



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CALIFORNIA 95683
916-354-3700
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AGENDA

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

REGULAR BOARD MEETING

AUGUST 21, 2019

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

BOARD MEMBERS

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

STAFF

| | |
|--------------------|------------------------------|
| Mark Martin | General Manager |
| Richard Shanahan | District General Counsel |
| Suzanne Lindenfeld | District Secretary |
| Tom Hennig | Director of Administration |
| Jeff Werblun | Security Chief |
| Paul Siebensohn | Director of Field Operations |

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

August 21, 2019

REGULAR BOARD MEETING

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

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

AGENDA

ESTIMATED RUNNING TIME

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

5:00

2. CONSIDER ADOPTION OF AGENDA (Motion)

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

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

3. CLOSED SESSION

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

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

4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION

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. The items in Agenda Item " " will be approved as one item if they are not excluded from the motion adopting the consent calendar.

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

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

A. Approval of Board Meeting and Committee Meeting Minutes

1. July 17, 2019 Regular Board Meeting Minutes
2. August 1, 2019 Communications/Technology Committee Meeting Minutes
3. August 1, 2019 Security Committee Meeting Minutes
4. August 6, Improvements Committee Meeting Minutes

B. Approval of Bills Paid Listing

6. STAFF REPORTS (Receive and File)

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

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

8. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

9. REVIEW DISTRICT MEETING DATES/TIMES FOR SEPTEMBER 2019

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

10. CORRESPONDENCE

11. COMMENTS FROM THE PUBLIC

Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendized. Members of the public wishing to address a specific agendized item are encouraged to offer their public comment during consideration of that

item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.

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

12. **CONSIDER ADOPTION OF ORDINANCE O2019-03 AMENDING DISTRICT CODE CHAPTER 14 RELATING TO INTEREST RATE ON DELINQUENT WATER SERVICE CHARGES; CHAPTER 15 RELATING TO INTEREST RATE ON DELINQUENT SEWER SERVICE CHARGES; CHAPTER 16A RELATING TO INTEREST RATE ON DELINQUENT DRAINAGE SPECIAL TAXES; CHAPTER 21 RELATING TO INTEREST RATE ON DELINQUENT SECURITY SPECIAL TAXES; AND CHAPTER 31 RELATING TO INTEREST RATE ON DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES AND COLLECTION THROUGH THE COUNTY TAX ROLL** (Discussion/Action) **(Motion) (Roll Call Vote)** (5 min.)
13. **CONSIDER ADOPTION OF DISTRICT RESOLUTION R2019-08, AMENDING FIXED EMPLOYER'S CONTRIBUTION FOR REPRESENTED PUBLIC EMPLOYEE MEDICAL AND HOSPITAL CARE ACT BENEFITS (GROUP 001)** (Discussion/Action) **(Motion) (Roll Call Vote)** (10 min.)
14. **CONSIDER ADOPTION OF DISTRICT RESOLUTION R2019-09, AMENDING FIXED EMPLOYER'S CONTRIBUTION FOR UNREPRESENTED EMPLOYEE MEDICAL AND HOSPITAL CARE ACT BENEFITS (GROUP 002)** (Discussion/Action) **(Motion) (Roll Call Vote)** (10 min.)
15. **CONSIDER SELECTION FOR SACRAMENTO LOCAL AGENCY FORMATION COMMISSION NOMINATIONS FOR SPECIAL DISTRICT REPRESENTATION FOR SPECIAL DISTRICT COMMISSIONER OFFICE NO. 6 AND ALTERNATE SPECIAL DISTRICT COMMISSIONER FOR OFFICE NO. 6 AND 7** (Discussion/Action) **(Motion)** (5 min.)
16. **DISCUSSION AND CONSIDERATION OF A POLICY REGARDING THE BOARD'S PERFORMANCE EVALUATION OF THE GENERAL MANAGER**
17. **DIRECTOR COMMENTS/SUGGESTIONS**
In accordance with Government Code 54954.2(a), Directors and staff may make brief announcements or brief reports of their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.
18. **ADJOURNMENT** (Motion)

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

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is August 16, 2019. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.



RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING

July 17, 2019

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

1. CALL TO ORDER/ROLL CALL

President Clark called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Les Clark, Randy Jenco, Linda Butler, and Tim Maybee. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; Richard Shanahan, District General Counsel; and Suzanne Lindenfeld, District Secretary. Director John Merchant was absent.

