



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

### AGENDA

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

REGULAR BOARD OF DIRECTORS MEETINGS ARE HELD  
3<sup>rd</sup> Wednesday of Each Month

#### REGULAR BOARD MEETING

**January 16, 2013**

Closed Session: 4:00 p.m. \* Open Session 5:00 p.m.

RMCS D Administration Building – Board Room

15160 Jackson Road

Rancho Murieta, CA 95683

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#### BOARD MEMBERS

|                |                |
|----------------|----------------|
| Gerald Pasek   | President      |
| Roberta Belton | Vice President |
| Betty Ferraro  | Director       |
| Paul Gumbinger | Director       |
| Michael Martel | Director       |

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#### STAFF

|                    |                              |
|--------------------|------------------------------|
| Edward R. Crouse   | General Manager              |
| Darlene Gillum     | Director of Administration   |
| Greg Remson        | Security Chief               |
| Paul Siebensohn    | Director of Field Operations |
| Suzanne Lindenfeld | District Secretary           |

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
JANUARY 16, 2013**

Closed Session: 4:00 p.m. \* Open Session 5:00 p.m.

**AGENDA**

|  | RUNNING TIME |
|--|--------------|
| <b>1. CALL TO ORDER</b> - Determination of Quorum - President Pasek ( <b>Roll Call</b> )   | 4:00         |
| <b>2. ADOPT AGENDA</b> ( <i>Motion</i> )   | 4:05         |
| <b>3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES</b> ( <i>5 min.</i> )   | 4:10         |
| <b>4. CLOSED SESSION</b>   | 4:15         |
| <i>Under Government Code section 54956.9(a): Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9: One Potential Case.</i>  |              |
| <i>Conference with Legal Counsel – Existing Litigation Pursuant to Government Code section 54956.9(a). Name of case: Rancho Murieta Community Services District v. Elk Grove Bilby Partners, LP, Sacramento County Superior Court Case No. 34-2011-00097778.</i>   |              |
| <i>Under Government Code section 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms.</i>   |              |
| <i>Under Government Code 54957: Public Employee Performance Review: General Manager.</i>   |              |
| <b>5. OPEN SESSION</b>   |              |
| <i>The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.</i> |              |
| <i>The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. <b>TIMED ITEMS</b> as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.</i>                                 |              |

- 6. REPORT ACTION FROM CLOSED SESSION** 5:00
- 7. COMMENTS FROM THE PUBLIC** 5:05  
*The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker.*
- If you wish to address the Board at this time, as a courtesy, please state your name and address, and reserve your comments to no more than 3 minutes so that others may be allowed to speak. No action will be taken.*
- 8. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)** 5:10  
*All the following items in Agenda Item 8 will be approved as one item if they are not excluded from the motion adopting the consent calendar.*
- a. Approval of Board Meeting Minutes**
    - 1. November 14, 2012 Special Board Meeting
    - 2. December 10, 2012 Special Board Meeting
  - b. Committee Meeting Minutes (Receive and File)**
    - 1. December 4, 2012 Improvements Committee Meeting
    - 2. January 3, 2013 Security Committee Meeting
    - 3. January 3, 2013 Finance Committee Meeting
    - 4. January 4, 2013 Communication & Technology Committee Meeting
    - 5. January 4, 2013 Personnel Committee Meeting
    - 6. January 10, 2013 Improvements Committee Meeting
  - c. Approval of Bills Paid Listing – November and December 2012**
- 9. STAFF REPORTS (Receive and File) (5 min.)** 5:15
- a.** General Manager's Report
  - b.** Administration/Financial Report
  - c.** Security Report
  - d.** Water/Wastewater/Drainage Report
- 10. CORRESPONDENCE (5 min.)** 5:20
- 11. REPORT BACK ON DISTRICT POLICY 2012-14, DUI ENFORCEMENT POLICY** 5:25  
 (Discussion/Action) (Motion) (5 min.)
- 12. APPROVE EMPLOYEE MANUAL REVISIONS** 5:30  
 (Discussion/Action) (Motion) (5 min.)
- 13. ADOPT DISTRICT POLICY 2013-01, DISTRICT POOL VEHICLES** 5:35  
 (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 14. APPROVE PROPOSAL FOR MAIN LIFT NORTH WET WELL REHABILITATION** 5:40  
 (Discussion/Action) (Motion) (5 min.)

**15. RECEIVE UPDATE ON LUCAS DEVICE FUND RAISING EFFORTS** 5:45  
(Discussion/Action) (5 min.)

**16. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES** 5:50  
(Discussion/Action) (Motion) (5 min.)

**17. MEETING DATES/TIMES FOR THE FOLLOWING:** (5 min.) 5:55

**Board Goal Workshop:** January 31, 2013

**Next Regular Board Meeting:** February 20, 2013

**Committee Meeting Schedule:**

- ✚ Joint Security - Tuesday, January 22, 2013 at 9:00 a.m. at RMA
- ✚ Personnel - Wednesday, February 6, 2013 at 9:00 a.m.
- ✚ Security - Thursday, February 7, 2013 at 8:30 a.m.
- ✚ Finance – Thursday, February 7, 2013 at 9:00 a.m.
- ✚ Improvements - Thursday, February 7, 2013 at 9:30 a.m.
- ✚ Communications - Friday, February 8, 2013 at 9:00 a.m.

**18. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF** 6:00  
*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.*

**19. ADJOURNMENT (Motion)** 6:05

"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 January 11, 2013. Posting locations are: 1) District Office; 2) Plaza Foods; 3) Rancho Murieta Association; 4) Murieta Village Association.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Special Board of Directors Meeting

MINUTES

November 14, 2012

5:00 p.m. Open Session

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

President Roberta Belton called the special 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 Roberta Belton, Betty Ferraro, Steven Mobley, and Gerald Pasek. Also present were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

## **2. ADOPT AGENDA**

**Motion/Ferraro** to adopt the agenda. **Second/Pasek. Ayes: Belton, Ferraro, Mobley and Pasek. Noes: None.**

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

None.

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

None.

## **5. CONSENT CALENDAR**

**Motion/Pasek** to adopt the consent calendar. **Second/Mobley. ROLL CALL VOTE: Ayes: Belton, Ferraro, Mobley, and Pasek. Noes: None.**

## **6. STAFF REPORTS**

Under Agenda Item 9c, President Belton asked how many DUI arrests there have been since June 2012. Chief Remson stated there have been five (5) DUI arrests, three (3) of them were Rancho Murieta residents. There have been an additional two (2) DUI accidents. Of those, one (1) has charges pending and the other DUI charges were not filed.

Director Pasek suggested Chief Remson speak to the owners of Murieta Plaza regarding installing security cameras.

## **7. CORRESPONDENCE**

None.

## **8. PRESENTATION OF THE 2011-12 FINAL AUDIT, BY LARRY BAIN, CPA**

Larry Bain, CPA, gave a brief summary of the 2011-12 Audit Report. Mr. Bain stated it was a clean opinion. A question and answer period followed.

## **9. AUGMENTATION WELL PROJECT**

### **a. Presentation of the Augmentation Well Geophysical Results**

Pat Dunn, Dunn Environmental, Inc. gave a brief overview of the augmentation well geophysical results. A questions and answer period followed.

John Sullivan suggested the well agreements between the District and the landowners be revisited.

### **b. Approve Dunn Environmental, Inc., Proposal for Test Well Drilling**

**Motion/Ferraro** to approve the proposal from Dunn Environmental, Inc., for Task 3 - Test Hole (well) Drilling, in an amount not to exceed \$39,000. Funding to come from Water Augmentation Reserves. **Second/Belton. Ayes: Belton, Ferraro, Mobley, Pasek. Noes: None.**

## **10. ADOPT RESOLUTION 2012-10 IN HONOR OF RICHARD TAYLOR, RANCHO MURIETA COMMUNITY SERVICES DISTRICT DIRECTOR**

**Motion/Pasek** to adopt Resolution 2012-10 in honor of Richard Taylor, Rancho Murieta Community Services District Director. **Second/Ferraro. ROLL CALL VOTE: Ayes: Belton, Ferraro, Mobley, and Pasek. Noes: None.**

Richard Taylor thanked the Board and District staff and stated that he enjoyed the 10 years on the Board.

## **11. APPROVE REGIONAL WATER AUTHORITY GRANT PROJECT MANAGEMENT EXPENSES**

Ed Crouse gave a brief summary of the recommendation to approve the Regional Water Authority Grant Project Management Expenses.

**Motion/Belton** to approve the Regional Water Authority Proposition Grant Management Expenses in the amount of \$5,649, not to exceed \$7,705. Funding to come from Water Augmentation Reserves. **Second/Pasek. Ayes: Belton, Ferraro, Mobley, and Pasek. Noes: None.**

## **12. RECEIVE UPDATE ON DUI ENFORCEMENT POLICY**

Chief Remson stated that at the October 17, 2012 District Board meeting, the Board agreed to bring the DUI Enforcement Policy before the Board in December to allow Rancho Murieta Association (RMA) extra time to submit their response in writing. A second letter was sent to RMA requesting a response in writing. To date, no response has been received.

## **13. APPROVE HOLE #15 CULVERT REPAIR COSTS FROM DRAINAGE RESERVES**

Paul Siebensohn gave a brief summary of the recommendation to approve payment of the invoices for culvert repair costs to come from Drainage Reserves.

**Motion/Pasek** to approve invoice from Groeniger & Co, in an amount not to exceed \$13,576.50 for piping; approve invoice from Carrillo Enterprises in an amount not to exceed \$6,840 for backhoe and grade setting work; approve invoice from JB Bostick Co. in an amount not to exceed \$995 for paving; and approve invoice from West Coast Turf in an amount not to exceed \$2,014.45 for sod for a total approval amount of \$23,425.95. Funding to come from Drainage Reserves, CIP No 12-03-2. **Second/Ferraro. Ayes: Belton, Ferraro, Mobley, and Pasek. Noes: None.**

**14. APPROVE WASTEWATER FACILITY PAVING PROJECT CHANGE ORDER #1**

Paul Siebensohn gave a brief summary of the recommendation to approve the Wastewater Facility Paving Project Change Order #1.

**Motion/Ferraro** to approve Wastewater Facility Paving Project Change Order #1, for an additional amount of \$3,300 to Folsom Lake Asphalt. Funding to come from Sewer Replacement Reserves, CIP No. 12-05-2. **Second/Pasek. Ayes: Belton, Ferraro, Mobley, and Pasek. Noes: None.**

The Board took a break at 6:04 p.m. and returned at 6:09 p.m.

**15. APPROVE DECEMBER 12, 2012 SPECIAL BOARD MEETING FOR FILLING VACANT BOARD OF DIRECTOR POSITION**

**a. Review Suggested December Special Board Meeting Agenda**

Suzanne Lindenfeld stated that the Government Code requires the District to appoint someone to fill the vacant Director position within 60 days of the notice of resignation. Since December's regular Board meeting is past the 60 days, staff suggests the Board approve a Special Board meeting to be held earlier in December.

**b. Cancel December 19, 2012 Regular Board Meeting**

**Motion/Belton** to cancel the Regular December 19, 2012 Board Meeting and schedule a Special Board meeting for 4:00 p.m. on December 10, 2012. **Second/Pasek. Ayes: Belton, Ferraro, Mobley, and Pasek. Noes: None.**

**16. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES**

No discussion.

**17. MEETING DATES/TIMES**

No discussion.

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

Paul Siebensohn stated that a resident noticed an error in the 2012 Consumer Confidence Report. The correction has been made and posted on the District's website.

President Belton wished everyone a Happy Thanksgiving.

Ed Crouse stated he and Chief Remson met with RMA representatives Randy Jenco and Jim Moore regarding the plans for the new North Gate.

Kevin Kennedy will be meeting with developers to review the Feasibility Study.

Ed, Darlene, Greg, Paul and David trained on the new eCivis grant research program.

President Belton asked if RMA has announced how they plan to fill the vacant General Manager's position. Ed stated he has not been notified of on their plans nor has the District been notified of an interim General Manager.

**19. ADJOURNMENT**

**Motion/Pasek to adjourn at 6:24 p.m. Second/Mobley. Ayes: Belton, Ferraro, Mobley, and Pasek. Noes: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary

DRAFT



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Special Board of Directors Meeting

MINUTES

December 10, 2012

4:00 p.m. Open Session

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

President Roberta Belton called the special meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Roberta Belton, Betty Ferraro, and Gerald Pasek. Also present were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. Director Steven Mobley was absent.

## **2/3. ADOPT AGENDA**

**Motion/Ferraro** to adopt the agenda. **Second/Belton. Ayes: Belton, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

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

None.

## **5. RESOLUTION 2012-11, RESOLUTION DECLARING THE RESULTS OF THE NOVEMBER 6, 2012 ELECTION**

**Motion/Pasek** to adopt Resolution 2012-11, Resolution declaring the results of the November 6, 2012 election. **Second/Belton. ROLL CALL VOTE: Ayes: Belton, Ferraro, and Pasek. Noes: None. Absent: Mobley.**

## **6. OATH OF OFFICE**

The District Secretary administered the Oath of Office to Directors Betty Ferraro and Michael Martel.

## **9. APPOINTMENT OF NEW DIRECTOR (taken out of order)**

### **a. Applicant Statements:**

Each applicant was given 3 minutes to make an opening statement. Each applicant gave a brief summary of their education, experience and why they feel they are the best qualified for the position.

### **b. Open Public Testimony**

President Belton opened the meeting to public testimony. There was none.

### **c. Close Public Testimony**

President Belton closed the public testimony period.

### **d. Director Deliberations on Applicant**

None.

**e. Appointment of New Director**

**Motion/Belton** to appoint Paul Gumbinger as Director. **Second/Pasek. Roll Call Vote: Ayes: Belton, Ferraro, Martel.**

President Belton thanked all the prospective candidates for their interest and praised their unique and impressive qualifications.

**10. OATH OF OFFICE**

The District Secretary administered the Oath of Office to Paul Gumbinger.

**7. RESOLUTION 2012-12, IN HONOR OF STEVEN MOBLEY, DIRECTOR, RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

**Motion/GUMBINGER** to adopt Resolution 2012-12, in honor of Steven Mobley, Director, Rancho Murieta Community Services District. **Second/Belton. ROLL CALL VOTE: Ayes: Belton, Ferraro, Gumbinger, Martel, and Pasek. Noes: None.**

**8. PRESENTATION OF PLAQUE TO OUTGOING DIRECTOR**

Presentation was not made as outgoing Director Mobley was not present.

**11. ELECTION OF BOARD OFFICERS**

President Belton nominated Director Pasek for Board President. **Second/Ferraro.** The vote was 5-0 for Director Pasek.

President Pasek nominated Director Belton for Board Vice President. **Second/Gumbinger.** The vote was 4-1 for Director Belton.

**12. COMMITTEE MEETING ASSIGNMENTS**

All elected Directors had previously submitted their requests for various committee assignments. With due consideration for the requests, President Pasek made the following committee assignments:

- Communication & Technology Committee: Betty Ferraro, Michael Martel
- Finance Committee: Roberta Belton, Gerald Pasek
- Improvements Committee: Gerald Pasek, Paul Gumbinger
- Joint Security Committee: Betty Ferraro, Michael Martel
- Personnel Committee: Betty Ferraro, Paul Gumbinger
- Parks Committee: Roberta Belton, Betty Ferraro (alternate)
- Security Committee: Roberta Belton, Michael Martel
- Regional Water Authority: Gerald Pasek

### **13. CORRESPONDENCE**

#### **a. Email from Craig Sheehy, dated November 28, 2012**

No discussion.

#### **b. Email from Steven Mobley, dated November 30, 2012**

No discussion.

#### **c. Email from Adam Dubey, dated December 5, 2012**

Director Martel suggested the District work with PTF on resolving the trails access issue.

### **14. APPROVE WASTEWATER RECLAMATION PLANT VALVE REPLACEMENT**

Paul Siebensohn gave a brief summary of the recommendation to approve the wastewater reclamation plant valve replacement.

**Motion/Gumbinger** to approve proposal from Southwest Valve, LLC., for 18" full port plug valves, in an amount not to exceed \$16,389. **Second/Belton. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

**Motion/Gumbinger** to approve proposal from Groeniger for parts necessary to connect the valves to the existing piping, in an amount not to exceed, \$11,400. Funding for both to come from Sewer Replacement Reserves CIP 12-05-2. **Second/Pasek. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

### **15. NOMINATIONS FOR MEMBERSHIP ON LAFCO SPECIAL DISTRICT ADVISORY COMMITTEE**

**Motion/Belton** to nominate President Pasek for membership on LAFCO Special District Advisory Committee. **Second/Gumbinger. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

### **16. MEETING DATES/TIMES**

Suzanne will work with the Directors on a Committee meeting schedule.

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

Chief Remson stated that the District is accepting applications for a Security Patrol Officer.

Paul Siebensohn stated that diversions began on Saturday morning. The District is using two (2) pumps at off-peak hours.

President Belton welcomed the new Directors and commented on the raises El Dorado Irrigation District is giving to some employees.

Ed Crouse stated that the next Presidents' meeting is scheduled for tomorrow, December 11, 2012.

### **18. BOARD ADJOURNED TO CLOSED SESSION at 5:22 P.M. TO DISCUSS THE FOLLOWING ITEMS**

*Under Government Code section 54956.9(a):* Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9(a): One Potential Case.

*Under Government Code section 54956.9(c): Conference with Legal Counsel – Anticipated Litigation – Initiation of Litigation Pursuant to Government Code 54956.9(c): One Potential Case.*

*Conference with Legal Counsel – Existing Litigation Pursuant to Government Code section 54956.9(a). Name of case: Rancho Murieta Community Services District v. Elk Grove Bilby Partners, LP, Sacramento County Superior Court Case No. 34-2011-00097778.*

*Under Government Code section 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms.*

**19. BOARD RECONVENED TO OPEN SESSION AT 6:35 P.M. AND REPORTED THE FOLLOWING:**

*Under Government Code section 54956.9(a): Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9(a): One Potential Case. No reportable action.*

*Under Government Code section 54956.9(c): Conference with Legal Counsel – Anticipated Litigation – Initiation of Litigation Pursuant to Government Code 54956.9(c): One Potential Case. No reportable action.*

*Conference with Legal Counsel – Existing Litigation Pursuant to Government Code section 54956.9(a). Name of case: Rancho Murieta Community Services District v. Elk Grove Bilby Partners, LP, Sacramento County Superior Court Case No. 34-2011-00097778. No reportable action.*

*Under Government Code section 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms. No reportable action.*

**20. ADJOURNMENT**

**Motion/Gumbinger** to adjourn at 6:37 p.m. **Second/Pasek. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary

## MEMORANDUM

Date: December 4, 2012  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: December 4, 2012 Committee Meeting Minutes

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Director Pasek called the meeting to order at 9:00 a.m. Present were Directors Ferraro and Pasek. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

### **COMMENTS FROM THE PUBLIC**

None.

### **UPDATES**

#### **CLEMENTIA RESERVOIR – NEXT STEPS FOR DRINKING WATER USE**

Paul Siebensohn stated that the California Department of Public Health (CDPH) said that use of Clementia is a non-issue and will have wording to that effect put into the updated use permit. Director Pasek suggested staff send correspondence to CDPH stated such.

#### **FINANCING AND SERVICES AGREEMENT**

Ed Crouse stated that there are still a few issues being worked out. The goal is to have the final agreement presented at the January Board meeting.

#### **RECYCLED WATER FEASIBILITY STUDY**

Ed Crouse reported that Kevin Kennedy, AECOM, is costing out various alternatives to meet the requirements of CDPH regarding the co-mingling of recycled water and untreated water for irrigation. A short discussion followed.

#### **PRESENT TEST HOLE RESULTS – DUNN ENVIRONMENTAL**

Ed Crouse stated that due to the rain, the test hole drilling will not take place until spring.

#### **REVIEW UPDATED MURIETA GARDENS PROJECT**

John Sullivan gave a brief overview of the updated Murieta Gardens project. The goal is to have the hotel break ground in March of 2013 and completed by spring of 2014. The 78 unit independent living facility should be completed the following year. A discussion followed.

Ed Crouse stated that the District will be updating and re-submitting the April 13, 2009 comment letter.

### **REVIEW ANDERSON WELL AGREEMENTS**

Ed Crouse gave a brief summary of the two (2) Anderson Well Agreements dated 1994-1995. Staff will meet with Anderson Property representatives to update the agreements.

### **WASTEWATER RECLAMATION PLANT VALVE PROJECT**

Paul Siebensohn gave a brief summary of the recommendation to approve wastewater reclamation plant valve replacement project. **This item will be on the December 10, 2012 Special Board of Directors meeting agenda.**

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

Paul Siebensohn reported that the District received 4.76 inches of rain with the recent storm system.

Ed Crouse stated that Kevin Kennedy is working on the 2 year notice to the Regional Water Quality Control Board (Regional Board) regarding the use of water on the Van Vleck property.

Lisa Maddaus is working on the water usage plots. Since the usage appears to be consistent over the years, Ms. Maddaus may not need to normalize the consumption.

### **ADJOURNMENT**

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

## MEMORANDUM

Date: January 3, 2013  
To: Board of Directors  
From: Security Committee Staff  
Subject: January 3, 2013 Security Committee Meeting

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Director Belton called the meeting to order at 8:30 a.m. Present were Directors Belton and Martel. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

### **COMMENTS FROM THE PUBLIC**

None.

### **MONTHLY OPERATIONS REVIEW**

#### **Operations**

Chief Remson gave a brief review of the monthly operations for the months of November and December 2012.

#### **Incidents of Note**

Chief Remson gave a brief overview of the incidents of note for the months of November and December 2012.

#### **RMA Citations/Advisals**

Chief Remson reported on the following Rancho Murieta Association (RMA) rule violation citations for the month of November, which included 12 speeding, 12 stop sign, and 5 overnight street parking. RMA rule violation admonishments and/or complaints for the month of November included 39 loose/off leash dogs, 19 barking dogs and 10 stop sign.

Chief Remson reported on the following RMA rule violation citations for the month of December, which included 7 speeding and 5 overnight street parking. RMA rule violation admonishments and/or complaints for the month of December included 28 loose/off leash dogs, 12 barking dogs, and 12 open garage doors.

#### **RMA Compliance/Grievance/Safety Committee Meeting**

At the November 5, 2012 meeting, there were three (3) appearances regarding speeding, stop sign (bus stop), and basketball standards. There were six (6) letters submitted regarding speeding, interference, failure to stop, parking, and unauthorized vehicles. The next meeting will be on December 3, 2012.

At the December 3, 2012 meeting, there was one appearance regarding speeding and seven (7) letters regarding stop signs, speeding, parking, and a barking dog. Resident Mark Pecotich appeared regarding proposed rules for the bicycle pump track to be located at Riverview Park.

Three local realtors also appeared in support of changing the RMA Gate Policy to add open house access on Saturdays from 1:00 p.m. to 4:00 p.m. Currently, open house access is only on Sundays. The next meeting will be on January 7, 2013.

#### **Joint Security Committee Meeting**

The next Joint Security Committee meeting is scheduled for January 22, 2013 at the Rancho Murieta Association (RMA) administration building.

#### **James L. Noller Safety Center**

The Safety Center has been open most Mondays and Wednesdays from 10:00 a.m. to 2:00 p.m. VIPS Jacque Villa and Steve Lentz patrol the District as another set of "eyes and ears". Anyone who is interested in joining the VIPS program or would like information on the Neighborhood Watch program can contact the VIPS at the Safety Center office at 354-8509.

The Safety Center is also available to all law enforcement officers for report writing, meal breaks and any other needs that arise.

#### **New North Gate**

RMA and PTF representatives are working on finalizing the gate plan and location. There is no construction start date.

#### **DUI ENFORCEMENT UPDATE**

RMA sent a letter to the District, dated December 3, 2012 regarding the DUI issue. The letter stated in summary that the RMA Board feels that the District's current policies "sufficiently address DUIs in the community". The letter also states that the RMA Board voted not to adopt a new RMA Non-Arch Rule regarding the Security Department's use of amber lights.

To date, both RMA and the Rancho Murieta Country Club (RMCC) are not in support of the District's draft DUI policy, and feel the Security Department's present enforcement methods are sufficient.

Director Martel suggested this item be brought back to the Joint Security Committee meeting for discussion.

#### **YEAR END REVIEW**

Director Martel asked what the Security Department was successful at over the past year and the increased use of cameras. A discussion followed. Director Martel suggested that use of cameras be brought to the Joint Security Committee meeting for discussion.

#### **DIRECTOR & STAFF COMMENTS**

None.

#### **ADJOURNMENT**

The meeting adjourned at 9:08 a.m.



## MEMORANDUM

Date: January 3, 2013  
To: Board of Directors  
From: Finance Committee Staff  
Subject: January 3, 2013 Finance Committee Meeting

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Director Belton called the meeting to order at 9:10 a.m. Present were Directors Belton and Martel. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary. Director Pasek was absent.

### **COMMENTS FROM THE PUBLIC**

None.

### **ELK GROVE-BILBY PARTNERS, L.P. FORECLOSURE**

Darlene Gillum stated that the District is waiting for the sale of the property to be scheduled.

### **CREDIT CARD PROCESSING FEE UPDATE**

Darlene stated that testing of the program is ready to begin; the draft of the website page is almost complete. Still waiting for the phone number and links. The goal is to have the program up and running by mid-January. This credit card processing program will save the District around \$20,000 a year.

### **2013-2014 BUDGET PLANNING**

Darlene stated that review of the expenditures will be done at the February 2013 Finance Committee meeting. The first draft of the budget will be presented at the March 2013 Finance Committee meeting. Prop 218 letters need to go out by April 1, 2013.

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

Darlene stated that the PARS trust monthly fees went down \$100.

### **ADJOURNMENT**

The meeting was adjourned at 9:23 a.m.

## MEMORANDUM

Date: January 7, 2013  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: January 4, 2013 Communication & Technology Committee Meeting

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Director Ferraro called the meeting to order at 9:00 a.m. Present were Directors Ferraro and Martel. Present from District staff were Edward Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; and Paul Siebensohn, Director of Field Operations.

### **COMMENTS FROM THE PUBLIC**

None.

### **UPDATES**

#### **Communications Plan**

Ed Crouse gave a brief overview of the Communications Plan. It was agreed that an additional column, titled "Construction Alerts" would be added to the plan.

### **MEETING SCHEDULE**

Darlene Gillum presented historical information on the past two (2) years of Communication & Technology Committee meetings. After discussion, the Committee members agreed that Communication & Technology Committee meetings will be scheduled monthly and cancelled if there are no agenda items to discuss in any particular month.

### **YEAR END REVIEW**

No discussion.

### **DIRECTOR & STAFF COMMENTS/SUGGESTIONS**

Director Martel suggested the District needs to work with both Rancho Murieta Association (RMA) and Rancho Murieta Country Club (RMCC) on technology for the community (security cameras in particular).

Director Martel requested that Chief Remson put together a technology "wish list" for the Security Department and that this topic be added to both the Security Committee and Communication & Technology Committee agendas next month.

### **ADJOURNMENT**

The meeting was adjourned at 9:30 a.m.

## MEMORANDUM

Date: January 7, 2013  
To: Board of Directors  
From: Personnel Committee Staff  
Subject: January 4, 2013 Personnel Committee Meeting

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Director Ferraro called the meeting to order at 9:33 a.m. Present were Directors Ferraro and Gumbinger. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; and Paul Siebensohn, Director of Field Operations.

### **COMMENTS FROM THE PUBLIC**

None.

### **UPDATES**

#### Employee Relations

Paul Siebensohn reported that Field Operations is at full winter staffing. There are no issues to report.

Darlene Gillum reported that Administration will be utilizing the services of a temporary staff agency to fill-in for the front office employee who will be out for approximately 6 – 8 weeks.

Chief Remson reported that Security has one (1) Patrol Officer out on a non-work related injury and it is anticipated that he will return to work by the end of January. Security Patrol Officer, Mike Fuentes, has been accepted at the Napa Police Academy. Officer Fuentes' last day with the District was December 28, 2012. Initial interviews were held and three (3) candidates have been called back for a second interview.

### **ADOPT DISTRICT POLICY 2013-01, POOL VEHICLE**

Darlene Gillum presented District Policy 2013-001, District Pool Vehicle. Director Gumbinger suggested that the policy be revised to be clear that District employees are not allowed to take a District Pool Vehicle home. The policy will be taken to the Board of Directors meeting in January with the suggested change included.

### **APPROVE EMPLOYEE PERSONNEL MANUAL REVISIONS**

Darlene Gillum presented the suggested changes to the Personnel Manual and explained that the majority of the revisions are done to bring the Personnel Manual up to date with the many District Policies that were approved in 2012.

After discussion on each of the revisions, the Personnel Committee made recommendations for revision on several items for clarity. The revised Personnel Manual was approved for the January Board of Directors approval with the revisions as discussed.

**YEARLY MEETING AGENDA AND MEETING SCHEDULE**

Darlene Gillum presented historical information on the past two years of Personnel Committee meetings. After discussion, the Committee members agreed that Personnel Committee meetings will be scheduled monthly and cancelled if there are no agenda items to discuss in any particular month. However, the Personnel Committee will meet at least quarterly.

**DIRECTORS' & STAFF COMMENTS/SUGGESTIONS**

None.

**ADJOURNMENT**

The meeting was adjourned at 10.32 a.m.

DRAFT

## MEMORANDUM

Date: January 10, 2013  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: January 10, 2013 Committee Meeting Minutes

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Director Pasek called the meeting to order at 3:00 p.m. Present were Directors Pasek and Gumbinger. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

### COMMENTS FROM THE PUBLIC

None.

### UPDATES

#### CLEMENTIA RESERVOIR DROUGHT PIPING

Paul Siebensohn gave a brief review of the draft Clementia Reservoir Raw Water Utilization Plan. A short discussion followed.

#### FINANCING AND SERVICES AGREEMENT

John Sullivan gave a brief summary of his request to not be included in the Financing and Services Agreement and requested the District provide him with will serve letters for the Murieta Gardens projects. Ed Crouse will work with Jonathan Hobbs, District's legal counsel, on reviewing the documents and provide a response to Mr. Sullivan's request.

#### WATER USAGE FACTOR REVIEW

Ed Crouse stated he is working with staff and Lisa Maddaus regarding the water usage factor analysis. The goal is to have the technical memo presented to the Improvements Committee in February for review and comment.

#### REGIONAL BOARD CORRESPONDENCE

Ed Crouse gave a brief summary of the letter to the Regional Water Quality Control Board regarding the intended use of Van Vleck Ranch recycled water reuse areas.

### RECYCLED WATER FEASIBILITY STUDY - UPDATE

The goal is to have the draft Recycled Water Feasibility Study by the end of January, 2013.

### APPROVE PROPOSAL FOR MAIN LIFT NORTH – WET WELL REHABILITATION

Paul Siebensohn gave a brief summary of the recommendation to approve the proposal from HDR for engineering services for Main Lift North pump station wet well rehabilitation. A short discussion followed. **This item will be on the January 16, 2013 Board of Directors meeting agenda.**

**FIELD OPERATIONS SURVEY RESULTS**

Paul Siebensohn gave a brief summary of the results of the Field Operations Survey. A discussion followed.

**DIRECTORS' & STAFF COMMENTS/SUGGESTIONS**

Paul Siebensohn stated that he attended a Regional Water Authority (RWA) meeting yesterday regarding working with SMUD on developing some cost saving ideas for water districts. Paul will be working with RWA and SMUD by providing feedback for their analysis.

**ADJOURNMENT**

The meeting was adjourned at 4:06 p.m.

