs in a timely manner, the grantee should contact the Department of Forestry and Fire Protection (CAL FIRE) environmental compliance staff as soon as possible after receiving the executed agreement.

### California Environmental Quality Act (CEQA)

Within one year of the execution of the grant agreement and prior to commencing any on-the-ground work, CAL FIRE requires proof of adequate compliance with CEQA. This may be accomplished by one or more of the following methods:

1. Notice of exemption filed with the State Clearinghouse or the county clerk.
2. Initial study and negative declaration or mitigated negative declaration and all associated noticing documents filed with the State Clearinghouse or the county clerk.
3. Draft and final environmental impact report and all associated noticing documents filed with the State Clearinghouse or the county clerk.
4. Timber harvesting permit or notice in compliance with the California Forest Practice Act and Rules for projects that undertake timber operations per Public Resources Code § 4527.
5. Finding of no significant impact-decision notice, categorical exclusion-decision memo or environmental impact statement-record of decision prepared in compliance with the National Environmental Policy Act for projects that are exempt from CEQA pursuant to Public Resources Code § 4799.05(b).
6. Certification that the project qualifies for the limited suspension of requirements of CEQA pursuant to the Governor's October 30, 2015, *Proclamation of a State of Emergency*. Pursuant to paragraph 15 of the Governor's October 30, 2015, *Proclamation of a State of Emergency*, CAL FIRE, in its sole discretion, must concur with the certification by the Grantee.

For exempt projects where the grantee is a public agency, the grantee will be responsible for: (a) preparing the Environmental Review Report for an Exempt Project and notice of exemption; and (b) filing the notice of exemption. For exempt projects

where the grantee is not a public agency (e.g., fire safe council), a public agency will be responsible for (a) preparing the Environmental Review Report for an Exempt Project and notice of exemption; and (b) filing the notice of exemption.

For non-exempt projects where the grantee is a public agency, the grantee will assume the role of lead agency, and CAL FIRE shall assume the role of a Responsible Agency. For non-exempt projects where the grantee is not a public agency (e.g., fire safe council), a public agency will need to assume the role of lead agency. The lead agency is responsible for: (a) performing the necessary environmental effects analysis; (b) preparing environmental documents; and (c) filing associated notices.

The lead agency may require the grantee to prepare, or retain a consultant to prepare, the environmental documents required for demonstrating adequate compliance with CEQA. When CAL FIRE is the lead agency, the grantee must work closely with the department to ensure the environmental documents reflect its independent judgement.

Grantees should ensure they ask for adequate funds for environmental work when applying for grants. When preparing their budgets, grantees should consider the need to contract with appropriate resource professionals to do the necessary environmental effects assessment and document preparation work. This may include biologists, professional archaeologists, air quality experts, registered professional foresters, environmental planners, etc.

For all environmental documents where CAL FIRE is the lead agency, except timber harvesting permits or notices, cultural resources must be assessed per the procedures outlined in *Archaeological Review Procedures for CAL FIRE Projects*, which is available on the CAL FIRE Archaeology Program's [website](#). This will require the project proponent to consult with the appropriate CAL FIRE archaeologist to determine if impacts to cultural resources are possible and what, if any, assessment work will have to be done. This consultation should be done as early in the planning process as possible.

CAL FIRE will review all environmental documents and associated notices for adequate compliance with applicable procedures and CEQA.

## **Limited Suspension of Requirements of the California Environmental Quality Act**

Certain projects may qualify for the limited suspension of the requirements of CEQA pursuant to [Governor Edmund G. Brown Jr.'s October 30, 2015 Proclamation of a State of Emergency](#). The emergency proclamation suspends the requirements of CEQA for purposes of carrying out, among other things, Directive 2, where the state agency with primary responsibility for implementing the directive concurs that local

action is required. In order to qualify for the emergency proclamation's suspension of CEQA, the grantee must meet certain specific criteria.

Grantees wishing to proceed under the emergency proclamation's suspension must certify that all the applicable criteria are met. Pursuant to paragraph 15 of the emergency proclamation, CAL FIRE, in its sole discretion, must concur with the certification by the Grantee. CAL FIRE may assist applicants in determining their eligibility for the proclamation's suspension of CEQA prior to application submission.

# Appendix B - Sample Resolution

**RESOLUTION OF THE (TITLE OF GOVERNING BODY/CITY  
COUNCIL/BOARD OF SUPERVISOR/BOARD OF DIRECTORS) OF  
(CITY/COUNTY/DISTRICT), STATE OF CALIFORNIA**

**Resolution Number:** \_\_\_\_\_

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California **Climate Investment**, which provides funds to the State of California and its political subdivisions for **fire prevention programs**; and

WHEREAS, the State Department of Forestry and Fire Protection (CAL FIRE) has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program, and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out **(PROJECT TITLE)** project;

NOW, THEREFORE, BE IT RESOLVED that the **(GOVERNING BODY)**:

1. Approved the filing of an application for **“California Climate Investment Fire Prevention Grant Program”**; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of **(GOVERNING BODY)** are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to **(GRANT DEADLINE)**.
5. Appoints **(POSITION TITLE)** or a designee, to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

The foregoing resolution was approved and adopted the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the following vote:

AYES:

NOES:

ABSENTS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**---CERTIFICATION OF RESOLUTION---**

Please note the person attesting cannot be the person(s) appointed in (5.)

**ATTEST:**

I \_\_\_\_\_, **(POSITION TITLE)** of the **(GOVERNING BODY)**, witness my hand or the seal of the **(GORVERNING BODY)** on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

OFFICAL SEAL OR  
NOTARY CERTIFICATION  
(If Applicable)



## Appendix C – Invoice

### Invoice Guidelines

While the grantee is not required to use the sample invoice included in the grant guidelines due to differences in accounting systems used by the grantee, the grantee must include the following elements when submitting a payment request, either on the grantee's invoice or as an attachment to the invoice. If a grantee chooses to use their invoice in lieu of the sample provided, the invoice must be put on grantee's official letterhead.

1. The word "Invoice" should appear at the top of the page.
2. Grantee Information – Includes the grantee name and address which shall match the Std. 204 - Payee Data Record submitted with the grant agreement. Payment will be submitted to this address after the invoice has been approved. Grantee shall notify CAL FIRE in writing regarding address changes and effective dates.
3. Invoice Date & Number – Date invoice was issued and unique invoice number to be determined by the grantee for reference.
4. CAL FIRE Contact Name and Address – Name, Program, and Address of the CAL FIRE designee as identified in the grant agreement.
5. Grant Identification – Grant Number, Grant Performance Period, and Project Name as identified in the grant agreement.
6. Invoice Period – Performance start and end dates for which grantee is invoicing CAL FIRE. Under no circumstances will an invoice period outside of the grant performance period be accepted.
7. Payment Type – Indicate whether the invoice is to request an advance payment, interim payment, or final payment.
8. Cost breakdown – Grantee costs must be broken down by the budget item consistent with the approved budget in the grant agreement. The grantee must identify the amount for which CAL FIRE is being billed in the invoice period and the total amount spent and match (if applicable) from the beginning of the grant performance period through the invoice period. Advance requests should still include a breakdown of the budget items for which the grantee is planning to expend the funds.
9. Offset to current cost – Include the balance of advance funds given to grantee as well as program income earned from the grant if applicable.
10. The total amount for which grantee is requesting reimbursement from CAL FIRE.

11. Grantee contact name, phone number, and email address for questions related to the invoice.
12. All backup documentation to support the invoice (see Payment of Grant Funds).
13. Certification and signature of authorized representative - Please see sample invoice for certification language.

<p><b>Grantee Name</b>  Street Address  Street Address2  City, ST ZIP Code</p> <p><b>Submit invoice and supporting documentation to:</b>  California Department of Forestry &amp; Fire Protection (CAL FIRE)  ATTN: NAME, PROGRAM  Street Address2  City, ST ZIP Code</p> <p>Grant Number: XGXXXXXX  Grant Period: MM/DD/YYYY to MM/DD/YYYY  Project Name:</p> <p>Invoice Period: MM/DD/YYYY to MM/DD/YYYY  Payment Type: <input type="checkbox"/> Advance Request <input type="checkbox"/> Interim Payment <input type="checkbox"/> Final Payment</p>	<h1 style="margin: 0;">INVOICE</h1> <p><b>DATE:</b> Month DD, YYYY  <b>INVOICE #:</b> 1</p>																																																																				
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<p>Check all those that apply: <span style="float: right;">Direct questions to: Name</span></p> <input type="checkbox"/> Supporting documentation attached (required for Interim & Final Payment) <span style="float: right;">XXX-XXX-XXXX Ext. XXXX</span> <input type="checkbox"/> Project Progress Report (Interim) or Project Completion Report (Final) <span style="float: right;">Email address</span> <p><b>CERTIFICATION:</b> I certify that I have the full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury, under the laws of the State of California, that this request and accompanying documents for the above referenced grant is true and correct to the best of my knowledge, and represents actual allowable disbursements made for the work performed in accordance with the conditions of the grant.</p>																																																																					
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## **Appendix D - Check Lists**

### **Project Application Package Check List**

- Attachment 1 - Completed Project Grant Application Form
- Attachment 2 - Completed Project Scope of Work
- Attachment 3 - Completed Project Budget (Excel format)
- Attachment 4 - PDF Version of Project Map (formatted to 8 ½" x 11")
- Attachment 5 – State of California Payee Data Record form (Std. 204) – see Appendix I
- Attachment 6 - Articles of Incorporation, including document w/seal from Secretary of State (non-profit applicant)
- Attachment 7 – Board Resolution granting authority to sign (non-profits and Local Government)
- Attachment 8 - Fire Prevention Grant Project/Treatment Area Mapping Program (online submission only).
- Attachment 9 - State of California Non-Discrimination Compliance (Std. 19) – see Appendix I
- Attachment 10 - State of California Drug-Free Workplace Certification (Std. 21) – see Appendix I
- Attachment 11 - Exhibit A and B of the University Model Agreement (only required for UCs, CSUs and their auxiliary entities that require the use of the University Model Agreement)

### **Grant Agreement Package Check List**

- Three original signed Grant Agreements with attachments
- Attachment 1 – Completed Project Grant Application Form
- Attachment 2 – Completed Project Scope of Work
- Attachment 3 – Completed Project Budget
- Attachment 4 – PDF Version of Project Map

# Appendix E - Project Application

## Project Application Form

California Department of Forestry and Fire Protection (CALFIRE)  
California Climate Investments  
Fire Prevention Program Grant Application  
Fiscal Year 2019-20 Funding Opportunity



Please request a Project Tracking # for each separate application by following the instructions for the 2019-20 CCI Grant Guidelines on the [Fire Prevention Grants Web Page](#). Submit the application and all supporting materials to the [www.box.com](#) folder assigned to your tracking number **no later than 3:00pm PST on December 4, 2019**. Please note: Items marked in red are required.

1. **Project Tracking #:** 19-FP-UUU-XXXX CalMapper ID: [redacted]

Project Name/Title: [redacted]

County: [redacted]

CAL FIRE Unit/Contract County (Please use this 3-letter Unit Identifier for file naming. See Question 14): [redacted]

2. **Organization Type:** [redacted] If Other, please specify: [redacted]

If Non-Profit, are you a registered 501(c)(3)?  Yes  No

3. **Sponsoring Organization:** [redacted]

**Project Manager**

Title: [redacted]

First Name: [redacted] Last Name: [redacted]

Address Line 1: [redacted]

Address Line 2: [redacted]

City: [redacted] State: [redacted] Zip Code: [redacted]

Phone Number: [redacted] Secondary Phone Number: [redacted]

Email Address: [redacted] Fax Number: [redacted]

Tracking #: 19-FP-UUU-XXXX

Page 1 of 5

Project Name: [redacted]

**4. For which primary activity is funding being requested?**

[Redacted]

**5. Grant Period:** Please provide the estimated start date and completion date for your project. Projects **MUST** be completed by March 15, 2024. Note that final billing is due 30 days after project completion. Please use MM/DD/YYYY format.

Project Start Date:

[Redacted]

Project Completion Date:

[Redacted]

**6. Limiting Factors:** Are there any existing forest or land management plans; Conservation Easements; Covenant, Conditions & Restrictions (CC&R's); matters related to zoning; use restrictions, or other factors that can or will limit the fire prevention proposed activity?

**If checked**, describe existing plan(s) and the limitations, if any, in the attached Scope of Work.

**7. Timber Harvest Plans:** For fuel reduction projects, is there a timber harvesting document on any portion of the proposed project area for which a "Notice of Completion" has not been filed with CAL FIRE?

**If checked**, provide the THP identification number and describe the relationship to the project in the attached Scope of Work document.

THP ID Number:

[Redacted]

**8. Community at Risk:** Is the project associated with a community that is listed as a Community at Risk? See the list of [Communities at Risk](#) on the Office of the State Fire Marshal web page.

Yes     No

Number of Communities in the project area:

[Redacted]

**9. Disadvantaged/Low Income Community:** Is the project associated with a low-income community that is listed as a Community at Risk? See the information on [Priority Population Investments](#) on the California Air Resources Board web page.

Yes     No

If Yes, select all that applies:

Disadvantaged

Low Income

Both

Buffer Zone

Tracking #: 19-FP-UUU-XXXX

Page 2 of 5

Project Name:

[Redacted]

**10. Describe how your proposal would reduce the total amount of wildfire (and thereby reduce wildfire emissions) around communities, homes, infrastructure, and other highly valued resources. Please focus on GHG benefits. (Limited to 700 characters.)**

**11. Federal Responsibility Area:** Does your project/activity include work on Federal Lands that might require NEPA, or use a framework similar to Good Neighbor Authority?

Non-Tribal Lands:     Yes     No    If yes, how many acres?

Tribal Lands:         Yes     No    If yes, how many acres?

**12. Project Area Statistics:** For all projects, provide an estimate of the Project Influence Zone (PIZ) acres and the Treatment Influence Zone (TIZ) acres.

**PIZ** - The Project influence Zone (PIZ) is the broad geographic area encompassing the neighborhoods or communities that the grant proposal is designed to protect with fuel reductions, public education, or planning activities. This can be the sum of all treatment areas or could include a buffer area around the planning/public education target. Please keep the PIZ from encompassing an overly large area, unless benefits are clearly defined in the Scope-of-Work.

**TIZ** - Treatments are areas within a PIZ, where on-the-ground activities are accomplished (e.g. hazard fuel reductions, shaded fuel breaks, masticating, etc.). There can be multiple discrete Treatment areas associated with a PIZ. Some projects (e.g. Planning & Public Education) may NOT have treatment areas.

	LRA	FRA	SRA
Project Influence Zone (PIZ)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Treatment Influence Zone (TIZ)	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Tracking #:

Page 3 of 5

Project Name:

13. **Project Budget:** What is the proposed budget? Please include a discussion of the project budget in the Scope of Work and enter the amount from the Project Budget workbook (.xls).

Budget Item	Amount
Grant Funding Requested (\$)	

14. **Local Wildland Fire Risk Reduction Plans:** Is the project in, consistent with, or build on a larger plan that deals with the risk and potential impact to habitable structures in the WUI covered by this project? If so, discuss in the Scope of Work. **Select all that apply.**

- CAL FIRE Unit Strategic Fire Plan
- Homeowners' Association Plan
- Fire Safe Council Action Plan
- County Fire Department Strategic Fire Plan
- Local Fire Department Plan
- FIREWISE Community Assessment
- Other Local Plan (Identify in Scope of Work)
- Local Hazard Mitigation Plan
- Community Wildfire Protection Plan

15. **CEQA Compliance:** Describe how compliance with the California Environmental Quality Act (CEQA) will be achieved in the Scope of Work. Is there an existing (CEQA) document that addresses this project or can be used to meet CEQA requirements?