2. CONSIDER ADOPTION OF AGENDA

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

3. CONSENT CALENDAR

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

4. STAFF REPORTS

Under Agenda Item 4a, Mark Martin, General Manager, gave a brief summary of the District and Murieta Village Association (MVA), and Rancho Murieta Country Club (RMCC) general managers meetings, Water Issues Q&A Forum, Regional Water Authority (RWA) monthly board meeting, and District staff participating in the upcoming Rancho Murieta Country Club (RMCC) Community Day.

Under Agenda Item 4b, Tom Hennig, Director of Administration, commented on the updated financial report. On August 1, 2019, Cindy Chao will be starting with the District as the new Controller.

Under Agenda 4c, Chief Werblun gave a brief overview of the operations updates and incidents of note, stating that the body cameras are in use, and have better night vision recording, the FastPass program was a success for the 4th of July and would be used on an ongoing basis. Director Maybee stated that the backup of vehicles on Highway 16 was non-existent this year. Mark Martin noted that the Rancho Murieta Association (RMA) speed trailers started July 2, 2019.

Under Agenda Item 4d, Paul Siebensohn, Director of Field Operations, gave a brief recap of the information contained in the Manganese Water Quality Q&A. Staff is researching ways to insure this is not a problem in the future. A contractor CCTV'd 1,077 feet of sewer lines and indicated a possible issue on Labranza. Mark Martin stated that the payment of the between \$600-\$650K for the Prop 84 Grant would be due soon, and that the District would be reimbursed \$300-\$325K from the Grant.

5. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

Tom Hennig will be attending the Financial Management Class in El Dorado Hills, and the Golden State Risk Management Training.

6. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

Mark Martin said thank you to all staff for their efforts, Chief Werblun for his efforts on 4th of July FastPass and Paul for his work at the water forum. President Clark thanked the staff for their work getting the packet out for tonight's meeting.

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

No discussion.

8. CORRESPONDENCE

None

9. COMMENTS FROM THE PUBLIC

None.

10. DISCUSS WATER QUALITY ISSUES AND CONSIDER CUSTOMER REBATE OF WATER SERVICE CHARGES

Paul Siebensohn, Director of Field Operations, gave brief update on the water quality issues. Mark Martin, General Manager, gave a brief summary of the recommendation to have a one-time rebate to all customers due to the June water issues. The rebate would be approximately \$7.00 per residence, costing the District roughly \$18-\$20K.

Motion/Clark to approve a one-time rebate to all customer of \$7.00 to customers due to the water quality issue in June 2019. Second/ Maybee. Ayes: Clark, Jenco, Butler, Maybee. Noes: None. Absent: Merchant. Abstain: None.

11. RECEIVE PUN GROUP FINANCIAL REPORT PRESENTATION

Vanessa Burke, Pun Group, gave a PowerPoint presentation on their findings of the financials analysis. Areas covered include Human Resources and Payroll, Financial Processes and Policies, Financial System Integration, and Financial and Other Reporting. A question and answer period followed. Ms. Burke thanked District staff for all their assistance.

12. DISCUSS PUN FINANCIAL GROUP REPORT RECOMMENDATIONS AND POTENTIAL PROPOSAL FOR IMPLEMENTATION OF RECOMMENDATIONS

Tom Hennig, Director of Administration, asked the Board to provide direction on next steps. Mr. Hennig stated that staff has already started to implement some of the recommendations. After a discussion, the Board, by consensus, agreed to have staff research the costs involved in for each recommendation and bring it to the Finance Committee for discussion.

Director Butler commented on the need for policy and process to be in place.

13. CONSIDER ADOPTION OF ORDINANCE O2019-02 APPROVING RECYCLED WATER INSTALLATION FEE AND ADOPTING DISTRICT CODE CHAPTER 17, SECTION 7.04 INSTALLATION FEE

Mark Martin, General Manager, gave a brief summary of the recommendation to adopt Ordinance O2019-02 regarding recycled water installation fee and adopting District Code Chapter 17, Section 7.04 Installation Fee.

Motion/Clark to acknowledge the Second reading of Ordinance O2019-02 and adopt Ordinance O2019-02, an Ordinance O2019-02 Approving Recycled Water Installation Fee and Adopting District Code Chapter 17, Section 7.04 Installation Fee. Second/Maybee. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee. Noes: None. Absent: Merchant. Abstain: None.