DRAFT

## MEMORANDUM

Date: January 10, 2013  
To: Board of Directors  
From: Darlene Gillum, Director of Administration  
Subject: Bills Paid Listing – November 2012

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Enclosed is the Bills Paid Listing Report for **November 2012**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

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

| Vendor                                     | Project/Purpose               | Amount      | Funding             |
|--|-------------------------------|-------------|---------------------|
| California Waste Recovery Systems          | Solid Waste Contract          | \$44,650.74 | Operating Expense   |
| Folsom Lake Asphalt, Inc.                  | WWRP Paving Project           | \$24,680.00 | Reserve Expenditure |
| State Water Resources Control Board        | Annual Fees                   | \$10,873.00 | Operating Expense   |
| State Water Resources Control Board        | Annual Permit Fees            | \$9,975.00  | Operating Expense   |
| Larry Bain, CPA, An Accounting Corporation | FY 2011 – 12 Annual Audit     | \$15,100.00 | Operating Expense   |
| NTU Technologies, Inc.                     | Chemicals                     | \$6,149.92  | Operating Expense   |
| Regional Water Authority                   | Prop 84 Grant Management Fee  | \$5,649.00  | Reserve Expenditure |
| SMUD                                       | Monthly Electric              | \$20,975.12 | Operating Expense   |
| Carrillo Enterprises                       | Culvert Repair (Hole #15)     | \$6,703.20  | Reserve Expenditure |
| County of Sacramento                       | Quarterly Waste Disposal Fees | \$8,209.60  | Operating Expense   |

**Rancho Murieta Community Services District**  
**Bills Paid Listing for November 2012**

| Ck Number | Date      | Vendor                                      | Amount      | Purpose                              |
|-----------|-----------|---|-------------|--------------------------------------|
| CM25935   | 11/1/2012 | California Public Employees' Retirement Sys | \$30,965.72 | Payroll                              |
| CM25936   | 11/1/2012 | City of Sacramento PHHWCF/CESQG             | \$96.20     | Recycle Fee                          |
| CM25937   | 11/1/2012 | Guardian Life Insurance                     | \$4,563.96  | Payroll                              |
| CM25938   | 11/1/2012 | Vision Service Plan (CA)                    | \$446.09    | Payroll                              |
| CM25939   | 11/9/2012 | Ace Hardware                                | \$203.97    | Monthly Supplies                     |
| CM25940   | 11/9/2012 | Action Cleaning Systems                     | \$37.50     | Cleaning Supplies                    |
| CM25941   | 11/9/2012 | Clair Allen                                 | \$245.00    | District Claim #2012-05              |
| CM25942   | 11/9/2012 | Allied Waste Services #922                  | \$336.71    | Container Service                    |
| CM25943   | 11/9/2012 | American Express                            | \$1,153.92  | Monthly Bill                         |
| CM25944   | 11/9/2012 | American Public Works Association           | \$140.00    | Support Staff Luncheon               |
| CM25945   | 11/9/2012 | Aramark Uniform Services                    | \$171.50    | Uniform Service - Water              |
| CM25946   | 11/9/2012 | ARC - Brownie's Digital Imaging             | \$108.40    | Storm Drainage Master Plans          |
| CM25947   | 11/9/2012 | Baxter Auto Parts Headquarters              | \$524.94    | Voided                               |
| CM25948   | 11/9/2012 | C.S.D.A.                                    | \$69.00     | Training                             |
| CM25949   | 11/9/2012 | California Waste Recovery Systems           | \$44,650.74 | Solid Waste Monthly Contract         |
| CM25950   | 11/9/2012 | Carrillo Enterprises                        | \$3,880.80  | Multiple Repairs/Services            |
| CM25951   | 11/9/2012 | CDW Government Inc.                         | \$606.59    | Annual Support Renewal               |
| CM25952   | 11/9/2012 | Cell Energy Inc.                            | \$277.07    | Alarm Battery                        |
| CM25953   | 11/9/2012 | Brian Chenoweth                             | \$1,400.00  | IT Support                           |
| CM25954   | 11/9/2012 | Costco Wholesale                            | \$844.02    | Monthly Supplies                     |
| CM25955   | 11/9/2012 | Employment Development Department           | \$2,424.90  | Payroll                              |
| CM25956   | 11/9/2012 | Express Office Products, Inc.               | \$132.59    | Office Supplies                      |
| CM25957   | 11/9/2012 | F. D. Thomas, Inc.                          | \$4,997.45  | WWRP Painting Project                |
| CM25958   | 11/9/2012 | Folsom Lake Asphalt, Inc.                   | \$24,680.00 | WWRP Paving Project                  |
| CM25959   | 11/9/2012 | Folsom Lake Fleet Services                  | \$1,614.06  | Vehicle Maint-#519, #214, Tires #519 |
| CM25960   | 11/9/2012 | HDS White Cap Const Supply                  | \$949.90    | Maintenance & Repairs Supplies       |
| CM25961   | 11/9/2012 | Industrial Door Company                     | \$196.25    | Service Call - Admin                 |
| CM25962   | 11/9/2012 | Irrigation Consultation & Evaluation        | \$176.00    | Water Wise House Call                |
| CM25963   | 11/9/2012 | Kirby's Pump & Mechanical Inc.              | \$2,662.50  | WWRP Gear Boxes Repair               |
| CM25964   | 11/9/2012 | Nationwide Retirement Solution              | \$1,763.23  | Payroll                              |
| CM25965   | 11/9/2012 | New Horizons CLC of Sacramento              | \$1,000.00  | Training Coupons                     |
| CM25966   | 11/9/2012 | Operating Engineers Local Union No. 3       | \$487.44    | Payroll                              |
| CM25967   | 11/9/2012 | P. E. R. S.                                 | \$12,379.17 | Payroll                              |
| CM25968   | 11/9/2012 | PERS Long Term Care Program                 | \$138.76    | Payroll                              |
| CM25969   | 11/9/2012 | Plaza Foods Supermarket                     | \$37.92     | Candidates Night Refreshments        |
| CM25970   | 11/9/2012 | Quartermaster Uniform Manufacturing Company | \$109.90    | Security Uniforms                    |
| CM25971   | 11/9/2012 | Regional Water Authority                    | \$102.43    | Holiday Social                       |
| CM25972   | 11/9/2012 | Romo Landscaping                            | \$385.00    | Landscaping                          |
| CM25973   | 11/9/2012 | Roto Rooter Service & Plumbing              | \$2,060.25  | Annual Inspection & Repair           |
| CM25974   | 11/9/2012 | Sacramento Uniforms                         | \$115.44    | Security Uniforms                    |
| CM25975   | 11/9/2012 | Sierra Chemical Company                     | \$2,573.20  | Chemicals                            |



**Rancho Murieta Community Services District**  
**Bills Paid Listing for November 2012**

| Ck Number | Date       | Vendor                                     | Amount      | Purpose                                   |
|-----------|------------|--|-------------|---|
| CM25976   | 11/9/2012  | Socius                                     | \$3,529.80  | Great Plains Annual Support Renewal       |
| CM25977   | 11/9/2012  | State Water Resources Control Board        | \$10,873.00 | Annual Fees                               |
| CM25978   | 11/9/2012  | State Water Resources Control Board        | \$9,795.00  | Annual Permits                            |
| CM25979   | 11/9/2012  | TASC                                       | \$124.61    | Payroll                                   |
| CM25980   | 11/9/2012  | TelePacific Communications                 | \$488.52    | Monthly Phone Bill                        |
| CM25981   | 11/9/2012  | U.S. Bank Corp. Payment System             | \$3,821.75  | Monthly Gasoline Bill                     |
| CM25982   | 11/9/2012  | U.S. HealthWorks Medical Group, PC         | \$925.00    | Flu Vaccinations                          |
| CM25983   | 11/9/2012  | USA Blue Book                              | \$269.85    | Maintenance & Repairs Supplies            |
| CM25984   | 11/9/2012  | W.W. Grainger Inc.                         | \$572.70    | Maintenance & Repairs Supplies            |
| CM25985   | 11/9/2012  | Zep Sales & Service                        | \$265.02    | Maintenance & Repairs Supplies            |
| EFT       | 11/13/2012 | EFTPS                                      | \$9,197.41  | Bi-Weekly Payroll Taxes                   |
| CM25986   | 11/21/2012 | Action Cleaning Systems                    | \$1,172.00  | Voided                                    |
| CM25987   | 11/21/2012 | AECOM Technical Services, Inc.             | \$4,940.00  | Voided                                    |
| CM25988   | 11/21/2012 | Applications By Design, Inc.               | \$125.00    | Voided                                    |
| CM25989   | 11/21/2012 | Aramark Uniform Services                   | \$179.38    | Voided                                    |
| CM25990   | 11/21/2012 | AT&T                                       | \$1,287.67  | Voided                                    |
| CM25991   | 11/21/2012 | Baxter Auto Parts Headquarters             | \$524.94    | Voided                                    |
| CM25992   | 11/21/2012 | Caltronics Business Systems                | \$1,497.10  | Voided                                    |
| CM25993   | 11/21/2012 | Carrillo Enterprises                       | \$6,703.20  | Voided                                    |
| CM25994   | 11/21/2012 | CDW Government Inc.                        | \$2,962.56  | Voided                                    |
| CM25995   | 11/21/2012 | CLS Labs                                   | \$1,888.46  | Voided                                    |
| CM25996   | 11/21/2012 | County of Sacramento                       | \$8,209.60  | Voided                                    |
| CM25997   | 11/21/2012 | Department of Justice                      | \$32.00     | Fingerprinting - New Hire                 |
| CM25998   | 11/21/2012 | Ditch Witch Equipment Company, Inc.        | \$66.93     | Oil Filter Bracket                        |
| CM25999   | 11/21/2012 | eCivis, Inc.                               | \$3,081.25  | Annual Four User License                  |
| CM26000   | 11/21/2012 | Edward R. Bacon Company, Inc.              | \$1,567.08  | Maintenance & Repairs Supplies            |
| CM26001   | 11/21/2012 | Employment Development Department          | \$3,838.55  | Payroll                                   |
| CM26002   | 11/21/2012 | Express Office Products, Inc.              | \$1,556.68  | Office Supplies                           |
| CM26003   | 11/21/2012 | Fastenal                                   | \$121.63    | Supplies                                  |
| CM26004   | 11/21/2012 | Folsom Lake Asphalt, Inc.                  | \$3,300.00  | WWRP Paving Project                       |
| CM26005   | 11/21/2012 | Folsom Lake Fleet Services                 | \$116.29    | Vehicle Maint - GM                        |
| CM26006   | 11/21/2012 | Ford Motor Credit Company LLC              | \$234.78    | Security Vehicle Lease Payment            |
| CM26007   | 11/21/2012 | Golden State Flow Measurement              | \$2,957.31  | Water Meters (20)                         |
| CM26008   | 11/21/2012 | J B Bostick Company                        | \$2,890.00  | Culvert Repair (Hole #15), Street Repairs |
| CM26009   | 11/21/2012 | Kronick Moskovitz Tiedemann & Girard       | \$4,428.00  | Legal Consulting                          |
| CM26010   | 11/21/2012 | Larry Bain, CPA, An Accounting Corporation | \$15,100.00 | FY 2011-12 Audit                          |
| CM26011   | 11/21/2012 | Nationwide Retirement Solution             | \$1,763.23  | Payroll                                   |
| CM26012   | 11/21/2012 | NORMAC                                     | \$929.95    | Maintenance & Repairs Supplies            |
| CM26013   | 11/21/2012 | NTU Technologies, Inc.                     | \$6,149.92  | Chemicals                                 |
| CM26014   | 11/21/2012 | Operating Engineers Local Union No. 3      | \$487.44    | Payroll                                   |
| CM26015   | 11/21/2012 | P. E. R. S.                                | \$12,520.40 | Payroll                                   |



**Rancho Murieta Community Services District  
Bills Paid Listing for November 2012**

| Ck Number   | Date       | Vendor                                | Amount              | Purpose          |
|---|------------|---------------------------------------|---------------------|------------------|
|   |            | <b>CFD#1 Bank of America Checking</b> |                     |                  |
| CM2662  | 11/21/2012 | CoreLogic Solutions, LLC.             | \$165.00            | CFD#1 Admin Fee  |
| CM2663  | 11/21/2012 | Kronick Moskowitz Tiedemann & Girard  | \$412.10            | CFD#1 Legal Fees |
|   |            |                                       |                     |                  |
|   |            |                                       |                     |                  |
|   |            |                                       |                     |                  |
|   |            | <b>TOTAL</b>                          | <b>\$577.10</b>     |                  |
|   |            |                                       |                     |                  |
|   |            |                                       |                     |                  |
|   |            | <b>EL DORADO PAYROLL</b>              |                     |                  |
|   |            |                                       |                     |                  |
| <b>Payroll (El Dorado)</b>  |            |                                       |                     |                  |
| Checks: # CM10884 to CM10914 and Direct Deposits: DD06017 to DD6076 |            |                                       | \$ 130,271.64       | Payroll          |
| EFT   | 11/30/2012 | National Payment Corp                 | \$197.79            | Payroll          |
|   |            | <b>TOTAL</b>                          | <b>\$130,469.43</b> |                  |
|   |            |                                       |                     |                  |
|   |            |                                       |                     |                  |
|   |            |                                       |                     |                  |

## MEMORANDUM

Date: January 10, 2013  
To: Board of Directors  
From: Darlene Gillum, Director of Administration  
Subject: Bills Paid Listing – December 2012

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Enclosed is the Bills Paid Listing Report for **December 2012**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

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

| Vendor                                 | Project/Purpose                 | Amount      | Funding           |
|--|---------------------------------|-------------|-------------------|
| California Waste Recovery Systems      | Solid Waste Contract            | \$44,623.81 | Operating Expense |
| Roto Rooter Service & Plumbing         | Hydro Flush Sewer Lines         | \$8,850.00  | Operating Expense |
| USA Blue Book                          | Maintenance Supplies            | \$6,432.94  | Operating Expense |
| Ueware, Inc.                           | Utility Star Annual Maintenance | \$11,650.00 | Operating Expense |
| Kronick, Moskovitz, Tiedemann & Girard | Legal Consulting                | \$5,551.12  | Operating Expense |

**Rancho Murieta Community Services District**  
**Bills Paid Listing for December 2012**

| Ck Number | Date      | Vendor                                      | Amount      | Purpose                              |
|-----------|-----------|---|-------------|--------------------------------------|
| CM26048   | 12/3/2012 | California Public Employees' Retirement Sys | \$33,705.40 | Payroll                              |
| CM26049   | 12/3/2012 | Guardian Life Insurance                     | \$4,545.09  | Payroll                              |
| CM26050   | 12/3/2012 | Vision Service Plan (CA)                    | \$474.87    | Payroll                              |
| CM26051   | 12/7/2012 | Ace Hardware                                | \$253.23    | Monthly Supplies                     |
| CM26052   | 12/7/2012 | ACWA  | \$30.00     | Joint Agencies Program               |
| CM26053   | 12/7/2012 | AECOM Technical Services, Inc.              | \$3,800.00  | Title XVI Feasibility Report         |
| CM26054   | 12/7/2012 | American Express                            | \$104.85    | Monthly Bill                         |
| CM26055   | 12/7/2012 | Aramark Uniform Services                    | \$249.76    | Uniform Service - Water              |
| CM26056   | 12/7/2012 | Arnolds For Awards                          | \$325.79    | Directors' Name Plates, Recognitions |
| CM26057   | 12/7/2012 | Ben Meadows                                 | \$75.06     | Safety Vest                          |
| CM26058   | 12/7/2012 | C.S.D.A.                                    | \$225.00    | Director Training                    |
| CM26059   | 12/7/2012 | California Waste Recovery Systems           | \$44,623.81 | Solid Waste Monthly Contract         |
| CM26060   | 12/7/2012 | Brian Chenoweth                             | \$1,700.00  | IT Support                           |
| CM26061   | 12/7/2012 | Socrates Christopher                        | \$100.00    | Toilet Rebate                        |
| CM26062   | 12/7/2012 | CLS Labs                                    | \$1,338.00  | 4th Quarter Groundwater Sampling     |
| CM26063   | 12/7/2012 | Costco Wholesale                            | \$1,015.09  | Monthly Supplies                     |
| CM26064   | 12/7/2012 | Deluxe Business Checks and Solutions        | \$207.32    | 2012 Tax Forms                       |
| CM26065   | 12/7/2012 | Dunn Environmental, Inc.                    | \$2,270.00  | Groundwater Production Well          |
| CM26066   | 12/7/2012 | Employment Development Department           | \$3,103.54  | Payroll                              |
| CM26067   | 12/7/2012 | Express Office Products, Inc.               | \$446.08    | Office Supplies                      |
| CM26068   | 12/7/2012 | Fastenal                                    | \$81.14     | Supplies                             |
| CM26069   | 12/7/2012 | Folsom Lake Fleet Services                  | \$1,801.01  | Vehicle Maint - GM and #215          |
| CM26070   | 12/7/2012 | Goodwin Cole Co.,Inc.                       | \$257.30    | Flags                                |
| CM26071   | 12/7/2012 | Jerry Hickman                               | \$300.00    | Toilet Rebate                        |
| CM26072   | 12/7/2012 | Irrigation Consultation & Evaluation        | \$806.00    | Water Wise House Calls               |
| CM26073   | 12/7/2012 | Joseph Marsac                               | \$200.00    | Toilet Rebate                        |
| CM26074   | 12/7/2012 | McMaster-Carr Supply Co.                    | \$982.10    | Maintenance & Repairs Supplies       |
| CM26075   | 12/7/2012 | Nationwide Retirement Solution              | \$1,693.23  | Payroll                              |
| CM26076   | 12/7/2012 | Operating Engineers Local Union No. 3       | \$507.75    | Payroll                              |
| CM26077   | 12/7/2012 | Pac Machine Co., Inc.                       | \$1,093.66  | Trash Pump Rental                    |
| CM26078   | 12/7/2012 | PERS Long Term Care Program                 | \$138.76    | Payroll                              |
| CM26079   | 12/7/2012 | Pitney Bowes                                | \$188.65    | Ink Cartridges                       |
| CM26080   | 12/7/2012 | Romo Landscaping                            | \$385.00    | Landscaping                          |
| CM26081   | 12/7/2012 | Roto Rooter Service & Plumbing              | \$8,850.00  | Hydro Flush Sewer Lines              |
| CM26082   | 12/7/2012 | Sacramento County Sheriff's Dept.           | \$689.91    | Off-Duty Program                     |
| CM26083   | 12/7/2012 | Raymond Sauve                               | \$100.00    | Toilet Rebate                        |
| CM26084   | 12/7/2012 | State Board Of Equalization                 | \$2,079.64  | Water Rights Fees                    |
| CM26085   | 12/7/2012 | TASC  | \$124.61    | Payroll                              |
| CM26086   | 12/7/2012 | The Door Company                            | \$344.09    | Gate Transmitters                    |
| CM26087   | 12/7/2012 | The Westmark Group, Inc.                    | \$3,420.00  | 2012 Groundwater Reporting           |
| CM26088   | 12/7/2012 | USA Blue Book                               | \$6,432.94  | Maintenance & Repairs Supplies       |

**Rancho Murieta Community Services District**  
**Bills Paid Listing for December 2012**

| Ck Number | Date       | Vendor                                      | Amount         | Purpose                                 |
|-----------|------------|---|----------------|---|
| CM26089   | 12/7/2012  | Useware, Inc.                               | \$11,650.00    | Utility Star Annual Maintenance Renewal |
| CM26090   | 12/7/2012  | W.W. Grainger Inc.                          | \$2,578.71     | Maintenance & Repairs Supplies; Tools   |
| CM26091   | 12/7/2012  | Watchdogs Surveillance                      | \$401.06       | Camera - South Gate                     |
| CM26092   | 12/7/2012  | Wilbur-Ellis Company                        | \$2,596.78     | Chemicals                               |
| ACH       | 12/10/2012 | EFTPS                                       | \$1,084,988.00 | Bi-Weekly Payroll Taxes                 |
| CM26093   | 12/21/2012 | Action Cleaning Systems                     | \$1,172.00     | Monthly Cleaning Service                |
| CM26094   | 12/21/2012 | Allied Waste Services #922                  | \$349.35       | Container Service                       |
| CM26095   | 12/21/2012 | Applications By Design, Inc.                | \$125.00       | Security Data Backup                    |
| CM26096   | 12/21/2012 | Aramark Uniform Services                    | \$183.63       | Uniform Service - Water                 |
| CM26097   | 12/21/2012 | AT&T  | \$1,256.50     | Monthly Phone Service                   |
| CM26098   | 12/21/2012 | Robert Beale                                | \$200.00       | Toilet Rebate                           |
| CM26099   | 12/21/2012 | Donald Buzdon                               | \$100.00       | Toilet Rebate                           |
| CM26100   | 12/21/2012 | C.S.D.A.                                    | \$4,925.00     | 2013 Membership                         |
| CM26101   | 12/21/2012 | Caltronics Business Systems                 | \$887.43       | Monthly Copier Maintenance              |
| CM26102   | 12/21/2012 | CLS Labs                                    | \$1,550.36     | Monthly Lab Tests                       |
| CM26103   | 12/21/2012 | Department of Public Health                 | \$160.00       | Certification Renewals                  |
| CM26104   | 12/21/2012 | Dunbar Air Conditioning Heating & Ref Servi | \$236.42       | Heater Repair - South Gate              |
| CM26105   | 12/21/2012 | Employment Development Department           | \$2,429.74     | Payroll                                 |
| CM26106   | 12/21/2012 | Express Office Products, Inc.               | \$487.53       | Office Supplies                         |
| CM26107   | 12/21/2012 | Folsom Lake Fleet Services                  | \$4,211.73     | Vehicle Maint - #517, #519, #816        |
| CM26108   | 12/21/2012 | Ford Motor Credit Company LLC               | \$234.78       | Security Patrol Vehicle Lease           |
| CM26109   | 12/21/2012 | Fred Fox                                    | \$100.00       | Toilet Rebate                           |
| CM26110   | 12/21/2012 | Thomas Fruit                                | \$100.00       | Toilet Rebate                           |
| CM26111   | 12/21/2012 | Waldo Gayton                                | \$100.00       | Toilet Rebate                           |
| CM26112   | 12/21/2012 | Gempler's, Inc.                             | \$671.49       | Maintenance & Repairs Supplies          |
| CM26113   | 12/21/2012 | Leslie Gini                                 | \$78.66        | Toilet Rebate                           |
| CM26114   | 12/21/2012 | Groeniger & Company                         | \$592.65       | Maintenance & Repairs Supplies          |
| CM26115   | 12/21/2012 | Tim Holden                                  | \$100.00       | Toilet Rebate                           |
| CM26116   | 12/21/2012 | Ken Grady Company, Inc.                     | \$4,987.02     | Mag Meter - South Course                |
| CM26117   | 12/21/2012 | Kronick Moskovitz Tiedemann & Girard        | \$5,551.12     | Legal Consulting                        |
| CM26118   | 12/21/2012 | Lisa Wood Design                            | \$2,260.23     | Brochures                               |
| CM26119   | 12/21/2012 | Nationwide Retirement Solution              | \$1,693.23     | Payroll                                 |
| CM26120   | 12/21/2012 | Operating Engineers Local Union No. 3       | \$487.44       | Payroll                                 |
| CM26121   | 12/21/2012 | Pac Machine Co., Inc.                       | \$475.50       | Emergency Generator Rental              |
| CM26122   | 12/21/2012 | PERS Long Term Care Program                 | \$138.76       | Payroll                                 |
| CM26123   | 12/21/2012 | Plaza Foods Supermarket                     | \$12.72        | Supplies                                |
| CM26124   | 12/21/2012 | Prodigy Electric                            | \$1,650.00     | Electrical Services                     |
| CM26125   | 12/21/2012 | Professional Lock & Safe, Inc.,             | \$1,799.01     | Maintenance & Repair                    |
| CM26126   | 12/21/2012 | Public Agency Retirement Services           | \$400.00       | Trust Admin Fees                        |
| CM26127   | 12/21/2012 | Rancho Murieta Association                  | \$284.47       | Landscaping/Cable/Internet              |
| CM26128   | 12/21/2012 | Romo Landscaping                            | \$385.00       | Landscaping                             |

**Rancho Murieta Community Services District  
Bills Paid Listing for December 2012**

| <b>Ck Number</b> | <b>Date</b> | <b>Vendor</b>                       | <b>Amount</b>         | <b>Purpose</b>                                    |
|------------------|-------------|-------------------------------------|-----------------------|---|
| CM26129          | 12/21/2012  | Rorys Towing & Repair               | \$80.00               | Emergency Tow                                     |
| CM26130          | 12/21/2012  | Sprint                              | \$566.91              | Monthly Cell Phone                                |
| CM26131          | 12/21/2012  | State Water Resources Control Board | \$130.00              | Certification Renewal                             |
| CM26132          | 12/21/2012  | TASC                                | \$155.50              | Payroll   |
| CM26133          | 12/21/2012  | TASC                                | \$124.61              | Payroll   |
| CM26134          | 12/21/2012  | TelePacific Communications          | \$498.19              | Monthly Phone Service                             |
| CM26135          | 12/21/2012  | The Westmark Group, Inc.            | \$1,665.90            | 2012 Groundwater Reporting                        |
| CM26136          | 12/21/2012  | U.S. Bank Corp. Payment System      | \$4,055.04            | Monthly Gasoline Bill                             |
| CM26137          | 12/21/2012  | U.S. Postmaster                     | \$490.00              | P.O. Box Rental; Mailing Permit                   |
| CM26138          | 12/21/2012  | USA Blue Book                       | \$1,622.33            | Maintenance & Repairs Supplies                    |
| CM26139          | 12/21/2012  | Useware, Inc.                       | \$2,500.00            | Custom Interface Support - Online Payment Service |
| CM26140          | 12/21/2012  | W.W. Grainger Inc.                  | \$267.22              | Maintenance & Repairs Supplies                    |
| CM26141          | 12/21/2012  | Western Exterminator Co.            | \$418.00              | Monthly Pest Control                              |
| CM26142          | 12/21/2012  | David Witt                          | \$300.00              | Toilet Rebate                                     |
| CM26143          | 12/21/2012  | Xylem Water Solutions U.S.A., Inc.  | \$1,869.27            | Wear Rings - Crest Lift Station                   |
| ACH              | 12/24/2010  | EFTPS                               | \$9,528.22            | Bi-Weekly Payroll Taxes                           |
| ACH              | 12/26/2012  | US Postmaster                       | \$1,250.00            | Postage   |
| ACH              | 12/31/2012  | EFTPS                               | \$312.79              | Bi-Weekly Payroll Taxes                           |
| ACH              | 12/31/2012  | El Dorado Savings Bank              | \$45.00               | Bank Fees   |
| ACH              | 12/31/2012  | Premier West Bank                   | \$7,200.00            | Bank Fees   |
| ACH              | 12/31/2012  | EXS Global Pay                      | \$987.50              | Merchant Service Fees                             |
| ACH              | 12/31/2012  | Payment Tech                        | \$890.05              | Merchant Service Fees                             |
|                  |             |                                     |                       |   |
|                  |             |                                     |                       |   |
|                  |             |                                     |                       |   |
|                  |             | <b>TOTAL</b>                        | <b>\$1,306,616.53</b> |   |

**Rancho Murieta Community Services District  
Bills Paid Listing for December 2012**

| Ck Number   | Date       | Vendor                                | Amount              | Purpose          |
|---|------------|---------------------------------------|---------------------|------------------|
|   |            | <b>CFD#1 Bank of America Checking</b> |                     |                  |
| CM2664  | 12/7/2012  | Bank of America                       | \$17.56             | CFD#1 Admin Fee  |
| CM2665  | 12/21/2012 | CoreLogic Solutions, LLC.             | \$165.00            | CFD#1 Admin Fee  |
| CM2666  | 12/21/2012 | Kronick Moskowitz Tiedemann & Girard  | \$571.75            | CFD#1 Legal Fees |
| CM2667  | 12/21/2012 | NBS                                   | \$125.00            | CFD#1 Admin Fee  |
|   |            |                                       |                     |                  |
|   |            |                                       |                     |                  |
|   |            | <b>TOTAL</b>                          | <b>\$879.31</b>     |                  |
|   |            |                                       |                     |                  |
|   |            |                                       |                     |                  |
|   |            | <b>EL DORADO PAYROLL</b>              |                     |                  |
|   |            |                                       |                     |                  |
| <b>Payroll (El Dorado)</b>  |            |                                       |                     |                  |
| Checks: # CM10915 to CM10930 and Direct Deposits: DD06077 to DD6136 |            |                                       | \$ 113,380.41       | Payroll          |
| ACH   | 12/31/2012 | National Payment Corp                 | \$149.96            | Payroll          |
|   |            | <b>TOTAL</b>                          | <b>\$113,530.37</b> |                  |
|   |            |                                       |                     |                  |
|   |            |                                       |                     |                  |
|   |            |                                       |                     |                  |
|   |            |                                       |                     |                  |



## MEMORANDUM

Date: January 9, 2013  
To: Board of Directors  
From: Edward R. Crouse, General Manager  
Subject: General Manager's Report

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The following are highlights since our October Board Meeting.

### **Employee Relations**

November and December are our traditional year-end months for changes related to medical and retirement benefits. In January, our Memorandum of Understanding (MOU) COLAs kicked in as well as medical premium co-pay increases that went into effect.

### **Finance/IT**

Darlene and Debby spent the latter part of December on calendar year close out for taxes and other PERS related accounting. Debby also worked on installing 2013 tax and payroll modules on our accounting and payroll software suites.

Darlene is starting to pull together budget information for managers. Initial staff budgets will be reviewed in February.

Darlene is finalizing selection and recommendation for our new network maintenance consultant. Three (3) firms responded to our Request for Proposal (RFP) for network maintenance.

### **Security**

A Patrol Officer is still out due to a non-work related injury. Greg is moving shifts and using off-duty Sacramento Sheriff's Department (SSD) Officers for double coverage when needed.

Patrol Officer Mike Fuentes' last day was December 28, 2012. Mike will begin attending the POST Basic Police Academy in Napa in mid-January 2013. Replacement interviews were held and background checks are being conducted. The goal is to have the new Security Patrol Officer begin by February 1, 2013.

### **Water**

Plant production from November to January dropped over 50% to 0.6 mgd, down from 1.4 mgd. It is unlikely we will see further reductions as January and February are typically our lowest months for plant production. As a result, staff is able to take one plant off line for maintenance.

River flows continue to allow us to use two (2) diversion pumps. Because of our starting to pump in early in December, we are ahead of schedule. We should be able to top off the reservoirs in little over a month, and then continue diversions to replace water used through the spring.

**Wastewater**

Wastewater to the plant jumped by over 30% since November due to recent storms, which caused infiltration and inflow into the system. This is normal, but well below average flows during storms.

Paul's crews are hitting the wastewater reclamation plant (WWRP) for winter repairs as well as collection system cleaning and repairs.

**Drainage**

By all reports, the drainage system performed well during recent storms. There were no reports of flooding or blockages in the ditches. Good job to the utility crews for their diligence in prepping the system for the winter rains.

**Solid Waste**

Nothing new to report on operations.

**Engineering**FSA negotiations

Over the fall, we requested replenishment of the deposit to cover ongoing legal expenses during negotiations. To date, the deposit has not been replenished, so we have stopped working on the Financing and Services Agreement (FSA).

Augmentation Well

Test hole drilling is on hold due to site access limitations, because of soft soils.

Recycled Water Feasibility Study

We should be receiving soon an Administrative Draft for staff review. We have incorporated scenarios to address the recent California Department of Public Health (CDPH) letter concerning the co-mingling of recycled water with drainage water in the golf course lakes. Each project alternative and use area is being critically reviewed from an economic cost benefit standpoint, in compliance with the Bureau requirements.

## MEMORANDUM

Date: January 11, 2013  
 To: Board of Directors  
 From: Darlene Gillum, Director of Administration  
 Subject: Administration/Financial Reports

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Enclosed is a combined financial summary report for **November and December 2012**. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

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

**Water Consumption** - Listed below are year-to-date water consumption numbers using weighted averages:

|                    |      | 12 month rolling % increase | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  | Jan | Feb | Mar | Apr | May | Jun |
|--------------------|------|-----------------------------|------|------|------|------|------|------|-----|-----|-----|-----|-----|-----|
| Residences         | 0.0  |                             | 2512 | 2512 | 2512 | 2512 | 2513 | 2513 |     |     |     |     |     |     |
|                    |      | Weighted average            | Jul  | Aug  | Sep  | Oct  | Nov  | Dec  | Jan | Feb | Mar | Apr | May | Jun |
| Cubic Feet         | 2178 |                             | 2991 | 3140 | 3063 | 2232 | 976  | 668  |     |     |     |     |     |     |
| Gallons per day    | 543  |                             | 746  | 783  | 764  | 556  | 243  | 167  |     |     |     |     |     |     |
| Planning Usage GPD | 583  |                             |      |      |      |      |      |      |     |     |     |     |     |     |

### **Lock-Offs**

For the month of November there were 20 lock-offs. For the month of December there were 21 lock-offs.

**Aging Report** – In November, delinquent accounts were \$63,468 which is 13.3% of the total accounts receivable balance of \$476,326. Delinquent accounts in December total \$66,949, which is 14.5% of the total accounts receivable balance of \$461,347. Past due receivables, as a percent of total receivables, increased slightly between November and December.

