



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

March 18, 2020

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

1. CALL TO ORDER/ROLL CALL

President Clark called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 3:30 p.m. via conference call per Governor Newsom Executive Order N-29-20 related to the COVID-19 pandemic, no public gatherings in a formal setting were allowed. Directors present were Les Clark, Randy Jenco, Linda Butler, Tim Maybee and John Merchant. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; Richard Shanahan, District General Counsel; and Amelia Wilder, District Secretary.

2. CONSIDER ADOPTION OF AGENDA

Motion/Clark to adopt the agenda with a postponement of Item #12 Review Security's Annual Report to a future meeting, due to the need to have a PowerPoint presentation. **Second/Maybee. Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.**

3. BOARD ADJOURNED TO CLOSED SESSION AT 3:33 P.M. TO DISCUSS THE FOLLOWING ITEMS:

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

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

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

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

The Board has reached a consensus and will be completing a form within the next few days.

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

This will be discussed under Agenda Item #16 Consider the Letter/Claim from Attorney Kelsey Webber Dated March 4, 2020 Concerning Claim for Damages by Former Employee Debby Bradberry.

5. CONSENT CALENDAR

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

6. STAFF REPORTS

Under Agenda Item 6a, Mark Martin, General Manager, gave a brief summary of activities during the previous month, including the final approval of our Municipal Service Review by Sacramento Local Agency Formation Commission, the Board's visit to the Cal-Waste Materials Recovery Facility and the letter he wrote to the

Sacramento County Planning Commission asking for written confirmation that the District has no responsibility for the administration of funds for the maintenance of roads in Murieta Gardens I and II.

Under Agenda Item 4b, Tom Hennig, Director of Administration, updated the Board on the status of the District's finances, noting that we are budgeting for a Security Fee Study next year.

Under Agenda Item 4c, Chief Werblun gave a brief overview of the operations updates and incidents of note. Director Maybee asked that the spreadsheets reporting incidents from RMA and CSD be combined. He also asked for an update on the potential changes to the Security Code Chapter 21 which will be discussed in the next Security Committee Meeting.

Under Agenda Item 4d, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update including a discussion around the bait boxes which are located on the dams and the District's outreach to residents letting them know they are to protect the dams from the potential threats posed by burrowing rodents. He continued with a report on the Capital Replacement Project of the West Dissolved Air Flotation System electrical panel, which is out for bid.

7. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

Mark Martin and Amelia Wilder will not be attending the Brown Act Update March 19,2020 due to its cancellation because of COVID-19 restrictions.

8. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

Tom Hennig announced the promotion of Tonya Perez to Accounting Supervisor, and the hire of Graham Self as an intern from Folsom Lake College.

9. REVIEW APRIL 2020 BOARD/COMMITTEE MEETING DATES/TIMES

The District will continue with its regularly scheduled meetings and explore video conferencing as a means to conduct business during the COVID-19 restrictions.

10. CORRESPONDENCE

Mark Martin reviewed a letter from Murieta Village Homeowner's Association asking for a security camera at the entrance to the Village, and access to video recordings that may come from the camera. Director Clark responded that this will be discussed further at the Security Committee Meeting April 2, 2020.

11. COMMENTS FROM THE PUBLIC

None.

12. REVIEW SECURITY'S ANNUAL REPORT

This item will be addressed at a future meeting due to the need for video to present the report.

13. REVIEW FISCAL YEAR 2020-21 DRAFT BUDGET UPDATE

Mr. Hennig informed the Board of the status of the Draft Budget and confirmed the Special Board Meeting scheduled March 26, 2020 to review the Budget with the Board.

14. CONSIDER ADOPTION OF RESOLUTION R2020-01, A RESOLUTION CALLING THE GENERAL DISTRICT ELECTION AND CONSOLIDATION WITH THE STATE ELECTION TO BE HELD NOVEMBER 3, 2020

General Manager Martin gave a brief overview of the election process. There are 2 (two) Director Seats that will be available, and the election for those Seats will be held with the State election November 3, 2020.

Motion/Clark to adopt Resolution R2020-01 calling the general District election and consolidation with the State election to be held November 3, 2020. Second/Maybee. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.

15. REVIEW DISTRICT GOALS FOR 2020

General Manager Martin had a brief discussion with the Board about this year's goal rankings. The Board would like a few adjustments and will email them to Mr. Martin. Pending no more desired changes to the Board goals, this item is expected to be moved for final approval to the Regular Board Meeting April 15, 2020.

16. CONSIDER THE LETTER/CLAIM FROM ATTORNEY KELSEY WEBBER DATED MARCH 4, 2020 CONCERNING CLAIM FOR DAMAGES BY FORMER EMPLOYEE DEBBY BRADBERRY

Richard Shanahan, District General Counsel, reported that the Board had agreed in Closed Session to reject the claim by former employee Debby Bradberry.

17. DIRECTOR COMMENTS/SUGGESTIONS

Mark Martin informed the Board that due to restrictions as a result of COVID-19, as of March 18, 2020, the District has closed its offices to the public, and while all of its Staff would still be working, those that could practicably telecommute would be doing so immediately.

Director Merchant commented that he would like to have a video option for future meetings. The District is researching options, including ZOOM video conferencing. The Districts regular phone numbers will forward calls to Staff.

18. ADJOURNMENT

Motion/Clark to adjourn at 6:10 p.m. Second/Butler. Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Amelia Wilder
Recording Secretary