14. CONSIDER ADOPTION OF RESOLUTION R2019-06 APPROVING THREE QUITCLAIM DEED TO COSUMNES RIVER LAND, LLC CONCERNING EASEMENTS, ACCEPTING THREE GRANTS OF EASEMENT FROM COSUMNES RIVER LANDS, LLC., AND ACCEPTING GRANT OF EASEMENT FROM MURIETA CLUB PROPERTIES, LLC

Mark Martin, General Manager, gave a brief summary of the recommendation to adopt Resolution R2019-06 Approving Three Quitclaim Deeds to Cosumnes Riverland, LLC Concerning Easements, Accepting Three Grants of Easement from Cosumnes River Land, LLC and Accepting Grant of Easement from Murieta Club Properties, LLC. One of the easements has not been signed yet by the Grantor but can be approved tonight and recorded at a future time.

Motion/Jenco to adopt Resolution R2019-06 approving three quitclaim deeds to Cosumnes Riverland, LLC concerning easements, accepting three grants of easement from Cosumnes River Land, LLC, and accepting grant of easement from Murieta Club Properties, LLC. **Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee. Noes: None. Absent: Merchant. Abstain: None.**

15. CONSIDER INTRODUCTION OF ORDINANCE O2019-03 AMENDING DISTRICT CODE CHAPTER 14 RELATING TO INTEREST RATE ON DELINQUENT WATER SERVICE CHARGES; CHAPTER 15 RELATING TO INTEREST RATE ON DELINQUENT SEWER CHARGES; CHAPTER 16A RELATING TO INTEREST RATE ON DELINQUENT DRAINAGE SPECIAL TAXES; CHAPTER 21 RELATING TO INTEREST RATE ON DELINQUENT SECURITY SPECIAL TAXES AND CHAPTER 31 RELATING TO INTEREST RATE ON DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES AND COLLECTION THROUGH THE COUNTY TAX ROLL

Tom Hennig, Director of Administration, gave a brief summary of the recommendation to increase the current delinquent account interest rate from .5% to a full 1%.

Motion/Clark Introduce Ordinance O2019-03, Amending District Code Chapter 14 Relating to Interest Rate on Delinquent Water Service Charges; Chapter 15 Relating to Interest Rate on Delinquent Sewer Service Charges; Chapter 16A Relating to Interest Rate of Delinquent Drainage Special Taxes; Chapter 21 Relating to Interest Rate on Delinquent Security Special Taxes; and Chapter 31 Relating to Solid Waste Collection and Disposal Service Charges and Collection Through the County Tax Roll, waive the full reading and continue to the August 21, 2019 Regular Board meeting for adoption. **Second/Maybee. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee. Noes: None. Absent: Merchant. Abstain: None.**

16. CONSIDER SELECTION FOR CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS

After a short discussion, the Board agreed, by consensus, to abstain from voting.

17. RECEIVE 2019 GOALS STATUS UPDATE

Mark Martin, General Manager, gave a brief update on the 2019 Board Goals. Director Maybee commented on Board Goal updates being given quarterly and a budget review done mid-fiscal year.

18. DIRECTOR COMMENTS/SUGGESTIONS

Director Maybee thanked Paul Siebensohn and his staff for all their work with the water quality issue, thanked Chief Werblun and his staff for the 4th of July going so smoothly, and commented on the CSDA conference and recommends all directors attend, and suggested staff get a banner regarding wipes clog pipes to use at the RMCC community event. Mark Martin stated that staff is already working on the banner.

President Clark commented on the CSDA conference and stated that CSDA has draft policies and procedures for districts to use.

19. ADJOURNMENT

Motion/Butler to adjourn at 7:54 p.m. Second/Clark. Ayes: Clark, Jenco, Butler, Maybee. Noes: None. Absent: Merchant. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

DRAFT

MEMORANDUM

Date: August 1, 2019
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: August 1, 2019 Communication & Technology Committee Meeting Minutes

1. CALL TO ORDER

Director Butler called the meeting to order at 9:06 a.m. Present was Director Butler. Present from District staff were Mark Martin, General Manager; Jeff Werblun, Security Chief; Tom Hennig, Director of Administration; and Amelia Wilder, Temporary District Secretary.

2. COMMENTS FROM THE PUBLIC

Richard Gehr asked for an update on conflicting information from CalWaste regarding battery disposal discussed in the previous meeting. Mark Martin, General Manager, explained that Rancho Murieta is the only exception to the policy and that we may put our batteries in clear plastic bags and put them in the recycle bin. This policy will likely change. Director Butler suggested we put something in the Pipeline letting residents know we have an exception from CalWaste.