**Summary of Reserve Accounts as of December 31, 2012** – The District’s reserve accounts have increased \$284,258 year to date since July 1, 2012. The increase is due to the reserve amounts collected in the Water and Sewer base rates and interest earned. The District has expended \$201,426 of reserves since the beginning of the fiscal year, which started July 1, 2012. The total amount of reserves held by the District as of December 31, 2012 is \$8,664,580. Please see the Reserve Fund Balances table below for information by specific reserve account.

**Reserve Fund Balances**

| <i>Reserve Descriptions</i>                     | <i>Fiscal Yr Beg Balance July 1, 2012</i> | <i>YTD Collected &amp; Interest Earned</i> | <i>YTD Spent</i> | <i>Period End Balance Nov 30, 2012</i> |
|---|---|--|------------------|--|
| Water Capital Replacement (200-2505)            | 2,534,416                                 | 103,979                                    | (19,646)         | 2,618,749                              |
| Sewer Capital Replacement (250-2505)            | 2,710,606                                 | 138,503                                    | (49,732)         | 2,799,377                              |
| Drainage Capital Replacement (260-2505)         | 50,015                                    | 45   | (21,275)         | 28,785                                 |
| Security Capital Replacement (500-2505)         | 51,164                                    | 46   | (0)              | 51,210                                 |
| Sewer Capital Improvement Connection (250-2500) | 3,996                                     | 4  | (0)              | 4,000                                  |
| Capital Improvement (xxx-2510)                  | 437,939                                   | 1,541                                      | (47,731)         | 391,749                                |
| Water Supply Augmentation (200-2511)            | 2,548,492                                 | 6,793                                      | (63,042)         | 2,492,243                              |
| Water Debt Service Reserves (200-2512)          | 80,192                                    | 33,198                                     | (0)              | 113,390                                |
| Sewer Debt Service Reserves (250-2512)          | 162,628                                   | 146  | (0)              | 162,774                                |
| Rate Stabilization (200/250/500-2515)           | 2,300                                     | 3  | (0)              | 2,303                                  |
| <b>Total Reserves</b>                           | <b>8,581,748</b>                          | <b>284,258</b>                             | <b>(201,426)</b> | <b>8,664,580</b>                       |

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

| Period ended October 31, 2012  |          |        |
|--------------------------------|----------|--------|
| 1-Month                        | 3-Months | 1-Year |
| -0.81%                         | 2.35%    | 9.15%  |
| Period ended November 30, 2012 |          |        |
| 1-Month                        | 3-Months | 1-Year |
| 0.67%                          | 1.52%    | 10.45% |

**Financial Summary Report (year to date through December 31, 2012):**

**Revenues:**

- Water Charges, year-to-date, are **above** budget \$9,547 or **1.0%**
- Sewer Charges, year-to-date, are **above** budget \$1,263 or **0.2%**
- Drainage Charges, year-to-date, are **below** budget \$245 or **(0.3%)**
- Security Charges, year-to-date, are **below** budget \$124 or **0%**
- Solid Waste Charges, year-to-date, are **above** budget \$338 or **0.1%**

**Total Revenues**, which include other income, property taxes and interest income year-to-date, are **above** budget **\$38,380 or 1.3%**. Revenue areas that exceeded budget are primarily Water

Charges, Title Transfer Fees, Reconnect Charges and Late Charges. Year to date residential Water usage has exceeded budget projections by 3.1% and year to date commercial Water usage is below budget projections by (9.2)%.

**Expenses: Year-to-date total operating expenses are below budget \$155,532 or 5.9%. Year-to-date operational reserve expenditures total \$73,161.** Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

**Water Expenses**, year-to-date, are **below budget \$108,910 or (15.6%), prior to reserve expenditures**. Areas running over budget are Power, Equipment Rental, Hazardous Waste Removal and Vehicle Maintenance. Wages and Employer Costs are under budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the projected budget allocations. Chemicals, Taste & Odor Chemicals, Maintenance & Repairs, Legal, Permits, Tools, Conservation and Training/Safety are running below budget. Year-to-date, \$23,906 of expenses have been incurred from reserves expenditures.

**Sewer Expenses**, year-to-date, are **below budget by \$22,390 or 4.4%, prior to reserve expenditures**. Areas running over budget are Permits, Lab Tests, Consulting and Hazardous Waste Removal. Wages and Employer Costs are over budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the projected budget allocations. Areas running below budget are Chemicals, Maintenance & Repair, Equipment Rental, Training/Safety and Other Direct Costs (which includes: Legal, Vehicle Maintenance, Fuel, and IT Systems Maintenance). Year-to-date, \$27,980 of expenses have been incurred from reserves expenditures.

**Drainage Expenses**, year-to-date, are **below budget by \$6,235 or (9.4%)**. Wages and Employer Costs are over budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the projected budget allocations. All other areas, except Permits, are running below budget.

**Security Expenses**, year-to-date, are **below budget by \$4,570 or (.9%)**. Wages are over budget due primarily to coverage for a Patrol Officer out on disability leave. Other areas running over budget are Vehicle Maintenance and Other expenses (which includes Office Supplies, IT Systems Maintenance (related to installation of the new Security Server), Legal, and Miscellaneous Expense (related to a District Claim)).

**Solid Waste Expenses**, year-to-date, are **over budget by \$12,105 or 4.1%**. This over-run is related to the Household Hazardous Waste Event.

**General Expenses**, year-to-date, are **below budget by \$25,532 or (4.4%)**. The largest area running over budget is Janitorial/Landscape Maintenance, which is related to maintenance and repair of the lawn irrigation system and landscape. Office Supplies (related to District information brochures), Director Expenses/Reimbursements and Other expenses (related to

credit card processing fees) are also running over budget. Insurance, Legal, Director Meetings, IT Systems Maintenance, Community Communication and Postage are the largest areas running below budget.

**Net Income:** Year-to-date unadjusted net income, before depreciation, is \$354,788. Net income/(Loss) adjusted for estimated depreciation expense of \$558,634 is (\$203,846).

The YTD expected net operating income before depreciation, per the 2012-2013 budget, is \$234,037. The actual net operating income is \$193,912 higher than the budget expectation due to revenue running \$38,380 over budget and total operating expenses running under budget \$155,532.

**Rancho Murieta Community Services District**  
**Summary Budget Performance Report**  
**YTD THROUGH DECEMBER 2012**

|                                      | % of<br>Total | Annual<br>Budget | % of<br>Total | YTD<br>Budget    | YTD<br>Actuals   | % of<br>Total | YTD VARIANCE     |                |
|--------------------------------------|---------------|------------------|---------------|------------------|------------------|---------------|------------------|----------------|
|                                      |               |                  |               |                  |                  |               | Amount           | %              |
| <b>REVENUES</b>                      |               |                  |               |                  |                  |               |                  |                |
| Water Charges                        | 31.4%         | \$1,733,950      | 34.4%         | \$992,815        | \$1,002,362      | 34.3%         | \$9,547          | 1.0%           |
| Sewer Charges                        | 22.5%         | 1,243,734        | 21.5%         | 621,660          | 622,923          | 21.3%         | 1,263            | 0.2%           |
| Drainage Charges                     | 3.2%          | 176,908          | 3.1%          | 88,458           | 88,213           | 3.0%          | (245)            | (0.3%)         |
| Security Charges                     | 21.2%         | 1,167,898        | 20.2%         | 583,950          | 583,826          | 20.0%         | (124)            | 0.0%           |
| Solid Waste Charges                  | 11.1%         | 610,981          | 10.6%         | 305,490          | 305,828          | 10.5%         | 338              | 0.1%           |
| Other Income                         | 1.5%          | 84,375           | 1.4%          | 41,286           | 69,259           | 2.4%          | 27,973           | 67.8%          |
| Interest Earnings                    | 0.0%          | 1,700            | 0.0%          | 851              | 479              |               | (372)            | (43.7%)        |
| Property Taxes                       | 9.1%          | 501,840          | 8.7%          | 250,920          | 250,920          | 8.6%          |                  | 0.0%           |
| <b>Total Revenues</b>                | <b>100.0%</b> | <b>5,521,386</b> | <b>100.0%</b> | <b>2,885,430</b> | <b>2,923,810</b> | <b>100.0%</b> | <b>38,380</b>    | <b>1.3%</b>    |
| <b>OPERATING EXPENSES</b>            |               |                  |               |                  |                  |               |                  |                |
| <b>Water/Sewer/Drainage</b>          |               |                  |               |                  |                  |               |                  |                |
| Wages                                | 13.8%         | 759,406          | 13.2%         | 350,701          | 358,183          | 14.4%         | 7,482            | 2.1%           |
| Employer Costs                       | 6.5%          | 356,819          | 6.4%          | 168,502          | 162,537          | 6.5%          | (5,965)          | (3.5%)         |
| Power                                | 5.9%          | 323,910          | 5.7%          | 151,956          | 151,993          | 6.1%          | 37               | 0.0%           |
| Chemicals                            | 4.8%          | 265,010          | 5.3%          | 141,795          | 84,465           | 3.4%          | (57,330)         | (40.4%)        |
| Maint & Repair                       | 6.3%          | 350,570          | 6.4%          | 170,070          | 120,252          | 4.8%          | (49,818)         | (29.3%)        |
| Meters/Boxes                         | 1.0%          | 55,000           | 0.9%          | 23,500           | 18,612           | 0.7%          | (4,888)          | (20.8%)        |
| Lab Tests                            | 1.4%          | 78,250           | 1.3%          | 33,250           | 27,651           | 1.1%          | (5,599)          | (16.8%)        |
| Permits                              | 1.1%          | 62,540           | 1.5%          | 39,250           | 41,325           | 1.7%          | 2,075            | 5.3%           |
| Training/Safety                      | 0.4%          | 23,340           | 0.5%          | 12,765           | 3,087            | 0.1%          | (9,678)          | (75.8%)        |
| Equipment Rental                     | 0.8%          | 43,000           | 0.8%          | 22,500           | 21,304           | 0.9%          | (1,196)          | (5.3%)         |
| Other                                | 7.1%          | 392,160          | 6.0%          | 158,841          | 146,186          | 5.9%          | (12,655)         | (8.0%)         |
| <b>Subtotal Water/Sewer/Drainage</b> | <b>49.1%</b>  | <b>2,710,005</b> | <b>48.0%</b>  | <b>1,273,130</b> | <b>1,135,595</b> | <b>45.5%</b>  | <b>(137,535)</b> | <b>(10.8%)</b> |
| <b>Security</b>                      |               |                  |               |                  |                  |               |                  |                |
| Wages                                | 11.1%         | 613,100          | 10.7%         | 284,000          | 286,057          | 11.5%         | 2,057            | 0.7%           |
| Employer Costs                       | 6.4%          | 351,300          | 6.3%          | 165,950          | 156,274          | 6.3%          | (9,676)          | (5.8%)         |
| Insurance                            | 0.1%          | 4,500            | 0.1%          | 2,250            |                  | 0.0%          | (2,250)          | (100.0%)       |
| Off Duty Sheriff Patrol              | 0.1%          | 6,000            | 0.1%          | 3,000            | 1,997            | 0.1%          | (1,003)          | (33.4%)        |
| Other                                | 1.9%          | 102,930          | 1.9%          | 51,289           | 57,591           | 2.3%          | 6,302            | 12.3%          |
| <b>Subtotal Security</b>             | <b>19.5%</b>  | <b>1,077,830</b> | <b>19.1%</b>  | <b>506,489</b>   | <b>501,919</b>   | <b>20.1%</b>  | <b>(4,570)</b>   | <b>(0.9%)</b>  |
| <b>Solid Waste</b>                   |               |                  |               |                  |                  |               |                  |                |
| CWRS Contract                        | 9.7%          | 533,520          | 10.1%         | 266,760          | 267,541          | 10.7%         | 781              | 0.3%           |
| Sacramento County Admin Fee          | 0.6%          | 33,960           | 0.6%          | 16,980           | 16,736           | 0.7%          | (244)            | (1.4%)         |
| HHW Event                            | 0.2%          | 12,000           | 0.5%          | 12,000           | 23,568           | 0.9%          | 11,568           | 96.4%          |
| <b>Subtotal Solid Waste</b>          | <b>10.5%</b>  | <b>579,480</b>   | <b>11.2%</b>  | <b>295,740</b>   | <b>307,845</b>   | <b>12.3%</b>  | <b>12,105</b>    | <b>4.1%</b>    |
| <b>General / Admin</b>               |               |                  |               |                  |                  |               |                  |                |
| Wages                                | 9.1%          | 502,500          | 8.9%          | 236,700          | 238,847          | 9.6%          | 2,147            | 0.9%           |
| Employer Costs                       | 5.0%          | 275,200          | 5.0%          | 131,950          | 129,733          | 5.2%          | (2,217)          | (1.7%)         |
| Insurance                            | 1.0%          | 54,060           | 1.0%          | 27,030           | 22,457           | 0.9%          | (4,573)          | (16.9%)        |
| Legal                                | 0.5%          | 25,000           | 0.5%          | 12,000           | 9,502            | 0.4%          | (2,498)          | (20.8%)        |
| Office Supplies                      | 0.3%          | 19,200           | 0.4%          | 9,600            | 11,458           | 0.5%          | 1,858            | 19.4%          |
| Director Meetings                    | 0.3%          | 18,000           | 0.3%          | 9,000            | 6,100            | 0.2%          | (2,900)          | (32.2%)        |
| Telephones                           | 0.1%          | 4,320            | 0.1%          | 2,160            | 2,205            | 0.1%          | 45               | 2.1%           |
| Information Systems                  | 1.7%          | 95,400           | 2.2%          | 59,001           | 26,164           | 1.0%          | (32,837)         | (55.7%)        |
| Community Communications             | 0.1%          | 5,900            | 0.1%          | 2,700            | 915              | 0.0%          | (1,785)          | (66.1%)        |
| Postage                              | 0.4%          | 21,780           | 0.4%          | 10,890           | 9,240            | 0.4%          | (1,650)          | (15.2%)        |
| Janitorial/Landscape Maint           | 0.3%          | 16,800           | 0.3%          | 8,400            | 22,506           | 0.9%          | 14,106           | 167.9%         |
| Other                                | 2.1%          | 116,790          | 2.5%          | 66,603           | 71,375           | 2.9%          | 4,772            | 7.2%           |
| <b>Subtotal General / Admin</b>      | <b>20.9%</b>  | <b>1,154,950</b> | <b>21.7%</b>  | <b>576,034</b>   | <b>550,502</b>   | <b>22.1%</b>  | <b>(25,532)</b>  | <b>(4.4%)</b>  |
| <b>Total Operating Expenses</b>      | <b>100.0%</b> | <b>5,522,265</b> | <b>100.0%</b> | <b>2,651,393</b> | <b>2,495,861</b> | <b>100.0%</b> | <b>(155,532)</b> | <b>(5.9%)</b>  |
| <b>Operating Income (Loss)</b>       | <b>100.0%</b> | <b>(879)</b>     | <b>100.0%</b> | <b>234,037</b>   | <b>427,949</b>   | <b>100.0%</b> | <b>193,912</b>   | <b>82.9%</b>   |
| <b>Non-Operating Expenses</b>        |               |                  |               |                  |                  |               |                  |                |
| Water Reserve Expenditure            | 0.0%          |                  | 0.0%          |                  | 23,906           | 32.7%         | 23,906           | 0.0%           |
| Sewer Reserve Expenditure            | 0.0%          |                  | 0.0%          |                  | 27,980           | 38.2%         | 27,980           | 0.0%           |
| Drainage Reserve Expenditure         | 0.0%          |                  | 0.0%          |                  | 21,275           | 29.1%         | 21,275           | 0.0%           |
| <b>Total Non-Operating Expenses</b>  | <b>0.0%</b>   | <b></b>          | <b>0.0%</b>   | <b></b>          | <b>73,161</b>    | <b>100.0%</b> | <b>73,161</b>    | <b>0.0%</b>    |
| <b>Net Income (Loss)</b>             | <b>100.0%</b> | <b>(879)</b>     | <b>100.0%</b> | <b>234,037</b>   | <b>354,788</b>   | <b>100.0%</b> | <b>120,751</b>   | <b>51.6%</b>   |

**Rancho Murieta Community Services District**  
**Budget Performance Report by FUND**  
**YTD THROUGH DECEMBER 2012**

|  | % of<br>Total | Annual<br>Budget | % of<br>Total | YTD<br>Budget    | YTD<br>Actuals   | % of<br>Total | YTD VARIANCE<br>Amount % |                 |
|--|---------------|------------------|---------------|------------------|------------------|---------------|--------------------------|-----------------|
| <b>WATER</b>                             |               |                  |               |                  |                  |               |                          |                 |
| <b>REVENUES</b>                          |               |                  |               |                  |                  |               |                          |                 |
| Water Charges                            | 98.7%         | \$1,733,950      | 98.9%         | \$992,815        | \$1,002,362      | 98.1%         | \$9,547                  | 1.0%            |
| Interest Earnings                        | 0.0%          |                  | 0.0%          |                  | 48               | 0.0%          | 48                       | 0.0%            |
| Other Income                             | 1.3%          | 22,055           | 1.1%          | 11,028           | 19,861           | 1.9%          | 8,833                    | 80.1%           |
| <b>Total Water Revenues</b>              | <b>100.0%</b> | <b>1,756,005</b> | <b>100.0%</b> | <b>1,003,843</b> | <b>1,022,271</b> | <b>100.0%</b> | <b>18,428</b>            | <b>1.8%</b>     |
| <b>EXPENSES (excluding depreciation)</b> |               |                  |               |                  |                  |               |                          |                 |
| Wages                                    | 27.3%         | 410,082          | 27.1%         | 189,379          | 178,500          | 30.2%         | (10,879)                 | (5.7%)          |
| Employer Costs                           | 12.8%         | 192,679          | 13.0%         | 90,992           | 81,900           | 13.9%         | (9,092)                  | (10.0%)         |
| Power                                    | 10.9%         | 164,450          | 9.6%          | 67,461           | 68,972           | 11.7%         | 1,511                    | 2.2%            |
| Chemicals                                | 8.7%          | 130,300          | 8.9%          | 62,485           | 55,325           | 9.4%          | (7,160)                  | (11.5%)         |
| T&O - Chemicals/Treatment                | 4.1%          | 61,000           | 5.6%          | 38,850           | 15,114           | 2.6%          | (23,736)                 | (61.1%)         |
| Maint & Repair                           | 11.0%         | 166,070          | 12.2%         | 85,570           | 46,457           | 7.9%          | (39,113)                 | (45.7%)         |
| Meters/Boxes                             | 3.7%          | 55,000           | 3.4%          | 23,500           | 18,612           | 3.2%          | (4,888)                  | (20.8%)         |
| Lab Tests                                | 2.7%          | 40,000           | 2.1%          | 15,000           | 6,169            | 1.0%          | (8,831)                  | (58.9%)         |
| Permits                                  | 2.1%          | 32,000           | 2.1%          | 15,000           | 9,267            | 1.6%          | (5,733)                  | (38.2%)         |
| Training/Safety                          | 0.6%          | 9,140            | 0.8%          | 5,290            | 1,714            | 0.3%          | (3,576)                  | (67.6%)         |
| Equipment Rental                         | 1.4%          | 21,500           | 1.4%          | 10,000           | 12,019           | 2.0%          | 2,019                    | 20.2%           |
| Other Direct Costs                       | 14.8%         | 222,550          | 13.7%         | 95,809           | 96,377           | 16.3%         | 568                      | 0.6%            |
| <b>Operational Expenses</b>              | <b>100.0%</b> | <b>1,504,771</b> | <b>100.0%</b> | <b>699,336</b>   | <b>590,426</b>   | <b>100.0%</b> | <b>(108,910)</b>         | <b>(15.6%)</b>  |
| <b>Water Income (Loss)</b>               | <b>16.7%</b>  | <b>251,234</b>   | <b>43.5%</b>  | <b>304,507</b>   | <b>431,845</b>   | <b>73.1%</b>  | <b>127,338</b>           | <b>41.8%</b>    |
| <b>38.9% Net Admin Alloc</b>             | <b>16.7%</b>  | <b>250,948</b>   | <b>17.9%</b>  | <b>125,264</b>   | <b>114,072</b>   | <b>19.3%</b>  | <b>(11,192)</b>          | <b>(8.9%)</b>   |
| <b>Reserve Expenditures</b>              | <b>0.0%</b>   |                  | <b>0.0%</b>   |                  | <b>23,906</b>    | <b>4.0%</b>   | <b>23,906</b>            | <b>0.0%</b>     |
| <b>Total Net Income (Loss)</b>           | <b>0.0%</b>   | <b>286</b>       | <b>25.6%</b>  | <b>179,243</b>   | <b>293,867</b>   | <b>49.8%</b>  | <b>114,624</b>           | <b>63.9%</b>    |
| <b>SEWER</b>                             |               |                  |               |                  |                  |               |                          |                 |
| <b>REVENUES</b>                          |               |                  |               |                  |                  |               |                          |                 |
| Sewer Charges                            | 98.8%         | 1,243,734        | 98.8%         | 621,660          | 622,923          | 98.2%         | 1,263                    | 0.2%            |
| Interest Earnings                        | 0.0%          | 180              | 0.0%          | 90               | 44               | 0.0%          | (46)                     | (51.1%)         |
| Other Income                             | 1.2%          | 14,550           | 1.2%          | 7,272            | 11,097           | 1.8%          | 3,825                    | 52.6%           |
| <b>Total Sewer Revenues</b>              | <b>100.0%</b> | <b>1,258,464</b> | <b>100.0%</b> | <b>629,022</b>   | <b>634,064</b>   | <b>100.0%</b> | <b>5,042</b>             | <b>0.8%</b>     |
| <b>EXPENSES (excluding depreciation)</b> |               |                  |               |                  |                  |               |                          |                 |
| Wages                                    | 27.7%         | 296,166          | 27.0%         | 136,773          | 149,866          | 30.9%         | 13,093                   | 9.6%            |
| Employer Costs                           | 13.0%         | 139,160          | 13.0%         | 65,715           | 67,108           | 13.8%         | 1,393                    | 2.1%            |
| Power                                    | 13.5%         | 143,960          | 15.0%         | 76,235           | 76,442           | 15.8%         | 207                      | 0.3%            |
| Chemicals                                | 7.4%          | 79,310           | 8.5%          | 43,260           | 22,407           | 4.6%          | (20,853)                 | (48.2%)         |
| Maint & Repair                           | 16.2%         | 172,500          | 15.5%         | 78,500           | 71,057           | 14.7%         | (7,443)                  | (9.5%)          |
| Lab Tests                                | 3.6%          | 38,250           | 3.6%          | 18,250           | 21,482           | 4.4%          | 3,232                    | 17.7%           |
| Permits                                  | 2.5%          | 26,540           | 4.8%          | 24,250           | 27,206           | 5.6%          | 2,956                    | 12.2%           |
| Training/Safety                          | 1.3%          | 14,200           | 1.5%          | 7,475            | 1,373            | 0.3%          | (6,102)                  | (81.6%)         |
| Equipment Rental                         | 1.5%          | 16,000           | 1.6%          | 8,000            | 7,077            | 1.5%          | (923)                    | (11.5%)         |
| Other Direct Costs                       | 13.3%         | 141,510          | 9.6%          | 48,782           | 40,832           | 8.4%          | (7,950)                  | (16.3%)         |
| <b>Operational Expenses</b>              | <b>100.0%</b> | <b>1,067,596</b> | <b>100.0%</b> | <b>507,240</b>   | <b>484,850</b>   | <b>100.0%</b> | <b>(22,390)</b>          | <b>(4.4%)</b>   |
| <b>Sewer Income (Loss)</b>               | <b>17.9%</b>  | <b>190,868</b>   | <b>24.0%</b>  | <b>121,782</b>   | <b>149,214</b>   | <b>30.8%</b>  | <b>27,432</b>            | <b>22.5%</b>    |
| <b>29.7% Net Admin Alloc</b>             | <b>17.9%</b>  | <b>191,598</b>   | <b>18.9%</b>  | <b>95,638</b>    | <b>87,094</b>    | <b>18.0%</b>  | <b>(8,544)</b>           | <b>(8.9%)</b>   |
| <b>Reserve Expenditures</b>              | <b>0.0%</b>   |                  | <b>0.0%</b>   |                  | <b>27,980</b>    | <b>5.8%</b>   | <b>27,980</b>            | <b>0.0%</b>     |
| <b>Total Net Income (Loss)</b>           | <b>-0.1%</b>  | <b>(730)</b>     | <b>5.2%</b>   | <b>26,144</b>    | <b>34,140</b>    | <b>7.0%</b>   | <b>7,996</b>             | <b>30.6%</b>    |
| <b>DRAINAGE</b>                          |               |                  |               |                  |                  |               |                          |                 |
| <b>REVENUES</b>                          |               |                  |               |                  |                  |               |                          |                 |
| Drainage Charges                         | 99.8%         | 176,908          | 99.8%         | 88,458           | 88,213           | 100.0%        | (245)                    | (0.3%)          |
| Interest Earnings                        | 0.2%          | 280              | 0.2%          | 141              | 20               | 0.0%          | (121)                    | (85.8%)         |
| <b>Total Drainage Revenues</b>           | <b>100.0%</b> | <b>177,188</b>   | <b>100.0%</b> | <b>88,599</b>    | <b>88,233</b>    | <b>100.0%</b> | <b>(366)</b>             | <b>(0.4%)</b>   |
| <b>EXPENSES (excluding depreciation)</b> |               |                  |               |                  |                  |               |                          |                 |
| Wages                                    | 38.6%         | 53,158           | 36.9%         | 24,549           | 29,817           | 49.4%         | 5,268                    | 21.5%           |
| Employer Costs                           | 18.1%         | 24,980           | 17.7%         | 11,795           | 13,529           | 22.4%         | 1,734                    | 14.7%           |
| Power                                    | 11.3%         | 15,500           | 12.4%         | 8,260            | 6,579            | 10.9%         | (1,681)                  | (20.4%)         |
| Chemicals                                | 3.9%          | 5,400            | 4.1%          | 2,700            | 429              | 0.7%          | (2,271)                  | (84.1%)         |
| Maint & Repair                           | 8.7%          | 12,000           | 9.0%          | 6,000            | 2,738            | 4.5%          | (3,262)                  | (54.4%)         |
| Permits                                  | 2.9%          | 4,000            | 0.0%          |                  | 4,852            | 8.0%          | 4,852                    | 0.0%            |
| Equipment Rental                         | 4.0%          | 5,500            | 6.8%          | 4,500            | 2,208            | 3.7%          | (2,292)                  | (50.9%)         |
| Other Direct Costs                       | 12.4%         | 17,100           | 13.1%         | 8,750            | 167              | 0.3%          | (8,583)                  | (98.1%)         |
| <b>Operational Expenses</b>              | <b>100.0%</b> | <b>137,638</b>   | <b>100.0%</b> | <b>66,554</b>    | <b>60,319</b>    | <b>100.0%</b> | <b>(6,235)</b>           | <b>(9.4%)</b>   |
| <b>Drainage Income (Loss)</b>            | <b>28.7%</b>  | <b>39,550</b>    | <b>33.1%</b>  | <b>22,045</b>    | <b>27,914</b>    | <b>46.3%</b>  | <b>5,869</b>             | <b>26.6%</b>    |
| <b>6.1% Net Admin Alloc</b>              | <b>28.6%</b>  | <b>39,352</b>    | <b>29.5%</b>  | <b>19,643</b>    | <b>17,888</b>    | <b>29.7%</b>  | <b>(1,755)</b>           | <b>(8.9%)</b>   |
| <b>Reserve Expenditures</b>              | <b>0.0%</b>   |                  | <b>0.0%</b>   |                  | <b>21,275</b>    | <b>35.3%</b>  | <b>21,275</b>            | <b>0.0%</b>     |
| <b>Total Net Income (Loss)</b>           | <b>0.1%</b>   | <b>198</b>       | <b>3.6%</b>   | <b>2,402</b>     | <b>(11,249)</b>  | <b>-18.6%</b> | <b>(13,651)</b>          | <b>(568.3%)</b> |
| <b>SECURITY</b>                          |               |                  |               |                  |                  |               |                          |                 |
| <b>REVENUES</b>                          |               |                  |               |                  |                  |               |                          |                 |
| Security Charges                         | 96.6%         | 1,167,898        | 96.6%         | 583,950          | 583,826          | 94.8%         | (124)                    | 0.0%            |
| Interest Earnings                        | 0.1%          | 640              | 0.1%          | 320              | 230              | 0.0%          | (90)                     | (28.1%)         |



**Rancho Murieta Community Services District**  
**Budget Performance Report by FUND**  
**YTD THROUGH DECEMBER 2012**

|  | % of Annual   |                  | % of YTD      |                | YTD Actuals     | % of Total    | YTD VARIANCE    |                 |
|--|---------------|------------------|---------------|----------------|-----------------|---------------|-----------------|-----------------|
|  | Total         | Budget           | Total         | Budget         |                 |               | Amount          | %               |
| Other Income                             | 3.3%          | \$39,970         | 3.3%          | \$19,986       | \$31,994        | 5.2%          | \$12,008        | 60.1%           |
| <b>Total Security Revenues</b>           | <b>100.0%</b> | <b>1,208,508</b> | <b>100.0%</b> | <b>604,256</b> | <b>616,050</b>  | <b>100.0%</b> | <b>11,794</b>   | <b>2.0%</b>     |
| <b>EXPENSES (excluding depreciation)</b> |               |                  |               |                |                 |               |                 |                 |
| Wages                                    | 56.9%         | 613,100          | 56.1%         | 284,000        | 286,057         | 57.0%         | 2,057           | 0.7%            |
| Employer Costs                           | 32.6%         | 351,300          | 32.8%         | 165,950        | 156,274         | 31.1%         | (9,676)         | (5.8%)          |
| Insurance                                | 0.4%          | 4,500            | 0.4%          | 2,250          |                 | 0.0%          | (2,250)         | (100.0%)        |
| Equipment Repairs                        | 0.4%          | 4,400            | 0.4%          | 2,202          | 1,278           | 0.3%          | (924)           | (42.0%)         |
| Vehicle Maintenance                      | 0.6%          | 6,700            | 0.7%          | 3,350          | 7,354           | 1.5%          | 4,004           | 119.5%          |
| Vehicle Fuel                             | 1.9%          | 20,460           | 2.1%          | 10,730         | 8,564           | 1.7%          | (2,166)         | (20.2%)         |
| Off Duty Sheriff Patrol                  | 0.6%          | 6,000            | 0.6%          | 3,000          | 1,997           | 0.4%          | (1,003)         | (33.4%)         |
| Other                                    | 6.6%          | 71,370           | 6.9%          | 35,007         | 40,395          | 8.0%          | 5,388           | 15.4%           |
| <b>Operational Expenses</b>              | <b>100.0%</b> | <b>1,077,830</b> | <b>100.0%</b> | <b>506,489</b> | <b>501,919</b>  | <b>100.0%</b> | <b>(4,570)</b>  | <b>(0.9%)</b>   |
| <b>Security Income (Loss)</b>            | <b>12.1%</b>  | <b>130,678</b>   | <b>19.3%</b>  | <b>97,767</b>  | <b>114,131</b>  | <b>22.7%</b>  | <b>16,364</b>   | <b>16.7%</b>    |
| <b>20.3% Net Admin Alloc</b>             | <b>12.2%</b>  | <b>130,957</b>   | <b>12.9%</b>  | <b>65,369</b>  | <b>59,529</b>   | <b>11.9%</b>  | <b>(5,840)</b>  | <b>(8.9%)</b>   |
| <b>Total Net Income (Loss)</b>           | <b>0.0%</b>   | <b>(279)</b>     | <b>6.4%</b>   | <b>32,398</b>  | <b>54,602</b>   | <b>10.9%</b>  | <b>22,204</b>   | <b>68.5%</b>    |
| <b>SOLID WASTE REVENUES</b>              |               |                  |               |                |                 |               |                 |                 |
| Solid Waste Charges                      | 99.9%         | 610,981          | 99.9%         | 305,490        | 305,828         | 100.0%        | 338             | 0.1%            |
| Interest Earnings                        | 0.1%          | 600              | 0.1%          | 300            | 137             | 0.0%          | (163)           | (54.3%)         |
| <b>Total Solid Waste Revenues</b>        | <b>100.0%</b> | <b>611,581</b>   | <b>100.0%</b> | <b>305,790</b> | <b>305,965</b>  | <b>100.0%</b> | <b>175</b>      | <b>0.1%</b>     |
| <b>EXPENSES (excluding depreciation)</b> |               |                  |               |                |                 |               |                 |                 |
| CWRS Contract                            | 92.1%         | 533,520          | 90.2%         | 266,760        | 267,541         | 86.9%         | 781             | 0.3%            |
| Sacramento County Admin Fee              | 5.9%          | 33,960           | 5.7%          | 16,980         | 16,736          | 5.4%          | (244)           | (1.4%)          |
| HHW Event                                | 2.1%          | 12,000           | 4.1%          | 12,000         | 23,568          | 7.7%          | 11,568          | 96.4%           |
| <b>Operational Expenses</b>              | <b>100.0%</b> | <b>579,480</b>   | <b>100.0%</b> | <b>295,740</b> | <b>307,845</b>  | <b>100.0%</b> | <b>12,105</b>   | <b>4.1%</b>     |
| <b>Solid Waste Income (Loss)</b>         | <b>5.5%</b>   | <b>32,101</b>    | <b>3.4%</b>   | <b>10,050</b>  | <b>(1,880)</b>  | <b>-0.6%</b>  | <b>(11,930)</b> | <b>(118.7%)</b> |
| <b>5.0% Net Admin Alloc</b>              | <b>5.6%</b>   | <b>32,256</b>    | <b>5.4%</b>   | <b>16,101</b>  | <b>14,662</b>   | <b>4.8%</b>   | <b>(1,439)</b>  | <b>(8.9%)</b>   |
| <b>Total Net Income (Loss)</b>           | <b>0.0%</b>   | <b>(155)</b>     | <b>-2.0%</b>  | <b>(6,051)</b> | <b>(16,542)</b> | <b>-5.4%</b>  | <b>(10,491)</b> | <b>173.4%</b>   |
| <b>OVERALL NET INCOME(LOSS)</b>          | <b>100.0%</b> | <b>(680)</b>     | <b>100.0%</b> | <b>234,136</b> | <b>354,818</b>  | <b>100.0%</b> | <b>120,682</b>  | <b>51.5%</b>    |