Please indicate the CEQA document type (For planning, education and other projects that are exempt from CEQA, select "Not Applicable"):

[Redacted]

Document Identification Number: [Redacted]

Tracking #: 19-FP-UUU-XXXX

Project Name: [Redacted]



**16. Application Submission:**

**Note to Applicant:** If you modify the language contained in any part of this document, other than to fill in the blanks or to provide requested information, your application **will be rejected**.

Use the table below as a tool to make sure you have all documents ready prior to submitting the application.

Replace "XXXX" in the file name with the project's ID Number. Replace "UUU" in the file name with the 3-letter identifier for the Unit where the project is located. Unit identifiers are listed in the instructions for this application form.

Attachments	File Name
<input type="checkbox"/> Application Form (.pdf)	19-FP-UUU-XXXX-Application.pdf
<input type="checkbox"/> Scope of Work (.doc)	19-FP-UUU-XXXX-SOW.doc
<input type="checkbox"/> Project Budget (.xls)	19-FP-UUU-XXXX-Budget.xls
<input type="checkbox"/> Project Map (.pdf)	19-FP-UUU-XXXX-MAP.pdf
<input type="checkbox"/> Articles of Incorporation (.pdf) - Applies to Non-Profits only	19-FP-UUU-XXXX-AOI.pdf
<input type="checkbox"/> NIFC/Mapping	<a href="#">Create a Geo Point &amp; Polygon</a> web link

I certify that the above and attached information is true and correct:

<input type="text"/>		<input type="text"/>
<b>Original Signature Required: Grantee's Authorized Representative</b>		<b>Date Signed</b>
<input type="text"/>		<input type="text"/>
<b>Printed Name</b>		<b>Title</b>
Executed on: <input type="text"/>	at <input type="text"/>	
<b>Date</b>	<b>City</b>	

Please fill out this form completely. Be sure to save a copy of this form and all attachments for your records. Submit the application and all supporting materials to the www.box.com folder assigned to your tracking number **no later than 3:00pm PST on December 4, 2019**. Please submit the documents as early as possible to avoid unanticipated issues. **Applications submitted or modified on the www.box.com folder after this date will be considered late.** Access to www.box.com after the due date may be revoked.

Tracking #:

Page 5 of 5

Project Name:





## Project Application Instructions

The project application will become Attachment 1 to the Grant Agreement. Most of the information asked for is self-explanatory. Several items warrant explanation and are discussed in order as they appear on the form:

**Item 1 Project Tracking Number:** Project tracking number is in the following format. YY-FP-UUU-XXXX

UUU is the Unit identifier – the first three letters from Item 1 CAL FIRE Unit/Contract County. (Ex: UUU = AEU for AEU-Amador El Dorado Unit.) XXXX is a number assigned by CAL FIRE.

Applicants will request a Project Tracking Number by emailing one of the following:

[CNRgrants@fire.ca.gov](mailto:CNRgrants@fire.ca.gov) (Northern Region Contact)

[SouthernRegionGrantsProgram@fire.ca.gov](mailto:SouthernRegionGrantsProgram@fire.ca.gov) (Southern Region Contact)

[CALFIRE.Grants@fire.ca.gov](mailto:CALFIRE.Grants@fire.ca.gov) (Sacramento)

Applicant **MUST** specify the grant application they are requesting tracking number. The request shall include:

- The applicant organization name
- The name of the CAL FIRE Unit the project or activity will be located in
- The name of the project (if available)
- Email address(es) of the individuals that will need access to the Box.com folder to submit the application

It is highly recommended that applicants request this information at least one week prior to the due date to allow for a timely response to your request.

**CalMAPPER ID:** If you have an existing CalMAPPER ID related to the project please supply it in the appropriate box. If you don't, it is not required.

**Project name:** Though a specific naming convention is not required, many project names include both geographical and activity information. (Ex: High Ridge Fuel Break)

**Item 2 Organization Type:** Select the organization type of the organization responsible for the project or activity. **Fire Protection Provider:** Select under which framework the local Fire Service is governed / organized. Do not include CAL FIRE Schedule B (SRA).

**Item 3 Sponsoring Organization:** Legal name of sponsoring organization responsible for the project or activity. If selected for award, this will be the name of the grantee used in the grant agreement.

**Item 4 Project Activity:** Select the primary activity for the project. Education projects are described in terms of Public Education - Public includes activities designed to directly inform the public of fire prevention measures that they can take to reduce risk Education.

**Item 5 Grant Period:** From the date of Execution (signed by CALFIRE representative) to no later than March 15, 2024. Instructions are included on the application form (pdf).



- B. Partners
- C. Total Project Budget

**Item 14 Local Wildland Fire Risk Reduction Plans:** Check all that apply. Discuss the relationship in the Scope of Work.

**Item 15 Environmental Compliance:** Select the appropriate CEQA document type for the project. If the project does not require CEQA compliance, then select “not applicable” from the list. If a CEQA document has been previously completed then enter the identification number. If an exemption is being used in place of CEQA, list the type of exemption.

**Item 16 Application Submission:** Applications are to be submitted by uploading the documents to their assigned Box.com folder. The electronic application with the attachments will provide greater utility for CAL FIRE review as employees in various offices will be tasked with portions of the application review. A checklist is provided for each of the attachments that are included in the submission package. Enter the file name for each of the files attached that are being submitted. The application and all associated documents must be uploaded by December 4, 2019 at 3:00 PM PST.

Please use this file naming structure for the attachments:

- 19-FP-UUU-XXXX-Application.pdf
- 19-FP-UUU-XXXX-SOW.doc
- 19-FP-UUU-XXXX-Budget.xls
- 19-FP-UUU-XXXX-MAP.pdf
- 19-FP-UUU-XXXX-AOI.pdf

Where XXXX is the project number from Item 1 Tracking ID and UUU is the Unit identifier – the first three letters from Item 1 CAL FIRE Unit/Contract County.

- |                              |                          |
|------------------------------|--------------------------|
| • AEU-Amador-Eldorado        | • MVU-San Diego          |
| • BDU-San Bernardino         | • NEU-Nevada-Yuba-Placer |
| • BEU-San Benito-Monterey    | • ORC-Orange             |
| • BTU- Butte                 | • RRU-Riverside          |
| • CZU-San Mateo-Santa Cruz   | • SBC-Santa Barbara      |
| • FKU-Fresno-Kings           | • SCU-Santa Clara        |
| • HUU-Humboldt-Del Norte     | • SHU-Shasta-Trinity     |
| • KRN-Kern                   | • SKU-Siskiyou           |
| • LAC- Los Angeles           | • SLU-San Luis Obispo    |
| • LMU- Lassen-Modoc          | • TCU-Tuolumne-Calaveras |
| • LNU- Sonoma-Lake-Napa      | • TGU-Tehama-Glenn       |
| • MEU- Mendocino             | • TUU-Tulare             |
| • MMU-Madera-Mariposa-Merced | • VNC-Ventura            |
| • MRN-Marin                  | • CSR-Southern Region    |
| • CNR-Northern Region        | • Statewide              |

## Appendix F - Project Scope of Work

### Scope of Work Instructions

- Use the Scope of Work document from the grant program web site.
- The instructions in the Scope of Work document are provided to prompt the project applicant to fully describe the proposed project. Please be sure to address each item listed so that the full impact of your project can be considered during the project evaluation and selection phase of this grant process. The document contains boxes for your response. The boxes will expand as needed for a full response. Please provide responses that clearly describe your project while being concise and brief.
- For clarity to the reviewer, it is suggested that you utilize the headers and prompt numbers provided below in the narrative discussion of your proposed project.
- This Scope of Work document should clearly describe your proposed project.
- Further instructions for the Scope of Work are found in the Scope of Work document.
- Give your project Scope of Work a filename as described in item 17 of the Project Application. Attach this Scope of Work to the project application as a separate document with the file name *19- FP-UUU-XXXX-SOW.doc*.

# Project Scope of Work



California Department of Forestry and Fire Protection  
(CAL FIRE) California Climate Investments  
Fire Prevention Grants Program  
Project Scope of Work



**Project Name:** [Click or tap here to enter text.](#)

**Project Tracking Number:** 19-FP-UUU-XXXX

**Project Description Summary:** Please provide a paragraph summarizing proposed project including the location, habitable structures, acres treated, etc. (Please type in blank space below. Please note there is no space limitations).

## **A. Scope of Work**

This item is broken into project specific criteria depending on the type of project being proposed: planning, education or hazardous fuel reduction. Please **answer one section of questions** that pertain to the primary activity type for your project.

### **Section 1: Hazardous Fuel Reduction/Removal of Dead or Dying Tree Projects**

1. Describe the geographic scope of the project, including an estimate of the number of habitable structures and the names of the general communities that will benefit.
2. Describe the goals, objectives, and expected outcomes of the project.
3. Provide a clear rationale for how the proposed project will reduce the risks associated with wildfire to habitable structures in the WUI.
4. Identify any additional assets at risk to wildfire that will benefit from the proposed project. These may include, but are not limited to, domestic and municipal water supplies, power lines, communication facilities and community centers.
5. Is the scale of the project appropriate to achieve the stated goals, objectives and outcomes discussed in Item 2 above?
6. How will the project/activity utilize the left over woody biomass? Will the project/activity use a biomass facility to reduce greater greenhouse gas emissions?

### **Section 2: Planning Projects**

1. Describe the geographic scope of the project, including the communities that will benefit, and an estimate of the number of structures within the project area.
2. Describe how the project will assess the risks to residents and structures in the WUI and prioritize projects to reduce this risk over time.
3. Does the proposed plan add or build upon previous wildfire prevention planning efforts in the general project area?
4. Identify a diverse group of key stakeholders, including local, state, and federal officials where appropriate, to collaborate with during the planning process. Discuss how the project proponent plans to engage with these targeted stakeholders.
5. Describe the pathways for community involvement that will be incorporated in the planning process.

### **Section 3: Education**

1. Describe the specific message of the education program and how it relates to reducing the risk of wildfire to owners of structures in the WUI.
2. Describe the target audience of the education program and how information will be distributed to this audience.
3. Will the education program raise the awareness of homeowner responsibilities of living in a fire prone environment?
4. Identify specific actions being advocated in the education material that is expected to increase the preparedness of residents and structures in the WUI for wildfire.
5. Describe the expected outcome of the education in terms of increased or changed public awareness about wildfire.

Answer only 1 set of questions from above, depending on your project; Fuel Reduction, Planning or Education. (Please type in blank space below. Please note there is no space limitations).

#### **B. Relationship to Strategic Plans**

Does the proposed project support the goals and objectives of the California Strategic Fire Plan, the local CAL FIRE Unit Fire Plan, a Community Wildfire Protection Plan (CWPP), County Fire Plan, or other long term planning document? (Please type in blank space below. Please note there is no space limitations).

#### **C. Degree of Risk**

1. Discuss the location of the project in relation to areas of moderate, high, or very high fire hazard severity zone as identified by the latest Fire and Resource Assessment Program maps. Fire hazard severity zone maps by county can be accessed at: [http://www.fire.ca.gov/fire\\_prevention/fire\\_prevention\\_wildland\\_zones\\_maps.php](http://www.fire.ca.gov/fire_prevention/fire_prevention_wildland_zones_maps.php)
2. Describe the geographic proximity of the project to structures at risk to damage from wildfire in the WUI. (Please type in blank space below. Please note there is no space limitations).

#### **D. Community Support**

1. Does the project include any matching funds from other funding sources or any in-kind contributions that are expected to extend the impact of the proposed project?
2. Describe plans for external communications during the life of the project to keep the effected community informed about the goals, objectives and progress of the project.

Project Tracking Number: 19-FP-UUU-XXXX

2



Activities such as planned press releases, project signage, community meetings, and field tours are encouraged.

3. Describe any plans to maintain the project after the grant period has ended.
4. Does the proposed project work with other organizations or agencies to address fire hazard reduction at the landscape level?  
(Please type in blank space below. Please note there is no space limitations).

**E. Project Implementation**

1. Discuss the anticipated timeline for the project. Make sure to take seasonal restrictions into account.
2. Verify the expected timeframes to complete the project will fall under the March 15, 2024 deadline.
3. Describe the milestones that will be used to measure the progress of the project.
4. Describe measurable outcomes (i.e. project deliverables) that will be used to measure the project's success.
5. If applicable, how will the requirements of the California Environmental Quality Act (CEQA) be met?  
(Please type in blank space below. Please note there is no space limitations).

**F. Administration**

1. Describe any previous experience the project proponent has with similar projects. Include a list of recent past projects the proponent has successfully completed if applicable. Project proponents having no previous experience with similar projects should discuss any past experiences that may help show a capacity to successfully complete the project being proposed. This may include partnering with a more experienced organization that can provide project support.
2. Identify who will be responsible for tracking project expenses and maintaining project records in a manner that allows for a full audit trail of any awarded grant funds.  
(Please type in blank space below. Please note there is no space limitations).

Project Tracking Number: 19-FP-UUU-XXXX



**G. Budget**

A detailed project budget should be provided in an Excel spreadsheet attached to this grant application. The space provided here is to allow for a narrative description to further explain the proposed budget.

1. Explain how the grant funds, if awarded, will be spent to support the goals and objectives of the project. If equipment grant funds are requested, explain how the equipment will be utilized and maintained beyond the life of the grant.
2. Are the costs for each proposed activity reasonable for the geographic area where they are to be performed? Identify any costs that are higher than usual and explain any special circumstances within the project that makes these increased costs necessary to achieve the goals and objectives of the project.
3. Is the total project cost appropriate for the size, scope, and anticipated benefit of the project?
4. Identify all Indirect Costs and describe why they are necessary for a successful project implementation. Administrative expenses to be paid by the Fire Prevention Grants must be less than 12% of the total grant request (excluding equipment).
5. Explain each object category in detail and how that would support meeting the grant objectives.

(Please type in blank space below. Please note there is no space limitations).

**H. California Climate Investments**

The space provided here is to allow for a narrative description to further explain how the project/activity will reduce Greenhouse Gas emissions.

1. How will the project/activity reduce Greenhouse Gas emissions?
2. Is the project located in a Low-Income or Disadvantaged Community? If not, does the project benefit those communities. Please explain.
3. What are the expected co-benefits of the project/activity (i.e. environmental, public health and safety, and climate resiliency)?
4. When are the Greenhouse Gas emissions and/or co-benefits expected to occur and how will they be maintained?

(Please type in blank space below. Please note there is no space limitations).