Richard Gehr commented that the information in the Pipeline which steers residents to the website is difficult to follow, and he could not find the vacation extra patrols form. Mark Martin stated that he appreciated his point of view and would look into adding items mentioned in the Pipeline to the boxes on the website to make it easier for residents to find.

3. UPDATE ON RESOLVED ITEMS

Mark Martin gave a brief summary of the resolved communications items. Director Butler suggested having a spreadsheet to easily keep track of items that need to be resolved and progress on these items.

- i. Draft Communications Plan - ***This item will be on the September 5, Communications and Technology Meeting agenda.***
- ii. Electronic Message Board – This item will be tabled until 2020 to be discussed as one of CSD’s goals.
- iii. Changeable Message Sign Trailer – Staff will research CSD getting a used one due to the prohibitive cost.
- iv. Streaming of Regular Board Meetings – The video can not be downloaded, but it can be uploaded onto CSD’s website, giving the public the opportunity to view it. It would be available indefinitely.
- v. Pipeline improvements – The GM Corner was discussed.
- vi. RMCD.com Website – A discussion of the use of the website to communicate the most important, timely issues to residents followed.
- vii. RMCD Facebook Page - A discussion of the use of the website to communicate the most important, timely issues to residents followed.
- viii. NextDoor.com – It was decided that the public should be directed to the RMCD.com and our Facebook page, as maintaining more websites was not manageable by Staff.
- ix. Additional Outreach Methods – Mark Martin is researching stuffing bills with flyers that send important messages to residents. Brochures are not a good avenue because they are often out of date. Mark Martin will discuss with Gail at River Valley Times the District having a small running

column in the newspaper using content that was contained in the Pipeline. RanchoMurieta.com is closing. Linda Butler recommended sending Ralph and Karen a card or letter. Mark Martin suggested having a resolution by the board to invite Linda and Ralph in. ***This item will be on the September 18, Board Meeting agenda.*** Mark Martin will discuss field trips for the community with Paul Siebensohn, Director of Field Operations.

- x. Public Event Outreach – The RMCC Community Day was a success, Mark Martin mentioned we are planning to have banners for outside to communicate important topics.

4. PUBLIC MEETING STREAMING PROJECTS STATUS

Mark Martin stated Staff was continuing to research options.

5. REVIEW COMMUNICATION PLAN

This item will be on the September 5, Communications and Technology Meeting agenda.

6. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Mark Martin thanked staff for helping with Community Day. Staff will be attending Neighbor's Out Night August 6, 2019.

6. ADJOURNMENT

The meeting was adjourned at 10:08 a.m.

DRAFT

MEMORANDUM

Date: August 1, 2019
To: Board of Directors
From: Security Committee Staff
Subject: August 1, 2019, Security Committee Meeting Minutes

1. CALL TO ORDER

Director Maybee called the meeting to order at 10:13 a.m. Present were Directors Clark and Maybee. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Jeff Werblun, Security Chief; and Amelia Wilder, Temporary District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Chief Werblun gave a brief overview of the operations updates of incidents of note.

Director Clark asked for clarification of the 44 hours of graffiti cleanup. That was the total hours spent by volunteers. He also asked that the Personal Protective Equipment (PPE) be discussed in the Staff Report so that residents can know what measures are being taken by Staff to ensure their safety during incidents involving bodily fluids.

4. BODY CAMERA POLICY UPDATE

Chief Werblun stated that he thinks the policy will be updated by the end of August.

5. MOBILE PATROL SOFTWARE IMPLEMENTATION UPDATE

Chief Werblun stated that the Software Implementation is moving along. The check will be sent this week, then ABDI will start to build the program. Tim Maybee suggested we pick a date (something like 1/1/2020) to have it up and running.

6. JOINT SECURITY COMMITTEE UPDATE

Director Clark stated he has not been updated, and Director Maybee suggested CSD create a draft document and send it to RMA for feedback.

7. DIRECTOR & STAFF COMMENTS

Director Clark noted National Night out. CSD Security staff will be present, with a vehicle and handouts.

Director Clark commented that RMA and RMCC are having an increased number of events and if there were an increased number of incidents we can charge them for extra security.

Director Clark stated that he is continuing to hear comments in the community about the role of Security.

Mark Marin commented on the long term need to replace security vehicles. He suggested we consider Hybrids, and purchasing through state discounts and/or used vehicles.