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

*CASH BALANCE AS OF NOVEMBER 30, 2012*

| INSTITUTION                                | YIELD | BALANCE                |
|--|-------|------------------------|
| <b>CSD FUNDS</b>                           |       |                        |
| <b>EL DORADO SAVINGS BANK</b>              |       |                        |
| SAVINGS                                    | 0.05% | \$ 220,434.27          |
| CHECKING                                   | 0.03% | \$ 6,113.40            |
| PAYROLL                                    | 0.03% | \$ 68,184.73           |
| <b>PREMIER WEST BANK</b>                   |       |                        |
| EFT  | N/A   | \$ 159,428.82          |
| <b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b> |       |                        |
| UNRESTRICTED                               |       | \$ -                   |
| RESTRICTED RESERVES                        | 0.34% | \$ 5,271,200.73        |
| <b>CALIFORNIA ASSET MGMT (CAMP)</b>        |       |                        |
| OPERATION ACCOUNT                          | 0.21% | \$ 3,591,975.56        |
| <b>UNION BANK</b>                          |       |                        |
| PARS GASB45 TRUST (balance as of 10/31/12) |       | \$ 315,352.19          |
| <b>TOTAL</b>                               |       | <b>\$ 9,632,689.70</b> |

### BOND FUNDS

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

|                                     |       |                         |
|-------------------------------------|-------|-------------------------|
| <b>BANK OF AMERICA</b>              |       |                         |
| CHECKING                            | N/A   | \$ 46,863.59            |
| <b>CALIFORNIA ASSET MGMT (CAMP)</b> |       |                         |
| SPECIAL TAX                         | 0.21% | \$ 8,291.58             |
| <b>US BANK</b>                      |       |                         |
| SPECIAL TAX REFUND                  | 0.00% | \$ -                    |
| BOND RESERVE FUND/ SPECIAL TAX FUND | 0.00% | \$ 726,685.00           |
| <b>TOTAL</b>                        |       | <b>\$ 781,840.17</b>    |
| <b>TOTAL ALL FUNDS</b>              |       | <b>\$ 10,414,529.87</b> |

*The investments comply with the CSD adopted investment policy.*

PREPARED BY: *Darlene Gillum*  
 Director of Administration

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## INVESTMENT REPORT

**CASH BALANCE AS OF DECEMBER 31, 2012**

| INSTITUTION                                | YIELD | BALANCE                |
|--|-------|------------------------|
| <b>CSD FUNDS</b>                           |       |                        |
| <b>EL DORADO SAVINGS BANK</b>              |       |                        |
| SAVINGS                                    | 0.05% | \$ 386,038.08          |
| CHECKING                                   | 0.03% | \$ 13,385.15           |
| PAYROLL                                    | 0.03% | \$ 59,655.05           |
| <b>PREMIER WEST BANK</b>                   |       |                        |
| EFT  | N/A   | \$ 92,711.67           |
| <b>LOCAL AGENCY INVESTMENT FUND (LAIF)</b> |       |                        |
| UNRESTRICTED                               |       | \$ -                   |
| RESTRICTED RESERVES                        | 0.34% | \$ 5,271,200.73        |
| <b>CALIFORNIA ASSET MGMT (CAMP)</b>        |       |                        |
| OPERATION ACCOUNT                          | 0.17% | \$ 3,592,534.45        |
| <b>UNION BANK</b>                          |       |                        |
| PARS GASB45 TRUST (balance as of 11/30/12) |       | \$ 317,302.15          |
| <b>TOTAL</b>                               |       | <b>\$ 9,732,827.28</b> |

### BOND FUNDS

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

|                                     |       |                         |
|-------------------------------------|-------|-------------------------|
| <b>BANK OF AMERICA</b>              |       |                         |
| CHECKING                            | N/A   | \$ 46,556.03            |
| <b>CALIFORNIA ASSET MGMT (CAMP)</b> |       |                         |
| SPECIAL TAX                         | 0.17% | \$ 8,292.87             |
| <b>US BANK</b>                      |       |                         |
| SPECIAL TAX REFUND                  | 0.00% | \$ -                    |
| BOND RESERVE FUND/ SPECIAL TAX FUND | 0.00% | \$ 726,685.00           |
| <b>TOTAL</b>                        |       | <b>\$ 781,533.90</b>    |
| <b>TOTAL ALL FUNDS</b>              |       | <b>\$ 10,514,361.18</b> |

*The investments comply with the CSD adopted investment policy.*

PREPARED BY: Darlene Gillum  
Director of Administration

## MEMORANDUM

Date: January 7, 2013  
To: Board of Directors  
From: Greg Remson, Security Chief  
Subject: Security Report for the Months of November and December 2012

---

### OPERATIONS

#### November

Thanksgiving weekend was mostly quiet for calls for service, although there were two golf cart related accidents. The North and South Gates were very busy, with numerous guests visiting for the holiday weekend. The Gate Officers did a good job processing the traffic.

Security Patrol Officer Mike Fuentes has submitted his resignation from the department to pursue his goal of becoming a peace officer. Mike is scheduled to attend the POST Basic Police Academy at the Napa Valley Criminal Justice Training Center in January. We wish Mike luck and success. I will be advertizing to fill his position.

#### December

There were multiple thefts reported in December, both from unlocked vehicles and a garage.

A Security Patrol Officer is still out due to a non-work related injury for at least one (1) more month. Officers have been covering his shifts and I am using off-duty Sacramento Sheriff's Department (SSD) Deputies as needed.

I have received applications for the vacant Security Patrol Officer position and interviews began Friday, December 21, 2012. Additional interviews will be held on Friday, December 28.

An off-duty SSD Deputy has been scheduled to work New Years Eve along with the prior weekend.

### INCIDENTS OF NOTE

November 2, Friday, 7:26 a.m. Vandalism. The street sign at Pescado Circle 5 Park was damaged.

November 3, Saturday, 2:14 p.m. Vandalism. On Agua Vista a house window was damaged by a projectile shot from a sling shot. Witness provided suspect information. Juveniles were contacted and admitted responsibility. Parents and victim will work our reimbursement.

November 10, Saturday, 7:05 a.m. Burglary. Murieta Plaza. Overnight three (3) businesses were burglarized. The doors were forced open and property was taken, including some cash, jewelry, computers and music equipment. SSD responded and took a report and processed the scene for fingerprints.

November 14, Wednesday, 5:34 p.m. Fire assist. De La Cruz. Sacramento Metro Fire responded to a report of a structure fire. There was a small electrical fire at the stove. The stove was unplugged and fire extinguished. Minor damage.

November 16, Friday, 10:22 a.m. Theft. Medella Circle. Firewood that was promised to a neighbor was taken from the back yard of a vacant house. Referred to SSD for a report.

November 23, Friday, 3:25 p.m. Golf cart accident. Camino De Lago. An older male driving a golf cart got his cane stuck on the accelerator pedal. As he was trying to retrieve the cane he ran into the back of a parked UPS truck. The cart driver received a minor cut on the head and declined transport to the hospital.

November 25, Sunday, 4:30 p.m. Golf cart accident. Lake Chesbro. An underage golf cart driver lost control and crashed the cart, ejecting both 14 year old occupants. One occupant was transported to the hospital by ambulance. Parents were notified and responded to the scene.

November 29, Thursday, 98:24 a.m. Vandalism. Pescado Circle. Report of damage to a vehicle that was parked in the driveway. An unsigned note was left on the windshield. Damage is possible retaliation from an earlier incident. CHP responded for a report, and follow up information was provided.

During the month of November, District Security Patrol Officers also responded to complaints of disturbances, smashed pumpkins, doorbell ditching, and loud people/parties.

December 1, Saturday. Theft. There were two (2) reports of thefts from unlocked vehicles that occurred overnight. Both vehicles were parked in the driveway. One occurred on Wadkins Court and one on Callaway Drive. The victims were referred to SSD for a report.

December 1, Saturday. Theft. Venado Drive. Two (2) fishing rods and reels were taken from a garage. There was no forced entry. Referred to SSD for a report.

December 4, Tuesday, 6:13 p.m. Golf cart theft. Guadalupe Drive. A golf cart was left in the driveway with the keys in the ignition. The area was checked and the cart was located on Puerto Drive and returned to the owner. There was no damage to the cart but the key was taken.

December 6, Thursday, 9:03 a.m. Theft. Puerto Drive. Sometime overnight, change was taken from an unlocked vehicle that was parked in the driveway.

December 7, Friday, 2:50 p.m. Theft. Behind China Palace Restaurant. A keg of beer and propane tanks were taken from a delivery vehicle. Referred to SSD for a report.

December 12, Wednesday, 10:45 a.m. Burglary. Fescue Court. No sign of forced entry. Jewelry missing. Referred to SSD for a report.

December 13, Thursday, 9:06 p.m. Theft. Rio Oso. A Fed Ex package was taken from the front porch. Referred to SSD for a report.

December 16, Sunday, 2:25 a.m. Disturbance. Wadkins Court. Intoxicated subject banging on door, looking for his wife. SSD responded, mediated.

December 20, Thursday, 4:31 p.m. Theft. Robles Grandes. Report of property that was taken from a vehicle that was parked in the garage. Victim found garage door open in the morning. Referred to SSD for a report.

December 25, Tuesday, 3:28 a.m. DUI arrest. Country Store. Security Patrol Officer observed a vehicle turn the vehicle lights off and back up to store. Driver got out of vehicle and approached the Officer. Driver had been drinking. CHP responded and arrested the driver for DUI.

During the month of December, District Security Patrol Officers also responded to complaints of disturbances, doorbell ditching, and loud people/parties.

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

At the November 5, 2012 meeting, there were three (3) appearances regarding speeding, stop sign (bus stop), and basketball standards. There were six (6) letters submitted regarding speeding, interference, failure to stop, parking, and unauthorized vehicles.

At the December 3, 2012 meeting, there was one appearance regarding speeding and seven (7) letters regarding stop signs, speeding, parking, and a barking dog. Resident Mark Pecotich appeared regarding proposed rules for the bicycle pump track to be located at Riverview Park. Three local realtors also appeared in support of changing the RMA Gate Policy to add open house access on Saturdays from 1:00 p.m. to 4:00 p.m. Currently, open house access is only on Sundays.

The next meeting will be on January 7, 2013.

#### **JOINT SECURITY COMMITTEE MEETING**

The next Joint Security Committee Meeting is scheduled for Tuesday, January 22, 2013 at 9:00 a.m. The meeting will be held at the Rancho Murieta Association (RMA) building.

#### **JAMES L. NOLLER SAFETY CENTER**

The Safety Center has been open most Mondays and Wednesdays from 10:00 a.m. to 2:00 p.m. VIPS Jacque Villa and Steve Lentz continue patrolling the District as another set of "eyes and ears".

The Safety Center is also available to all law enforcement officers for report writing, meal breaks and any other needs that arise.

Anyone who is interested in joining the VIPS program or would like information on the Neighborhood Watch program can contact the VIPS at the Safety Center office at 354-8509.

**NEW NORTH GATE**

Ed Crouse and I met with Jim Moore, Randy Jenco and Danise Hetland from RMA regarding the new North Gate. RMA and PTF representatives are working on finalizing the gate plan and location. There is no construction start date.

## MEMORANDUM

Date: January 7, 2013  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Water/Wastewater/Drainage Report

---

The following is District Field Operations information and projects staff has worked on since the November Board meeting.

### **Water**

Water Treatment Plant #2 production flow is set at 0.6 million gallons per day (MGD) and Plant #1 production is off, for a total of 0.6 MGD. Total potable water production for November 2012 was approximately 24.8 million gallons (MG) or approximately 76.1 acre-feet. A total of 4.73" of rainfall was recorded for the month November.

Total potable water production for December 2012 was approximately 18.7 million gallons (MG) or approximately 57.4 acre-feet. A total of 5.96" of rainfall was recorded for the month of December.

### **Water Source of Supply**

On December 5, 2012, the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs measured 3,448 acre-feet, up 141.2 acre-feet from the previous week due to all of the rainfall received. On January 2, 2013, the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs measured 3,767 acre-feet. Since December 9, 2012, two (2) low capacity (125hp pumps) have been running to fill the water storage reservoirs during SMUD off-peak times, as well as when Cosumnes River clarity is below the District standard of 2 NTU. At this rate, the reservoirs should be filled to their spillways in 41 days. As of this report, there are 146 days left in the pumping season.

To prevent erosion on the face of the Clementia Dam from people driving around the new PTF gate, staff placed some boulders in the area. More will need to be added as people are now beginning to drive around those boulders as well.



*Photo of debris placed near PTF gate at Clementia to discourage driving on dam.*



## **Wastewater**

Influent wastewater flow averaged 0.418 for the month of November and 0.570 MGD, total for the month of December. A total of 139 acre-feet of secondary wastewater was measured in the secondary storage reservoirs on December 5, 2012. A total of 200 acre-feet of secondary wastewater was measured in the secondary wastewater storage reservoirs on January 2, 2013.

The annual sewer collection system cleaning was completed in November, with staff re-cleaning areas of root concern in December. Staff had several calls to investigate sewer issues, mostly on homeowner's side of responsibility which were due to root intrusion and debris.

Staff pulled a pump at the District's Crest Sewer Pumping Station due to low production. They discovered that the bottom of the wet well at the Crest is made of fiberglass and has a hole in it, allowing rocks to be drawn into the suction of the pump. The pump stations wet well is scheduled for repair.

Staff experienced two (2) sewer backups due to a catch of debris in a sag in the sewer pipeline that runs between Lindero Drive and Laguna Joaquin, despite repeatedly cleaning the line. One of the backups actually occurred while the District's lines were being cleaned upstream from this line. To fix the problem, staff will be digging up this sewer line to re-set it to flow at a proper grade line the week on January 7, 2013.



*Service line with tree roots in it, replaced by staff.*



*Debris lodged in suction of Crest sewer lift station pump.*

## **Drainage**

Staff is no longer cutting vegetation in the drainage system as we are in the rainy season. The goal is to leave the drainage during the rainy season in a natural state to catch, filter, and slow the velocity of stormwater runoff as part of Best Management Practices (BMPs) for stormwater control.

During recent heavy storms, staff diligently helped Rancho Murieta Association (RMA) keep storm water drop inlets (DIs) clear of leaves and debris as well as helped to keep the drainage ditches and pipelines flowing. Two (2) issues were discovered as a result of the heavy rain in early December. One was a tree planted over the drainage discharge off of Plano Court. Staff dug up the

discharge end of the pipe and removed enough roots to allow it to flow. Another issue discovered was a 10" pipe inserted into the District's 12" drainage pipe at 6 Park Venado Drive. The 10" pipe had never received a lot plan approval and tree roots had grown down into the pipe joint plugging up its flow. Staff had to hand dig out the pipe to cut away obstructing roots to restore flow.



*Unapproved Drainage line discovered with roots in it, removed by staff.*

### **Utility Operations**

Meter maintenance completed in December included replacement of ten (10) water meters. Utility staff repaired two (2) water leaks in November and three (3) in December, along with thirteen (13) Utility Star Work Orders in November and twenty-four (24) in December.



*Staff repairing a leaking service line on Murieta South Parkway.*

## MEMORANDUM

Date: January 7, 2013  
To: Board of Directors  
From: Edward R. Crouse, General Manager  
Subject: DUI Enforcement Policy Update

---

### RECOMMENDED ACTION

Receive update and provide direction to staff.

### BACKGROUND

A written request was sent to the Rancho Murieta Association (RMA) Board of Directors asking for a written response including comments, suggestions and support of the District's draft DUI policy. The District also requested that RMA adopt a non-architectural rule requiring drivers to stop for a Security Patrol Officer who displays flashing amber lights.

I attended the RMA Board meeting on November 20, 2012 to provide clarification and answer any questions regarding the policy. After discussion, the RMA Board unanimously voted not to support the policy and not to adopt a non-architectural rule.

RMA sent a letter to the District, dated December 3, 2012 regarding the DUI issue. The letter stated in summary that the RMA Board feels that the District's current policies "sufficiently address DUIs in the community". The letter also states that the RMA Board voted not to adopt a new RMA Non-Arch Rule regarding the Security Department's use of amber lights.

To date, both RMA and the Rancho Murieta Country Club (RMCC) are not in support of the District's draft DUI policy, and feel the Security Department's present enforcement methods are sufficient.

The Security Committee reviewed the information to date, including the RMA and RMCC written correspondence which is not in support of the draft DUI policy. Director Martel requested the draft policy be added to the January 22, 2013 Joint Security Committee.

The Security Committee recommended no action be considered at the District's January Board meeting and suggested delaying consideration of the Policy until February, following a report back from the Joint Security Committee meeting.

## MEMORANDUM

To: Board of Directors  
From: Personnel Committee Staff  
Date: January 7, 2013  
Subject: Approve Employee Personnel Manual Revisions

---

### RECOMMENDED ACTION

Approve the proposed Personnel Manual revisions.

### BACKGROUND

During the year, employees or Directors will present to the Personnel Department suggested revisions to the Personnel Manual. These suggested revisions are then forwarded to the Management Action Committee (MAC) for their review. Then once or twice a year the MAC will present the revisions to the Personnel Committee. These revisions also incorporate the new policies adopted through the past year to align the Personnel Manual with related District Policies. The attached revision of the current Personnel Manual indicates the requested changes in “track changes” mode. While page numbers are not visible on the red-line document they are included in the clean/final manual.

A brief summary of the changes are as follows:

1. Section 1.03, Non-Discrimination, revised to be consistent with and reference Policy 2011-04.
2. Section 2.00, Definitions, added definitions for Exempt Employee and Unrepresented Employee (section numbering revised accordingly).
3. Section 3.08, Medical Examination, revised to be consistent with and reference Policy 2012-06.
4. Section 3.10, Driver’s License, added reference to Policy 2012-05.
5. Section 5.03(g), Hours Not Counted Toward Overtime Computation, revised to clarify types of pay which are not counted as work hours for computation of overtime and changed section title accordingly.
6. Section 5.05, Standby Duty, (moved to Section 5.05 – was previously numbered Section 5.06), changed reference from “maintenance personnel” to “Field Operations” personnel. Also, clarified compensation for call-back with reference to Section 5.06.
7. Section 5.06, Call-Back, (moved to Section 5.06 – was previously numbered Section 5.05), revised to clarify that exempt employees are not eligible for Call-Back mileage reimbursement. Deleted “Rancho Murieta Community Services” to keep reference to District consistent throughout the manual.
8. Section 5.07, Jury Duty and Court Appearances, minor clarifications.

9. Section 5.08(d), Disability Leave, revised to clarify that both salary increases and step increases are put on hold while an employee is on Disability Leave.
10. Section 5.08(g), Military Leave, revised to clarify that both state and federal military leave regulations are applicable.
11. Section 5.08(i), Work-Related Injuries and Work-Related Injury or Illness Leave of Absence, the words “or partial” are deleted as the District does not have partial duty positions.
12. Section 5.08(j), Administrative Leave, added the word “next” to the end of the third paragraph.
13. Section 5.12, Vacations, Year 20 added as the final year of service that is provided an additional 8 hours of vacation, which caps the total amount of vacation earned at 5 weeks (or 200 hours) for employees with 20 years or more of service.
14. Section 5.14, Usage Waiting Period, deleted “Rancho Murieta Community Services” to keep reference to District consistent throughout the manual.
15. Section 5.17, Authority to Grant Time-Off, revised to reflect the current process of time-off request approval (the form is signed by the supervisor and department manager); with a statement added that the General Manager has the ultimate decision to deny vacation time.
16. Section 5.21, Scheduling of Vacation, revised to reflect the current process of vacation approval being made by the supervisor and department manager.
17. Section 5.23(a), Accrual of Paid Sick Leave for Full and Part-Time Employees, the words “up to” added to clarify that 3.69 hours is the maximum sick leave accrual.
18. Section 5.28, Unearned Sick Leave, last sentence deleted as repetitive.
19. Section 5.29, Extended Sick Leave Without Pay, clarification added that FMLA and CFRA leave act provisions take precedence regarding leave approval.
20. Section 5.32, Catastrophic Illness Time Donation, revised to be consistent with and reference Policy 2011-03.
21. Section 6.02(b), Temporary Salary, clarification added that supervisor pay premium is applicable only to temporary assignments of 3 consecutive days or longer.
22. Section 7.06, Performance Evaluations, the word “positions” changed to “classifications” to be consistent with Pay for Performance Manual, the words “of Directors” added in (b)(5) and reference to Pay for Performance Manual added.
23. Section 7.10(a), Retirement Program, revised to reflect current District contribution of 4% toward employee’s PERS contribution.
24. Section 7.11, Certification, revised to be consistent with provisions of current MOU.
25. Section 7.13, Salary Plan Administration, revised to reflect that salary plan administration for unrepresented employees is covered in the Pay for Performance Plan.

26. Section 8.00, Education and Training, and Conferences, revised to be consistent with and reference Policy 2011-01.
27. Section 9.00, Reimbursement of Incurred Expenses, added reference to Policy 2009-07.
28. Section 11.00, Equipment, Premises and Uniforms, revised to be consistent with and reference Policies 2012-05, 2009-07, 2010-11 and 2011-10, Section 11.10 moved up to Section 11.04 and sections renumbered accordingly.
29. Section 12.03(j), Grounds for Disciplinary Action or Dismissal, reference to District Regulations deleted.
30. Section 13.01, Reductions in Workforce; Layoffs, reworded the first sentence for clarity.
31. Section 14.10, Complaints of Discrimination and Sexual Harassment, added reference to Policy 2011-04.
32. Section 16.00, Drug & Alcohol Abuse Policy, revised to be consistent with and reference Policy 2011-09, the word “company” replaced with the word “District.”
33. Section 17.00, Conflict of Interest; deleted “Rancho Murieta Community Services” to keep reference to District consistent throughout the manual, the word “organization” replaced with the word “District”.
34. Section 18.01, Purpose, deleted “Rancho Murieta Community Services” to keep reference to District consistent throughout the manual and added the word “The” at the beginning of the section.

**The Personnel Committee recommends approval.**

## TABLE OF CONTENTS

|   |    |
|---|----|
| CERTIFICATE OF RECEIPT OF RULES .....                         | i  |
| Employee Statement .....                                      | ii |
| SECTION 1.00 - GENERAL PROCEDURES                             |    |
| 1.01 <u>Title</u> .....                                       | 1  |
| 1.02 <u>Purpose</u> .....                                     | 1  |
| 1.03 <u>Non-Discrimination</u> .....                          | 1  |
| 1.04 <u>District Rights</u> .....                             | 2  |
| 1.05 <u>Administration of Rules</u> .....                     | 3  |
| 1.06 <u>Delegation of Powers by the General Manager</u> ..... | 3  |
| 1.07 <u>Tenure of Employment</u> .....                        | 3  |
| 1.08 <u>Employment-At-Will Policy</u> .....                   | 3  |
| 1.09 <u>Anti-Nepotism Policy</u> .....                        | 3  |
| 1.10 <u>Confidential Nature of Personnel Records</u> .....    | 4  |
| 1.11 <u>Change of Status Report</u> .....                     | 4  |
| 1.12 <u>Right to Modify</u> .....                             | 4  |
| SECTION 2.00 - DEFINITIONS                                    |    |
| 2.01 <u>Appeal</u> .....                                      | 1  |
| 2.02 <u>Appointment</u> .....                                 | 1  |
| 2.03 <u>At-Will Employee</u> .....                            | 1  |
| 2.04 <u>Authorized Position</u> .....                         | 1  |
| 2.05 <u>Board</u> .....                                       | 1  |
| 2.06 <u>Class</u> .....                                       | 1  |
| 2.07 <u>Continuous Employment</u> .....                       | 1  |
| 2.08 <u>Day</u> .....   | 1  |
| 2.09 <u>Demotion</u> .....                                    | 1  |
| 2.10 <u>Department</u> .....                                  | 1  |
| 2.11 <u>Disciplinary Action</u> .....                         | 1  |
| 2.12 <u>Dismissal</u> .....                                   | 1  |
| 2.13 <u>District</u> .....                                    | 1  |
| 2.14 <u>Employee</u> .....                                    | 1  |
| 2.15 <u>Examination</u> .....                                 | 1  |
| 2.16 <u>Full-Time Employee</u> .....                          | 2  |
| 2.17 <u>Good Standing</u> .....                               | 2  |
| 2.18 <u>Grievance</u> .....                                   | 2  |
| 2.19 <u>Immediate Family</u> .....                            | 2  |
| 2.20 <u>Independent Contractor</u> .....                      | 2  |
| 2.21 <u>Intermittent Employee</u> .....                       | 2  |
| 2.22 <u>Job Title</u> .....                                   | 2  |
| 2.23 <u>Layoff</u> .....                                      | 2  |
| 2.24 <u>Leave of Absence</u> .....                            | 2  |
| 2.25 <u>Part-Time Employee</u> .....                          | 2  |
| 2.26 <u>Performance Evaluation</u> .....                      | 2  |
| 2.27 <u>Personnel Manual/Rules</u> .....                      | 2  |
| 2.28 <u>Position</u> .....                                    | 2  |
| 2.29 <u>Probationary Period</u> .....                         | 2  |
| 2.30 <u>Promotion</u> .....                                   | 3  |
| 2.31 <u>Reduction in Pay</u> .....                            | 3  |
| 2.32 <u>Regular Employee</u> .....                            | 3  |
| 2.33 <u>Reinstatement</u> .....                               | 3  |

|      |                                 |   |
|------|---------------------------------|---|
| 2.34 | <u>Salary Advancement</u> ..... | 3 |
| 2.35 | <u>Salary Range</u> .....       | 3 |
| 2.36 | <u>Salary Reduction</u> .....   | 3 |
| 2.37 | <u>Salary Step</u> .....        | 3 |
| 2.38 | <u>Seniority</u> .....          | 3 |
| 2.39 | <u>Sick Leave</u> .....         | 3 |
| 2.40 | <u>Supervisor</u> .....         | 3 |
| 2.41 | <u>Suspension</u> .....         | 3 |
| 2.42 | <u>Temporary Employee</u> ..... | 3 |
| 2.43 | <u>Termination</u> .....        | 3 |
| 2.44 | <u>Timebase</u> .....           | 4 |
| 2.45 | <u>Time-Off</u> .....           | 4 |
| 2.46 | <u>Transfer</u> .....           | 4 |
| 2.47 | <u>Vacancy</u> .....            | 4 |

SECTION 3.00 - FILLING VACANCIES, JOB ANNOUNCEMENTS, APPLICATIONS AND QUALIFICATIONS

|      |  |   |
|------|--|---|
| 3.01 | <u>Vacancies</u> .....                   | 1 |
| 3.02 | <u>Announcements</u> .....               | 1 |
| 3.03 | <u>Qualification of Applicants</u> ..... | 1 |
| 3.04 | <u>Forms Required</u> .....              | 2 |
| 3.05 | <u>Submitting Applications</u> .....     | 2 |
| 3.06 | <u>Disqualification</u> .....            | 2 |
| 3.07 | <u>Notice of Rejection</u> .....         | 2 |
| 3.08 | <u>Medical Examination</u> .....         | 2 |
| 3.09 | <u>Work Eligibility</u> .....            | 3 |
| 3.10 | <u>Driver's License</u> .....            | 3 |
| 3.11 | <u>Method of Examination</u> .....       | 3 |
| 3.12 | <u>Screening Panel</u> .....             | 3 |
| 3.13 | <u>Examination Scheduling</u> .....      | 3 |
| 3.14 | <u>Conduct of Examination</u> .....      | 3 |
| 3.15 | <u>Power of Appointment</u> .....        | 4 |
| 3.16 | <u>Probationary period</u> .....         | 4 |
| 3.17 | <u>Background Security Check</u> .....   | 5 |

SECTION 4.00 - TEMPORARY EMPLOYEES

|      |   |   |
|------|---|---|
| 4.01 | <u>Hiring of Temporary Employees</u> .....      | 1 |
| 4.02 | <u>Salary of Temporary Employees</u> .....      | 1 |
| 4.03 | <u>Termination of Temporary Employees</u> ..... | 1 |

SECTION 5.00 - EMPLOYMENT HOURS, LEAVE, VACATION AND HOLIDAYS

|      |  |   |
|------|--|---|
| 5.01 | <u>Hours of Work</u> .....                             | 1 |
| 5.02 | <u>Attendance</u> .....                                | 1 |
| 5.03 | <u>Overtime</u> .....                                  | 1 |
| 5.04 | <u>Shift Differential for District Employees</u> ..... | 2 |
| 5.05 | <u>Call-Back Standby Duty</u> .....                    | 2 |
| 5.06 | <u>Standby Duty Call-Back</u> .....                    | 2 |
| 5.07 | <u>Jury Duty and Court Appearances</u> .....           | 2 |
| 5.08 | <u>Special Leaves</u> .....                            | 3 |
| 5.09 | <u>Unauthorized Absence</u> .....                      | 6 |
| 5.10 | <u>Paid Holidays</u> .....                             | 6 |
| 5.11 | <u>Personal Holiday</u> .....                          | 7 |
| 5.12 | <u>Vacations</u> .....                                 | 7 |
| 5.13 | <u>Pro-rated Accruals</u> .....                        | 8 |



|  |  |    |
|--|--|----|
| 5.14   | <u>Usage Waiting Period</u>                                      | 8  |
| 5.15   | <u>Maximum Accumulation of Vacation</u>                          | 8  |
| 5.16   | <u>Accrued Vacation Time</u>                                     | 8  |
| 5.17   | <u>Authority to Grant Time-Off</u>                               | 8  |
| 5.18   | <u>Holiday Adjustments</u>                                       | 8  |
| 5.19   | <u>Double Compensation Prohibition</u>                           | 8  |
| 5.20   | <u>Disposition of Vacation Time Upon Termination</u>             | 9  |
| 5.21   | <u>Scheduling of Vacation</u>                                    | 9  |
| 5.22   | <u>Sick Leave Policy</u>   | 9  |
| 5.23   | <u>Accrual of Paid Sick Leave - Full and Part-Time Employees</u> | 9  |
| 5.24   | <u>Unused Sick Leave</u>   | 10 |
| 5.25   | <u>Use of Sick Leave</u>   | 10 |
| 5.26   | <u>Election Concerning Sick Leave</u>                            | 10 |
| 5.27   | <u>Evidence of Illness</u>                                       | 10 |
| 5.28   | <u>Unearned Sick Leave</u>                                       | 11 |
| 5.29   | <u>Extended Sick Leave Without Pay</u>                           | 11 |
| 5.30   | <u>Non-Payment Upon Termination</u>                              | 11 |
| 5.31   | <u>Sick Leave Abuse</u>  | 11 |
| 5.32   | <u>Catastrophic Illness Time Donation</u>                        | 11 |
| <br>   |  |    |
| SECTION 6.00 - TEMPORARY ASSIGNMENTS                               |  |    |
| 6.01   | <u>Assignment to Temporary Work</u>                              | 1  |
| 6.02   | <u>Temporary Salary</u>  | 1  |
| <br>   |  |    |
| SECTION 7.00 - EMPLOYEE ORGANIZATION, ADVANCEMENT AND COMPENSATION |  |    |
| 7.01   | <u>Personnel Organization</u>                                    | 1  |
| 7.02   | <u>Salary Ranges</u>   | 1  |
| 7.03   | <u>Probationary Period</u>                                       | 1  |
| 7.04   | <u>Annual Salary Review</u>                                      | 1  |
| 7.05   | <u>Salary Organization</u>                                       | 1  |
| 7.06   | <u>Performance Evaluations</u>                                   | 1  |
| 7.07   | <u>Insurance</u>   | 2  |
| 7.08   | <u>Worker's Compensation</u>                                     | 2  |
| 7.09   | <u>Unemployment Insurance</u>                                    | 2  |
| 7.10   | <u>Retirement Program</u>  | 2  |
| 7.11   | <u>Certification</u>   | 3  |
| 7.12   | <u>Compensation Schedule and Plan</u>                            | 3  |
| 7.13   | <u>Salary Plan Administration</u>                                | 3  |
| 7.14   | <u>Merit Awards</u>  | 3  |
| 7.15   | <u>Compensation of the General Manager</u>                       | 3  |
| <br>   |  |    |
| SECTION 8.00 - EDUCATION AND TRAINING, AND CONFERENCES             |  |    |
| 8.01   | <u>Policy</u>  | 1  |
| 8.02   | <u>Professional Registration, Certification and Licensing</u>    | 1  |
| 8.03   | <u>Professional Activities</u>                                   | 1  |
| 8.04   | <u>Career Development</u>  | 1  |
| 8.05   | <u>Authorization for Training and Conferences</u>                | 1  |
| <br>   |  |    |
| SECTION 9.00 - REIMBURSEMENT OF INCURRED EXPENSES                  |  |    |
| 9.01   | <u>Reimbursement for Meals</u>                                   | 1  |
| 9.02   | <u>Reimbursement for Mileage</u>                                 | 1  |
| 9.03   | <u>Reimbursement for Lodging</u>                                 | 1  |