Project Tracking Number: 19-FP-UUU-XXXX

# Appendix G - Project Budget Sheet

Project Budget											
Tracking #: 19-FP-UUU-XXXX											
Project Name:											
Budget Category	Item Description	Cost Basis			Cost Share (%)			Funding Source (\$)			Total (\$)
		Quantity	Units	Cost/Unit	Grant	Grantee	Partner	Grant	Grantee	Partner(s)	
<b>A. Salaries and Wages</b>											
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Salaries and Wages:								\$ -	\$ -	\$ -	\$ -
<b>B. Employee Benefits</b>											
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Hours	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Employee Benefits:								\$ -	\$ -	\$ -	\$ -
<b>C. Contractual</b>											
		0	Report	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Acres	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Miles	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Contractual:								\$ -	\$ -	\$ -	\$ -
<b>D. Travel &amp; Per Diem:</b>											
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Days	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Travel & Per Diem:								\$ -	\$ -	\$ -	\$ -
<b>E. Supplies</b>											
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Supplies:								\$ -	\$ -	\$ -	\$ -
<b>F. Equipment</b>											
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Equipment:								\$ -	\$ -	\$ -	\$ -
<b>G. Other Costs</b>											
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
		0	Each	\$ -	0%	0%	0%	\$ -	\$ -	\$ -	\$ -
Sub-Total Other Costs								\$ -	\$ -	\$ -	\$ -
<b>Total Direct Costs</b>								\$ -	\$ -	\$ -	\$ -
<b>Indirect Costs (Exclude Equipment)</b>						0%	\$ -		\$ -	\$ -	
<b>Total Project Costs</b>								\$ -	\$ -	\$ -	\$ -
<b>Less Program Income</b>								\$ -			\$ -
<b>Total Grant Proposed Costs</b>								\$ -	\$ -	\$ -	\$ -

Specific cell entries:

- Cell B1: **Tracking #** Cell B2: **Project Name** that was given to the project
- Rows 6 – 13 **Salaries and Wages:** Salaries for wage-earning personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
- Rows 16 – 23 **Employee Benefits:** Benefits for personnel employed by the grantee/contractor (not a subcontractor) and working on the project.
- Rows 26 – 30 **Contractual:** List contracts used to achieve the objectives of the project. Equipment that is rented would be included in this section.
- Rows 33 – 36 **Travel and Per Diem:** Expenses for travel (mileage, motel, meals, and incidentals) to off-project locations.
- Rows 39 – 43 **Supplies:** Various identifiable supplies needed for the project. Purchase of equipment costing less than \$5,000 per unit is considered minor equipment and is included in this section of the budget.
- Rows 46 – 50 **Equipment:** Equipment costing more than \$5,000 and typically having a lifespan longer than the term of the grant.
- Rows 53 – 62 **Other Costs:** Other miscellaneous costs.
- Cell H65, **Indirect Costs:** Expenses of doing business that are of a general nature and is incurred to benefit at least two or more functions within an organization. These costs are not usually identified specifically with a grant, Grant Agreement, Project or activity, but are necessary for the general operation of the organization. Examples of Indirect Costs include salaries and benefits of employees not directly assigned to a Project; functions such as personnel, business services, information technology, and janitorial; and salaries of supervisors and managers. Indirect costs are capped at 12% of the grant amount for this grant (excludes Equipment).

Certain values in your budget will be needed to complete the project application form. The following list of Cell IDs corresponds to the information requested in Item 13 of the Project Budget section of the Project Application form. If the worksheet is modified and additional columns or rows are added, then the Cell IDs may no longer correlate directly with Item 13.

- Cell I68 – Grant portion of the project
- Cell I51 – Equipment Purchases
- Cell K68 – Partners
- Cell L68 – Total Project Budget

When saving the project budget, give it a file name as described in item 17 of the Project Application. The format is: 19-FP-UUU-XXXX-Budget.xls

Where: XXXX is the project number

And: UUU is the 3-letter identifier (see item 1 on the Project Application form)

## Appendix H - Project Map

Include a map or maps of the project with the project application. The maps shall meet the following requirements:

- Electronic Format of PDF.
- Printed Format(s) should measure 8 ½ by 11 inches.
- The scale should be 1:24,000 scale or greater. The maps should show enough of the surrounding area so that the application review team can get a sense of the relationship of the project to the surrounding area.
- The map(s) should clearly show:
  - Project boundaries
  - treatment area(s) by type
  - roads
  - watercourses
  - Parcels
  - City/County/Unit
  - SRA/LRA/FRA
  - any other necessary information
- Legend: Include a map legend that identifies:
  - the features on the map
  - the project tracking number
  - project name
  - project proponent

## Appendix I – Forms

These standard forms are required prior to the signing of a Grant Agreement. Applicants are encouraged to submit these forms with the Project Application to expedite the process should the grant be awarded.

Payee Data Record form (STD. 204): CAL FIRE utilizes this form internally for all grantees. This form is required for all applicants, including local governments, despite the language on the form. <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>

Nondiscrimination Compliance Statement form (STD. 19) – Required at time of Grant Agreement: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std019.pdf>

A Drug-Free Workplace Certification form (STD. 21) – Required at time of Grant Agreement: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

## **Appendix J – CalMAPPER**

All California Climate Investments (CCI) funded projects will be recorded in CAL FIRE's Management Activity Project Planning & Event Reporter (CalMAPPER). To achieve this, grantees will need to provide spatial information about where the project is occurring on the landscape, identify an appropriate treatment objective or category for their project, and identify what activities occurred under the category to their local CAL FIRE Unit.

### **Spatial data requirement**

The grantee will work with the local CAL FIRE Unit to provide spatial data that allows CAL FIRE to enter the project into CalMAPPER. Spatial data can include but is not limited to shapefiles, gpx files, KML/KMZ files, etc. The grantee will work with the local unit to identify the most appropriate format for their data to be submitted, based on the capabilities of the grantee and the needs of the local Unit.

### **Grant Categories**

CCI grants are divided into two categories for CalMAPPER entry:

1. Hazardous Fuels Reduction,
2. Fire Prevention Planning and Education.

### **Hazardous Fuels Reduction**

Hazardous Fuels Reduction projects funded under CCI should fall into one of the following treatment objectives:

- Fuels Reduction: Work conducted in an area where the primary objective is to reduce fuel loads.
- Fuel Break: Work conducted to modify flammable vegetation to create defensible space in an attempt to reduce fire spread to structures and/or natural resources, and to provide a safer location to fight the fire. Fuel breaks are strategically placed along a ridge, valley bottom, access road, or around a subdivision.
- Right of Way Clearance: Work conducted along the right of way of fire roads, county roads, or highways for purposes of improved ingress and egress. This includes the removal of dead trees resulting from insect or drought. Right of Way Clearance is not done with the intent of stopping a fire at the location of work but instead focuses on ingress and egress enhancement.
- Other: If the grantee's project does not fall into one of the previously identified treatment objectives, the grantee will need to work with the local unit to identify an appropriate objective for entry into CalMAPPER.

### **Fire Prevention Planning and Education**

Fire Prevention Planning and Education projects funded under CCI should fall into one of the following categories:

- CWPP,
- Education Outreach (includes Public Service Announcements),
- Public Meetings,
- Signage,
- WUI Pre-Planning,
- Wildfire Risk Mapping,

- Evacuation Plans,
- Other: If the grantees project does not fall into one of the previously identified categories, the grantee will need to work with the local unit to identify an appropriate category for entry into CalMAPPER.

### **Grant Activities**

Below is a list of appropriate activities based on the Hazardous Fuels Reduction Treatment Objectives identified above, if the grantee is completing an activity that is not listed below consult with the local CAL FIRE unit to identify an appropriate activity for entry into CalMAPPER.

#### **Fuels Reduction**

- Air Curtain Burner,
- Biomass Removal,
- Boundary Mapping,
- Chaining,
- Chipping
- Crushing,
- Erosion Control,
- Grazing,
- Herbicide,
- Lop and Scatter,
- Mastication,
- Milling,
- Pile Burning,
- Piling (Mechanical),
- Piling (Manual),
- Project Administration,
- Pruning,
- Planning Meeting,
- Public Contacts,
- Public Meetings,
- RPF Supervision,
- Site Assessment,
- Thinning,
- Trees Felled (>10" dbh>20' tall).

#### **Fuel Break**

- Biomass Removal,
- Boundary Mapping,
- Chaining,
- Chipping
- Crushing,
- Dozer Line,
- Erosion Control,
- Grazing,
- Hand Line,
- Herbicide,
- Lop and Scatter,

- Mastication,
- Pile Burning,
- Piling (Mechanical),
- Piling (Manual),
- Project Administration,
- Pruning
- Planning Meeting,
- Public Contacts,
- Public Meetings,
- RPF Supervision,
- Site Assessment,
- Thinning,
- Trees Felled (>10" dbh>20' tall).

#### **Right of Way Clearance**

- Biomass Removal,
- Boundary Mapping,
- Chaining,
- Chipping
- Crushing,
- Erosion Control,
- Grazing,
- Herbicide,
- Lop and Scatter,
- Mastication,
- Pile Burning,
- Piling (Mechanical),
- Piling (Manual),
- Project Administration,
- Pruning
- Planning Meeting,
- Public Contacts,
- Public Meetings,
- RPF Supervision,
- Site Assessment,
- Thinning,
- Trees Felled (>10" dbh>20' tall)



## Appendix K – Low Income and Disadvantaged Communities

California Climate Investments are required to meet minimum levels of investments to projects that benefit residents of disadvantaged communities, low-income communities, and low-income households collectively referred to as “priority populations” and defined by Assembly Bill 1550.

CAL FIRE’s Fire Prevention Grants Program and Forest Health Program will fund a combined \$64 million in projects that benefit Low-Income Communities or Households. This is not a requirement for eligibility, but preference will be given to projects that benefit a priority population.

Achieving “Low-Income Community or Household” designation requires 3 steps:

**Step 1: Identify the Priority Population(s).** Be located within a census tract identified as a disadvantaged community or low-income community, or directly benefit residents of a low-income household. California Air Resource Board’s community Investments webpage may be used for this:

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm> ;

**Step 2: Address a Need.** Meaningfully address an important community or household need for the disadvantaged community, low-income community, or low-income household; and

**Step 3: Provide a Benefit.** Using the evaluation criteria, identify at least one direct, meaningful, and assured benefit that the project provides to priority populations.

The following tables will assist you in achieving the steps and can be found on the California Air Resources Board webpage:

<https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>

<p><b>Table 1 LAND RESTORATION &amp; FOREST HEALTH:</b> Projects will increase carbon storage through restoration and management of natural lands.</p>
<p>Projects must satisfy the applicable criteria through <b>Step 3</b> to be considered to provide direct, meaningful, and assured benefits to priority populations and count toward CCI's statutory investment minimums. <i>Only those projects that satisfy all three Steps will be given full credit (10 points) for the Forest Health Grant Selection Criteria, "Disadvantaged and/or Low Income Community Benefit."</i></p>
<p><b>Step 1 – Identify the Priority Population(s).</b> Evaluate the project against each of the following criteria. Check all boxes that apply.</p>
<p><b>Note:</b> For this project type, the majority of the project must be located within a disadvantaged or low-income community census tract. An online mapping tool and a "look-up" tool list of "low-income" thresholds by county and household size are available at: <a href="https://www.arb.ca.gov/cqi-communityinvestments">https://www.arb.ca.gov/cqi-communityinvestments</a>.</p>
<p><input type="checkbox"/> A. Is the project located within the boundaries of a <b>disadvantaged community census tract</b>?</p> <p><input type="checkbox"/> B. Is the project located within the boundaries of a <b>low-income community census tract</b>?</p> <p><input type="checkbox"/> C. Is the project located outside of a disadvantaged community, but <b>within ½-mile of a disadvantaged community and within a low-income community census tract</b>?</p> <p><input type="checkbox"/> D. Is the project located within the boundaries of a <b>low-income household</b>?</p>
<p><i>If a project does not meet at least one of the qualifying criteria in <b>Step 1</b>, the project does not meet the "Disadvantaged and/or Low Income Community Benefit," and no further evaluation is needed. If the project meets at least one <b>Step 1</b> criterion, continue the evaluation in <b>Step 2</b>.</i></p>
<p><b>Step 2 – Address a Need.</b> Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.</p>
<p>To identify a need that the project will address, agencies and/or applicants can use a variety of approaches:</p> <p><input type="checkbox"/> A. <b>Recommended Approach:</b> Host community meetings, workshops, outreach efforts, or public meetings as part of the planning process to engage local residents and community groups for input on community or household needs, and document how the received input was considered in the design and/or selection of projects to address those needs;</p> <p><input type="checkbox"/> B. <b>Recommended Approach:</b> Receive documentation of support from local community-based organizations and/or residents (e.g., letters, emails) identifying a need that the project addresses and demonstrating that the project has broad community support;</p>

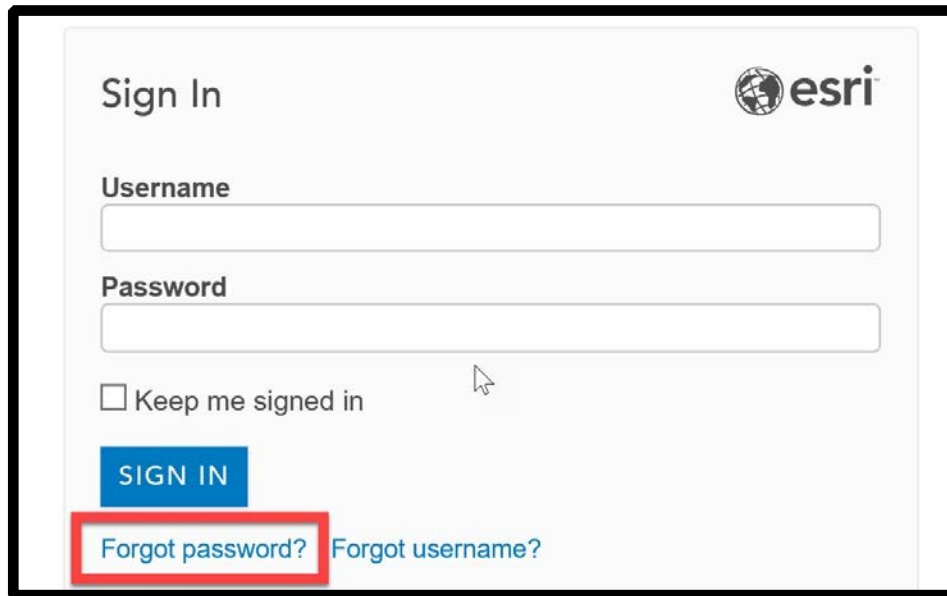
**Evaluation Criteria for Providing Benefits To Priority Populations**


<b>Table 1 Cont'd: LAND RESTORATION &amp; FOREST HEALTH</b>
<p><b>Step 2 – Address a Need (continued).</b> Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.</p>
<p><input type="checkbox"/> C. <b>Alternative Approach:</b> Where direct engagement is infeasible, look at the individual factors in <a href="#">CalEnviroScreen 3.0</a> that are most impacting an identified disadvantaged or low-income community (i.e., factors that score above the 75<sup>th</sup> percentile), and confirm that the project will reduce the impacts of at least one of those factors; or</p> <p><input type="checkbox"/> D. <b>Alternative Approach:</b> Where direct engagement is infeasible, refer to the list of needs for priority populations in <a href="#">CARB's Funding Guidelines</a> Table 5 (see attached) and confirm that the project addresses at least one listed need.</p>
<p><b>Describe identified community or household need(s):</b></p>
<p><i>If the project addresses a community or household need as described in <b>Step 2</b>, proceed to <b>Step 3</b>. If the project does not address a community or household need, it will not meet the "Disadvantaged and/or Low Income Community Benefit," and no further evaluation is needed.</i></p>
<p><b>Step 3 – Provide a Benefit.</b> Evaluate the project against each of the following criteria to determine if it provides direct, meaningful, and assured benefits to priority populations. The benefit provided must directly address the identified need.</p>
<p>Project must meet at least one of the following benefit criteria:</p> <p><input type="checkbox"/> A. Project restores a site that allows public access;</p> <p><input type="checkbox"/> B. Project significantly reduces flood risk to households within one or more disadvantaged or low-income communities;</p> <p><input type="checkbox"/> C. Project significantly reduces fire risk to households within one or more disadvantaged or low-income communities;</p> <p><input type="checkbox"/> D. Project provides regular and ongoing educational opportunities through partnerships with schools or non-profit organizations located in disadvantaged or low-income communities and site access to residents of these communities.</p>
<p><i>If the project meets the criteria in <b>Steps 1, 2, and 3</b>, it will be considered as providing direct, meaningful, and assured benefits to priority populations and will be given full credit (10 points) for the Forest Health Grant Selection Criteria, "Disadvantaged and/or Low Income Community Benefit."</i></p>

## Appendix L – Fire Prevention Grant Project/Treatment Area Mapping Program

### Instructions to accept the invitation

If you have applied for the grants last year, you should have a NIFC account. If you need a password reset, please click on “Forgot Password” when you log in to [www.arcgis.com](http://www.arcgis.com) to sign in. Please follow the below instructions after NIFC account is created or reset. (Instructions are the same for your Organizational account).