6. ADJOURNMENT

The meeting adjourned at 10:55 a.m.

DRAFT

MEMORANDUM

Date: August 6, 2019
To: Board of Directors
From: Improvements Committee Staff
Subject: August 6, 2019 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Clark called the meeting to order at 8:04 a.m. Present were Directors Clark and Jenco. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; and Amelia Wilder, Temporary District Secretary. Also, in attendance was Laurie Loaiza, Coastland Engineering, the District's Engineer.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Paul Siebensohn, Director of Field Operations, gave a brief overview of the project updates. Of note, the design for the Murieta Gardens drainage basin has been resubmitted to Coastland Engineering and Sacramento County for review due to a change in the basin size. The Developer has begun work on the basin expansion before plans were submitted and reviewed or approved by the District and Sacramento County. The Murieta Gardens II Infrastructure has been accepted, with some exceptions, to allow the home builder to proceed with utility tie-ins. At Utility "A" the contractor has completed the sagging sewer line repair, and the work on air release valves and completed work on the recycled water line.

4. REVIEW OF SOUTH SEWER AND STORM-LINE INSPECTIONS

Paul Siebensohn gave a brief overview of South Sewer and Storm Line Inspections, noting the inspections were done with an outside contractor whose equipment gave us a detailed look at some areas of concern. Staff is looking into various repairs that will be necessary and developing cost estimates to be included as CIP projects.

5. DISCUSS IDEAS TO DEAL WITH AND PREVENT FUTURE MANGANESE ISSUES

Paul Siebensohn gave a brief overview of several solutions that could potentially solve the manganese issue in the water. Staff will continue to research the most economical long-term solutions. A discussion followed.

6. LEGACY LANE RECYCLED WATER REIMBURSEMENT

Mark Martin, General Manager, gave a brief overview of the documents needed for the District to reimburse the Developer for the work being done and the District's Legal Counsel's concerns about the sufficiency of items submitted to date. Items submitted to date included a rolled up estimate/invoice for work performed, signed lump sum contract between the developer and the contractor for the larger Murieta Gardens project and proof of progress payments related to payments made by the Developer to the Contractor for installation of this recycled water line.

7. SOBON TO MURIETA DRIVE RECYCLED WATER REIMBURSEMENT

Mark Martin, General Manager, gave a brief overview of the documents needed for the District to reimburse the developer for the work being done.

Director Clark noted that it is the goal of CSD to make these reimbursements as soon as possible, but they must be made legally, with the proper documentation from the Developer.

8. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

None.

9. ADJOURNMENT

The meeting was adjourned at 8:45 a.m.

DRAFT

MEMORANDUM

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

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

The following major expense items for July:

| <u>Vendor</u> | <u>Project / Purpose</u> | <u>Amount</u> | <u>Funding</u> |
|--|------------------------------------|----------------------|----------------------------------|
| Cosumnes River Land, LLC | Prop 84 1A & 1B partial payment | \$478,681 | Water Augmentation Prop #84 |
| Coastland Civil Engineering | Engineering | \$72,073 | Operating Expense |
| Golden State Risk Management Authority | Workers Comp | \$63,305 | Operating Expense |
| California Waste Recovery Systems | Solid Waste Contract | \$49,290 | Operating Expense |
| Muniquip, LLC | Lift station sump pump replacement | \$17,029 | Sewer Replacement Reserves |
| Kirby's Pump & Mechanical | Repairs & Maintenance | \$15,568 | Sewer Replacement Reserves |
| S. M. U. D. | Utilities | \$15,153 | Operating Expense |
| Domino Solar LTD | Solar - WTP & WWTP | \$14,764 | Operating Expense |
| Delta Pump Company | South Stormwater pump repair | \$13,630 | Sewer Replacement Reserves |
| APS Environmental | Annual Sludge Removal | \$12,915 | Operating Expense |
| County of Sacramento | Off Duty Sheriff | \$11,000 | Operating Expense - Reimbursable |
| California Laboratory Services | Monthly Lab Tests | \$10,234 | Operating Expense |
| County of Sacramento | Off Duty Sheriff | \$9,310 | Operating Expense - Reimbursable |
| Regional Water Authority | Annual membership dues | \$9,279 | Operating Expense |