SECTION 10.00 - PUBLIC RELATIONS

|       |  |   |
|-------|--|---|
| 10.01 | <u>Public Relations</u> .....                | 1 |
| 10.02 | <u>Grooming &amp; Safety</u> .....           | 1 |
| 10.03 | <u>Authority to Represent District</u> ..... | 1 |
| 10.04 | <u>Off-Duty Employment</u> .....             | 1 |
| 10.05 | <u>Acceptance of Gifts</u> .....             | 1 |
| 10.06 | <u>Outside Employment</u> .....              | 1 |
|       | <u>District Employment Priority</u>          |   |
|       | <u>Outside Employment Approval</u>           |   |

SECTION 11.00 - EQUIPMENT, PREMISES AND UNIFORMS

|       |  |   |
|-------|--|---|
| 11.01 | <u>Motor Vehicle Driving Record Requirements</u> .....   | 1 |
| 11.02 | <u>Business Usage</u> .....                              | 1 |
| 11.03 | <u>Incidental Personal Use</u> .....                     | 1 |
| 11.04 | <u>Safety Equipment</u> .....                            | 1 |
| 11.05 | <u>General Use of District Equipment</u> .....           | 1 |
| 11.06 | <u>Personal Use of District Premises</u> .....           | 1 |
| 11.07 | <u>Uniforms</u> .....                                    | 1 |
| 11.08 | <u>Wet Weather Gear</u> .....                            | 1 |
| 11.09 | <u>Return of District Equipment</u> .....                | 1 |
| 11.10 | <u>Use of Private Vehicle on District Business</u> ..... | 1 |
| 11.11 | <u>Smoking Policy</u> .....                              | 2 |

SECTION 12.00 - DISCIPLINARY ACTION AND DISMISSAL

|       |   |   |
|-------|---|---|
| 12.01 | <u>Initiation of Disciplinary Action or Dismissal</u> ..... | 1 |
| 12.02 | <u>Nature of Disciplinary Action</u> .....                  | 1 |
| 12.03 | <u>Grounds for Disciplinary Action or Dismissal</u> .....   | 1 |
| 12.04 | <u>Disciplinary Action by General Manager</u> .....         | 2 |
| 12.05 | <u>Suspension Pending Action</u> .....                      | 3 |
| 12.06 | <u>Review Decision</u> .....                                | 3 |
| 12.07 | <u>Effect of Decision</u> .....                             | 3 |
| 12.08 | <u>Effect of Dismissal</u> .....                            | 4 |
| 12.09 | <u>Appeal from Decision</u> .....                           | 4 |
| 12.10 | <u>Failure to File Notice of Appeal</u> .....               | 4 |

SECTION 13.00 - LAYOFFS & SEPARATIONS

|       |   |   |
|-------|---|---|
| 13.01 | <u>Reductions in Workforce; Layoffs</u> ..... | 1 |
| 13.02 | <u>Notification</u> .....                     | 1 |
| 13.03 | <u>Vacancy and Demotion</u> .....             | 1 |
| 13.04 | <u>Employee Rights</u> .....                  | 1 |
| 13.05 | <u>Seniority - Displacement</u> .....         | 1 |
| 13.06 | <u>Salary Upon Layoff Demotion</u> .....      | 1 |
| 13.07 | <u>Layoff Order</u> .....                     | 1 |
| 13.08 | <u>Reemployment List</u> .....                | 2 |
| 13.09 | <u>Resignation from Service</u> .....         | 2 |

SECTION 14.00 - GRIEVANCES

|       |  |   |
|-------|--|---|
| 14.01 | <u>Purpose of Grievance Procedure</u> .....    | 1 |
| 14.02 | <u>Policy</u> .....                            | 1 |
| 14.03 | <u>Time Limits</u> .....                       | 1 |
| 14.04 | <u>First Step - Grievance Procedure</u> .....  | 1 |
| 14.05 | <u>Second Step - Grievance Procedure</u> ..... | 1 |
| 14.06 | <u>Third Step - Grievance Procedure</u> .....  | 1 |
| 14.07 | <u>Hearing of Appeal</u> .....                 | 1 |

|   |   |   |
|---|---|---|
| 14.08   | <u>Decision on Appeal</u> .....                                 | 1 |
| 14.09   | <u>Reports to Board of Directors</u> .....                      | 2 |
| 14.10   | <u>Complaints of Discrimination and Sexual Harassment</u> ..... | 2 |
| SECTION 15.00 - AFFIRMATIVE ACTION PLAN             |   |   |
| 15.01   | <u>General Policy</u> .....                                     | 1 |
| 15.02   | <u>Goals</u> .....  | 1 |
| 15.03   | <u>Designation of Responsible Person</u> .....                  | 1 |
| SECTION 16.00 - DRUG & ALCOHOL ABUSE POLICY         |   |   |
| 16.01   | <u>Policy Objective - Purpose</u> .....                         | 1 |
| 16.02   | <u>District Policy</u> .....                                    | 1 |
| 16.03   | <u>Prohibited Behaviors</u> .....                               | 1 |
| SECTION 17.00 - CONFLICT OF INTEREST                |   |   |
| 17.01   | <u>Policy</u> .....   | 1 |
| 17.02   | <u>Notification Requirements</u> .....                          | 1 |
| 17.03   | <u>Unfair Economic Gain</u> .....                               | 1 |
| SECTION 18.00 - INJURY & ILLNESS PREVENTION PROGRAM |   |   |
| 18.01   | <u>Purpose</u> .....  | 1 |
| 18.02   | <u>Housekeeping Policy</u> .....                                | 1 |
| 18.03   | <u>Responsibility For Safety and Health</u> .....               | 1 |
| 18.04   | <u>Program Administrator</u> .....                              | 1 |

## **CERTIFICATE OF RECEIPT OF RULES**

TO RANCHO MURIETA COMMUNITY SERVICES DISTRICT EMPLOYEES:

Welcome to Rancho Murieta Community Services District. I personally hope that you will enjoy working at Rancho Murieta Community Services District and that you will find your work interesting and challenging. As a service oriented organization, our goal is to conduct our daily activities in a manner reflecting pride, efficiency, and competence with a friendly and courteous attitude.

This PERSONNEL MANUAL has been adopted by the Board of Directors of the Rancho Murieta Community Services District as its regular operating policies. It is designed to be a working guide for both employees and supervisors in the day-to-day operations of the District's personnel program. The text of the manual is not intended to be a legal contract with the employee, but rather is an attempt to describe generally the way the organization works. The rules and regulations contained in this booklet may not be modified by your supervisor or the General Manager, without the approval of the Board of Directors. However, the General Manager has been granted reasonable administrative latitude to interpret and apply these rules. As time goes on and we encounter some unforeseen problems in administering these rules, or circumstances warrant change, these rules may be modified from time to time as the Board of Directors sees fit. You will be made aware of any official changes to this document. Please insert the new material as you receive it.

This manual should increase understanding, eliminate the need for personal decisions on matters of organizational policy, and help assure uniformity throughout the organization. It affirms that the District retains sole discretion over determination of execution of District goals and policies. It also affirms the at-will status of District employees and does not constitute an employee contract.

Please read this booklet carefully. Do not hesitate to ask for clarification or guidance from your supervisor or your Department Manager.

After reading these rules, **TEAR OUT THE ATTACHED SHEET, SIGN IT, AND RETURN IT TO THE PERSONNEL DEPARTMENT** or designated person within 10 working days of receipt of these rules.

Very truly yours,

Edward R. Crouse, Jr.  
General Manager

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**15160 Jackson Road - PO Box 1050**  
**Rancho Murieta, CA 95683**  
**(916) 354-3700**

**Employee Statement:**

I have read the Rancho Murieta Community Services District's PERSONNEL MANUAL, and I understand I am responsible for compliance with these rules.

**NAME:**

\_\_\_\_\_

(Please Print)

**SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**  
**PERSONNEL MANUAL**

**SECTION 1.00 - GENERAL PROCEDURES**

- 1.01 Title. This Manual shall be known as the "Personnel Manual" and may be cited as such.
- 1.02 Purpose. The purpose of the Personnel Manual, as described in the Statement of Purpose on page 1, is to be used to provide guidance for the development and application of personnel management policies for the District.
- 1.03 Non-Discrimination: Employment practices of the District shall fully comply with federal and state equal employment opportunity laws. ~~The District shall not discriminate for or against any person based upon race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age over 40, or political opinion or affiliation. The District recruits, hires, trains and promotes qualified persons at all levels of the work force; and provides reasonable accommodation to qualified employees and applicants with a known disability who can perform the essential functions of a job.~~

- (a) (a) — The District shall not discriminate for or against any person based upon race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age over 40, or political opinion or affiliation. The District recruits, hires, trains and promotes qualified persons at all levels of the work force; and provides reasonable accommodation to qualified employees and applicants with a known disability who can perform the essential functions of a job.

It is District policy to maintain a work environment free from discriminatory insult, intimidation or harassment due to race, color, religion, sex, age, physical handicap or national origin. Any incident of discriminatory insult, intimidation, or harassment in any form should be promptly reported ~~to the General Manager or President of the Board for investigation and appropriate action according with Policy #2011-04\*~~.

~~Spoken or written comments which are vulgar or profane, or which disparage or insult another person's religion, sex, age, physical handicap, ethnic origin or race, or culture constitute unacceptable conduct and will not be tolerated. Any employee who engages in this type of conduct will be disciplined. Disciplinary actions may range from verbal reprimand to discharge from employment, depending on the specific circumstances.~~

- (b) The District is committed to providing a work environment for its employees that is free of harassment of any nature. Acts of sexual harassment as well as harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis

~~protected by federal, state or local law, ordinance or regulation by employees, supervisors, managers, or directors, are prohibited employment practices and are subject to sanctions and disciplinary measures, up to and including termination of employment or Board of Directors sanction. Sexual harassment of District employees by any person in or from the workplace in any form is prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is expressly or implicitly a term or condition of an individual's employment when an individual's submission to or rejection of such conduct is a basis for employment decisions affecting that individual; or when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment or adversely affecting the employee's performance, evaluation, advancement, assigned duties, or any other condition of employment or career development. Sexual harassment also includes any act of retaliation against an employee for reporting violations of this policy. Other examples of sexual harassment, whether committed by a supervisor or non-supervisory personnel, are:~~

~~Section 1.00, page 1~~

- ~~1) Unwelcome sexual flirtations or propositions~~
- ~~2) Verbal abuse of a sexual nature~~
- ~~3) Graphic verbal comments about an individual's body~~
- ~~4) Sexually degrading words used to describe an individual~~
- ~~5) The display in the workplace of sexually suggestive objects or pictures.~~

~~Each supervisor has the responsibility of maintaining an environment free of sexual harassment in his or her workplace. This responsibility includes discussing this policy with his or her employees and assuring them that they are not required to endure sexually insulting, degrading, or exploitative treatment or any other form of sexual harassment.~~

~~An employee who feels that he or she has been or is being sexually harassed, or who is aware of or suspects the occurrence of sexual harassment, or who desires counseling on coping with sexual harassment has 60 days should to report the incident to any supervisory or management employee or with the President of the Board if the employee's immediate supervisor, or theis the General Manager. Each complaint will be investigated quickly and confidentially to determine if sexual harassment has occurred. All investigations will be conducted in a manner designed to ensure the privacy of all parties concerned. Strict confidentiality will be maintained.~~

~~If, as a result of investigation, a determination is made that an employee has sexually harassed another employee, appropriate disciplinary action will be implemented. An employee will be disciplined according to the nature and severity of the offense. The range of disciplinary actions is from verbal reprimand to discharge from employment, depending on the specific circumstances.~~

~~If an employee charges that a fellow employee has violated this policy and subsequently the allegations are shown to be malicious, knowingly false or were made so as to harass the employee appropriate discipline will be imposed on the complaining employee.~~

\* Refer to District Policy 2011-04, Harassment of Any Nature (including Sexual Harassment), for policy details and complaint process

- 1.04 District Rights: The Board of Directors and such persons as the Board may authorize, has the exclusive right, in accordance with applicable laws and regulations, to take certain actions including, but not limited to, the following:
- (a) Directing employees in the performance of their duties
  - (b) Hiring, promoting, transferring, classifying and assigning employees
  - (c) Disciplining or dismissing employees
  - (d) Determining the District's purpose, budget and organization
  - (e) Determining and effectuating methods of implementing and foregoing
  - (f) District retains, solely and exclusively, all the rights, powers and authority exercised or held prior to the execution of any labor agreement except as expressly limited by a specific provision of that agreement.
- 1.05 Administration of Rules. The General Manager, subject to the direction of the Board, shall be responsible for the administration of the rules set forth in this Manual. The General Manager is responsible for the interpretation and application of these rules, subject to review by the Board of Directors in cases of disputes.
- 1.06 Delegation of Powers by the General Manager. The General Manager, in his or her discretion, may delegate any of his or her authority set forth in these rules, as he or she may deem appropriate and necessary.
- 1.07 Tenure of Employment. The tenure of every employee shall be based upon continuing satisfactory service, maintaining certifications and licenses that are required by the job, proper personal conduct for the position, as determined by the General Manager, as well as the continued need for the work performed and the availability of funds.
- 1.08 Employment-At-Will Policy. All District employees serve at the will of the District. The District and the employee agree that the District may terminate the employment of any employee regardless of employment status or tenure with the District. Such termination may be made with or without cause. Similarly, the employee may terminate his or her employment with the District at any time with or without cause.
- 1.09 Anti-Nepotism Policy: It is the policy of the District that Immediate Family members, as defined in Section 2.19, and their spouses, of District employees or of elected or appointed officials may only be employed as either Full-Time or Part-Time employees, or as independent contractors of the District when all of the following criteria are met.
1. Such employment does not adversely affect safety, morale, security or supervision, and,
  2. Immediate Family members neither initiate nor participate in making recommendations or decisions that would directly affect the employment status of their spouses or relatives. These recommendations/decisions include but are not limited to selection, appointment, retention, work assignments, promotion, demotion, or salary.



The District may prohibit employment or may reassign Immediate Family members if, in its sole discretion, it finds that any of the above criteria are not met.

If two persons should marry while both are employed by the District, they may continue their employment provided that they meet both of the criteria referenced above. In addition, if one spouse must change his/her job or department so that the above-referenced criteria are met, that choice shall be made by the couple within 30 days of the marriage. If the couple does not make this decision within 30 days, however, the employee with less seniority shall be transferred. If both employees have the same amount of seniority, the District's decision regarding which employee shall be transferred shall be based upon the necessity of operating the District in an efficient manner.

- 1.10 Confidential Nature of Personnel Records. Such personnel records as applications, examination papers, performance reports, and disciplinary actions shall be considered confidential, and upon request shall be made available to the affected employee for review at a time and place designated by the Personnel Department or designated person.

Department heads shall make arrangements with the General Manager for review of their employee's personnel documents.

- 1.11 Change of Status Report. Every appointment, transfer, promotion, change of salary rate, or any other temporary or permanent change in status shall be reported to the Personnel Department or designated person in such manner as prescribed.
- 1.12 Right to Modify. Employment under these rules and regulations shall not constitute an employee contract. This document may be modified from time to time by the Board of Directors as they see fit.

## SECTION 2.00 - DEFINITIONS

- 2.01 Appeal. A written statement by the affected employee, that a dispute exists in the application of any of the rules contained herein.
- 2.02 Appointment. The offer to and acceptance by a person of a position with the District in accordance with the provisions of these rules.
- 2.03 At-Will Employee. Every District probationary or regular employee serves at the will of the District. Either the District or the employee may terminate the employment relationship at any time with or without cause.
- 2.04 Authorized Position. A specific work position, within a job title, that has been approved by the Board of Directors which is or may be held by an employee.
- 2.05 Board. The Board of Directors of the Rancho Murieta Community Services District.
- 2.06 Class. All positions having sufficiently similar duties and responsibilities to permit grouping under a common title and to permit the application with equity, of common standards of selection, assignment and compensation.
- 2.07 Continuous Employment. District employment which is uninterrupted except by authorized absences.
- 2.08 Day. Shall be a calendar day unless otherwise identified.
- 2.09 Demotion. A disciplinary change in job title to a lower salary or salary range which is involuntary.
- 2.10 Department. A major administrative branch of the District, involving a general line of work, with one or more employees under the charge of one or more individuals, known as supervisors.
- 2.11 Disciplinary Action. The discharge, demotion, reduction in pay, or suspension of a regular employee for punitive reasons.
- 2.12 Dismissal. Involuntary termination of employment with the District.
- 2.13 District. Rancho Murieta Community Services District.
- 2.14 Employee. A person who is legally occupying a position in the District service or who is on an authorized leave of absence from such position.
- 2.15 Examination: Any combination of relevant and valid tests of fitness to determine the relative qualifications of competitors for appointment to a position in a class.

Open Competitive Examination. An examination for a particular class which is open to all persons meeting the desirable qualification for the class.

Promotional Examination. An examination for a particular class which is open only to employees with regular status and who meet the desirable qualifications for the class.

2.16 Exempt Employee. A person who is employed in a District position that meets the Fair Labor Standard Act ("FLSA") and California requirements of exemption from overtime and certain other protections of the Industrial Welfare Commission Orders.

2.176 Full-Time Employee. An at-will employee of the District who is regularly assigned to work forty (40) hours per week in an authorized position and has successfully completed the probationary period.

2.187 Good Standing. Any currently employed Full or Part-Time employee not under disciplinary action by the District.

2.198 Grievance. Any good faith or reasonable complaint of one or more employees or a dispute between the District and one or more employees involving the terms or conditions of his or her employment.

2.2049 Immediate Family. An employee's father, mother, step parents, spouse, domestic partner, child, step child, foster child, brother, sister, grandparents, grandchild, or those of the employee's spouse.

2.210 Independent Contractor. An independent business person (in business for themselves) who is hired to perform specific tasks. They are not eligible for unemployment, disability, or workers' compensation benefits. The independent contractor is responsible for his/her taxes and workers' compensation insurance.

2.224 Intermittent Employee. An employee who works part of a normal work day or a fraction thereof, but such work is done on call, with or without a set pattern or seasonally working less than 1000 hours in a calendar year and at irregular intervals or without a set pattern.

2.232 Job Title. Descriptive title of a certain type of job performed by a District employee. Inherent in each job title are certain duties, responsibilities and degrees of authority.

2.243 Layoff. The separation of employees from the Rancho Murieta Community Services District's active work force for reasons of lack of work, lack of funds, changing priorities, measures to enhance efficiency, or to accommodate organizational changes.

2.254 Leave of Absence. When authorized, an absence from duty for a specified period with the employee having the right to return to his or her position at the end of the period.

2.265 Part-Time Employee. An at-will employee of the District who is regularly scheduled to work fewer than forty (40) hours each week in an authorized position and has successfully completed the probationary period.

2.276 Performance Evaluation. A review and evaluation of an employee's performance and capabilities in his or her authorized position by his or her immediate supervisor.

2.287 Personnel Manual/Rules. This group of rules and procedures concerning District Employment.

2.298 Position. A group of assigned duties and responsibilities assigned or delegated by competent authority, requiring the Full or Part-Time employment of one person.

2.3029 Probationary Period. A newly hired employee working for a designated period of time. Such employees may be dismissed without prior notice and without cause and do not

have rights described in the Disciplinary Action and Dismissal section of this Personnel Manual.

2.3~~19~~ Promotion. The movement of an employee from one job class to another job class with a higher maximum salary.

2.3~~24~~ Reduction in Pay. A temporary or permanent decrease in wage or salary.

2.3~~32~~ Regular Employee. A Full-Time or Part-Time at-will District employee who has successfully completed his or her probationary period.

2.3~~43~~ Reinstatement. The restoration, without examination, of a former regular employee or probationary employee to a job title in which the employee formerly served as a regular non-probationary employee.

2.3~~54~~ Salary Advancement. Any salary increase within the limits of a salary range.

2.3~~65~~ Salary Range. Categories which determine the minimum and maximum wage pay for each employment job title.

2.3~~76~~ Salary Reduction. A salary decrease of one or more steps within the limits of a salary range.

2.3~~87~~ Salary Step. A level of salary payable in each salary range.

2.3~~98~~ Seniority. The length of service of a regular employee with the District.

2.~~4039~~ Sick Leave. An excused, paid absence from duty by an employee due to illness as described in Section 5.23.

2.4~~19~~ Supervisor. A person who has day-to-day and direction responsibility over the work of a specific employee.

2.4~~24~~ Suspension. A District-mandated temporary separation from employment.

2.4~~32~~ Temporary Employee. An at-will employee hired to fill a position of limited duration or service (not to exceed 1000 hours), or, a position with uncertain, long term funding. The employee may serve during a limited service period and then be terminated without regular employment status with the Rancho Murieta Community Services District. Temporary employees have no reasonable expectation that they will be called or re-employed by the District in the future. They receive no District paid benefits or leave.

2.4~~43~~ Termination. The conclusion or cessation of employment with the District, whether initiated by the District or the employee.

2.4~~54~~ Timebase. Timebase refers to the number of hours an employee works and to the regularity with which the employee works. Timebase does not refer to an employee's employment status, i.e. regular, probationary, temporary, etc.

Types of Timebase:

(a) Full-Time. Employee works the normal number of working hours assigned to the class.

- (b) Part-Time. Employee works a fraction of the normal work day, normally follows a pre-determined pattern of working hours.
- (c) Temporary. Employee may work a normal work day or fraction thereof, but such work is done on-call, with or without a set pattern or seasonally working less than 1000 hours in a fiscal year and at irregular intervals or without a set pattern.

| 2.4~~65~~ Time-Off. Authorized absence from job duties, either compensated or uncompensated.

| 2.4~~76~~ Transfer. A change of an employee from one position to another position in the same class.

| 2.48 Unrepresented Employee. A person who is legally occupying a position in the District service or who is on an authorized leave of absence from such position that is not represented by a union or bargaining unit.

| 2.4~~97~~ Vacancy. An unfilled authorized position in District.

### **SECTION 3.00 - FILLING VACANCIES, JOB ANNOUNCEMENTS, APPLICATIONS AND QUALIFICATIONS.**

3.01 Vacancies. When a vacancy occurs in an authorized position, the General Manager (or Acting General Manager if the General Manager position is vacant) shall, whenever reasonable, fill the vacant position with an existing District employee who is both qualified for the position and willing to accept the employment change. However, the General Manager may in his/her sole discretion determine that it is in the District's best interest to leave the position vacant or to fill the vacancy with a person who is not a current District employee. This section shall not be construed to limit in any way the District's right to hire the most qualified persons at all levels available as District employees.

3.02 Announcements: The Personnel department shall publish announcements of vacancies which shall state the employment standards of the position and pertinent information. Employment standards shall be established by the Board and included in the job class.

Announcements shall be considered published when they are posted on the District bulletin board.

The Personnel department may additionally publish notices of vacancies as deemed appropriate for recruiting qualified applicants.

(a) Announcements shall briefly specify the title and pay range of a position; the nature of the work to be performed; essential qualifications necessary for successful job performance of the work; the dates, time, place, and manner of receiving applications and administering examinations; and other pertinent information. All announcements shall include a statement that the Rancho Murieta Community Services District is an Equal Opportunity Employer, as well as an Affirmative Action Employer.

3.03 Qualification of Applicants: No person shall be employed in or appointed to any position requiring Full-Time or Part-Time service unless he or she meets the minimum qualifications of the education and experience prescribed for that class. In extraordinary situations, the Board may waive a stated requirement for a supervisory applicant and the General Manager may waive a stated requirement for a non-supervisory applicant.

(a) Applicants must have met applicable minimum qualification requirements by 5:00 p.m. of the final filing date.

(b) In the event an applicant is found to possess qualifications extraordinary for the position the applicant is being hired for, the General Manager may authorize the employment of such applicant anywhere within the appropriate pay range. For the purposes of this section, "extraordinary" means that the applicant has education, experience, and/or skills superior to that commonly required and expected for the class. Details of this action will be forwarded to the Board at their next regularly scheduled meeting.

3.04 Forms Required. Application shall be made on forms prescribed by the General Manager. Application forms shall require information covering training, experience, and other pertinent information, and may include certificates of one or more examining

physicians, and references. Fingerprints shall be required for all District personnel. All applications must be signed by the person applying under penalty of perjury.

3.05 Submitting Applications. Applications must be received by the District not later than 5:00 p.m. on the final filing date. Applicants are responsible for getting their applications to the District by this time.

3.06 Disqualification: The General Manager may disqualify an applicant for any of the following reasons:

(a) Untimeliness of Application. Failure to submit the required application to the District not later than 5:00 p.m. on the final filing date. Applicants are responsible for getting their applications to the District by this time.

(b) Unqualified for Position. Failure to demonstrate that the requirements or qualifications established for the authorized position have been met.

(c) Conviction Record. Conviction of a felony or misdemeanor which was of such a nature as to have a clearly adverse effect on the applicant's ability to perform the duties of the position.

(d) False Statement. False statement of material fact; or actual or attempted deception, fraud, or misconduct on an application; or actual or attempted deception, fraud or misconduct during an interview or examination.

(e) Failure to complete process. Failure to complete the pre-hire process as required by the District.

3.07 Notice of Rejection. Whenever an application is rejected, written notice of such rejection shall be mailed to the applicant. Incomplete or deficient applications may be returned to the applicant for amendment. Unless otherwise approved by the General Manager, such amendments must be received by the District not less than forty-eight (48) hours prior to the scheduled interview or examination.

3.08 Medical Examination\*:

(a) ~~Only conditional appointment will be offered to an applicant who has not submitted to an authorized medical examination. A medical examination shall be required before final appointment of an applicant.~~ All individuals who are offered full-time, temporary, or part-time employment shall be required to submit to a physician's examination. For public health and safety related positions, (i.e., Security Patrol, Equipment Mechanic, Plant Operators and Utility Workers) a controlled substance test at District expense will also be required. Appointment will be contingent on meeting the minimum physical standards. Such examination shall be performed by a licensed physician retained by the District. Documents indicating that the applicant has received a medical clearance shall be kept in a confidential file under the custody of the Personnel Department and shall not be a part of the personnel file.

(b) The General Manager may, upon advice and consultation with competent medical authority, establish job related physical standards for each job title. An applicant's failure to achieve the minimum standard so established will result in disqualification for appointment.

- (c) Nothing in this section shall serve to disqualify an applicant who has a disability and can be reasonably accommodated under provisions of the Americans with Disabilities Act.

*\* Refer to District Policy 2012-06, Pre-Employment Physical Examinations, for policy details*

3.09 Work Eligibility. A candidate for employment must be eligible under appropriate federal regulations to work in the United States. It is the policy of the District to hire only citizens of the United States or others authorized to work in the United States. Documentation of eligibility to work in the United States will be required as a condition of employment.

3.10 Driver's License\*. A candidate for employment must possess and maintain a valid California motor vehicle driver's license at the required level, if driving is required in the duties of a position, or if driving is not required, a California Identification Card. Insurability and compliance with established District vehicle operation standards are a condition of employment.

*\* Refer to District Policy 2012-05, District Driving Policy*

3.11 Method of Examination. The selection techniques used in the examination process shall be impartial and relate to those subjects which measure the relative capacities of the persons examined to execute the duties and responsibilities of the class to which they seek to be appointed. Only those applicants possessing the most relevant qualifications will be invited to continue the application process.

3.12 Screening Panel. A credentials screening panel may be assembled by the General Manager to evaluate the comparative qualifications of the applicants, when it is desirable or necessary to limit the number of candidates to be interviewed for a given position. To allow full consideration of the relevance, level, recency, progression and quality of candidates' education and experience, the applicant may be required to submit written statements, certifications, and/or transcripts of college credits in addition to the standard application form.

Should there not be sufficient qualified candidates to screen, the General Manager may extend the final filing date of the job in question until such time as he or she finds necessary to recruit a reasonable number of qualified applicants.

3.13 Examination Scheduling. Examinations will be scheduled as the need requires, and may be postponed, canceled, or extended by the General Manager by notifying all persons who have filed applications and/or by posting a notice on the bulletin board.

3.14 Conduct of Examination: The General Manager shall determine the manner and methods by which examinations shall be given. The General Manager may recommend a contract with any competent agency or individual for the preparation or scoring of examinations. The General Manager shall arrange for the use of facilities, equipment, and related matter for the conduct of examinations.

(a) The General Manager may disqualify:

- (1) Any candidate who attempts to interfere with the fair, equitable and orderly conduct of an examination process.
- (2) Any candidate who is tardy for the examination.
- (3) Any candidate who fails to appear for an examination.



- (4) Any candidate who has not certified in writing that he or she possesses the minimum qualifications for the position.
  - (5) Any candidate whose application was not either received or postmarked on or before the filing date.
  - (b) Oral Interview Panel. The General Manager may assemble an Oral Interview Panel to conduct oral interviews and advise the General Manager and the Board regarding the selection of a qualified candidate to fill an authorized position.
  - (c) Notification. Each candidate taking an examination shall be given written notice regarding the District's determination.
- 3.15 Power of Appointment. The positions of General Manager, Assistant General Manager, Finance Officer, District Secretary, and District Engineer, shall be filled by Board appointment. The General Manager shall appoint successful candidates to fill all other vacant positions.

3.16 Probationary Period:

- (a) Before employing a person as a Full-Time or Part-Time regular at-will employee, the District shall employ that person as a probationary employee for a period of at least twelve (12) months. The General Manager may extend the probation period beyond twelve (12) months. Any extension of the probationary period shall also extend the probationary status of the employee as defined in Section 3.16(b) and (c) below.
- (b) The probationary period is a step in the District's hiring process. It allows the probationary employee and the District an opportunity to determine if this is the right job for this person and the right person for the job. This is a learning and adjustment period for the employee. The District will use the probationary period to continue its assessment of an applicant for regular at-will employment.
- (c) At any time during the probationary period, the probationary employee or the District may terminate the employment relationship without cause and without any right of appeal.
- (d) During the probationary period, the probationary employee may be terminated at any time without prior notice.

3.17 Background Security Check.

Within ten (10) days of the initial offer of employment, fingerprint identification cards and personal descriptions shall be completed and forwarded to the Bureau of Criminal Identification Investigations, State Department of Justice, for processing on each prospective employee who has passed his/her interview.

No person shall be employed by the District who has been convicted of a serious or violent felony. Serious or violent felony as used in this paragraph means a serious felony as listed in Penal Code Section 1192.7(c). Violent felony as used in this paragraph means a violent felony as listed in Penal Code Section 667.5.