Sign In 

Username

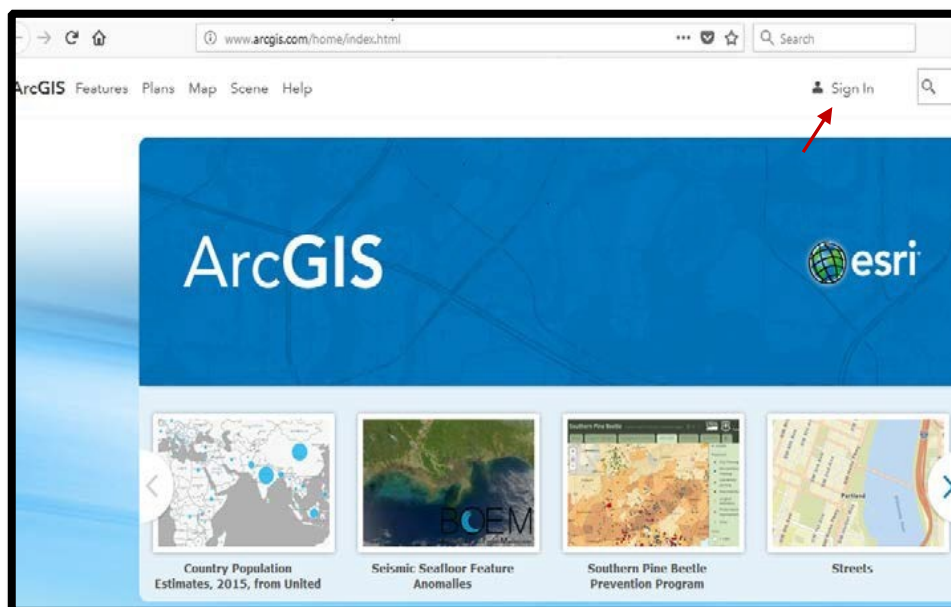
Password

Keep me signed in

**SIGN IN**

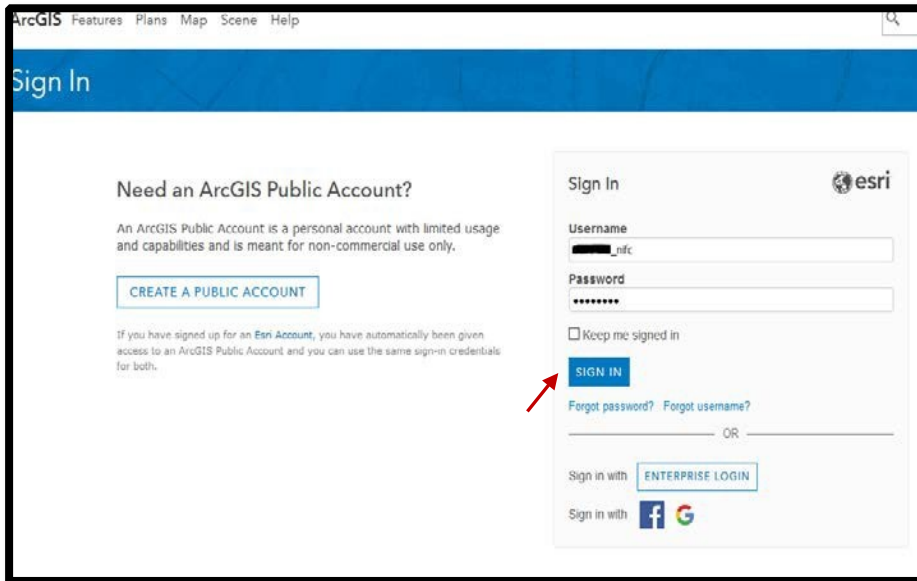
[Forgot password?](#) [Forgot username?](#)

- Follow the instructions and then sign in to your NIFC account using the below link.
  - <http://www.arcgis.com/home/index.html>





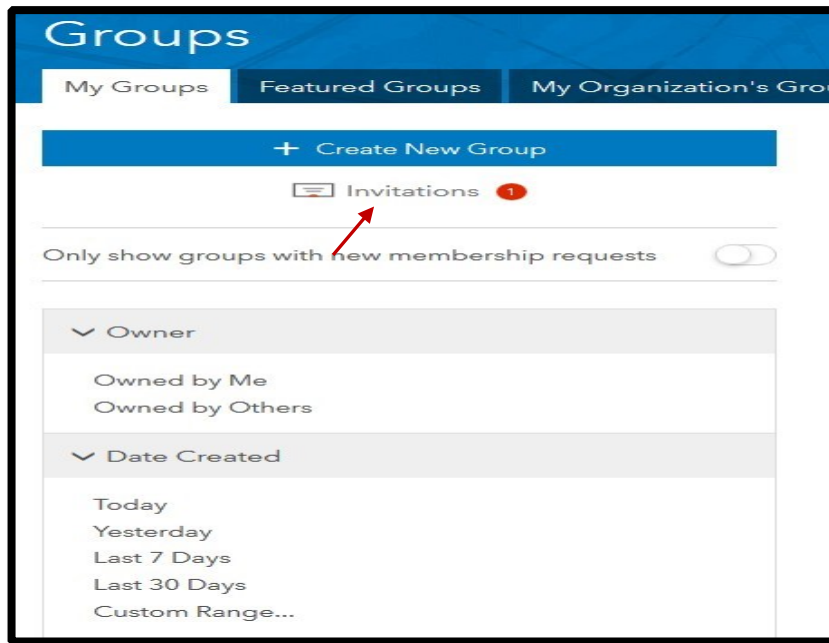
- Enter your NIFC account using your username and password



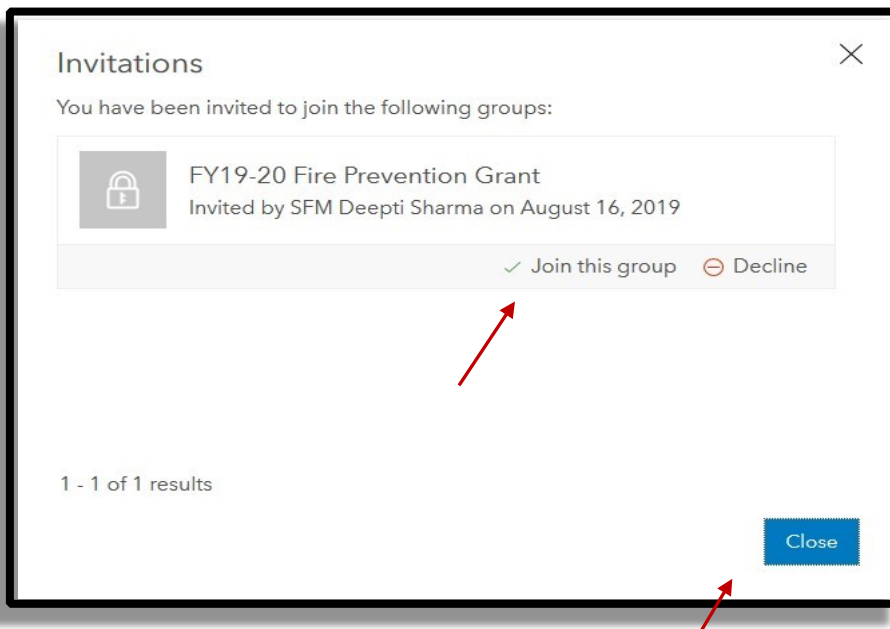
- Click "Groups" as shown below



- Click "Invitations"



- Click on “Join the group” called “*FY19\_20 Fire Prevention Grant*” and then “Close”. After been added to the group please refer to the “Instructions to draw a polygon shape” on <https://www.fire.ca.gov/grants/fire-prevention-grants>



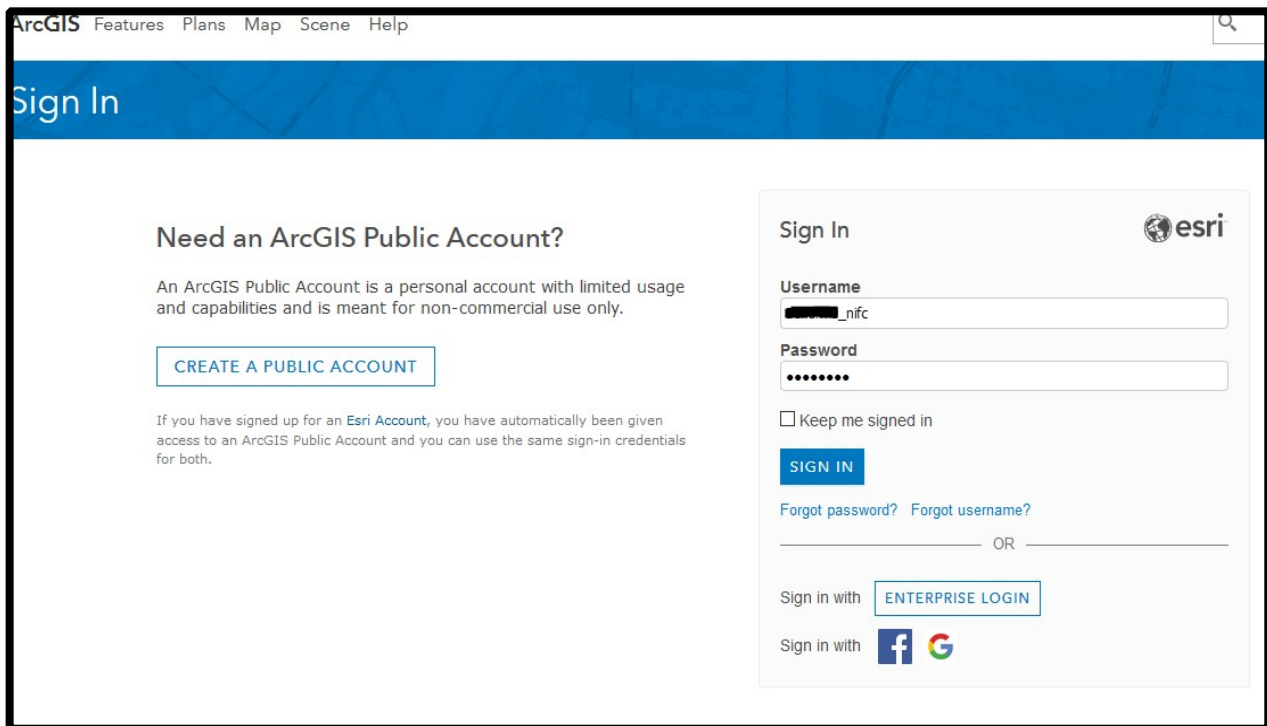
Please email at [FPGrants@fire.ca.gov](mailto:FPGrants@fire.ca.gov) for any further questions.

## Instructions to complete Geo Point and a polygon shape

Please email at [FPGrants@fire.ca.gov](mailto:FPGrants@fire.ca.gov) for any further questions.

### How to log in

- Click the link below to draw a polygon shape (also added to the above survey application)  
<https://www.arcgis.com/apps/webappviewer/index.html?id=28e78ee7ddc546738bbb9f17dce28f2f>
- Please Log in with your NIFC/Organizational AGOL credentials.



ArcGIS Features Plans Map Scene Help


# Sign In

**Need an ArcGIS Public Account?**

An ArcGIS Public Account is a personal account with limited usage and capabilities and is meant for non-commercial use only.

[CREATE A PUBLIC ACCOUNT](#)

If you have signed up for an [Esri Account](#), you have automatically been given access to an ArcGIS Public Account and you can use the same sign-in credentials for both.

**Sign In** 

**Username**  
nffc

**Password**  
.....



Keep me signed in

[SIGN IN](#)

[Forgot password?](#) [Forgot username?](#)

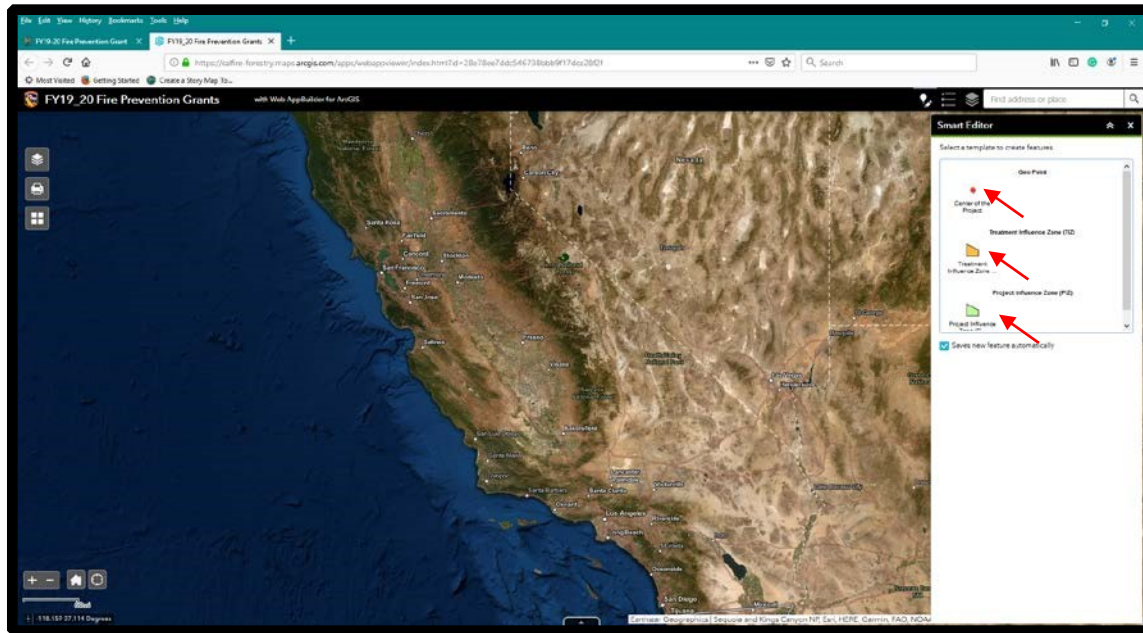
OR

Sign in with [ENTERPRISE LOGIN](#)