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

Rancho Murieta Community Services District
Bills Paid Listing for July 2019

| CHECK | Date | Vendor | Amount | Purpose |
|---------|-----------|--|--------------|--|
| EFT | 7/1/2019 | EFTPS - IRS | \$ 10,247.28 | Payroll - Taxes - Fed |
| EFT | 7/1/2019 | EFTPS - IRS | 34.14 | Payroll - Taxes - Fed |
| CM34901 | 7/2/2019 | Chrysler Capital | 156.80 | Jeep Payment |
| CM34902 | 7/2/2019 | Guardian Life Insurance | 6,051.55 | Life Insurance |
| CM34903 | 7/2/2019 | Vision Service Plan (CA) | 510.68 | Payroll - Vision |
| EFT | 7/2/2019 | CalPERS | 42,146.44 | CalPERS Medical |
| EFT | 7/3/2019 | Fed Tax | 9.32 | Fed Tax |
| CM34904 | 7/11/2019 | Costco Membership | 975.95 | Supplies |
| CM34905 | 7/12/2019 | A Leap Ahead IT | 4,655.08 | IT Support |
| CM34906 | 7/12/2019 | Accountemps | 6,800.00 | Contract Staffing |
| CM34907 | 7/12/2019 | American Family Life Assurance Co. | 841.35 | Life Insurance |
| CM34908 | 7/12/2019 | Applications By Design, Inc. | 520.00 | Security Barcodes |
| CM34909 | 7/12/2019 | APS Environmental | 12,915.00 | Annual Sludge Removal |
| CM34910 | 7/12/2019 | Aramark Uniform & Career Apparel, LLC | 244.28 | Uniforms |
| CM34911 | 7/12/2019 | Bartkiewicz, Kronick & Shanahan | 4,907.84 | Legal |
| CM34912 | 7/12/2019 | Billman, Philip | 100.00 | Rebate |
| CM34913 | 7/12/2019 | California State Disbursement Unit | 79.26 | Payroll |
| CM34914 | 7/12/2019 | California Waste Recovery Systems | 49,290.20 | Solid Waste Contract |
| CM34915 | 7/12/2019 | Chemtrade Chemicals US LLC | 6,386.93 | Chemicals |
| CM34916 | 7/12/2019 | Cisco Air Systems, Inc | 1,655.50 | Repairs & Maintenance |
| CM34917 | 7/12/2019 | Coastland Civil Engineering | 72,073.35 | Engineering |
| CM34918 | 7/12/2019 | Core & Main | 1,392.40 | Repairs & Maintenance |
| CM34919 | 7/12/2019 | County of Sacramento | 11,000.00 | Off Duty Sheriff |
| CM34920 | 7/12/2019 | Daily Journal Corporation | 1,096.50 | Legal Public Notice |
| CM34921 | 7/12/2019 | Delta Pump Company | 13,630.00 | South Stormwater pump repair |
| CM34922 | 7/12/2019 | Fastsigns | 2.97 | Signage |
| CM34923 | 7/12/2019 | Galls/Quartermaster | 355.52 | Uniform - Security |
| CM34924 | 7/12/2019 | Golden State Risk Management Authority | 63,305.25 | Semi annual Workers Comp |
| CM34925 | 7/12/2019 | Government Finance Officers Assoc. | 500.00 | Job Ads |
| CM34926 | 7/12/2019 | Hach Company | 659.26 | Repairs & Maintenance |
| CM34927 | 7/12/2019 | Home Depot | 42.88 | Supplies |
| CM34928 | 7/12/2019 | Kirby's Pump & Mechanical | 15,568.00 | Repairs & Maintenance |
| CM34929 | 7/12/2019 | Lee's Automotive Repair Inc | 267.86 | Repairs & Maintenance |
| CM34930 | 7/12/2019 | Legal Shield | 11.95 | Payroll - Legal |
| CM34931 | 7/12/2019 | Michael Gramza DBA Stuntcams LLC | 2,814.00 | Security Body Cameras |
| CM34932 | 7/12/2019 | Nationwide Retirement Solution | 2,497.00 | Payroll |
| CM34933 | 7/12/2019 | Operating Engineers Local Union No. 3 | 581.49 | Payroll - Union Dues |
| CM34934 | 7/12/2019 | PDF Tactical | 1,748.00 | Contract Staffing - Security |
| CM34935 | 7/12/2019 | Pitney Bowes | 695.23 | Postage |
| CM34936 | 7/12/2019 | Prinzo, Robert | 100.00 | Rebate |
| CM34937 | 7/12/2019 | Raggio, John | 100.00 | Rebate |
| CM34938 | 7/12/2019 | Rancho Murieta Automotive Repair | 74.90 | Vehicle Service |
| CM34939 | 7/12/2019 | Regional Water Authority | 9,279.00 | Annual membership dues |
| CM34940 | 7/12/2019 | Romo Landscaping | 770.00 | Landscaping |
| CM34941 | 7/12/2019 | Santander Leasing | 240.00 | Security Vehicle Lease |
| CM34942 | 7/12/2019 | Signal Service, Inc. | 830.58 | District building alarm service |
| CM34943 | 7/12/2019 | State of California | 450.00 | Right of Way permit Prop 84 bore project |
| CM34944 | 7/12/2019 | TASC | 98.07 | Payroll - Beneflex |
| CM34945 | 7/12/2019 | Tesco Controls, Inc. | 2,769.40 | Repairs & Maintenance |
| CM34946 | 7/12/2019 | Thatcher Company of California, Inc | 3,658.12 | Repairs & Maintenance |
| CM34947 | 7/12/2019 | U.S. Bank Corp. Payment System | 5,044.87 | Monthly Gasoline Bill |
| CM34948 | 7/12/2019 | USA Blue Book | 4,545.81 | Supplies |
| CM34949 | 7/12/2019 | W.W. Grainger Inc. | 520.90 | Repairs & Maintenance |
| CM34950 | 7/12/2019 | Walker's Office Supplies, Inc | 1,676.36 | Office Supplies |
| CM34951 | 7/12/2019 | Weiss, Robert | 100.00 | Rebate |
| EFT | 7/12/2019 | CalPERS | 11,835.80 | Payroll - PERS PR |
| EFT | 7/12/2019 | CalPERS | 18,349.75 | Payroll - PERS Unfunded |
| EFT | 7/12/2019 | EDD | 3,443.93 | Payroll - Taxes - State |
| EFT | 7/12/2019 | EDD | 1,619.59 | Payroll - State - SUTA |
| EFT | 7/15/2019 | EFTPS - IRS | 11,443.97 | Payroll - Taxes - Fed |
| CM34952 | 7/17/2019 | Cosumnes River Land, LLC | 478,680.91 | Prop 84 1A & 1B partial payment |
| EFT | 7/25/2019 | CalPERS | 12,844.73 | Payroll - PERS PR |
| CM34953 | 7/26/2019 | Accountemps | 6,460.00 | Contract Staffing |
| CM34954 | 7/26/2019 | Action Cleaning Systems Inc | 1,445.00 | Janitorial |
| CM34955 | 7/26/2019 | American Family Life Assurance Co. | 841.35 | Life Insurance |
| CM34956 | 7/26/2019 | Aramark Uniform & Career Apparel, LLC | 320.47 | Uniforms |
| CM34957 | 7/26/2019 | AT&T | 948.44 | Telephone |
| CM34958 | 7/26/2019 | AT&T | 3,332.60 | Telephone |