## SECTION 4.00 - TEMPORARY EMPLOYEES

- 4.01 Hiring of Temporary Employees. Temporary employees, as defined in Section 2.42, may be hired from time to time as needed. The General Manager shall determine the terms and conditions of each temporary employee's employment. These terms and conditions will be decided for each individual prior to actual employment, but shall not exceed 1,000 hours or 180 days for each separate temporary employment. A temporary employee may serve on an on-call, as-needed basis, or may be hired for a specific project or period of time.
- 4.02 Salary of Temporary Employees. The General Manager, subject to approval or ratification of the Board, shall determine the rates and amount of pay for each temporary employee. The factors taken into consideration will include the type of work to be performed and the anticipated duration of employment. The rate of compensation may be by piece work, by the hour, by the day, by the week or by the month, as determined to be most feasible, reasonable, and equitable in each case.
- 4.03 Termination of Temporary Employees. A temporary employee serves at the will or pleasure of the District Board and may be terminated at any time without cause or prior notice. A temporary employee does not have the rights described in the Disciplinary Action & Dismissal section of this Personnel Manual.

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## SECTION 5.00 - EMPLOYMENT HOURS, LEAVE, VACATION AND HOLIDAYS

### 5.01 Hours of Work:

- (a) Workweek (General Criteria). The normal hours of work for District employees shall consist of eight (8) hours per day, five (5) days per week. Specific work schedules may be established to comply with legal requirements or to meet agency business and public service needs.
- (b) Standard Workweek. The normal workweek is forty (40) hours and five (5) days. Any program providing for employee work weeks of less than five (5) days, shall be subject to Board approval. The hours of operation shall be recommended by Department Heads to accommodate the type of work required, and approved by the General Manager.
- (c) Rest Periods. When practical, employees shall be allowed a rest period of ten (10) minutes during each four (4) consecutive hours of work. Such rest periods shall be scheduled in accordance with department head or supervisor requirements. Except as indicated below, an unpaid meal period of at least thirty (30) minutes may also be provided as designated by the District to occur approximately in the middle of a work shift of at least eight (8) hours.

In certain positions, District management may require or permit employees to incorporate a paid (working) meal period within the normal work shift.

- (d) Rest Period Conditions. The District may designate areas where rest periods may be taken. An employee may occasionally be required to perform duties, if necessary, during his/her normally scheduled rest period.

5.02 Attendance. Employees shall be in attendance at their work in accordance with the rules regarding hours of work, holidays, and leaves. The General Manager shall enforce attendance requirements and maintain attendance records of employees. Any absence from work, taken upon the initiative of an employee, without prior authorization or as provided for in these rules, shall be the basis for disciplinary action, if such absence is found to be unwarranted or regarded as detrimental to the District.

### 5.03 Overtime:

- (a) Policy. The general policy of the District will be to discourage the use of overtime. Overtime must be authorized in advance by the General Manager, or an employee's supervisor. Overtime shall be authorized only in those instances where it is essential to the continued operation of the District.
- (b) Definition. Work authorized in excess of normal working hours except as provided for in stand-by and call-back time, shall be classified as overtime when an employee's total work time exceeds forty (40) hours during the specified District work week. Overtime shall be compensated at the rate of 1-1/2 hours of compensation for each overtime hour worked.
- (c) Computation Base. Work schedules may provide for work days exceeding eight (8) hours. Any employee who is required to work more than forty

(40) hours in a work week shall receive overtime pay. Work time does not include paid leave time such as vacation, sick leave, bereavement leave, etc.

- (d) District Work Week. The District work week begins at 12:00 midnight on Saturday morning and ends at 12:00 midnight on Friday night each week.
- (e) Holiday Overtime. Employees required to work on holidays shall be compensated at one and one-half times their normal hourly wage, but such overtime pay shall apply only to the first eight (8) hours so worked.
- (f) Overtime Exclusions. Employees designated as managers, department heads, or other exempt classes shall be exempt from overtime compensation of any kind.
- (g) Hours Not Ceounted Ttoward Overtime Computation. Sick leave, vacation, bereavement leave, jury duty, and personal holiday time are not considered to be hours worked for purposes of computation of overtime pay.

5.04 Shift Differential/Split Shift for District Employees. Upon prior approval of the Board of Directors, all District employees working the graveyard shift during the hours of 12:00 a.m. (midnight) until 6:00 a.m. or working a split shift shall receive a shift differential or split shift amount as determined by the Board of Directors. This shift differential shall be paid along with the regular payroll cycle.

5.05 Standby Duty. In order to maintain a high standard of emergency services to the Community, ~~maintenance-Field Operation~~ personnel are required to be available for on-call duty. All ~~regular maintenance~~Field Operation personnel (who have completed their probationary periods) may be required to participate. Employees on standby status must be ready to respond immediately to calls for service; to be reachable by radio-controlled pager, radio, or telephone; and to refrain from activities which might impair the employee's ability to perform assigned duties. ~~Standby e~~Employees assigned to Standby Duty will be paid a fixed daily feerate, as determined by the District, for Standby pay. An employee on Standby Duty will be compensated according to Section 5.06 plus overtime pay for each instance of call-back duty.

5.06 Call-Back. The nature of ~~Rancho Murieta Community Services~~ District services and the consequences involved in potential damage to property and buildings may make it necessary to call-back a District employee or employees, outside of the employee's normally assigned work-shift, to make emergency repairs or deal with an emergency situation. An employee called-back in such a situation shall receive a minimum of two (2) hours pay at 1-1/2 times his/her normal hourly pay rate and mileage reimbursement for round trip at the current approved District mileage rate. Call-back pay and mileage reimbursement shall not apply to exempt employees.

5.07 Jury Duty and Court Appearances. This section shall not apply to any employee who is named party to action unrelated to the District and its activities or suits against the District. In such cases, employees may request vacation or personal leave.

When an employee is required to serve on jury duty or is subpoenaed as a witness to appear before a court, administrative agency, public body or commission, the employee must promptly notify his or her supervisor. Employees who are Sacramento County residents or residents of other counties with "phone-in" juror programs are requested to

first ask the court to put them on "phone-in juror status". Employees required to serve as jurors for less than a full day are expected to spend the balance of the day at their regular District positions when the time remaining for their work shift exceeds three (3) hours. Wages for up to ten (10) days of service as a subpoenaed witness or juror will not be deducted from an employee's pay. Beyond ten (10) days of jury duty and/or court appearance the employee may use vacation or be placed on unpaid leave status.

- (a) Employees who receive a daily stipend from the court for serving on a jury shall submit their stipend pay, for each day they also receive District Jury Duty pay, to the District. Employees are entitled to keep all mileage reimbursement received, if any.
- (b) If there is an emergency situation or if the District has special need for the employee's services, the General Manager will ask the court to excuse the employee from jury duty.

#### 5.08 Special Leaves:

- (a) Special Leave. On rare occasions, due to special circumstances, the District may find it necessary to place an employee on a special leave status, with or without pay, as warranted by the special circumstances. The District may authorize this unusual leave, with or without pay, and maintain an employee's usual employment status during a stipulated time period.
- (b) Authorized Leave of Absence:
  - (i) A regular Full-Time or regular Part-Time employee who has completed his or her probationary period may be allowed up to thirty (30) days leave of absence per calendar year without pay for acceptable reasons upon the prior written approval of the General Manager.
  - (ii) A leave of absence over thirty (30) days requires the prior approval of the Board.
  - (iii) The District will continue to pay health and other benefits for an employee while the employee is on an authorized, unpaid leave of absence for up to 90 days during any twelve (12) month period. The District will cease to pay health and other benefits for an employee who is on an authorized, unpaid leave of absence for more than 90 days for the remaining duration of the leave of absence.

An employee's salary advancement date shall be delayed accordingly, unless a special exception has been expressly approved in writing by the General Manager.
- (c) Bereavement Leave. Up to three (3) working days of leave with pay may be granted because of death in an employee's Immediate Family, as defined in section 2.19, and spouses of the Immediate Family.
- (d) Disability Leave. Any employee incurring a non-work time injury or disability outside District employment shall be entitled to disability leave as provided herein. A maximum of thirty (30) days may be granted by the General Manager upon proper medical certification that the employee is disabled to the extent that work performance is not possible.

Only the Board may approve a request for disability leave for over thirty (30) days. An employee is entitled to elect usage of accumulated sick leave and/or vacation time during disability leave.

Following exhaustion of accumulated vacation and sick leave balances, the disability leave will be on an unpaid basis. An employee may also choose that entire disability leave be on unpaid status without reducing accumulated vacation or sick leave balances.

Medical certification must be submitted at the initiation of disability leave and monthly thereafter. The certification must state the nature of the disability and the estimated return to work date. Sick leave, rather than special disability designation, will apply to leave periods of five (5) calendar days or less.

An employee shall not earn additional vacation, sick leave, or other benefits except medical insurance during disability leave for a period of up to six (6) months maximum. Also, an employee's salary advancement date shall be adjusted during disability leave, thereby delaying eligibility for a salary increase/step increase within a salary range.

- (e) Preferential Re-hire. With the approval of the General Manager, a former regular employee may be granted preferential rehire status. These are employees who have been placed on an extended leave of absence due to injury on or off the job where the District has found it necessary to replace the employee with another employee in order to meet critical workload. Employees granted preferential re-hire status may, at the District's discretion, be reinstated to the same or a comparable position when a vacancy occurs.
- (f) Leave Without Pay. Leave without pay may be granted to an employee by the General Manager whenever the General Manager considers such leave to be in the best interest of the District.

An employee on leave without pay status for five (5) days shall not earn vacation, sick leave, insurance, or other benefits for that pay period, and the employee's salary advancement date shall be delayed accordingly, unless a special exception has been expressly approved in writing by the General Manager.

Failure of an employee on leave without pay to report to work promptly at the leave's expiration or within reasonable time after notice to return to duty shall be cause for discipline.

- (g) Military Leave. Military Leave shall be granted in accordance with Section 395 of the California Military and Veterans Code and Federal Military Leave regulations. An employee entitled to military leave shall give the General Manager an opportunity within the limits of military regulations to determine when such leave shall be taken.
- (h) Pregnancy Leave. An employee may be granted a prolonged time off without terminating employment for pregnancy and maternity. Such leave shall be governed by the same standards applicable to any other

leave for non-job related medical or disability reasons. Such leave will normally be without pay, except as provided below, and it will be granted with the expectation that the employee will return to work at a stipulated time.

An employee may elect to exhaust their accumulated vacation time during pregnancy leave. While an employee is on unpaid pregnancy leave status no additional leave or service credits, with the exception of health benefits, will be granted. Pregnancy leave allows an employee to return to her former position or a comparable position.

- (i) Work-Related Injuries and Work-Related Injury or Illness Leave of Absence. Any work related injury or illness regardless of how minor must be immediately reported to the employee's supervisor or other available supervisory personnel.

An employee who requires a work-related injury or illness leave of absence ("leave") must notify the General Manager in writing of the need for such a leave as soon as the employee learns that they are or will become temporarily disabled and unable to work due to a work-related injury or illness. The notice must specify the reason for the leave, the date such leave will begin, and the expected duration of the disability. An employee who requests such a leave may be required to provide initially and from time to time proof of disability in the form of a physician's statement and/or be examined by a District selected physician.

The leave shall be granted for the duration of the work-related disability or to the extent provided by law. Accrued vacation and sick leave may be used to supplement any worker's compensation benefits or other disability insurance benefits received by the employee during the leave. An employee may elect not to use accumulated leave time while on leave. The District will pay any minimal disability time not covered by the District's worker's compensation carrier, and this time will not be charged against the employee's accruals. In no case shall the employee's compensation while on leave exceed their regular earnings. An employee shall continue to earn benefits while on leave for up to one (1) year.

An employee who is on a leave for a period in excess of three (3) months must notify the District by the end of each month thereafter both of the status of the disability and their continued intent to return to work with the District once they recover from the disability. An employee returning from a leave shall be required to provide a physician's statement which indicates that they are fit to return to work and/or be examined by a District selected physician.

A request for an extension of a leave will be considered if it is received by the General Manager in writing prior to the expiration of the approved leave and is supported by proof of continued disability in the form of a physician's statement. The District may require an employee to be examined by a District selected physician before acting upon a leave extension request.

An employee who fails to report for work at the end of a leave will be considered to have voluntarily resigned. The District will retain an employee on leave until one of the following situations occurs:

- 1) The employee is released for full ~~or partial~~ duty.
- 2) The District receives medical evidence satisfactory to it that the employee will be permanently unable to return to work.
- 3) The employee directly or indirectly informs the District i.e., by resignation, accepting other employment, moving out of the state, etc., that they do not intend to return to the District's employ.

An employee who returns to work at the end of their leave will be returned to their former position, if possible, or will be offered the first available opening in a comparable position for which the employee is qualified. The employee must provide the District a physician's statement indicating that they are fit to return to work and/or be released to return to work by a District selected physician.

- (j) Administrative Leave. Administrative leave compensates exempt employees for hours worked in excess of the normal work week of forty (40) hours per week.

On January 1st of each year, exempt employees shall be granted five (5) days of administrative leave. Employees beginning District employment after January 1st shall receive a pro rata amount of administrative leave, computed on a 26 pay period basis.

Administrative leave may be used for whatever reason and shall be taken as scheduled with the General Manager's approval. Administrative leave shall not be accumulated from one year to the next.

Any administrative leave remaining to the exempt employee's credit at the end of the year shall be lost without compensation. Upon separation from the District, any administrative leave remaining shall be lost without compensation.

#### 5.09 Unauthorized Absence:

- (a) Any employee, who is absent for three (3) calendar days without being on authorized sick leave, authorized vacation leave, authorized bereavement leave or authorized leave of absence shall automatically have resigned his or her employment with the District. An unauthorized absence during part of a day constitutes an unauthorized absence for an entire day.
- (b) Nothing in this section shall limit the General Manager's authority to discipline or dismiss an employee due to an unauthorized absence.
- (c) An employee terminating employment in the manner described in this section will be considered to have voluntarily resigned his or her District employment.



5.10 Paid Holidays for Full-Time or Part-Time Employees:

- (a) New Year's Day (January 1)
- (b) President's Day (3rd Monday in February)
- (c) Memorial Day (last Monday in May)
- (d) Fourth of July
- (e) Labor Day (1st Monday in September)
- (f) Thanksgiving Day (4th Thursday in November)
- (g) Day after Thanksgiving
- (h) Christmas Day (December 25)
- (i) Four Personal Holidays

In addition to the designated holidays listed above, other days or portions of days may be authorized by official proclamation of the President of the Board of Directors. The President may take such action to coincide with holidays declared by the President of the United States, the Governor of the State of California, or when in the opinion of the President a significantly important local event merits such action.

For employees regularly assigned to a five-day, Monday through Friday work schedule, recognized holidays which fall on a Saturday will be observed on a Friday, those falling on a Sunday will be observed on a Monday. For all other employees, holidays will be observed on the actual declared holiday. In the event there is any work performed on any of the above-mentioned holidays, the employee shall receive time and one-half his or her normal wage rate up to a maximum of eight hours worked.

5.11 Personal Holiday. A regular Full Time employee who has completed his or her twelve (12) month probationary period may take four (4) "personal holidays" with pay per year. The employee must give his or her supervisor at least two (2) weeks advance notice and receive authorization before taking the personal holiday.

A regular Part-Time employee who has completed his or her twelve (12) month probationary period shall accrue personal holiday hours with pay in the same proportion as his or her working hours bear to the normal working hours of a Full-Time employee in a comparable position.

5.12 Vacations:

Probationary Employees. A new employee with Rancho Murieta Community Services District, filling a position which is eligible for regular Full-Time appointment, shall begin the accrual of both sick leave and vacation time credits.

Accrual Rate.

All employees who are employed on a continuous Full-Time basis shall accrue annual leave credits for each regular hour paid on the basis of the schedule below:

| <u>Years of Continuous Service</u> | <u>Hours Accrued per Hour Paid</u> | <u>Max Hours of Accrual/Year</u> |
|------------------------------------|------------------------------------|----------------------------------|
| Year 1 through 4                   | .03846                             | 80                               |
| Year 5 through 10                  | .0577                              | 120                              |

|                |              |            |
|----------------|--------------|------------|
| Year 11        | .0615        | 128        |
| Year 12        | .0654        | 136        |
| Year 13        | .0692        | 144        |
| Year 14        | .0731        | 152        |
| Year 15        | .0769        | 160        |
| Year 16        | .0808        | 168        |
| Year 17        | .0846        | 176        |
| Year 18        | .0885        | 184        |
| Year 19        | .0923        | 192        |
| <b>Year 20</b> | <b>.0962</b> | <b>200</b> |

5.13 Pro-rated Accruals. Part-Time employees shall earn service and vacation credits at a ratio of their hours worked to Full-Time employment. In other words, the earning rates for a 20-hour per week employee shall be at 50%, a 30-hour per week employee shall be at 75%, a 32-hour per week employee shall be at 80%, etc. No vacation, sick leave or other paid benefits are provided for temporary employees.

5.14 Usage Waiting Period. No vacation leave may be granted until an employee has completed at least six (6) months of continuous service with the ~~Rancho Murieta Community Services~~ District. At no time may an employee take vacation leave in excess of their accumulated balance.

5.15 Accumulation of Vacation Time:

- (a) An employee may accumulate up to two (2) years of vacation accrual of vacation leave. If an employee's vacation balance exceeds this amount, they shall cease to earn vacation credits until their balance is less than the maximum accrual amount.

For example, if you accrue ten (10) vacation days per year (6 2/3 hours of vacation per month), you may accrue a maximum of twenty (20) unused days of vacation. You will not be eligible to accrue more until some of the twenty (20) days are used. At no time may you "save" any more than your twenty (20) day maximum.

- (b) All employees are required to take at least five (5) consecutive days of vacation leave each year. Employees that have been on extended sick leave or short-term disability during the year are exempt from the five (5) days off requirement. New hires will be exempt from the requirement until the year during which he/she was hired has been completed.
- (c) Upon approval of the General Manager an employee may receive pay for his/her earned vacation instead of taking time off, after the initial six (6) month probationary period, provided that the employee has taken at least five (5) consecutive days of vacation and/or personal holiday time off during that year. In addition, the employee must have at least (forty) 40 hours of accrued vacation time remaining after the buy back. The vacation buy-back will be an annual event in early December coinciding with a regular pay cycle.

5.16 Accrued Vacation Time. Vacation time earned, to a maximum of two (2) years vacation allotment but not used by an employee at the date of adoption of this manual shall continue as a credit for vacation time.

- 5.17 Authority to Grant Time-Off. The times at which an employee may take vacation shall be at the discretion of his/her immediate supervisor and ~~the General department~~ manager. Requests will be granted with due regard for the wishes of an employee and particular regard for the need of the District to conduct business and provide services. The General Manager has the authority to ultimately deny a request for vacation leave if he/she deems it in the best interest of the District.
- 5.18 Holiday Adjustments. Holidays falling within an employee's authorized leave period shall not be charged as vacation time.
- 5.19 Double Compensation Prohibition. Employees shall not work their vacation and receive double compensation for their work.
- 5.20 Disposition of Vacation Time Upon Termination. Upon separation from employment, regular and probationary employees will be paid for their accrued vacation time. If an employee has used more vacation time than he or she has accrued, the District and the employee agree that the excess will be deducted from the employee's final check.
- 5.21 Scheduling of Vacation:
- (a) No employee has a right to take his or her vacation at a particular time. Supervisors and department managers may only grant vacation requests if District operations will not be adversely affected.
  - (b) Each January the General Manager shall post a vacation schedule. Employees shall fill in their vacation request by February 1 of each year.
  - (c) Should a conflict arise in the scheduling of vacations, the conflict will be resolved in favor of the employee with the greater seniority within his or her current job title. However, seniority may be exercised only once by each employee in each successive choice of vacation periods.
  - (d) Requests for vacation which are made after the posted period, will be granted only where vacancies exist or staffing requirements permit and only with approval of the employee's supervisor and ~~the General Manager~~department manager.
  - (e) Employee requests for modification of the vacation schedule will usually be granted if submitted 2 weeks in advance and the request may be accommodated. Supervisor and ~~General Manager~~department manager approval is required for any modifications.
- 5.22 Sick Leave Policy. Sick leave with pay is an insurance or protection granted in circumstances of adversity and to promote the health of the individual employee. It is not an earned right to time off from work except as specified in this policy and is not to be confused with vacation or other types of leave. It is a request for entitlement to a benefit to be exercised under appropriate circumstances. When used judiciously, sick leave benefit accruals provide the employee a cushion in the event the employee encounters a major or catastrophic illness or injury.

Paid sick leave will be granted by the District when an employee must be absent because of (1) the employee's illness, medical or dental examination, injury, disability or exposure to contagious disease which incapacitates the employee from performing his or her duty or (2) the employee's attendance with a member of the employee's Immediate Family because of illness, injury, death (over that allowed for bereavement

leave), or exposure to contagious disease and where the attendance of the employee is definitely required.

5.23 Accrual of Paid Sick Leave for Full and Part-Time Employees:

- (a) All employees who are employed on a continuous full-time or part-time basis shall accrue sick leave credits on the basis of up to 3.69 hours (.04615 per hour paid) per pay period to a maximum of 96 hours per year. Sick leave may accrue without limitation.
- (b) Part-Time employees shall earn sick leave credits at a ratio of their hours worked to Full-Time employment. In other words, the earning rates for a 20-hour per week employee shall be at 50%, a 32-hour per week employee shall be at 80%, etc.
- (c) All accrued sick leave may be used in the event of a catastrophic illness or injury.

5.24 Unused Sick Leave. No employee shall be compensated directly for accrued but unused sick leave upon termination of employment; however, accrued sick leave may be converted to time worked for the purposes of retirement under the District's contract with PERS.

5.25 Use of Sick Leave. Sick Leave must be accrued before taken or used.

5.26 Election Concerning Sick Leave. Notwithstanding any other provision of the Personnel Manual, any regular employee, compelled to be absent from work due to injury or illness arising out of and occurring in the course of District employment, may elect during such absence to apply accrued sick leave on a prorated basis to such absence and receive compensation therefor in an amount equal to the difference between the compensation received by him or her as regular salary and the amount received as Worker's Compensation or State Disability Insurance, not to exceed the amount of their accrued vacation time and accrued time off after the sick leave is exhausted.

5.27 Evidence of Illness. The General Manager may require any employee who is absent due to illness or injury to be examined by the District's doctor.

At the General Manager's discretion, satisfactory evidence of illness or injury for any period of absence due to illness or injury may be required prior to the employee's return to duty.

The General Manager shall have the discretion to require the employee to present a personal treating physician's certificate upon his or her return to duty stating that the employee has fully recuperated from the illness and/or injury and has no physical or mental limitations preventing the employee from performing his or her required job responsibilities. Until such a certificate is presented, the General Manager shall have the right to disallow the employee's return to work. In such cases, the employee shall continue to use accrued sick leave, if any, or shall be on authorized leave of absence without pay.

5.28 Unearned Sick Leave. Sick leave with pay shall not be allowed or taken until accrued. Sick leave will not be advanced. ~~Time off shall be taken without pay.~~

5.29 Extended Sick Leave Without Pay. Any request for extended sick leave without pay due to illness or injury shall be at the discretion and approval of the General Manager. At

the time of the request, the Full-Time or Part-Time employee shall submit a physician's certificate to support the request. The General Manager may approve a request for sick leave without pay for a period of up to thirty (30) days. Only the Board may approve a request for sick leave without pay for over thirty (30) days. In the event the extended sick leave qualifies as FMLA or CFRA leave, the provisions of those acts will take precedence and this Section will apply after the expiration of the leave times provided by those acts.

- 5.30 Non-Payment Upon Termination. Upon termination for any reason from District employment, an employee is not entitled to receive payment for accrued but unused sick leave.
- 5.31 Sick Leave Abuse. Violation and/or abuse of sick leave privileges will result in disciplinary action. Employees with a pattern of frequent absences for short durations and without reasonable basis may be subject to appropriate disciplinary action. Examples of potential sick leave abuse would be frequent absences following or preceding holidays, reoccurring absences on Fridays and Mondays, etc.
- 5.32 Catastrophic Illness Time Donation: Employees may donate accrued sick leave time for credit to another District employee who suffers a catastrophic illness or injury as determined by the General Manager. ~~Such donations may be made in accordance with the following:~~

\* Refer to District Policy 2011-03, Catastrophic Illness Time Donation, for policy details.

~~(a) — To be eligible to receive donated sick leave, the recipient employee's illness or injury must require that he/she be absent for at least five (5) consecutive days, or ten (10) cumulative days within twelve (12) months. In addition, the recipient employee must have exhausted all sick leave prior to using donated sick leave.~~

~~(b) — Donations of sick leave time shall be made in increments of full (1.0) hours.~~

~~(c) — Donations shall be on a dollar for dollar basis. The value of donated leave time shall be calculated at the donor's regular pay rate, then converted into hours of sick leave at the recipient's regular pay rate to the nearest full (1.0) hour to determine the numbers of hours of sick leave available to recipient. For employees covered by State Disability Insurance (SDI), use of donated leave will be an offset to benefits in accordance with the provisions of that plan.~~

~~(d) — Donations are irrevocable. Unused hours remaining when the recipient returns to work or terminates employment with the District shall be retained as credits by the recipient.~~

~~(e) — In the event of the death of the recipient while still employed by the District, unused sick leave credits will be forfeited as with other employees.~~

## SECTION 6.00 - TEMPORARY ASSIGNMENTS

6.01 Assignment to Temporary Work. The General Manager may temporarily assign an employee to perform work normally performed by an employee at a different level of salary.

6.02 Temporary Salary:

- (a) An employee temporarily assigned to perform work of a lower-paid employee shall not have his or her salary reduced.
- (b) An employee temporarily assigned to perform all duties of a higher-paid position shall, for the period of temporary assignment, which shall be no less than 3 consecutive days, have his/her hourly wage increased by five (5) percent.

## SECTION 7.00 - EMPLOYEE ORGANIZATION, ADVANCEMENT AND COMPENSATION

7.01 Personnel Organization. The District is organized into several departments. Each department includes one or more job titles. Each job title has one or more authorized positions.

7.02 Salary Ranges. The District has adopted certain salary ranges for District employees. These ranges may be changed from time to time by District action.

7.03 Probationary Period:

(a) When the General Manager appoints an existing District employee to fill a vacant position, that appointment shall be for a probationary period not to exceed six (6) months from the date of the appointment, unless otherwise required by a provision in a Memorandum of Understanding or contract. If the employee fulfills the duties of that position to the District's reasonable satisfaction and otherwise successfully completes the probationary period, the employee shall then become a regular employee in the new position.

(b) If during the six (6) month probationary period, the employee, appointed to a new position pursuant to Section 7.03 (a), does not perform to the District's reasonable satisfaction or otherwise does not successfully complete the probationary period, that employee shall resume his/her duties in the prior position which he/she held. The General Manager shall then take steps necessary to fill the vacant position.

(c) When an employee is working in a new position on a probationary basis pursuant to Section 7.03(a), the General Manager may appoint another District employee ("the other employee") to fill the first employee's position. The other employee shall also serve a probationary period in his/her new position. The other employee shall become a regular employee in the new position contingent upon successful completion of the probationary period and contingent upon the first employee, as referenced in Section 7.03(a), successfully completing his/her probationary period.

7.04 Annual Salary Review. Each year the General Manager will review the salary ranges paid by the District and make recommendations to the Board for any necessary changes.

7.05 Salary Organization. There shall be a salary range for each authorized position.

7.06 Performance Evaluations.

(a) An employee's supervisor will prepare, in writing, a performance evaluation for each employee.

(b) Performance evaluations will be prepared in the following instances:

(1) When an employee has worked an initial six (6) months period in his or her new job position (this applies not only to newly hired employees, but also to employees who have been promoted or otherwise transferred to new job positions/classifications);

- (2) ~~Upon completion of the employee's first twelve (12) months of service or following the probationary period and annually thereafter on this anniversary date~~ Annually, on the focal review date in April; salary adjustments, if applicable, to be effective May 1<sup>st</sup>;
  - (3) When an employee is being considered for promotion, transfer, demotion, termination, or other disciplinary action is being considered;
  - (4) Whenever the employee's supervisor believes there has been a significant change in the employee's performance; and
  - (5) Whenever requested by the General Manager or the Board of Directors.
- (c) All performance evaluations become a permanent part of the employee's records. Only the employee involved, the employee's supervisor, the General Manager or his/her designee and the Board may have access to an employee's performance evaluations.
- (d) Upon completion of the performance evaluation, a meeting shall be held between the employee and the supervisor to discuss the employee's performance and to assist in developing the employee's maximum potential within District service.

*\* Refer to District Pay for Performance Manual for complete details.*

#### 7.07 Insurance.

- (a) Group medical insurance is currently available to all regular Full-Time employees and their eligible spouse, domestic partner and dependents. An employee becomes eligible on the first day of the second calendar month following his or her appointment as a probationary employee.
- (b) Benefits currently provided include group medical, vision, dental and life insurance. Currently, the District will pay an amount established from time to time by the Board.
- (c) The Board may delete or change insurance benefits for employees and/or dependents with or without amending this manual.
- (d) Regular Part-Time and temporary employees, and independent contractors shall receive no District-paid health insurance benefits.
- (e) Cafeteria Plan – whereby the employee has the option of opting out of District provided medical expenses for cash, provided that the employee can show proof that they would have dual coverage. The opt-out benefit per pay period is as follows: Employee - \$57.70, Employee + 1 - \$80.77, Employee + family - \$103.85. This amount will be distributed to the employee each pay period through their payroll check.

7.08 Worker's Compensation. Worker's compensation is provided for all employees.

7.09 Unemployment Insurance. Unemployment insurance is provided in accordance with current state and federal laws.



7.10 Retirement Program:

- (a) The District currently maintains membership in the Public Employees' Retirement System (PERS) for employees qualifying to be covered by this retirement plan. The contributions are specified in its contract with PERS or as subsequently amended. Under separate policy of the Board, the District currently pays ~~47%~~ of the usual 7.0% employee required contribution for the PERS system.
- (b) For employees not qualifying for memberships in the PERS retirement plan, it is mandatory that these employees participate in a retirement plan, such as a Deferred Compensation Plan, in which the employee makes the contributions. This plan is administered in accordance with the agreement between the District and the plan administrator. Information on the administration and requirements of the plan are available from the District Secretary or personnel administrator.
- (c) The Board may delete or change retirement benefits with or without amending this manual.

7.11 Certification. Licenses and/or other certification required by Federal, State and/or Local Government law or District certification requirements will be specified by the Board and/or General Manager for each job title. ~~Employees who possess Water and /or Wastewater Certification(s) for Treatment Plant Operator, Distribution or Collection System issued by the State of California or a District-approved educational institution above those required by their classification level shall be paid an additional two and one-half percent (2.5%) per additional certificate for successful completion of the program and certification. Plant Operator classifications shall be limited to Treatment Plant Operator or Collection System Operator certificates issued by the State of California or a District-approved educational institution. Plant Operators shall be paid an additional two and one-half percent (2.5%) above base pay per additional certificate above those required by their classification level, not to exceed five percent (5%) or two additional certificates. Utility Worker classifications shall be limited to Distribution certificates issued by the State of California or a District-approved educational institution. Utility Workers shall be paid an additional two and one-half percent (2.5%) above base pay per additional certificate above those required by their classification level, not to exceed five percent (5%) or two additional certificates.~~

7.12 Compensation Schedule and Plan. Unrepresented District employees shall receive the compensation provided in the Pay for Performance Plan. The Board may, at any regular meeting or special meeting duly called for that purpose, modify or change the Pay for Performance Plan.

7.13 Salary Plan Administration:

- ~~(a) — Salary Plan Administration for all unrepresented employees is provided in the The District's has a Pay for Performance Plan, which denotes pay ranges for all unrepresented employees.~~
- ~~(b) — Except as otherwise provided in this manual, employees and candidates shall be employed or appointed at the entry rate of salary range for their particular class. Advancement within a salary range shall not be automatic, but shall be given as outlined in the Pay for Performance Plan.~~

~~(1) After satisfactory completion of at least twelve (12) months service, or following the probationary period, employees may be considered for merit increase as outlined in the Pay for Performance Plan.~~

~~(2) Employees will be evaluated annually for merit increase.~~

7.14 Merit Awards. The Board, at its discretion, may by resolution establish a program to pay merit awards to employees for superior and exceptional performance.

7.15 Compensation of the General Manager. The General Manager is directly responsible to the Board of Directors for the successful administration of the District functions. Because of the nature of duties and responsibilities involved, the salary range of this position shall be specially established by the Board, and the Board shall conduct periodic reviews for the salary advancement of this position. Salary advancement shall be at the discretion of the Board.