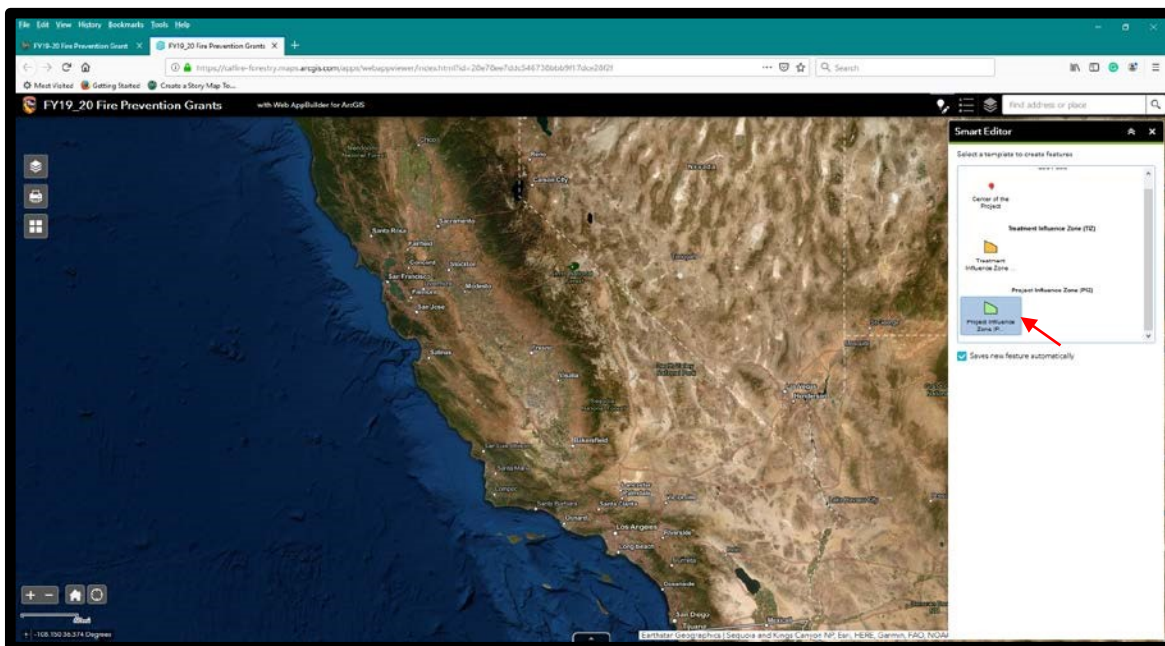
Sign in with  

- There are three portions for the mapping. (all required)
  - **Geo Point**- Center of the project
  - **Treatment Influence Zone- (TIZ)** Treatments are areas within a PIZ, where on-the-ground activities are accomplished (e.g. hazard fuel reductions, shaded fuel breaks, masticating, etc.). There can be multiple discrete Treatment areas associated with a PIZ. Some projects (e.g., Planning & Public Education) may NOT have treatment areas.
  - **Project Influence Zone- (PIZ)** is the broad geographic area encompassing the neighborhoods or communities that the grant proposal is designed to protect with fuel reductions, public education, or planning activities. This can be the sum of all treatment areas or could include a buffer area around the planning / public education target. Please keep the PIZ from encompassing an overly large area, unless benefits are clearly defined in the Scope-of-Work.

## How to create a Geo point and polygon



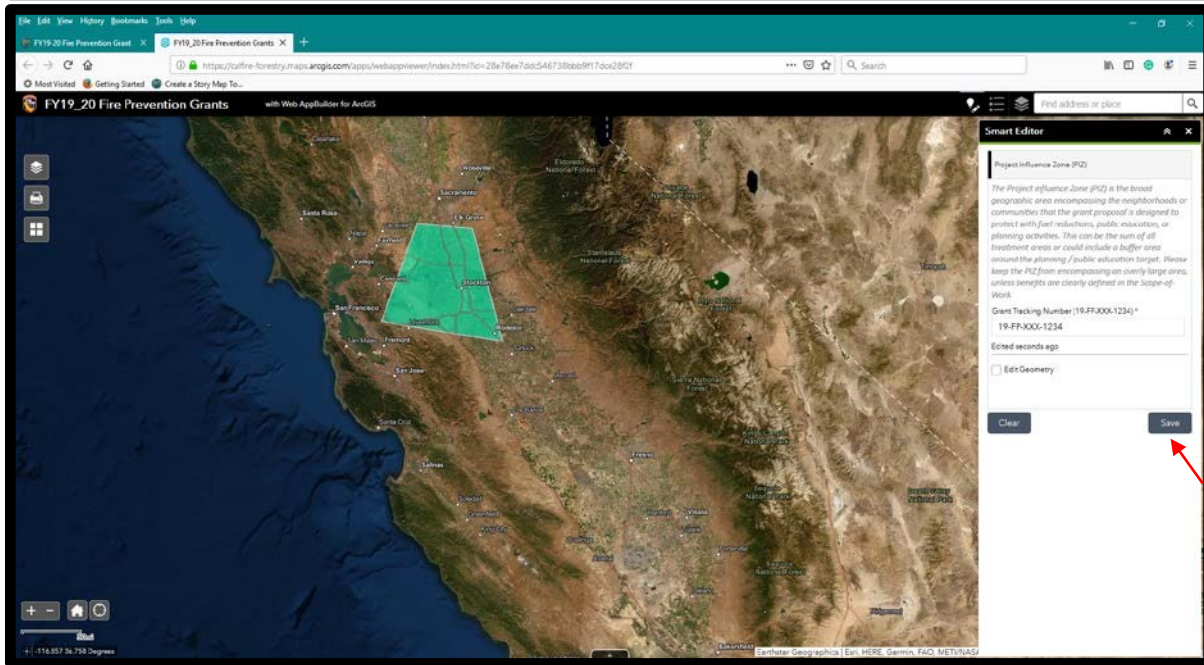
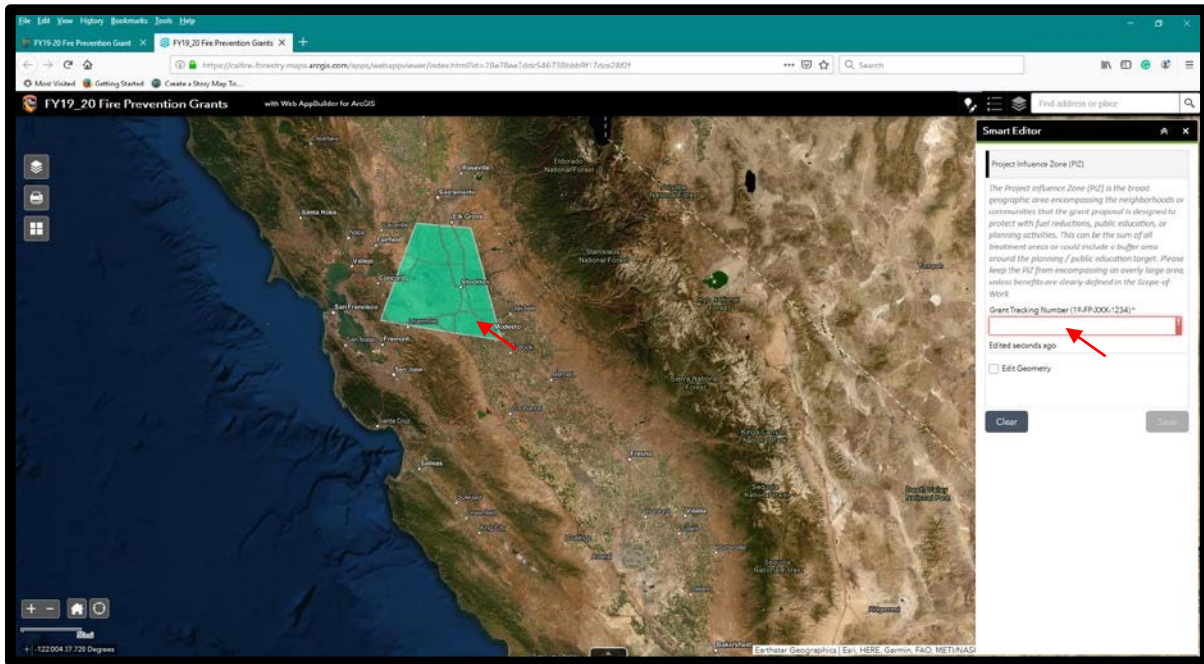
- Select the PIZ (Green) polygon to create a project boundary.



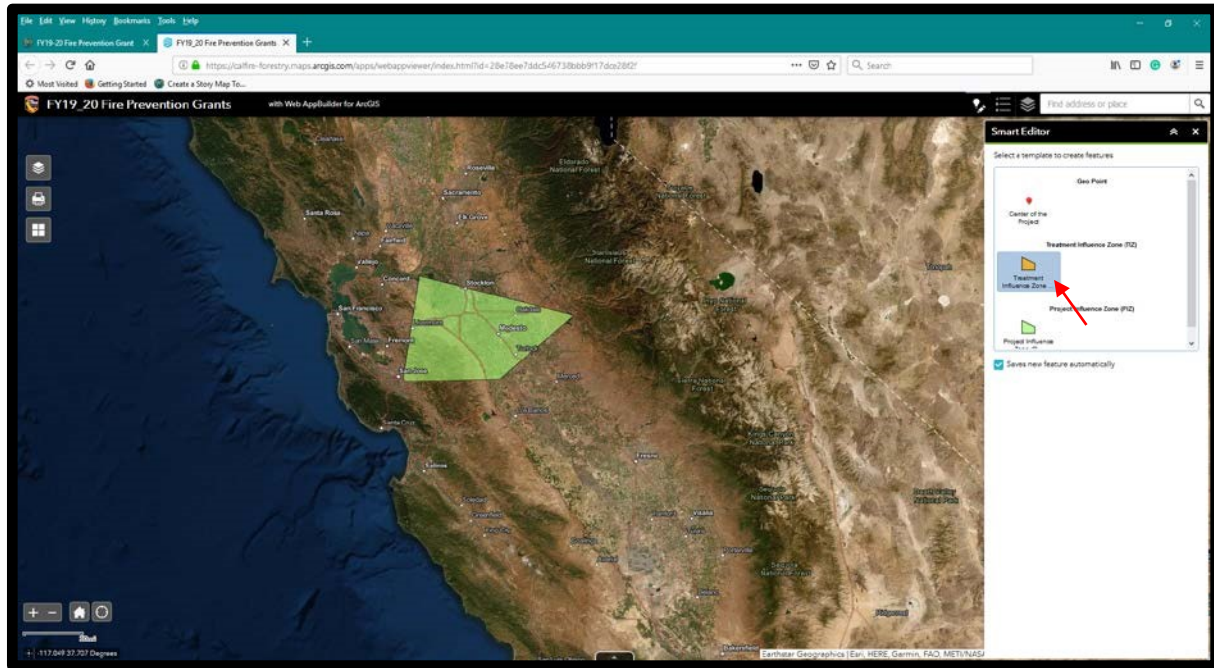
- “Double click” to finish the polygon in the projected area.
  - Enter the **required** field shown below- Grant Tracking number (19-FP-XXX-1234). Please use the format as shown as an example. Incorrect grant tracking is not acceptable.



- Click out the box after adding the Grant tracking number
- Click “Save”

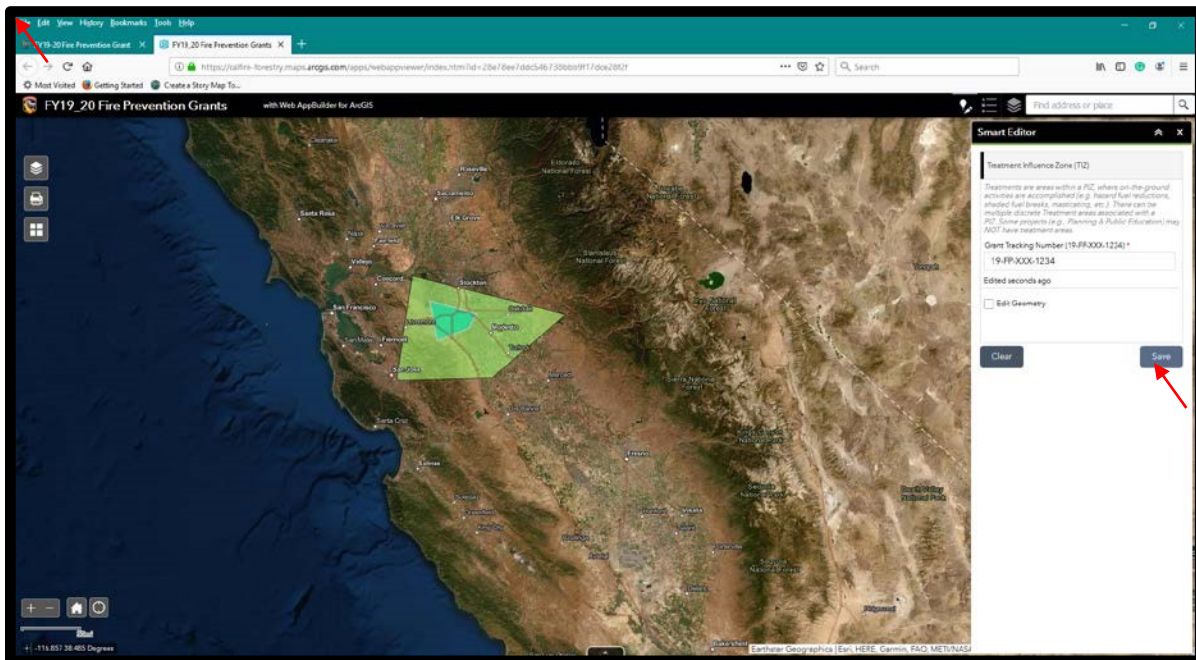
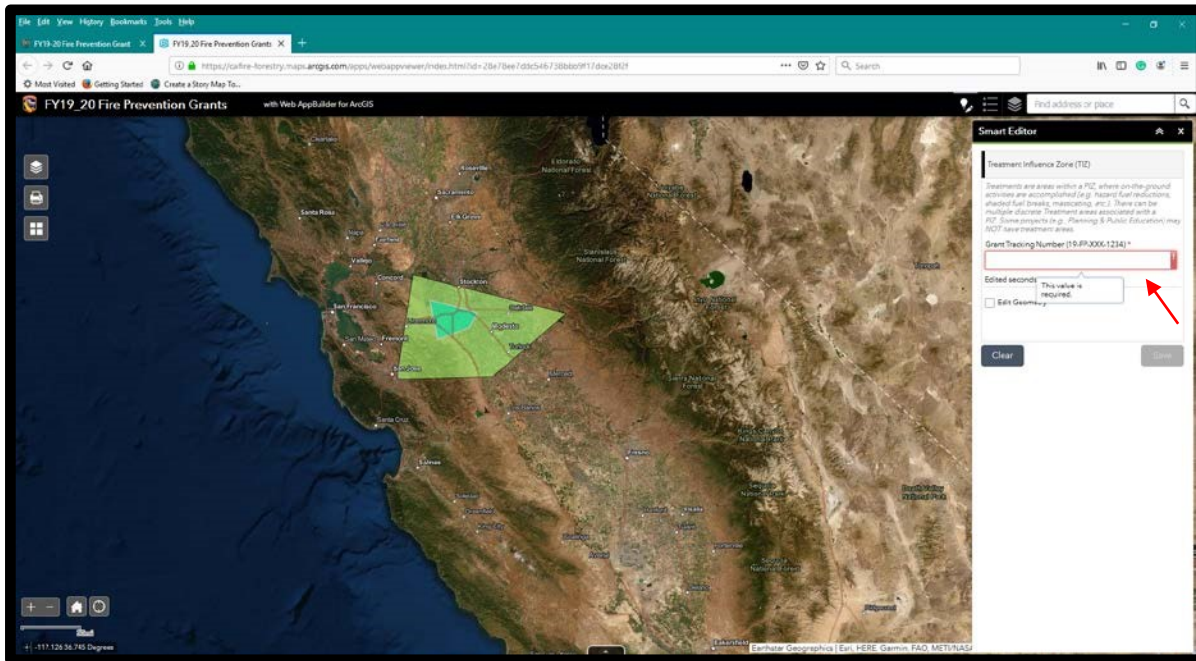


- Select the PIZ (Yellow) polygon to create a treatment boundary.