MEMORANDUM

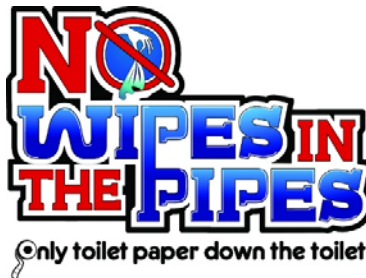
Date: August 16, 2019
To: Board of Directors
From: Mark Martin, General Manager
Subject: General Manager's Report

OUTREACH/ADVOCACY

July 25, 2019 – **CSD/RMCC General Manager's Meeting** – Canceled due RMCC's preparation for the July 27 RMCC Community Day.

July 25, 2019 – **CSD/RMA General Manager's Meeting** – Discussed raw water matters involving Laguna Joaquin and sought feedback on security operational matters.

July 27, 2019 – **RMCC Community Day** – I along with Sergeant Tompkins and Travis Bohannon our Treatment Plant Operator attended the event. We were able to use two new "No Wipes in the Pipes" banners created to help get this important message out as part of an overall District campaign. We discussed water conservation with residents and answered a number of questions about the District in general.



July 29, 2019 – **Regional Water Authority (RWA) Meeting with New Executive Director** – Jim Peifer, the new Executive Director of RWA visited RMCS D offices for a discussion of RMCS D priorities for the RWA. I reiterated the District's concern about the Bay-Delta Plan, Phase II and potential new mandatory flow requirements for the Cosumnes River that could potentially impact the District's water rights. I stressed the importance of the RWA's legislative activities and the need for regulatory restraint/relief. I provided Mr. Peifer a tour of the Rancho Murieta community, reservoirs and treatment plants.