## SECTION 8.00 - EDUCATION AND TRAINING, AND CONFERENCES

- 8.01 ~~Policy~~Tuition Reimbursement. The General Manager upon consulting the immediate supervisor concerned shall be responsible for proper training and certification of District employees. Upon approval by the General Manager, and budget approval by the Board of Directors, ~~and prior approval by the General Manager,~~ an employee shall be reimbursed for his/her tuition or registration fees and books ~~and other reasonable expenses previously authorized,~~ upon successful completion of the program for which prior approval has been received, and which is directly beneficial to the District.
- 8.02 Professional Registration, Certification and Licensing. The District will pay fees when such registration, certification and/or licensing is a requirement of the employee's position.
- 8.03 Professional Activities. The District encourages participation in professional societies and committees when these activities are compatible with, and an enhancement to District functions. The District will pay reasonable costs of participation in these activities, subject to approval by the General Manager and the limitations of the District budget.
- 8.04 Career Development. Successful completion of training courses may be considered in approving salary advancement and making promotions. Evidence of such activity shall be submitted to the District for inclusion in an employee's personnel records.

~~8.05 Authorization for Training and Conferences. Authorization may be granted for employees to attend professional conferences and meetings, or to participate in some form of activity or training in the interest of the District.~~

\* Refer to District Policy 2011-01, Continuing Education and Tuition Reimbursement for complete details.

## SECTION 9.00 - REIMBURSEMENT OF INCURRED EXPENSES

### 9.01 Reimbursement for Meals:

Travel Meals. The District will reimburse, upon prior authorization, an employee for meals when the employee travels for District business over meal times. The employee must submit detail itemized receipts to the District to initiate reimbursement.

Overtime Meals. The District will reimburse, upon prior authorization, an employee for a meal when the employee is required to perform work for two (2) hours beyond the regular work hours and for an additional meal for each approximately four (4) hours but not more than five (5) hours, insofar as it is possible for the District to do so. The necessary time taken for the meal shall be at District expense. The employee shall submit detail itemized receipts to the District to initiate reimbursement.

9.02 Reimbursement for Mileage. When authorized in advance by the General Manager, an employee directed to utilize his or her personal vehicle in the conduct of District business shall be entitled to reimbursement at the current District mileage allowance rate. The employee must submit an accounting of actual mileage on District business to initiate reimbursement.

9.03 Reimbursement for Lodging. When authorized in advance by the General Manager, an employee who is away from his or her principal residence on District business may be reimbursed for the reasonable cost of overnight accommodations. The employee must submit receipts to initiate reimbursement.

The General Manager at his or her discretion may allow an "advance allowance" to employees when employees are required to attend training seminars or educational programs. The employee must submit all receipts of expenses to substantiate said advance allowance and any funds not utilized must be promptly returned to the District within thirty (30) days.

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| \* Refer to District Policy 2009-07, Travel and Expense Reimbursement Policy for complete details.

## SECTION 10.00 - PUBLIC RELATIONS

- 10.01 Public Relations. All employees shall conduct themselves in a manner that will reflect creditably on the District. In dealing with the public, all employees will maintain a polite and helpful attitude.
- 10.02 Grooming & Safety. All employees shall maintain a standard of grooming and safety commensurate with public service. Maintenance personnel shall observe suitable safety precautions when working in situations of unusual potential hazards. Department heads may establish specific grooming and safety standards applicable to the requirements of their operational needs.
- 10.03 Authority to Represent District. No employee shall have any right or authority to make any representation to members of the public or others with whom the District has contracted or is obligated to provide services that the District has legal responsibility for any action, omission or event causing injury, financial loss, damage or inconvenience to any person or property.
- 10.04 Off-Duty Employment. No employee shall accept employment during off-duty hours which may result in a conflict of time or interest, including employment with a party who has a current or pending relationship with the District involving a contract, permit, license, etc.
- 10.05 Acceptance of Gifts. Every District employee is prohibited from soliciting or accepting favors or gifts from the public served by the District, persons seeking to sell goods or services to the District or from other persons or corporations, exceeding in value \$50.00 from any one source in any twelve (12) month period. Acceptance of favors or gifts offered which exceed \$50.00 require prior Board Approval.
- 10.06 Outside Employment.
- District Employment Priority. Full-Time employees may not carry on concurrently with their Rancho Murieta Community Services District employment any private business or undertaking, attention to which affects the time or quality of their work or which tends to discredit the District.
- Outside Employment Approval. Outside work or private business or undertaking of Full-Time employees shall receive the approval of the General Manager prior to the initiation of the outside employment. Any employment which may result in a conflict of time or interest, including employment with a party who has a current or pending relationship with the District involving a contract, permit, license, etc. is prohibited.

## SECTION 11.00 - EQUIPMENT, PREMISES AND UNIFORMS

11.01 Motor Vehicle Driving Record Requirements. All employees required to drive as part of their job duties must possess a valid California motor vehicle driver's license and possess a driving record commensurate with the District's ability to protect its insurability under its automobile liability policies. Failure to maintain such a record, affecting an employee's ability to operate a vehicle, is cause for disciplinary action and/or termination. The District participates in the Department of Motor Vehicles Employer Pull Notice Program as a means to keep apprised of the driving records of employee's required to drive as part of their job duties.

11.02 Business Usage. Rancho Murieta Community Services District vehicles and equipment are to be used for District business. In the event there's an anticipated need to use a District issued vehicle on personal business, the employee will request permission from the General Manager in advance. ~~District vehicles are primarily for business purposes and abuse of driving privileges may be cause for action by the District. (such approval shall be provided only under mitigating circumstances and on rare occasion).~~

11.03 Incidental Personal Use. Any employee assigned a District vehicle may not use the vehicle for personal purposes, other than for commuting or de minis personal use (such as a stop for a brief personal errand on the way between a business activity and the employee's home.)

*\* Refer to District Policy 2012-05, District Driving Policy, for complete details applicable to Sections 11.01, 11.02 and 11.03.*

11.04 Use of Private Vehicle on District Business. In the event there is an anticipated need to use a private vehicle for District business, the employee shall be reimbursed at the current District mileage allowance rate.

*\* Refer to District Policy 2009-07, Travel and Expense Reimbursement Policy, for complete details applicable to Sections 11.04.*

11.054 Safety Equipment. Necessary safety equipment will be purchased and available to all employees of the District who are required to use such equipment on the job. It is the employee's responsibility to utilize, protect and safeguard such equipment from damage. An employee who loses or damages equipment may be required to replace District equipment or to purchase his or her own equipment if, in the opinion of the General Manager, neglect or carelessness on the part of the employee has occurred.

11.065 General Use of District Equipment. The District provides vehicles, equipment, tools, supplies and facilities for the use of employees in the performance of their work. Employee use of this equipment for personal reasons is not permitted, and is grounds for disciplinary action.

11.076 Personal Use of District Premises. Use of District premises for personal use is not permitted except as a member of the public. Written permission is required.

11.087 Uniforms. The District will provide two (2) sets of uniforms per year for each Security Officer. ~~and The District contracts with a uniform service for Field Operations employees.~~ Employees are required to wear the uniforms while on duty. District jackets or shirts shall be worn as an outside garment except when the employee is wearing authorized wet weather gear. This display of District uniforms and emblems is

to permit identification of employees by the public and to present an appropriate appearance. The employee is responsible for his or her uniforms during employment. ~~Security Officers are~~The employee is responsible for laundering of their uniforms. Security Officers shall provide, at the Security Officers' sole expense, the necessary leather as part of the uniform.

11.098 Wet Weather Gear. District will provide wet weather gear (raincoat, rain hats, boots, etc.) as may be necessary, up to an amount determined by the District, for employees who are required to work in inclement weather.

*\* Refer to District Policy 2010-11, Uniform and Dress Guidelines, for complete details applicable to Sections 11.08 and 11.09.*

11.1009 Return of District Equipment. The employee and District agree that upon separation from employment, the employee will return all District property on his or her last day of work. Failure to do so shall constitute authorization for the District to take all legal recourse available.

~~11.10 Use of Private Vehicle on District Business. In the event there's an anticipated need to use a private vehicle for District business, the employee shall be reimbursed at the current District mileage allowance rate.~~

11.11 Smoking Policy. Use of tobacco substances (including but not limited to smoking and chewing tobacco) by District employees is restricted to the employee's scheduled work breaks and lunch time.

Use of tobacco is prohibited within any District facility or District vehicle and any areas where the public may be present, including any and all areas where smoking is restricted by law or postings.

Where the use of tobacco is allowed, the using employee shall be responsible for the appropriate non-hazardous containment and disposal of the tobacco wastes including cigarettes, butts, ashes and chewing tobacco spittle.

*\* Refer to District Policy 2011-10, Use of Tobacco Product On District Property, for complete details applicable to Section 11.11.*

## SECTION 12.00 - DISCIPLINARY ACTION AND DISMISSAL

The discipline procedures in this section represent guidelines which the District believes are generally appropriate to govern employee conduct. However, they are not absolute rules. The District retains discretion to determine what constitutes proper disciplinary action and procedure in each individual situation.

These guidelines do not grant any employee a specific guarantee that any particular disciplinary decision or procedure will be utilized by the District. As stated in Section 1.08, all employees serve at the will of the District and may be disciplined (up to and including termination) for any reason the District finds sufficient. No property right, right to be disciplined only for "cause", permanent employee status, or procedural right is conferred by this Personnel Manual.

- 12.01 Initiation of Disciplinary Action or Dismissal. Disciplinary action or dismissal may be initiated by the Board, General Manager on his or her own initiative, or upon written recommendation to the General Manager by the employee's supervisor.
- 12.02 Nature of Disciplinary Action. Disciplinary action may include written warning, suspension with or without pay, involuntary demotion, reduction in pay or dismissal.
- 12.03 Grounds for Disciplinary Action or Dismissal. The District reserves the right to dismiss an employee at any time. All District employees are at-will employees who serve at the pleasure of the District. The following list of causes for disciplinary action is included in this manual for illustrative purposes only. The publication of this list does not confer a right to be disciplined only for "cause". The District may discipline an employee for any reason it deems sufficient. Grounds for disciplinary action or dismissal for Full-Time or Part-Time employees include, but are not limited to, the following:
  - (a) Fraud, misrepresentation of fact, or concealment when securing initial or continued appointment with the Rancho Murieta Community Services District;
  - (b) Unauthorized, unjustified, recurring, or excessive absence;
  - (c) Conviction of a felony or other criminal act, which is of a nature to adversely affect the employee's ability to perform the duties and responsibilities of his or her employment;
  - (d) Conduct unbecoming to an employee in public service, tending to bring discredit to the District;
  - (e) Disorderly or immoral conduct;
  - (f) Incapacity due to mental or physical disability when such incapacity so substantially interferes with proper job performance that reasonable accommodation cannot be made;
  - (g) Incompetence and/or inefficiency (i.e. failure to adequately perform job assignments);
  - (h) Insubordination (i.e. willful failure to follow necessary and reasonable directions of supervisor);
  - (i) Possession or consumption of alcoholic beverages during work hours, or working while intoxicated;



- (j) Possession or use of narcotics, habit-forming, or any illegal or intoxicating drugs or controlled substances during the business workday (other than use of drugs as specifically prescribed by a licensed physician), ~~or being under the influence while at work as defined in the District Regulations with regard to Definitions Related to Drug/Alcohol Abuse Policy, Under the Influence~~;
- (k) Inexcusable neglect of duty;
- (l) Negligence of, willful damage to, waste of, or unauthorized use of District's supplies, equipment or premises;
- (m) Failure to follow safety instructions or directions;
- (n) Employee use of District equipment for personal use;
- (o) Participation by an employee in an unauthorized or illegal strike or work stoppage which affects the District or District operations;
- (p) Any conduct which adversely affects the operation of the District, the health and welfare of District employees or the safety of District property;
- (q) Failure to maintain licenses or certifications required to perform the duties of an assigned position;
- (r) Discourteous treatment of the public or other employees;
- (s) Improper political activity during the business workday or on District premises;
- (t) Willful disobedience of safety rules, regulations, policies, practices, and procedures which indicates a lack of concern for injury to self or others; and
- (u) Willful disregard of District rules, regulations or policies.

#### 12.04 Disciplinary Action by General Manager:

- (a) Scope of Authority. Any employee may, by written or verbal order, be suspended, involuntarily demoted, reduced in compensation, or dismissed by the General Manager.

Notice: In all situations involving a disciplinary action or dismissal of a Full-Time or Part-Time employee who has completed his or her probationary period, a notice may be served on the employee either personally or by mail (return receipt requested) at the last known address on file with the District. The notice may include the following:

- (1) The statement of the nature and the proposed effective date of the intended disciplinary action or dismissal;
- (2) A statement of the nature of the causes for action;
- (3) A statement in ordinary and concise language of all specific facts or omissions upon which the causes of the intended action are based;

- (4) A statement that copies of all documents and other materials which support the proposed action are available for examination at the District office; and
- (5) A statement advising the employee of his or her rights to respond orally or in writing to the notice prior to the decision on the intended disciplinary action or dismissal. Any response should be directed to the General Manager and must be made within five (5) calendar days of the date of the notice.

12.05 Suspension Pending Action: Prior to the effective date of any disciplinary action or dismissal, the General Manager may suspend with or without pay the affected employee if the General Manager determines such suspension is necessary to protect the health, safety and welfare of the inhabitants and other employees of the District. The rights and benefits provided to an employee so suspended shall not otherwise be affected.

12.06 Review Decision: Prior to a final decision on any intended disciplinary action or dismissal, the General Manager may consider any written response timely submitted by an employee and may meet with any employee who has timely requested to be orally heard. Such a meeting should take place within five (5) calendar days of the date of the request or on the date mutually agreed upon. The General Manager shall make a good faith effort to render a decision within ten (10) calendar days of the last day to submit a response, whichever applies. The decision shall be effective the day that it is made and on that day the affected employee may be informed thereof either personally or by mail at his or her last known address on file with the District.

12.07 Effect of Decision:

- (a) When a Full-Time or Part-Time employee is suspended without pay for thirty (30) or fewer calendar days, employee and employer contributions to benefits will be continued. Employee payments for benefits during the period of suspension will be deducted from the last payroll check prior to the date of suspension or the next following payroll check, as may be applicable.
- (b) No benefits will be paid by the District for suspension over thirty (30) calendar days. An employee may continue appropriate benefits by making the payments necessary.

12.08 Effect of Dismissal: Upon the effective date of dismissal, the District shall cease to provide any benefits for the Full-Time or Part-Time employee.

12.09 Appeal from Decision. Appeal procedures are established for regular At-Will employees as guidelines for personnel administration, and confer no procedural rights.

A Full-Time or Part-Time employee may appeal a decision to implement an intended disciplinary action or dismissal. The Full-Time or Part-Time employee shall file a Notice of Appeal with the Board within ten (10) business days of the effective date of the decision. The Notice of Appeal shall state the name of the employee, the date and nature of the decision appealed, the name of the person who rendered the decision, and the grounds of the appeal stating all specific facts or omissions upon which the appeal is made. The Board shall hold a hearing at which time evidence will be received by the

Board, no later than sixty (60) days from the date of the appeal, unless otherwise agreed to by the parties. The decision of the Board of Directors is final.

- 12.10 Failure to File Notice of Appeal. If a Full-Time or Part-Time employee fails to file a Notice of Appeal within the time specified, the disciplinary action or dismissal shall become final without further action.

|

## SECTION 13.00 - LAYOFFS & SEPARATIONS

### 13.01 Reductions in Workforce; Layoffs:

~~Policy: It is the policy of the District that-~~ Whenever, in the judgment of the Board of Directors, it becomes necessary to abolish any position of employment, the employee holding such position of employment shall, if no other vacancy within the class exists, be laid off or demoted without disciplinary action and without the right to appeal. A vacancy is one which is not intentionally being held open or unfilled by the District.

13.02 Notification. Employees to be laid off shall be given, whenever possible, at least fourteen (14) calendar days prior notice.

13.03 Vacancy and Demotion. Except as otherwise provided, whenever there is a reduction in the workforce, the department head shall first demote to a vacancy, if in the same class series or in a lower class for which the employee who is the latest to be laid off is qualified. All persons so demoted shall have their names placed on a reemployment list for the class from which they were laid off.

13.04 Employee Rights. An employee affected by layoff shall have the right to displace an employee in the same department who has less seniority in a lower class, in the same class series or in a lower job title in which the affected employee once had regular employee status. For the purpose of this Section and all other purposes, seniority includes all periods of Full-Time service at or above the job title level where layoff is to occur.

13.05 Seniority - Displacement. In order to displace to a former or lower class, an employee must have more seniority than at least one of the incumbents in the lower class and request displacement action in writing to the General Manager within five (5) calendar days of receipt of notice of layoff.

13.06 Salary Upon Layoff Demotion. Employees displaced to a lower class shall be placed at the salary step of the lower class representing the least loss of pay. In no case shall the salary be increased above that received in the class from which the employee was laid off.

13.07 Layoff Order. In each class of positions to be affected by layoff, employees shall be laid off according to employment status in the following order: temporary, probationary, Part-Time and Full-Time regular status.

(a) Temporary and probationary employees shall be laid off according to the needs of the service as determined by the General Manager.

(b) Regular status employees shall be laid off on basis of performance records and qualification.

13.08 Reemployment List. The names of persons laid off shall be carried on reemployment lists for twelve (12) months, except that persons appointed to regular positions of the same level as that which laid off, shall, upon such appointment, be dropped from the list. Persons reemployed in a lower class, or on a temporary basis, shall be continued on the list for the higher position for one (1) year.

13.09 Resignation from Service. An employee electing to leave the District in good standing shall file with the department head a written resignation stating the effective date and reasons for leaving at least two (2) weeks before leaving the service, unless such time

limit is waived by the General Manager. Failure to give notice as required by this rule may be cause for denying future employment by the District.

|

## SECTION 14.00 - GRIEVANCES

- 14.01 Purpose of Grievance Procedure. The grievance procedures set forth are designed to resolve grievances informally and to provide an orderly procedure for such resolution. The grievance procedure is available only to regular Full-Time or Part-Time employees.
- 14.02 Policy. Any regular Full-Time or Part-Time employee in the District's employment may make an appointment with their immediate supervisor to discuss his/her work and working conditions, and to discuss any violation, misinterpretation, or inequitable application of these rules and regulations. An employee may present a grievance while on duty, provided such use of on-duty time is kept to a reasonable minimum as determined by the General Manager.
- 14.03 Time Limits. Each person involved in a grievance shall act quickly so that the grievance may be solved promptly. Each person shall make every effort possible to complete action within the time limits contained within these grievance procedures, but with the written consent of the other parties involved, the time limits of any step may be extended.
- 14.04 First Step - Grievance Procedure. This is the informal discussion stage. Within ten (10) calendar days of an event or specific incident giving rise to a grievance, an employee shall seek initial adjustment of the grievance with his/her department head. Should the department head be unable to make a satisfactory adjustment, or be a party to the grievance, the employee may seek adjustment through the General Manager. The employee shall have the decision or response from the department head within five (5) calendar days.
- 14.05 Second Step - Grievance Procedure. This is the formal grievance stage. A written description of the grievance shall be provided to the General Manager. The written description shall include name(s) of grievant(s), date the grievance is initiated, statement of any previous action upon the grievance, a clear statement of the nature of the grievance, a proposed solution to the grievance, and the signature of the grievant(s). The General Manager shall give his/her decision in writing to the grievant(s) within five (5) calendar days after the grievance is filed.
- 14.06 Third Step - Grievance Procedure. Should the General Manager be unable to make a satisfactory adjustment within five (5) calendar days, or be a party to the grievance, the employee may seek adjustment from the Board of Directors within five (5) calendar days of the decision being rendered by the General Manager. If the grievant does not appeal the decision to the Board in writing within five (5) calendar days, the issue will be considered settled. The appeal shall state the date and nature of the grievance, and shall state all specific facts or omissions upon which the appeal is based.
- 14.07 Hearing of Appeal. Within ten (10) calendar days of the filing of an appeal, the Board shall have a meeting with the aggrieved and/or his representative.
- 14.08 Decision on Appeal. Within ten (10) calendar days of the hearing of the appeal, the Board shall issue a written decision concerning the employee's appeal. The decision of the Board of Directors shall be final.
- 14.09 Reports to Board of Directors. The Board of Directors shall receive copies of all formal grievances and all grievance decisions of the General Manager.

14.10 Complaints of Discrimination and Sexual Harassment. If an employee experiences an incident felt to be in violation of the discrimination and/or sexual harassment prohibitions, they ~~should~~ must immediately report the incident ~~to the General Manager or the President of the Board of Directors~~ according to Policy 2011-04, Harassment of Any Nature (including Sexual Harassment).

## **SECTION 15.00 - AFFIRMATIVE ACTION PLAN**

- 15.01 General Policy. It shall be the policy of the District to provide equal opportunity in employment for all qualified persons regardless of race, sex, color, religion, national origin, age, sexual preference, ancestry, marital status, pregnancy or physical and mental handicap, and to maintain an affirmative action program of whatever scope is necessary to prevent discrimination. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.
- 15.02 Goals. Rancho Murieta Community Services District has adopted an Affirmative Action Program to ensure that personnel decisions are job-related, and to further the principle of equal employment opportunity. The District recruits, hires, trains, and promotes qualified persons at all levels of the work force and provides reasonable accommodation to qualified employees and applicants with a known disability who can perform the essential functions of the job.
- 15.03 Designation of Responsible Person. The General Manager is designated as the Affirmative Action Officer for the District. He or she shall be responsible for developing policies and procedures for the District's Affirmative Action Plan and will also be responsible for implementing such policies and procedures.

It is the responsibility of all managers and supervisors to ensure that all personnel actions and programs are administered in accordance with the principle of equality of opportunity and treatment to all.



## SECTION 16.00 - DRUG & ALCOHOL ABUSE POLICY

~~16.01 Policy Objective – Purpose:~~ The purpose of the District's Drug and Alcohol Abuse Policy (policy) is as follows:

- ~~(a) To establish and maintain an alcohol and drug free, safe, secure and healthy working environment for all employees;~~
- ~~(b) To protect the citizens of the District and all other individuals who come in contact with District employees;~~
- ~~(c) To reduce the incidence of alcohol or drug related injuries to persons or damage to property;~~
- ~~(d) To reduce alcohol or drug related absenteeism, tardiness, and substandard job performance;~~

~~16.02 District Policy:~~ The District has an obligation to its officers, employees and members of the public to take reasonable steps to provide an alcohol and drug free workplace and to deliver services to the public in a safe manner. ~~The following acts are strictly prohibited and constitute cause for disciplinary action up to and including termination:~~

- ~~(a) Reporting for work or working under the influence of alcohol or drugs;~~
- ~~(b) The use, possession, transfer, purchase or sale, or attempted use, possession, transfer, purchase or sale of alcohol or drugs in any manner during work hours, including rest breaks and meal periods, or while on District premises;~~
- ~~(c) Using District property or premises to manufacture alcohol or drugs;~~
- ~~(d) It is the responsibility of all managers and supervisors to be properly trained in the process of our Drug & Alcohol Abuse Policy to ensure that all personnel actions and programs are administered in accordance with the principle of equality of opportunity and treatment to all.~~

~~16.03 Prohibited Behaviors:~~ No employee shall be under the influence of any substance which impairs safe and productive performance while on ~~company~~ District business, or on ~~company~~ District property. ~~(See Drug & Alcohol Abuse Regulation for details).~~

~~*\* Refer to District Policy 2011-09, Drug and Alcohol Use, for complete details.*~~

## SECTION 17.00 - CONFLICT OF INTEREST

- 17.01 Policy. No employee shall have a direct or indirect interest in ~~Rancho Murieta Community Services~~-District property, property under consideration for purchase by the ~~Rancho Murieta Community Services~~-District, or a contract with the ~~Rancho Murieta Community Services~~-District which violates any laws of the State of California relating to such conflict of interest matters.
- 17.02 Notification Requirements. All notification actions required by the law shall be strictly followed by employees. It shall be the responsibility of employees who may be in potential violation of the statute to familiarize themselves with the provisions and intent of the statute.
- 17.03 Unfair Economic Gain. It is the policy of the ~~Rancho Murieta Community Services~~-District that no employee shall be in a position to realize unfair economic gain by virtue of their status with the ~~organization~~District.

## **SECTION 18.00 - INJURY & ILLNESS PREVENTION PROGRAM**

- | 18.01 Purpose. ~~Rancho Murieta Community Services~~The District's Injury & Illness Prevention Program is designed to prevent injuries, illnesses, and accidents in the workplace. The primary purpose of this program is to ensure the safety and health of District workers and to provide a safe and healthful work environment. A complete copy of this program is maintained in the Administration Office and is available for each employee's review.
  
- 18.02 Housekeeping Policy. Good housekeeping is an integral part of any effective program. Keeping work areas neat and clean reduces the chances of accidents and injuries. Well organized work areas also increase the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping their work area neat and orderly. Housekeeping inspections will be conducted in each department on a regular basis.
  
- 18.03 Responsibility For Safety and Health. All employees of the District are responsible for working safely and maintaining a safe and healthful work environment.
  
- 18.04 Program Administrator. The Injury and Illness Prevention Program Administrator is the Security Chief. The Administrator is responsible for the overall implementation and maintenance of the District's program.

## MEMORANDUM

Date: January 10, 2013  
To: Board of Directors  
From: Personnel Committee Staff  
Subject: Adopt District Policy 2013-01, District Pool Vehicle

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### **RECOMMENDED ACTION**

Adopt District Policy 2013-01, District Pool Vehicle.

### **BACKGROUND**

As of November 2012, the District now has a pool vehicle available for use by District employees in the performance of District related business activities. Policy 2013-01 has been drafted to cover the permitted use of the District Pool Vehicle, employee responsibilities using and returning the District Pool Vehicle, reporting of DMV code violations and accidents, and reporting of maintenance and safety issues observed while driving the District Pool Vehicle. Staff is requesting that the Personnel Committee recommend the adoption of Policy 2013-01 to the Board of Directors.

**The Personnel Committee recommends adoption.**

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

|                  |                              |                         |
|------------------|------------------------------|-------------------------|
| <b>Category:</b> | Personnel                    | <b>Policy #</b> 2013-01 |
| <b>Title:</b>    | District Pool Vehicle Policy |                         |

## PURPOSE

To provide consistent guidelines for the assignment and proper use of Rancho Murieta Community Services District ("District") owned pool vehicles ("District Pool Vehicle") by District employees.

## OVERVIEW

District owned pool vehicles will be made available for current employees to use while conducting District business. A District Pool Vehicle is defined as any non-department specific vehicle (i.e., not a Security or Water/Sewer department vehicle) made available to District employees for transportation to/from District related business and/or activities. Check-out of a District Pool Vehicle will be managed by the Administration Department. Department managers are responsible to insure that the use of District Pool Vehicles is confined to official District business.

## POLICY

1. Only current District employees with a valid driver's license may drive or operate District Pool Vehicles.
2. District Pool Vehicles shall be used for official District business with reasonable consideration for use for meals, etc., while in the course of performing business on behalf of the District.
3. District Pool Vehicles shall not be taken home by District Employees for any reason.
4. A District employee desiring to use a District Pool Vehicle in the performance of District business must complete the District Pool Vehicle Check-out Log, which is kept and maintained by the Administration Office Assistant at the front desk in the Administration building, specifying the purpose of the vehicle use, name and location of the destination, odometer reading at check-out and odometer reading upon return of the District Pool Vehicle keys to the Administration Office Assistant.
5. An employee receiving a moving violation while driving a District Pool Vehicle has an obligation to immediately (within 24 hours)

inform their department manager. Fines for moving or parking violations are the personal responsibility of the assigned employee. The District will not condone nor excuse ignorance of traffic citations that result in a court summons being directed to itself as owner of the vehicle. Court appearances shall be on the employee's personal time.

- 6. Fees for parking and tolls or costs for gas refilling should be reported on the employee's weekly timesheet.
- 7. District Pool Vehicles are kept in running condition. If the vehicle breaks down, please contact the Administration office for towing assistance.
- 8. If the employee is involved in an accident, please immediately notify the Administration office after first notifying the appropriate law enforcement agency by calling 911. Please complete the accident report form found in the glove compartment.
- 9. Employees are responsible for reporting unsafe operations or working conditions identified or observed while driving a District Pool Vehicle upon return of the vehicle to the Administration department.
- 10. The employee is responsible for cleaning the District Pool Vehicle of any personal belongings and trash or debris after use.

|  |  |
|--|--|
| <b>Approved by Rancho Murieta Community Services District's<br/>Board of Directors</b> |  |
|--|--|



## MEMORANDUM

Date: January 11, 2013  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Approve Proposal for Main Lift North Pump Station Wet Well Rehabilitation

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### RECOMMENDED ACTION

Approve the proposal from HDR Engineering, Inc, for engineering services for Main Lift North wet well rehabilitation, in an amount not to exceed \$37,155. Funding to come from Sewer Replacement Reserves, CIP 12-04-2.

### BACKGROUND

The Main Lift North sewer pumping station (MLN) is the largest in the District, pumping an average of 325,000 gallons of sewage a day to the Wastewater Treatment Plant. MLN receives sewage from the surrounding community into two (2) wet wells, each feeding its own pump. A third wet well was constructed for future expansion of the facility but is not in service now.

Wet well 1 and 2 are separated by a fiber reinforced plastic slide gate which no longer functions. Wet wells 2 and 3 are separated by bricks where a future slide gate is to be installed. Due to their design and age, all the wet wells are in need of rehabilitation.

Corrosive sewer gases released from cascading sewage into the upstream manholes are trapped under the sewer manhole lids and the aluminum deck plating at the station, which strips out calcium from the surrounding concrete causing it to degrade and fail. Slimy biological films that create acidic conditions in the sewer manholes leading up to the stations as well as in the wet wells, have stripped off the original bitumastic coating and have corroded the existing concrete and aluminum support structures. See pictures attached.

To maintain the long term operation of the station, we would like to rehabilitate the wet wells and upstream manholes to prevent further corrosion, as well as replace damaged structures and appurtenances, where necessary. We will use HDR's expertise to devise a plan and specifications for the rehabilitation.

The first step would involve a corrosion expert to evaluate the existing concrete and structures and provide recommendations on how to proceed. Based on this evaluation, HDR would then provide plans and specifications for the rehabilitation of the station's wet wells and two (2) manholes located upstream of the station. Using these specifications, we would then bid for contractor services to complete the work.



Several years ago, to alleviate the sewer gases at MLN, a ventilation system was installed to remove the sewer gases from wet wells 1 and 2. (See pictures attached.) These sewer gases are neutralized to prevent odors by passing through a specialized filter. However, long term rehabilitation is still necessary.

Deferring maintenance on this station could cause catastrophic issues in the future. As the concrete supports the surrounding building, as well as the deck plating and stairway leading down to it, future collapse of the deck plating or structures could cause significant injuries to an individual and/or downtime at the station resulting in sewer spills, fines, claims, etc.

HDR Engineering, Inc. provided the lowest proposal for providing these engineering services. Proposals for engineering services are attached.



*Photos showing exposed aggregate due to corrosion of concrete in Main Lift North wet well #1 & #2*



*Sewer gas "Air Scrubbing" system installed to vent and neutralize sewer gases from the wet wells.*

**The Improvements Committee recommends approval.**

December 10, 2012

Mr. Paul Siebensohn  
Director of Field Operations  
Rancho Murieta Community Services District  
15160 Jackson Road  
Rancho Murieta, CA 95683

**RE: HDR's Proposal for Main Lift North Sewer Pumping Station Wet Well Rehabilitation Project**

Dear Mr. Siebensohn:

Thank you for providing HDR with the opportunity to provide engineering services for rehabilitation of the Main Lift North Sewer Pumping Station, which is a critical element to the infrastructure of the Rancho Murieta community and was constructed in the late 1970s.

We understand that the District is interested in rehabilitating the three wet wells that are interconnected at a lift station and two nearby manholes. The lift station is experiencing concrete degradation, potentially resulting from chemical attack attributed to the exposure of Hydrogen Sulfide (H<sub>2</sub>S) and other types of chemicals known to exist in this type of environment. The wet wells need to be recoated due to corrosion of the concrete. Rehabilitation work would involve removing the existing coating, repairing concrete, and recoating the concrete.

The District has provided photos and as-built drawings of the lift station. There is some significant pitting, but no rebar is exposed per District staff. Two wet wells are separated by a slide gate, with the third wet well opening sealed by bricks. The District would like to reconnect the separated wet wells with a new slide gate and replace the existing slide gate in kind. From the photos, it seems that the grating inside of the wetwell is in need of replacement. No photos of the stairs inside of the wet pit have been provided; however, from the grating photo, it is assumed that the stairs will also require replacement. HDR will include specifications for the installation of new grating and stairs inside of the wet well.