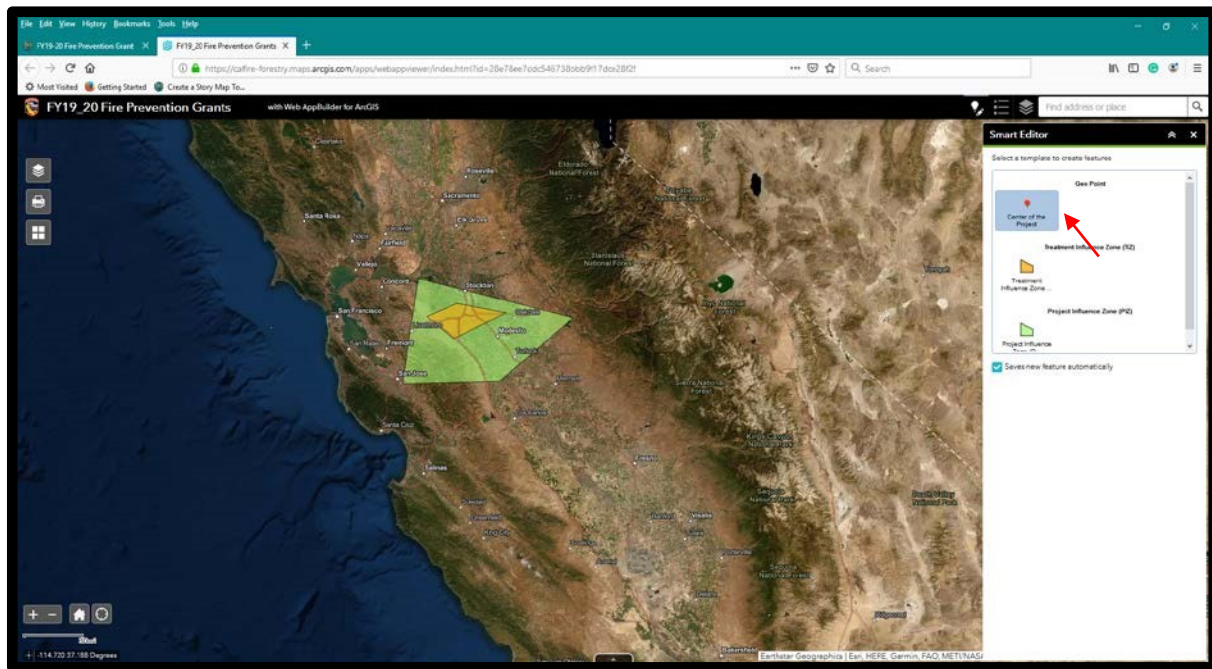


- “Double click” to finish the polygon in the projected area.
  - Enter the **required** field shown below- Grant Tracking number (19-FP-XXX-1234). Please use the format as shown as an example. Incorrect grant tracking is not acceptable.
  - Click out the box after adding the Grant tracking number
  - Click “Save”





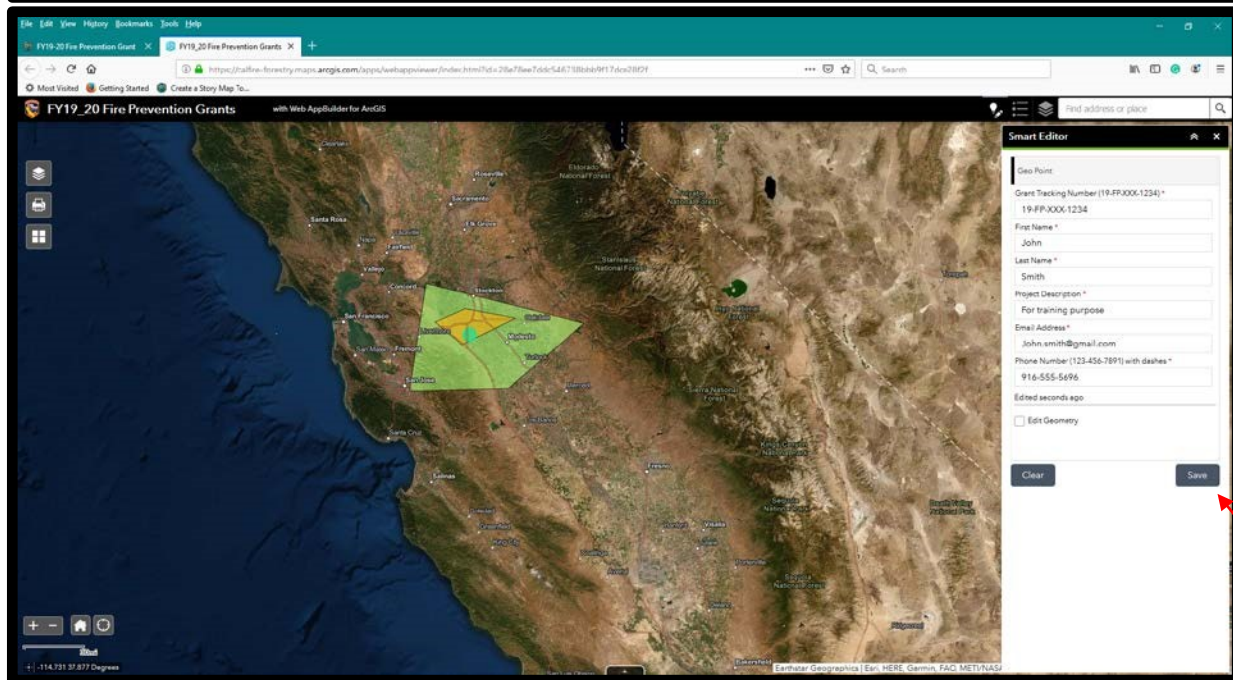
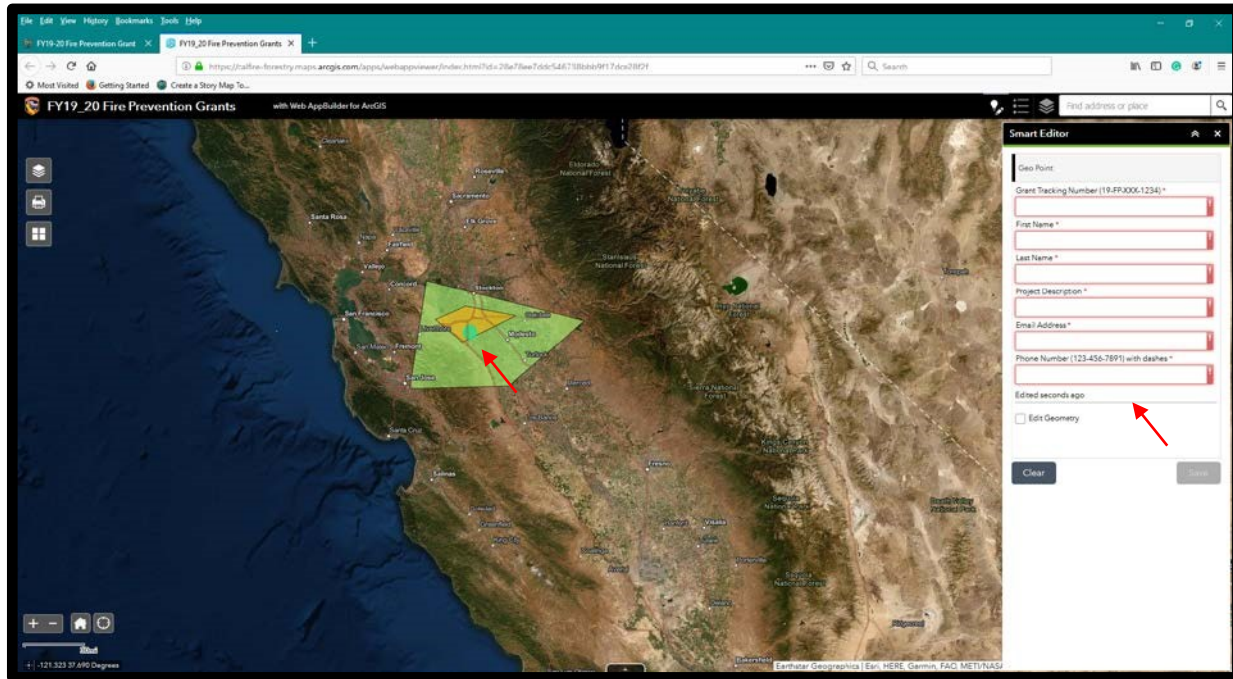
- Select the Geo Point to create “Center of the project”



- “Click” to create a center of the project in the projected area.
  - Enter the **required** fields shown below-
    - Grant Tracking number (19-FP-XXX-1234). Please use the format as shown as an example. Incorrect grant tracking is not acceptable.
    - First Name
    - Last Name
    - Project Description
    - Email address (Please check for spelling errors)
    - Phone Number (916-222-2454). Please use the format as shown in the example.
  - Click out the box

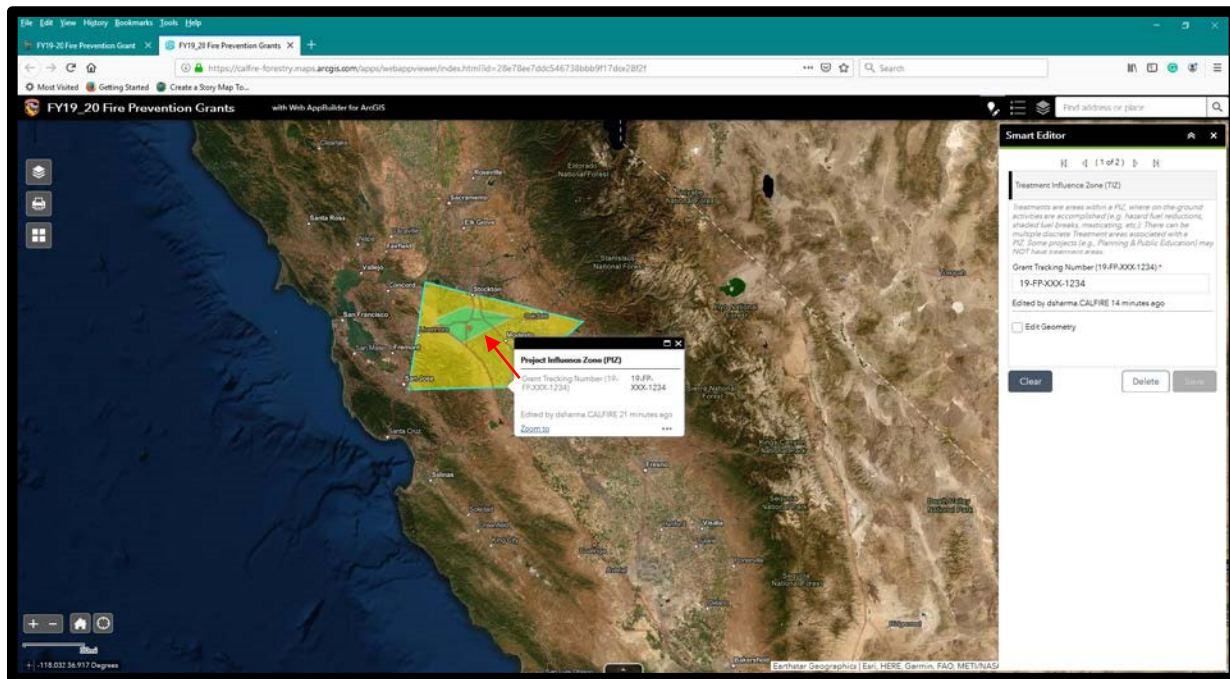


- Click "Save"

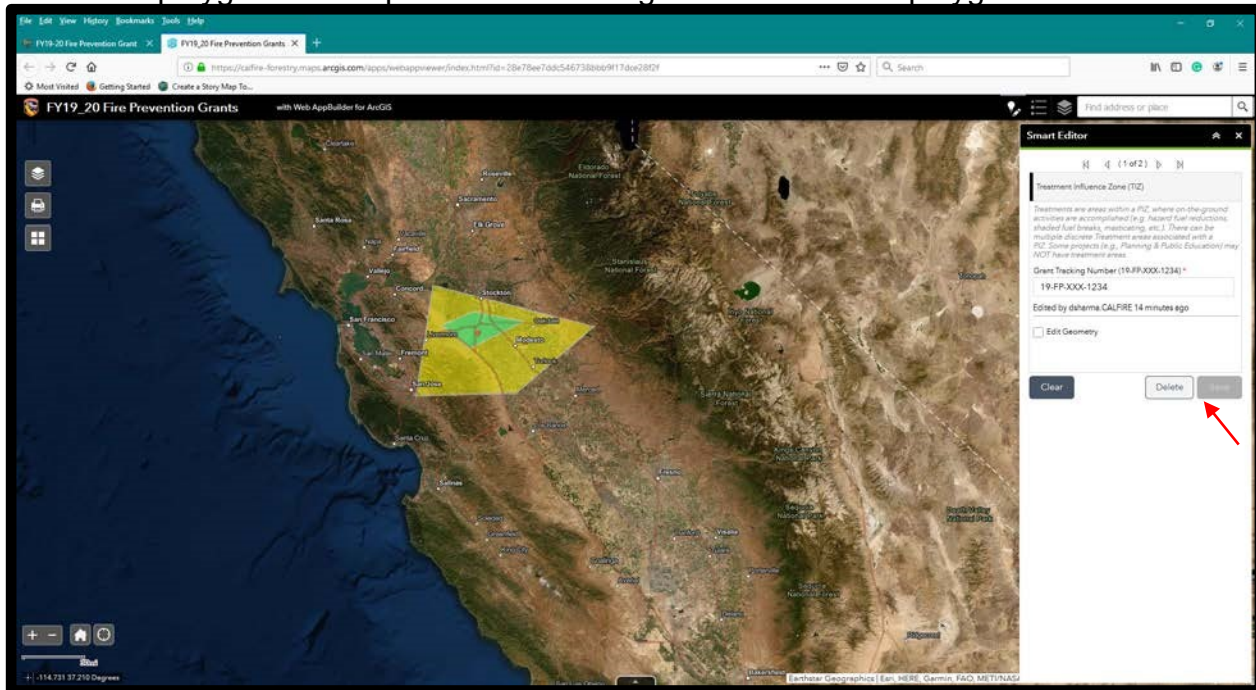


## How to Delete/Edit the Polygon or Geo point

- Select the polygon or Geo point created using the border of the polygon as shown below.