As mentioned over the phone, HDR has the in-house capability to perform the corrosion inspection, prepare the corrosion report, and prepare specifications and figures needed for bidding the project. Our proposed scope of work, budget, and schedule is provided below.

## **SCOPE OF WORK**

### **Task 1 - Project Management and Quality Assurance/Quality Control (QA/QC)**

This task includes the management activities needed for on-time and on-budget project completion, and to address the District's concerns. HDR will prepare invoices and progress reports on a monthly basis. The monthly progress reports will summarize budget and schedule status in measurable terms. Other activities include scheduling of staff and coordinating the quality assurance effort.

*Deliverables: Monthly progress reports and invoices.*

### **Task 2 - Condition Assessment and Report**

HDR|Schiff proposes the following services:

- Mobilize personnel, tools, and equipment to the site.
- Perform as-found visual inspection of the sewer station wet well structure in accordance with American Concrete Institute (ACI) 201.1R-08. This inspection will document the visual aspects of the concrete prior to destructive or non-destructive testing. Photographs will be taken for notable defects or distressed conditions.
- Locate and delineate exposed reinforcing steel using a low frequency electromagnetic field, which is necessary prior to collecting concrete core samples to ensure minimal damage to the reinforcing steel.
- Perform aural testing of concrete surfaces using an appropriately weighted hammer. This survey quickly and efficiently determines areas of concrete delamination, if present, as discerned by differences in aural feedback. This survey provides an expedient, overall assessment of the structure, and will guide many of the remaining testing to the worst locations.
- Perform concrete hardness testing of concrete surfaces using a Schmidt hammer. This test provides a quantitative measure of concrete delamination, but requires additional time for testing and analysis.
- Collect concrete samples for further testing. Concrete samples may be obtained by using a hammer and chisel to extract samples around rebar, spalled areas, or at locations visually warranting collection. In addition, concrete dust may be collected using a drill with a depth guide to measure perforation.

- Test concrete carbonation at sample sites. This is an expedient test that measures the level of pH. This test must be performed immediately after concrete samples are removed for valid results. A small amount of visual indicator phenolphthalein or thymolphthalein will be used and the corresponding depth measured.
- Perform assessment of exposed reinforcing steel. Exposed reinforcing steel from spalling concrete will be assessed for signs of uniform and pitting corrosion. If it is exposed and space permits, the cross-section dimensions of the rebar will be measured. Exposed rebar will be photo-documented.
- Generate a condition assessment report. This report will include observations, appendices, including data and photographs as well as conclusions and recommendations.

*Deliverables: PDF copy of the condition assessment report.*

### **Task 3 - Construction Documents**

HDR will prepare specifications needed for bidding the project. Specifications will be prepared in Construction Specifications Institute (CSI) format using Microsoft Word. We have assumed that the District will prepare and provide a set of project specific General Conditions and Special Provisions, bid form, example agreement and other "front-end" sections for HDR to incorporate into the bid set, and that HDR's master specifications will be used as a basis for the technical provisions. HDR will provide input on the bid items during the design phase.

An appendix to the specifications will include up to six 11" x 17" drawings showing rehabilitation improvements. Since the project will be advertised for bids, sufficient detail must be included for construction. Figures will be used to indicate required demolition, penetration locations and seals, slide gate details, grating and stair details, coating or lining improvements, or recommendations of the condition assessment report completed as part of Task 2.

It is assumed that the dry pit equipment will remain in place and no improvements or rehabilitation will be completed on the dry side of the lift station. The communitor (as shown on Sheet 5 of 13 of the lift station as-builts provided by the District) and suction piping will remain in place during construction, or removed and reinstalled by the contractor as needed. The figure backgrounds will utilize CAD files provided by the District (if available), or scans of the as-builts already provided. Efforts for the figures will be limited to schematics, while the specifications will be relied on for details. A

recommended construction sequence will also be included as part of the technical specifications.

*Deliverables: PDF copy draft specifications with figures for District review and comment, and five bound sets and PDF of the final specifications with figures after incorporation of District comments on the draft submittal.*

#### **Task 4 - Review Meeting**

HDR is available to meet with District staff to discuss comments on the condition assessment report and draft specifications with figures. One review meeting at the District's office is budgeted. The corrosion specialist will be available via conference call.

*Deliverables: Meeting agenda and minutes.*

#### **Optional Services**

The following services are not included in the budget at this time, but can be provided to the District for additional fee:

- Bid period services, including attendance at prebid meeting and preparation of addenda.
- Construction phase services.

#### **COMPENSATION**

Table 1 shows the estimated work effort and cost to perform the scope of work described above. The cost is broken down as follows:

|                                    |                 |
|------------------------------------|-----------------|
| Condition Assessment               | \$ 9,039        |
| <u>Specifications with Figures</u> | <u>\$28,116</u> |
| Total                              | \$37,155        |

The amounts shown are negotiable and may vary depending on the final scope of services.

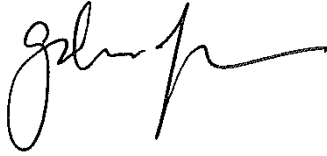
#### **SCHEDULE**

Figure 1 shows the proposed project schedule.

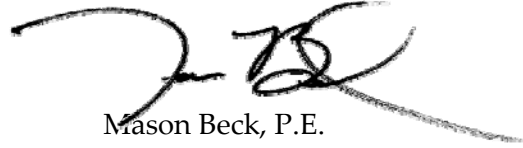
Mr. Paul Siebensohn  
December 10, 2012  
Page 5

Please contact Mason Beck at (916) 817-4827 or [Mason.Beck@hdrinc.com](mailto:Mason.Beck@hdrinc.com) if you have any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Sharpe', with a long horizontal flourish extending to the right.

Graham D. Sharpe, P.E.  
Vice President

A handwritten signature in black ink, appearing to read 'M. Beck', with a long horizontal flourish extending to the right.

Mason Beck, P.E.  
Project Manager/Engineer

MB:pk/12218

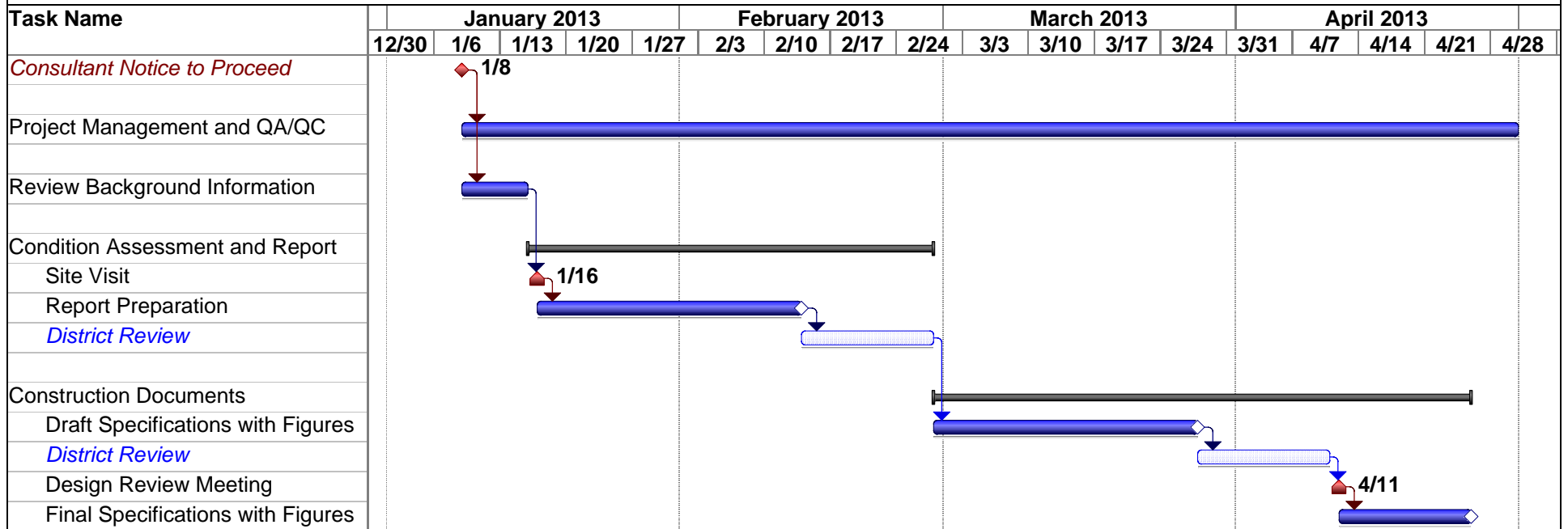
**Table 1 - Estimated Work Effort and Cost**

Rancho Murieta Community Services District

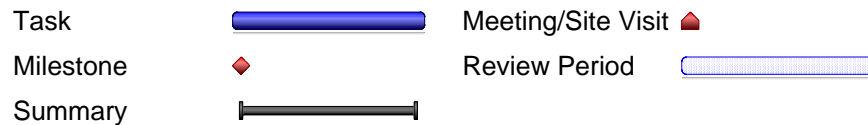
*Main Lift North Sewer Pumping Station Wet Well Rehabilitation Project*

| <b>Task</b>                       | <b>QA/QC<br/>(Von<br/>Aspern)</b> | <b>Project<br/>Manager/<br/>Engineer<br/>(Beck)</b> | <b>Corrosion<br/>(Caldwell)</b> | <b>Graphics/<br/>Drafting</b> | <b>Admin/<br/>Clerical</b> | <b>Total<br/>Hours</b> | <b>Total Labor</b> | <b>Total<br/>Expenses</b> | <b>Total Cost</b> |
|-----------------------------------|-----------------------------------|---|---------------------------------|-------------------------------|----------------------------|------------------------|--------------------|---------------------------|-------------------|
| 1 Project Management and QA/QC    | 4                                 | 8   |                                 |                               | 4                          | 16                     | \$2,583            | \$181                     | \$2,764           |
| 2 Condition Assessment and Report |                                   | 4   | 78                              |                               | 3                          | 85                     | \$8,218            | \$822                     | \$9,039           |
| 3 Construction Documents          | 8                                 | 80  | 2                               | 48                            | 36                         | 174                    | \$22,261           | \$1,558                   | \$23,819          |
| 4 Review Meeting                  |                                   | 8   | 2                               |                               | 2                          | 12                     | \$1,433            | \$100                     | \$1,533           |
| <b>Totals</b>                     | <b>12</b>                         | <b>100</b>  | <b>82</b>                       | <b>48</b>                     | <b>45</b>                  | <b>287</b>             | <b>\$34,494</b>    | <b>\$2,661</b>            | <b>\$37,155</b>   |

**Figure 1 - Project Schedule**



**Rancho Murieta Community Services District  
Main Lift North Sewer Pumping Station  
Wet Well Rehabilitation Project**







4 January 2013

Paul Siebensohn  
Director of Field Operations  
Rancho Murieta Community Services District  
15160 Jackson Road  
P.O. Box 1050  
Rancho Murieta, CA 95683

Subject: Wastewater Main Lift Station Condition Assessment, Rehabilitation  
Recommendations and Contractor Statement of Work  
Rancho Murieta Community Services District  
K/J BDWWater

Dear Paul:

This letter provides a short description of the existing conditions and proposed scope of work for completing a wet well and facility condition evaluation to determine the severity and extent of corrosion to the concrete, metal and fiberglass grating within the wastewater main lift station. The work includes preparing recommendations for restoration of the wastewater lift station to extend the life for an additional 25 years. The second phase of work is to develop Contract Documents to support bidding and construction of the recommended improvements. We have listed our assumptions regarding the existing conditions as the basis for pricing the design phase of work.

The work approach is based on our discussions with Rancho Murieta Community Services District (District) staff and our 6 June 2012 field inspection. We have solicited input from a sub-consultant, V&A Consulting Engineers (V&A), Inc who specializes in the field inspection and testing to determine the severity of the corrosion.

This letter, in combination with the enclosures, constitutes our proposal and we are prepared to proceed based on your direction to proceed.

### **Existing Conditions**

The existing wastewater lift station is configured with three bays to support a wet well pump installation. Two of the bays are equipped with pumps and the third is blocked off with a block wall pending future increases in flows. The two active bays have flows directed to them from the influent pipe line. The influent line points directly at the center bay and flows to the second bay are at a lower velocity and tend to accumulate debris. The influent configuration will be reviewed and suggestions provided for splitting of the flow to reduce the accumulation of material in the second bay.

Paul Siebensohn  
Rancho Murieta Community Services District  
4 January 2013  
Page 2

Corrosion to the existing cast in place concrete wet well has resulted in exposed aggregate. Visual inspection noted the depth of corrosion to be greater than ¼ inch but evidence of severe corrosion to the reinforcing steel was not observed. There was no spalling or red discoloration at the anticipated location of the reinforcement. However, our sub-consultant V&A will conduct testing of the hardness and surface chemistry to determine the extent to which the corrosion is surficial or structural. Recommendations are based on the anticipated finding that the corrosion is not so severe as to require substantial structural repairs.

The sump grating system is a severely degraded fiberglass system that should be replaced. The electrical panels and control systems will be inspected for visual corrosion. In addition, the two upstream manholes will be inspected and repairs recommended to the cone, grade ring and manhole frame and cover to address corrosion observed as part of our investigation.

The general assessment based on our initial site visit is that the facility is past a timely restoration and that the concrete and grating repairs should be addressed immediately. The visual condition of the concrete appears to support a heavy cleaning and removal of compromised concrete followed by a corrosion resistant grout and surface treatment. Additional work to address structural corrosion is not anticipated.

### **Proposed Scope of Work**

Based on the description above, Kennedy/Jenks will provide the following phases of work:

- Phase 1 – Investigation and Recommendations:

This phase includes inspection, testing, findings, recommendations and a conceptual design with schematic diagrams for review with the Rancho Murieta Community Services District (District) to define the pump station rehabilitation recommendations. We will meet with the District following the field work and development of initial findings. We will then proceed to develop the recommendations, conceptual design and cost estimate for the proposed design improvements.

- Phase 2 – Design, Contract Documents and Bidding Assistance:

This phase provides for the design, preparation of Contract Documents and assistance during bidding the work to secure a contractor to implement the improvements.

The detailed Scope of Work is as follows:

#### **Task 1 – Project Management and QA/QC**

This work includes a kick-off meeting, sub-consultant safety plan, schedule of testing and periodic communications with the District. The work also includes review of all documents and technical oversight during development of the findings and recommendations.

Paul Siebensohn  
Rancho Murieta Community Services District  
4 January 2013  
Page 3

This work will include the following:

Deliverables/Tasks:

- Kick off meeting and meeting notes
- Concept and Criteria Review meeting
- Periodic communication

District Responsibility:

- Attend Kick-off meeting and provide access to pump station and manholes for initial inspection.

**Phase 1 – Investigations and Recommendations**

**Task 2 – Records Research and Condition Assessment**

This work will include review of existing design documents and preparation of a pump station field activities plan including a listing of the equipment necessary for testing and evaluation of the concrete. The work includes preparation by the V&A of a Health/Safety Plan based on the requirements for the data collection effort and the confined space entry. The health and safety plan will include copies of the certifications for the confined space crew and a list of equipment to be used during the field data collection effort. The plan will be submitted to the District for review.

The concrete corrosion assessment of the wet well concrete surfaces and two upstream manholes will consist of a confined space entry visual observation of the interior concrete surfaces of the wet well, testing of the pH of the concrete, measurement of the concrete cover over the reinforcing steel, and measurement of the depth of penetration to sound concrete. The condition of the concrete will be documented using the following methods (locations of testing will be conducted at the discretion of the engineer performing the assessment):

- a. Digital photographs of corrosion and defects such as deteriorated concrete, cracks and concrete spall observations of the walls in the wet well and manhole structures. In addition, visual assessments will be conducted on the aluminum and other materials within the pump station wet well area.
- b. Concrete penetration measurements and collection of concrete samples for pH testing. Non-destructive concrete penetration measurements will be conducted at a minimum of six representative locations. Discrete samples of concrete will be collected for pH testing from these six locations.

Paul Siebensohn  
Rancho Murieta Community Services District  
4 January 2013  
Page 4

c. Based on the results of the penetration tests, V&A may perform a pressure wash test of the concrete surfaces to determine possible concrete degradation. This is a nondestructive test that uses a 2,000 psi pressure washer to clean a 3-foot by 3-foot test area of the concrete to determine the extent of corroded concrete. Pressure washing is anticipated to be conducted by the District.

d. Determine the depth of concrete cover over the reinforcing steel using a rebar locator. Approximately 24 measurements will be taken of the concrete from representative locations. Rate concrete conditions using the VANDA™ Concrete Corrosion Index.

We will perform preliminary structural review of the wet well structure. If the preliminary review indicates that significant damage has occurred based on the condition assessment measurements. We will provide initial findings and recommended additional testing for further structural evaluations as appropriate. Analysis of the results of the field work will be used to gauge the extent of degradation so that informed opinions as to recommendations and probable cost can be provided for the recommended repairs.

This work will include the following:

Deliverables/Tasks:

- Reconnaissance of the facility (same day as kickoff meeting)
- Health and Safety Plan
- Field inspection and testing

District Responsibility:

- Provide access to pump station and manholes for initial inspection
- Comment to Health and Safety Plan if appropriate
- Provide confined space entry permit and testing
- Pressure wash inspection locations, if required
- Provide support during field inspection

**Task 3 – Development of Recommendations**

This work includes the development of recommendations based on the findings of the inspection and testing. The recommendations will include the following:

- Concrete surface restoration within the wet well,

Paul Siebensohn  
Rancho Murieta Community Services District  
4 January 2013  
Page 5

- Manhole restoration for the first two manholes upstream of the pump station,
- Influent screens and flow splitting structure
- Grating and support structure
- Incidental appurtenances and improvements

This work be documented in a Letter Report and provide schematic diagrams of the proposed improvements and opinion of the probable construction costs. The Letter Report will also include the detailed findings of the field inspections.

Deliverables/Tasks:

- Letter Report – Draft (3 copies)
- Letter Report – Final (3 Copies)

District Responsibility:

- Review draft and provide comments

**Phase 2 – Design, Contract Documents and Bidding Assistance**

**Task 4 – Prepare Contract Documents and Bidding Assistance**

This work includes development of construction ready Contract Documents to support the District obtaining bids to complete the work. The bid documents will include Kennedy/Jenks standard Bid Forms, Agreement, General Conditions, Special Provisions and Technical Specifications. Our work will include two submittals as follows:

1. Draft Final Bid Documents – Approximately -75% Complete
2. Final Bid Documents – 100% Complete
3. All deliverables will be provided in pdf, Word and AutoCAD as well as three (3) hard copies. The drawings will also be provided in .tif format for District use.

The work will include requirements for bypass pumping, District coordination and contractor spill prevention and response planning. Specifications will include critical product performance, application and required manufacturers for the specialty coating systems.

Bidding assistance will include attending a Pre-bid Conference, responding to contractor questions and preparation of one (1) addendum. We will also assist with checking references, review of the bid and provide a letter recommendation for award.

Paul Siebensohn  
Rancho Murieta Community Services District  
4 January 2013  
Page 6

The work scope includes the following:

Deliverables/Tasks:

- Submittals listed above.
- Bidding assistance

District Responsibility:

- Review Submittals
- Constructions Contract Administration

**Team**

The following team is proposed based on experience and availability to perform the work.

- Sean Maguire, P.E., Project Manager and Project Engineer – Sean has over 10 years as a consulting engineer with experience in determining existing condition and repair approaches for East Bay MUD Upcountry systems near Lake Amador and collection system repairs in Yosemite National Park. Sean will provide project management and technical direction for the evaluation and restoration of the lift station. Sean is a Senior Engineer.
- Alex Peterson, P.E., QA/QC Reviewer – Alex has 28 years experience as a consulting engineer and will provide review of the work plan, intermediate work products and draft findings and recommendations as the QA/QC reviewer. Alex is a Principal Engineer.
- Jake Slater, P.E., Structural Systems Engineer – Jake has 7 years experience as a consulting engineer focused on structural systems and will provide input on repair strategies and the grating systems repair/replacement. Jake is an Associate Engineer.
- Bryan Heinzelman, Staff Engineer – Bryan has 2 years experience and will support Sean's efforts as a staff engineer. Bryan is a Staff Engineer.

This team has been used in developing the detailed cost estimate for the work as shown in the attached spreadsheet.

**Terms and Conditions**

This proposal is based on current projections of staff availability and costs and, therefore, is valid for 90 days following the date of this letter. The proposed time and materials cost not to exceed is \$ 58,000.

Paul Siebensohn  
Rancho Murieta Community Services District  
4 January 2013  
Page 7

To assure a clear understanding of all matters related to our mutual responsibilities, the attached Standard Conditions dated January 1, 2007 are made a part of our agreement. We have found these terms to be appropriate for use with agreements for the provision of engineering and scientific services, and accordingly, should any conflict exist between the attached terms and the form of any purchase order or confirmation issued, the terms of this proposal and the attached Standard Conditions shall prevail in the absence of our express written agreement.

If this proposal meets with your approval, please sign where noted below and return a copy to our office to serve as our authorization. Please call Brian Davis or Alex Peterson at (916) 858-2700 if you have any questions.

Thank you for considering us for this work. We look forward to working with you.

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.

Brian G. Davis, P.E.  
Office Manager

**AUTHORIZATION:**

RANCHO MURIETA COMMUNITY  
SERVICES DISTRICT

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

\_\_\_\_\_  
(Print Name)

Title: \_\_\_\_\_

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

Enclosures (3):

- Proposal Fee Estimate
- Schedule of Charges
- Standard Conditions

cc: File

Proposal Fee Estimate

Kennedy/Jenks Consultants

CLIENT Name: Rancho Murieta Community Services District  
 PROJECT Description: Main Lift Station Condition Assessment  
 Proposal/Job Number: BDWWater Date: 1/4/2013

| January 1, 2012 Rates   | Eng-Sci-9 | Eng-Sci-8 | Eng-Sci-7 A. Peterson | Eng-Sci-6 | Eng-Sci-5 S. Maguire | Eng-Sci-4 J. Slater | Eng-Sci-3 | Eng-Sci-2 B. Heinzelman | Eng-Sci-1 | Designer | CAD   | Project Admin. | Admin. Assist. | Aide | Total | KJ Labor | KJ ODCs | Sub V&A  | KJ Sub-Markup | Total Labor | Total Subs | Total Expenses | Total Labor + Subs + Expenses |
|---|-----------|-----------|-----------------------|-----------|----------------------|---------------------|-----------|-------------------------|-----------|----------|-------|----------------|----------------|------|-------|----------|---------|----------|---------------|-------------|------------|----------------|-------------------------------|
| Classification:   |           |           |                       |           |                      |                     |           |                         |           |          |       |                |                |      | Hours | Fees     | 4%      | Fees     | 5%            |             |            |                |                               |
| Hourly Rate:  | \$240     | \$235     | \$225                 | \$200     | \$180                | \$165               | \$150     | \$130                   | \$125     | \$135    | \$105 | \$95           | \$80           | \$60 |       |          |         |          |               |             |            |                |                               |
| <b>Phase **** (Default)</b>                                     |           |           |                       |           |                      |                     |           |                         |           |          |       |                |                |      |       |          |         |          |               |             |            |                |                               |
| Task **** (ODCs)  |           |           |                       |           |                      |                     |           |                         |           |          |       |                |                |      |       |          | \$1,493 |          |               |             |            | \$1,493        | \$1,493                       |
| <b>Phase **** - Subtotal</b>                                    | 0         | 0         | 0                     | 0         | 0                    | 0                   | 0         | 0                       | 0         | 0        | 0     | 0              | 0              | 0    | 0     | \$0      | \$1,493 | \$0      | \$0           | \$0         | \$0        | \$1,493        | \$1,493                       |
| <b>Task 1 - Project Management and QA/QC</b>                    |           |           |                       |           |                      |                     |           |                         |           |          |       |                |                |      |       |          |         |          |               |             |            |                |                               |
| Kickoff Meeting   |           |           | 2                     |           | 4                    |                     |           |                         |           |          |       | 2              |                |      | 8     | \$1,360  |         |          | \$0           | \$1,360     | \$0        | \$0            | \$1,360                       |
| QA/QC   |           |           | 4                     |           |                      |                     |           |                         |           |          |       |                |                |      | 4     | \$900    |         |          | \$0           | \$900       | \$0        | \$0            | \$900                         |
| C&CR  |           |           | 2                     |           | 2                    |                     |           |                         |           |          |       | 2              |                |      | 6     | \$1,000  |         |          | \$0           | \$1,000     | \$0        | \$0            | \$1,000                       |
| Correspondence  |           |           |                       |           | 1                    |                     |           |                         |           |          |       |                |                |      | 1     | \$180    |         |          | \$0           | \$180       | \$0        | \$0            | \$180                         |
| <b>Task 1 - Subtotal</b>  | 0         | 0         | 8                     | 0         | 7                    | 0                   | 0         | 0                       | 0         | 0        | 0     | 4              | 0              | 0    | 19    | \$3,440  | \$0     | \$0      | \$0           | \$3,440     | \$0        | \$0            | \$3,440                       |
| <b>Task 2 - Records Research and Condition Assessment</b>       |           |           |                       |           |                      |                     |           |                         |           |          |       |                |                |      |       |          |         |          |               |             |            |                |                               |
| Review Records  |           |           |                       |           | 2                    |                     |           | 2                       |           |          |       |                |                |      | 4     | \$620    |         | \$1,200  | \$60          | \$620       | \$1,260    | \$0            | \$1,880                       |
| Health and Safety Plan  |           |           | 2                     |           |                      |                     |           |                         |           |          |       |                |                |      | 2     | \$450    |         | \$2,500  | \$125         | \$450       | \$2,625    | \$0            | \$3,075                       |
| Field Inspection  |           |           |                       |           | 8                    |                     |           | 2                       |           |          |       |                |                |      | 10    | \$1,700  |         | \$12,000 | \$600         | \$1,700     | \$12,600   | \$0            | \$14,300                      |
| <b>Task 2 - Subtotal</b>  | 0         | 0         | 2                     | 0         | 10                   | 0                   | 0         | 4                       | 0         | 0        | 0     | 0              | 0              | 0    | 16    | \$2,770  | \$0     | \$15,700 | \$785         | \$2,770     | \$16,485   | \$0            | \$19,255                      |
| <b>Task 3 - Development of Recommendations</b>                  |           |           |                       |           |                      |                     |           |                         |           |          |       |                |                |      |       |          |         |          |               |             |            |                |                               |
| Review Findings Field Inspection                                |           |           |                       |           | 4                    | 2                   |           |                         |           |          |       |                |                |      | 6     | \$1,050  |         |          | \$0           | \$1,050     | \$0        | \$0            | \$1,050                       |
| Develop Recommendations and Draft Letter Report                 |           |           | 2                     |           | 8                    | 4                   |           | 4                       |           |          | 12    |                | 2              |      | 32    | \$4,490  |         |          | \$0           | \$4,490     | \$0        | \$0            | \$4,490                       |
| Meet with District  |           |           | 2                     |           | 2                    |                     |           |                         |           |          |       |                |                |      | 4     | \$810    |         |          | \$0           | \$810       | \$0        | \$0            | \$810                         |
| Final Letter Report   |           |           | 1                     |           | 4                    |                     |           | 2                       |           |          | 2     |                | 1              |      | 10    | \$1,495  |         |          | \$0           | \$1,495     | \$0        | \$0            | \$1,495                       |
| <b>Task 3 - Subtotal</b>  | 0         | 0         | 5                     | 0         | 18                   | 6                   | 0         | 6                       | 0         | 0        | 14    | 0              | 3              | 0    | 52    | \$7,845  | \$0     | \$0      | \$0           | \$7,845     | \$0        | \$0            | \$7,845                       |
| <b>Task 4 Design, Contract Documents and Bidding Assistance</b> |           |           |                       |           |                      |                     |           |                         |           |          |       |                |                |      |       |          |         |          |               |             |            |                |                               |
| Draft 75% (5 sheets)  |           |           | 6                     |           | 18                   | 8                   |           | 32                      |           |          | 60    |                | 8              |      | 132   | \$17,010 |         | \$2,500  | \$125         | \$17,010    | \$2,625    | \$0            | \$19,635                      |
| Final 100%  |           |           | 2                     |           | 8                    | 2                   |           | 4                       |           |          | 12    |                | 2              |      | 30    | \$4,160  |         |          | \$0           | \$4,160     | \$0        | \$0            | \$4,160                       |
| Bidding Assistance  |           |           | 2                     |           | 4                    |                     |           | 6                       |           |          |       |                | 2              |      | 14    | \$2,110  |         |          | \$0           | \$2,110     | \$0        | \$0            | \$2,110                       |
| <b>Task 4 - Subtotal</b>  | 0         | 0         | 10                    | 0         | 30                   | 10                  | 0         | 42                      | 0         | 0        | 72    | 0              | 12             | 0    | 176   | \$23,280 | \$0     | \$2,500  | \$125         | \$23,280    | \$2,625    | \$0            | \$25,905                      |
| <b>All Tasks Total</b>  | 0         | 0         | 25                    | 0         | 65                   | 16                  | 0         | 52                      | 0         | 0        | 86    | 4              | 15             | 0    | 263   | \$37,335 | \$1,493 | \$18,200 | \$910         | \$37,335    | \$19,110   | \$1,493        | \$57,938                      |



**Client/Address:** Paul Siebensohn  
Director of Field Operations  
Rancho Murieta Community Services District  
15160 Jackson Road  
P.O. Box 1050  
Rancho Murieta, CA 95683

**Contract/Proposal Date:** Nov 26, 2012

## Schedule of Charges

January 1, 2012

### Personnel Compensation

| <b>Classification</b>                 | <b>Hourly Rate</b> |
|---------------------------------------|--------------------|
| CAD-Technician .....                  | \$105              |
| Designer-Senior Technician .....      | \$135              |
| Engineer-Scientist-Specialist 1 ..... | \$125              |
| Engineer-Scientist-Specialist 2 ..... | \$130              |
| Engineer-Scientist-Specialist 3 ..... | \$150              |
| Engineer-Scientist-Specialist 4 ..... | \$165              |
| Engineer-Scientist-Specialist 5 ..... | \$180              |
| Engineer-Scientist-Specialist 6 ..... | \$200              |
| Engineer-Scientist-Specialist 7 ..... | \$225              |
| Engineer-Scientist-Specialist 8 ..... | \$235              |
| Engineer-Scientist-Specialist 9 ..... | \$240              |
| Project Administrator .....           | \$95               |
| Administrative Assistant .....        | \$80               |
| Aide.....                             | \$60               |

In addition to the above Hourly Rates, a four percent Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

### Direct Expenses

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

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

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

Reimbursement for use of computerized drafting systems (CAD), geographical information systems (GIS), and other specialized software and hardware will be at the rate of \$12 per hour.

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

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

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2012 through December 31, 2012. After December 31, 2012, invoices will reflect the Schedule of Charges currently in effect.

## MEMORANDUM

Date: January 10, 2013  
To: Board of Directors  
From: Edward R. Crouse, General Manager  
Subject: Receive Update on Lucas Device Fund Raising Efforts

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Last fall, the District was approached by Rancho Murieta Country Club (RMCC) to participate in their fund raising efforts to acquire a Lucas Device for the local fire station. Their efforts resulted in a little over \$13,000 being raised, although \$16,000 is the full amount needed. As a result, we understand Sacramento Metro Fire Department (SMFD) has initiated purchase of the device.

We are following up with SMFD to see if any additional funds are needed to finalize the purchase. We should have a report back by the Board meeting.

## **CONFERENCE/EDUCATION SCHEDULE**

Date: January 10, 2013  
To: Board of Directors  
From: Suzanne Lindenfeld, 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:

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

|                                    |                         |            |
|------------------------------------|-------------------------|------------|
| Special Districts Legislative Days | May 14 – 15, 2013       | Sacramento |
| CSDA Annual Conference             | September 16 – 19, 2013 | Monterey   |

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

No Information Currently Available on Upcoming Conferences.

### **SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE (SDI)**

No Information Currently Available on Upcoming Conferences.

### **ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)**

No Information Currently Available on Upcoming Conferences.

**WATEREUSE ASSOCIATION**

2013 WaterReuse California  
Annual Conference

March 17 – 19, 2013

Monterey

**AMERICAN WATER WORKS ASSOCIATION (AWWA)**

No Information Currently Available on Upcoming Conferences.

**ISC WEST**

2013 ISC West Public Security  
And Safety Expo

April 10 – 12, 2013

Las Vegas