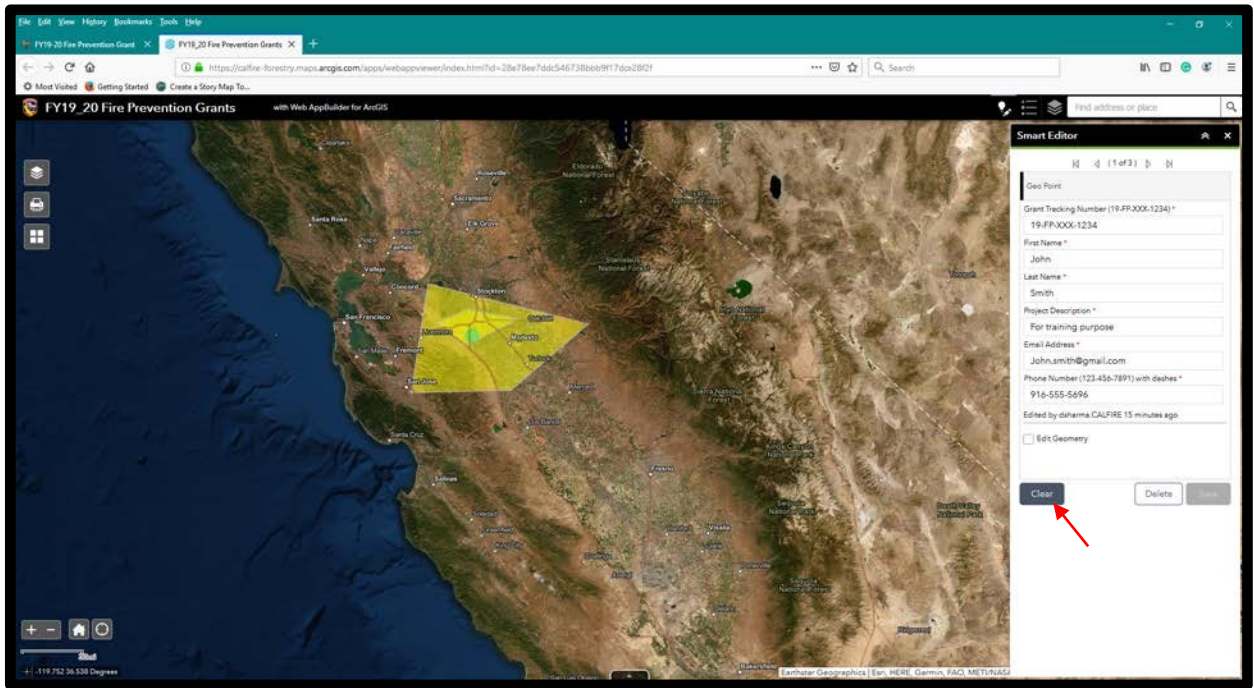


- Select the polygon or Geo point created using the border of the polygon as shown below.

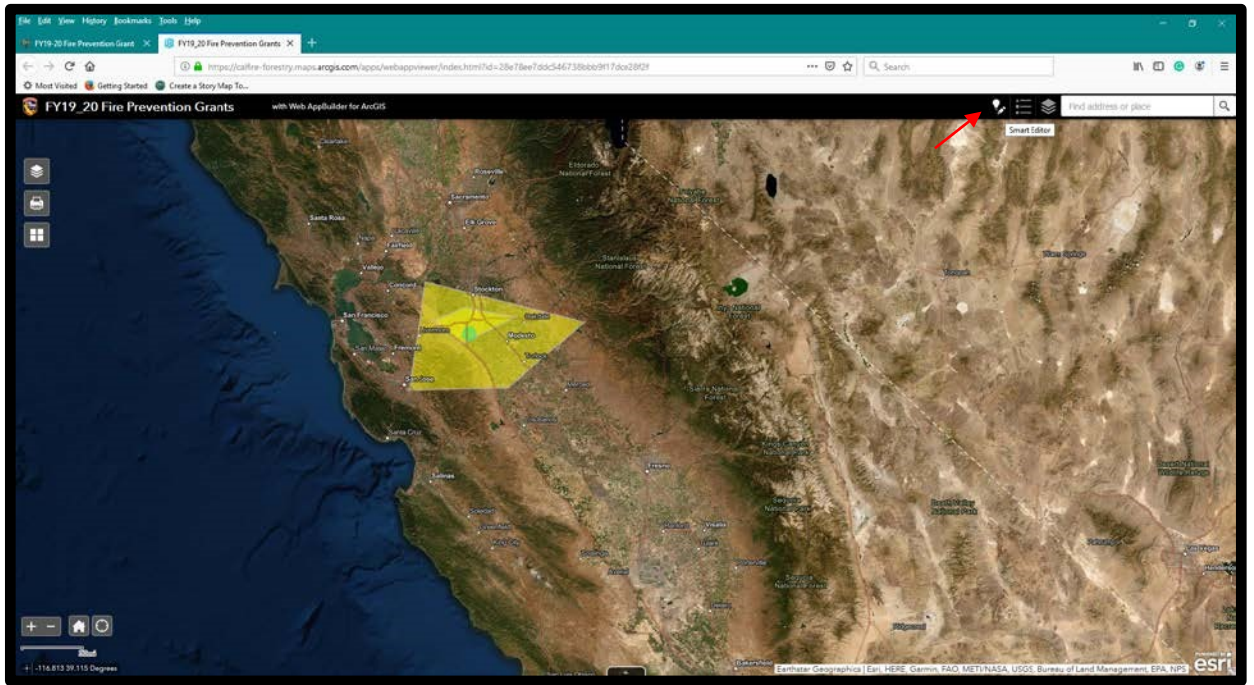


- Click on “Clear” to go back to the Home window to re-create the Geo Point or polygon.





- In case the right side smart editor window is closed
  - Click on “Smart Editor” Icon on right-hand side corner shown below

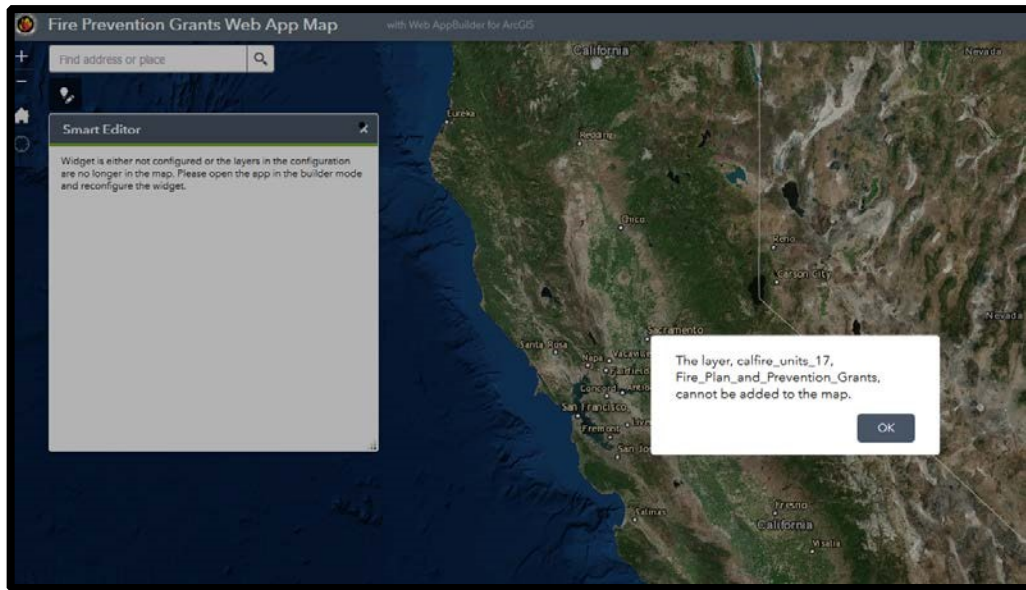


- To make edits to the existing polygon or Geo Point select the polygon and make sure smart editor window is open.

For any further questions contact [FPGrants@fire.ca.gov](mailto:FPGrants@fire.ca.gov)

## Please Note

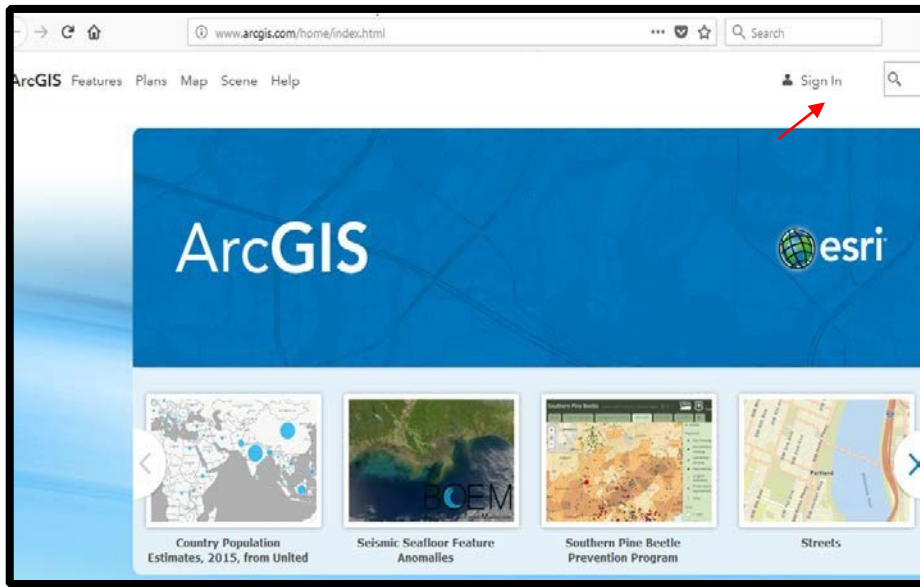
If you get below screen with instructions/error, please **check** if you have sent an email with your NIFC/Organizational account **username** to [FPGGrants@fire.ca.gov](mailto:FPGGrants@fire.ca.gov) to be added in the Fire Prevention Grant group **AND** make sure to complete the process to accept the invitation shown below on page 10.



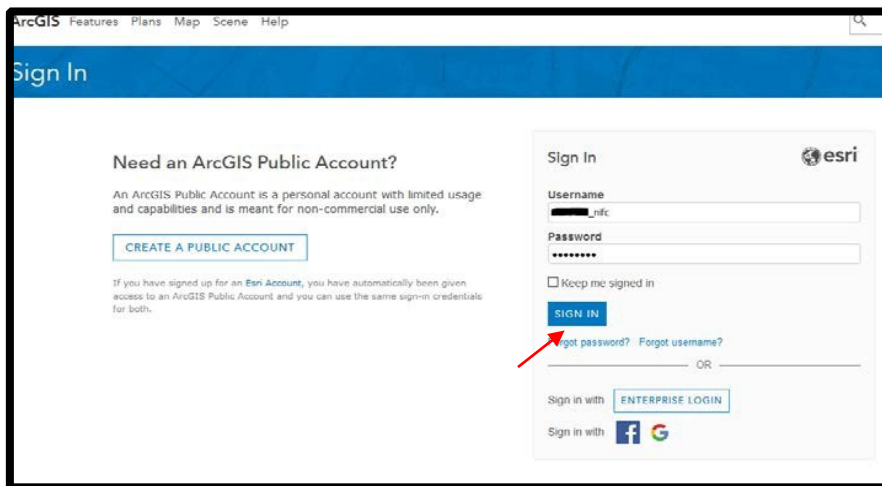
### Instructions to accept the invitation

- Sign in to your NIFC account using the below link.
  - <http://www.arcgis.com/home/index.html>

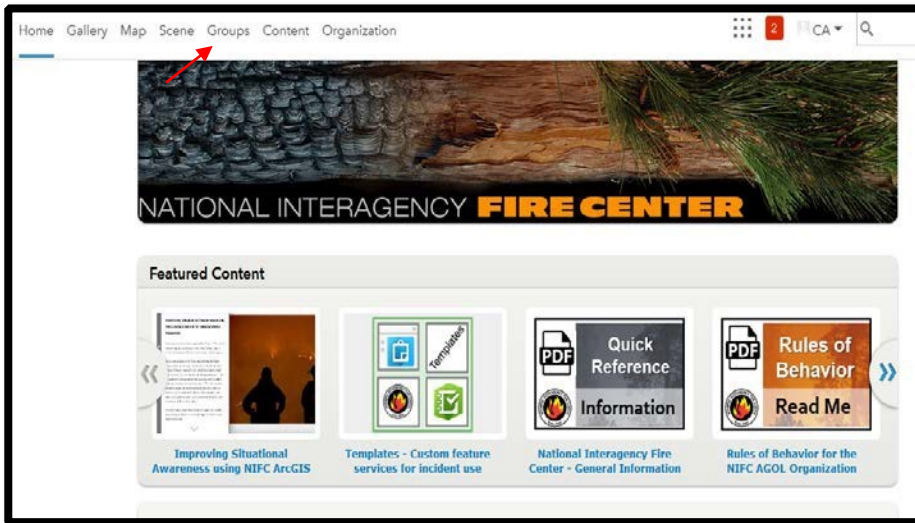




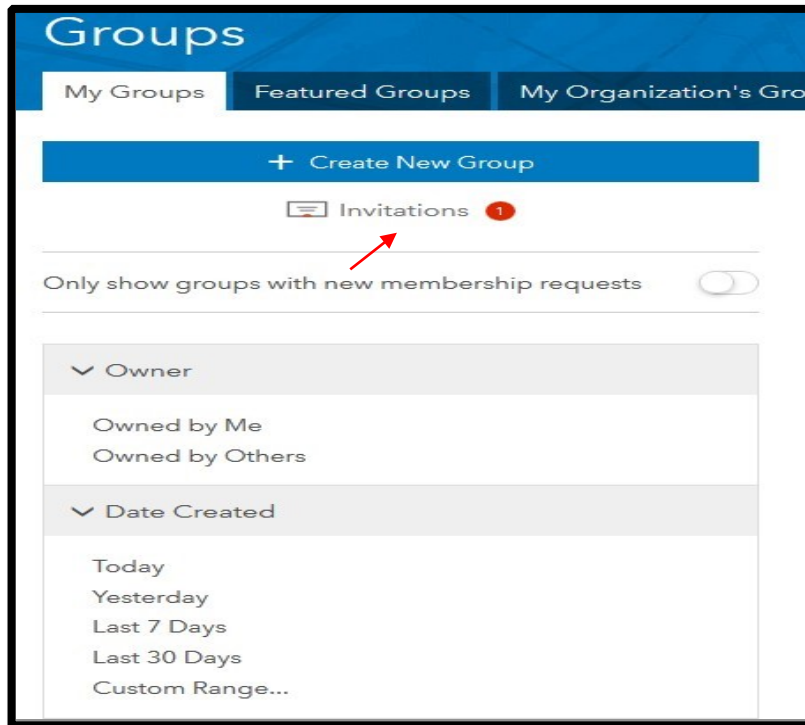
- Enter your NIFC account using your username and password



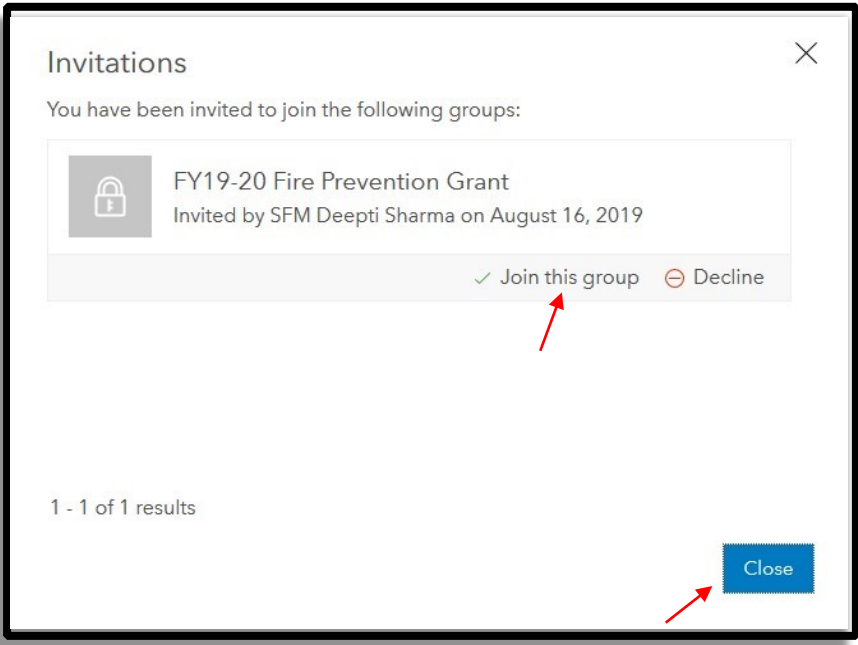
- Click "Groups" as shown below



- Click “Invitations”



- Click on “Join the group” called “*FY19 20 Fire Prevention Grant*” and then “*Close*”. After been added to the group please refer to the “Instructions to draw a polygon shape” on <https://www.fire.ca.gov/grants/fire-prevention-grants>



For any further questions contact [FPGrants@fire.ca.gov](mailto:FPGrants@fire.ca.gov)

## MEMORANDUM

Date: November 15, 2019  
To: Board of Directors  
From: Security Committee Staff  
Subject: Consider Adoption of District Policy P2019-10 Body-Worn Cameras

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### RECOMMENDED ACTION

Review District Policy P2019—10, Body Worn-Cameras.

### BACKGROUND

The District recognizes Body-Worn Cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation and enforcement activity. The attached policy defines necessary procedures, and responsibilities for the use of the body-worn camera systems as well as the management, storage, and retrieval of audio/video material recorded by body-worn cameras. Recorded data serves a dual purpose to the District by protecting both Patrol Officers and citizens.

This policy has been reviewed by the Security Committee and District General Counsel, Richard Shanahan, and the final draft is attached for your review.

***The Security Committee recommends adoption.***

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Security	<b>Policy #</b> P2019-04
<b>Title:</b>	Body-Worn Cameras	

## PURPOSE

Body-worn cameras provide accountability and transparency to the public and will provide a recording of an incident that may supplement an employee's report, conduct, investigation and enforcement activity.

To provide the Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) and Security Department with the necessary procedures, policies, and responsibilities for the use of the body-worn camera systems as well as the management, storage, and retrieval of audio/video material recorded by body-worn cameras. Recorded data serves a dual purpose to the District by protecting both Patrol Officers and citizens.

## POLICY STATEMENT

The use of body-worn camera systems provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Patrol Officers assigned the use of body-worn camera and video systems will adhere to the operational objectives, policies, responsibilities, and procedures outlined in this policy to maximize the effectiveness and utility for the body-worn camera system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

## OBJECTIVES

The District's Security Department has adopted the use of body-worn camera systems to accomplish the following objectives:

1. To enhance Patrol Officer safety and accountability.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the Patrol Officer's ability to document and review statements and actions for both internal reporting requirements and investigations.
4. To provide an impartial measurement for self-critique, evaluation, performance, and professionalism.
5. To capture visual and audio evidence/information for use in current and future investigations and proceedings and to protect against false accusations.

## DISTRICT RESPONSIBILITIES

1. The District shall provide one personal body-worn camera for each Patrol Officer. Patrol Officers will use only District-owned and issued body-worn camera systems.
2. The District will provide Patrol Officers and Sergeants with training on the use of body-worn cameras and video systems.

3. The District will approve media viewing and duplication devices.

## **OFFICER RESPONSIBILITIES**

1. Patrol Officers will wear the body-worn camera when on patrol. The camera shall be worn and used in the manner specified in training and per this policy.

Unless it is unsafe or impractical to do so, or mechanical issues impede the use of the camera, Patrol Officers shall activate the camera prior to making contact in any of the following incidents: (a) enforcement encounter when there is a reasonable suspicion that the person is or was involved in criminal activity, a violation of law, or other misconduct; (b) when responding to a dispatched call; (c) when investigating any incident, claim, violation or wrongdoing; (d) when responding to a traffic collision; and (e) when contact with a person becomes adversarial after the initial contact (not covered by the above categories) is made; (f) for any activity where video and/or audio recording could be needed for safety and documentation purposes.

The camera will not be activated (a) in private places such as a restroom, locker room, or dressing room, and (b) when an individual is partially or completely unclothed. A Patrol Officer may choose not to activate the camera when interviewing witnesses and members of the community who wish to anonymously report or discuss criminal activity or other wrongdoing in their neighborhood, or when having a casual non-enforcement conversation with a member of the public.

If a Patrol Officer is in doubt about whether to activate the camera, the officer should record the incident. Patrol Officers should consider using the body-worn camera as a means of documenting all citizen contact, except as otherwise provided above.

2. When the body-worn camera system is activated to document an incident, it will not be deactivated until the incident or encounter has been concluded, the officer has left the scene, or a supervisor has authorized (on camera) that a recording may cease unless:
  - a. The incident or event is of such duration that the body-worn camera system may be deactivated to conserve recording times;
  - b. The Patrol Officer does not reasonably believe that deactivation will result in the loss of critical information; and
  - c. The intention to stop recording shall be noted by the Patrol Officer verbally on camera before deactivation.
3. If a Patrol Officer fails to activate the camera when he or she should have, fails to record the entire incident, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated. Submitting a report and explanation will not necessarily avoid discipline or corrective action, if it appears that the officer violated this policy.
4. When necessary to help ensure the accuracy and consistency of accounts for written reports, Patrol Officers may contact the Patrol Sergeant or the Security Chief and

request to review the recording.

5. Patrol Officers will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any body-worn camera system, recording or storage device without prior written authorization from the Security Chief.
6. Patrol Officers will notify the Patrol Sergeant or Security Chief when the body-worn camera system has captured a felony, DUI, or any event requested as evidence by a peace officer.
7. Patrol Officers shall operate the body-worn cameras and video systems in accordance with the manufacturer's guidelines, departmental policy, and training.
8. Patrol Officers shall inspect the body-worn camera and video system at the beginning of each shift to ensure that the equipment is functioning according to the manufacturer's guidelines. The equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning.
9. Patrol Officers shall immediately report any malfunction, damage or theft of the body-worn camera system to the Patrol Sergeant or Security Chief so that a repair or replacement unit may be provided.
10. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief.
11. Body-worn cameras and systems will be stored in the area designated by the Security Chief and will not be left inside an unattended patrol vehicle.
12. Each Patrol Officer is responsible for his/her District assigned body-worn camera system. There shall be no borrowing of equipment between Patrol Officers.
13. Body-worn cameras shall be used only in conjunction with patrol-related duties, and they shall not be used to record communications with other CSD personnel (except with the permission of the Patrol Sergeant or Security Chief) or when on break or otherwise engaged in personal activities.

## **SERGEANT RESPONSIBILITIES**

1. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, Security Chief or designee shall remove the memory card, when applicable, or body-worn camera from service. The Security Chief shall transfer the recording to the Security Chief's computer video storage file on the District's Security Server.
  - a. Upon downloading, the Security Chief or designee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the one-year retention period (per Government Code, Section 53160) for non-evidence or investigation related recordings.
2. Security Chief or Sergeant shall conduct periodic reviews to:

- a. Ensure the equipment is being used in accordance with policy and procedures.
  - b. Report and correct any Patrol Officer discrepancies in the use of the body-worn camera system.
  - c. Make recommendations for revision to the policy, procedures, officer training, or equipment needed.
  - d. Inspect for equipment damage, loss or misuse and to report and investigate the cause.
  - e. Assess Patrol Officer performance.
3. Minor Patrol Officer misconduct or infraction (non-criminal) discovered during a routine review of recorded material generally should be viewed as training and counseling opportunities and not as a cause for disciplinary action. However, should the behavior or action be serious or recur or become habitual after being previously addressed, the appropriate disciplinary or corrective action shall be implemented if warranted.

## **MEDIA DUPLICATION**

1. All cameras, equipment, recorded media, recorded images, and audio/video recordings are the property of the District. Accessing, copying, distributing, using or releasing video or audio files outside of the District or for non-Security Department purposes is strictly prohibited without specific written authorization from the Security Chief or General Manager. The exception is the release of recorded video/audio to law enforcement agencies with authorization from the Security Chief.
2. Requests to review or copy video/audio recordings made under the Public Records Act shall be made through the Security Chief. Each request will be evaluated and responded to on a case-by-case basis. If a recording is to be released, only the incident or incidents specifically requested shall be duplicated. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim, sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.
3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other devices.
4. When possible and practical, a copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of court proceedings, investigations, other adjudicated hearings or as otherwise authorized, all copies shall be submitted back to the Security Chief for retention.



6. A Patrol Officer may review video footage of an incident in which he or she was involved before making a statement or being interviewed or examined about the incident.

**MEDIA STORAGE, RETENTION AND DESTRUCTION**

1. Recorded data from the body-worn camera systems shall be retained in the Security Chief's office for a minimum of one year (as required by Government Code section 53160).
2. After one year, if the data is not needed for evidence, training, a pending disciplinary matter, pending criminal case, civil lawsuit, claim or other proceeding, other investigative or law enforcement purpose or pending citizen complaint, the General Manager is authorized to destroy and erase the data within the computer system in a manner consistent with current District Policy.
3. Recorded data from body-worn camera systems shall not be destroyed or erased without the General Manager's approval.

<b>Approved by Rancho Murieta Community Services District's Board of Directors</b>	
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## MEMORANDUM

Date: November 13, 2019  
To: Board of Directors  
From: Mark Martin, General Manager  
Subject: Revised District Secretary Specification

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### RECOMMENDED ACTION

Approval of revised District Secretary job specification.

### BACKGROUND

Given the retirement of long-time District Secretary Suzanne Lindenfeld on November 1, 2019, and our need to recruit for the position for the first time in years, we felt it prudent to update the specification to better reflect the current needs of the position as it relates to minimum required educational attainment and experience in use of workplace technology.

This item was reviewed by the Personnel Committee on November 5, 2019. The Committee recommended taking this revised job specification to the Board for approval.

Attached are redlined and non-redlined versions of the proposed changes to the specification.

We plan to recruit for the District Secretary as soon as the revised specification is approved.

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**DISTRICT SECRETARY**

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT  
BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – November 17, 2010 – DRAFT November 2019 – Revised with red-line

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**SUMMARY:** Performs a variety of professional, high level, confidential and complex administrative support duties using discretion and independent judgement for the General Manager and Board of Directors in relation to District operations and on major assignments. Independently manages the scheduling and preparation of the Board of Directors' and Committees' agendas and minutes, functions as recording secretary for the Board and completes related preparation and follow-up materials or action in support of Board activities. Performs a variety of administrative support and official record preparation, retention and maintenance duties. Notarizes a variety of legal documents.

**SUPERVISION:** Receives general direction from the General Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Exercises discretion and independent judgment in the performance of complex professional functions related to District operation and major assignments.
- Prepares, assembles, publishes, files, manages and distributes agendas, support documentation, and minutes of board and committee meetings, public hearings, public and legal notices election documents, and conflict of interest disclosure statements.
- Manages District election proceeding with Sacramento County; Files Director and staff Statements of Economic Interests as well as other documentation as necessary with the county and state and other appropriate agencies and organizations.
- Attests the signature of the President of the Board of Directors on all ordinances, resolutions, and other official documents.
- Establishes, publishes and posts ordinance, hearings, resolutions, and board meetings and publishes and posts notices for bids as required by the Brown Act and other statutes.

- Attends meetings of the Board of Directors and other Committees in the capacity of official recording secretary.
- Takes and transcribes minutes of proceedings for permanent records, ensures that minutes and actions of the Board of Directors are properly recorded and that subsequent actions are taken in compliance with the legal requirements imposed on and by the Board.
- Manages and maintains preparation of newsletter and website and social media ~~contact~~communications.
- Manages and maintains records management program in coordination with other departments; prepares and maintains schedule of records retention and destruction; maintains library;
- Formulates and responds to requests for information by Board members, staff and the public, in compliance with adopted Board guidelines on official records and documents.
- Conducts independent confidential, professional administrative and technical, services for the General Manger, Board of Directors and other staff; provides District-wide general support services such as public information, document preparation, and communications.
- Manages conference scheduling and travel arrangements for General Manager, Board of Directors and staff.
- Maintains files pertaining to election for Board of Directors and swears in newly elected and re-elected Board members.
- Manages claims against the District; coordinates review, recommendations and responses for closure of claims.
- Special projects as assigned.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office methods, procedures and equipment, and ability to transcribe ~~from dictation machine~~from electronic recordings; Excellent English usage, spelling, grammar, and punctuation; comprehensive filing and indexing systems; ~~computer programs: Word, Excel, Powerpoint, calendar, Outlook, Internet, social media~~ and website creation and maintenance. Experience with electronic file management, SharePoint file management.

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Ability to manage the business and record keeping functions of the Board of Directors; perform professional, difficult, responsible, complex and confidential administrative and office support work and effectively relieve the General Manager of routine administrative duties; manage difficult record keeping involved with the maintenance of official District records, legal records, files, contracts, bonds, investments, and related records; prepare clear, concise, and accurate records and reports; operate a personal computer at a skill level and with the degree of accuracy to meet job requirements; utilize word processing, spreadsheet and data base computer software and computer equipment; deal professionally, knowledgeably and courteously with the public and other staff when answering questions, inquiries and disseminating information about District functions, business, and actions.

**EDUCATION AND/OR EXPERIENCE:** ~~The following Any minimum~~ combination of training and experience, which would provide the required knowledge and ability, is qualifying. ~~A typical way to obtain this knowledge and ability would be:~~

~~Education: AA degree or equivalent business school coursework preferably in office support and business management is highly desirable.~~

~~Education: High School diploma and/or equivalent.~~

Four years of extensive and increasingly responsible public agency administrative experience, and extensive public contact.

~~Education: AA degree or business school coursework preferably in office support and business management is highly desirable.~~

**LICENSE AND/OR CERTIFICATES:** Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment. Obtain appointment as a Notary Public for the State of California within six months of appointment to the position.

Appointment to this position is made in accordance with Chapter 2, Section 2 of the District Code.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color

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vision, peripheral vision, depth perception, and the ability to adjust focus.

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The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## DISTRICT SECRETARY

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DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

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APPROVED BY BOARD OF DIRECTORS – November 17, 2010 – **DRAFT November 2019 – Revised without red-line**

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**SUMMARY:** Performs a variety of professional, high level, confidential and complex administrative support duties using discretion and independent judgement for the General Manager and Board of Directors in relation to District operations and on major assignments. Independently manages the scheduling and preparation of the Board of Directors' and Committees' agendas and minutes, functions as recording secretary for the Board and completes related preparation and follow-up materials or action in support of Board activities. Performs a variety of administrative support and official record preparation, retention and maintenance duties. Notarizes a variety of legal documents.

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Ability to manage the business and record keeping functions of the Board of Directors; perform professional, difficult, responsible, complex and confidential administrative and office support work and effectively relieve the General Manager of routine administrative duties; manage difficult record keeping involved with the maintenance of official District records, legal records, files, contracts, bonds, investments, and related records; prepare clear, concise, and accurate records and reports; operate a personal computer at a skill level and with the degree of accuracy to meet job requirements; utilize word processing, spreadsheet and data base computer software and computer equipment; deal professionally, knowledgeably and courteously with the public and other staff when answering questions, inquiries and disseminating information about District functions, business, and actions.

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