July 30, 2019 – **CSD/MVA General Manager's Meeting** – Appreciative of consistency of patrols. Nothing new to report.

August 2, 2019 - **Sacramento Central Groundwater Authority (SCGA): Monthly Meeting and Strategic Planning Workshop**. The regular meeting included discussion about the SCGA's Alternative Groundwater Sustainability Plan it had submitted to the Department of Water Resources (DWR) over 30-months prior. This alternative plan would have allowed the SCGA as a Groundwater Sustainability Agency (GSA) to largely use its existing groundwater management plan put in place after 2006, saving more than \$1 million that would be needed to develop a new plan. On July 17, 2019, SCGA received notice the DWR had rejected the alternate plan submitted

by SCGA. The Board discussed options from responding to the notice and contesting the assertions of DWR to submitting no response and moving forward immediately with development of a new Groundwater Sustainability Plan (GSP). The Board ultimately directed staff to prepare a response letter with the specific content and direction to be nailed down at a special board meeting to be scheduled for August 14, 2019 along with direction to proceed with scoping and selection for preparation of the GSP. Additional discussion was had on progress related to an MOU between the GSAs SCGA and Omochumne-Hartnell Water District who are both responsible for groundwater management within the South American groundwater sub-basin to collaborate on preparation of a sub-basin plan. The remainder of the meeting continued efforts toward development of the SCGA's strategic plan, reviewing mission statement and goals. Due to the six-hour length of the meeting, the strategic planning workshop effort is slated to continue on a future date.

August 5, 2019 – **Manganese in the water Issue.** We issued public notices on the RMCS D website and Facebook pages within an hour of being notified of a recurrence of manganese colorization of water from the plant. Daily notices were provided from August 5 through the morning of August 9. The last notice indicated the plant water was clear and for residents to contact the District after a few days if water color remained yellow.

August 14, 2019 - **Sacramento Central Groundwater Authority (SCGA): Special Board Meeting.** The SCGA Special Board Meeting was to make a final decision on whether or not the SCGA should contest DWR's rejection of SCGA's Alternate Plan or simply send a letter rebutting and clarifying DWR's assertions as a means of clarification and greater certainty of required content as SCGA moves forward its development of a new Groundwater Sustainability Plan (GSP). In the prior Board meeting, SCGA staff made clear that SCGA had practically no chance to have the decision reversed, so a number of Board members felt it more practical to move on and begin preparation of the ultimate plan along with a request for clarification. Although counter to staff feedback provided at the prior meeting, SCGA staff recommended SCGA proceed with submitting a letter contesting DWR's rejection of the Alternate Plan. The recommendation passed on a vote of 8-5 with one abstention. Continuation of the ongoing strategic planning workshop effort was postponed to a later date.

August 15, 2019 – **CSD/Developer Monthly Meeting.** Discussed progress on Murieta Gardens and reimbursements owed the Developer. Came to an understanding of expectations for Coastland inspections of Developer projects on behalf of the District.

LEGISLATIVE UPDATE

Water Tax – The final water tax deal was in SB 200. In general, it provides for \$130 million of “cap-and-trade” or Greenhouse Gas Reduction funds (GGRF). The \$130 million annually is guaranteed and if the funds fall short the state general fund will “backfill” to ensure there is \$130 million for safe drinking water every year. The funding is not a direct water tax. The deal runs through 2030.

SB 13 – ADU Impact Fees - Amended and Re-referred to Appropriates Committee on August 12, 2019. CSDA Opposed, would restrict or place limits on fees local agencies could charge for infrastructure related impacts from new Accessory Dwelling Units (ADUs). The bill was referred from the Local Government Committee to the Appropriations Committee on July 11, 2019 with limited author edits on a vote of 8-0. The current bill, as it reads, would still require we charge no fees for ADUs less than 750 square feet ADUs. However, one improvement is that instead of restricting impact fees to only 25% for ADUs greater than 750 square feet, the revision allows for fees to be charged proportionately in relation to the square footage of the primary dwelling

unit. So, in this case if the ADU is 1,000 square feet and the primary residential structure is 2,000 square feet, we would be able to charge fees equivalent to 50% of what we would charge for the primary structure.

COMMUNITY OUTREACH IMPROVEMENTS

Website – Staff continues to improve the District’s website. We are investigating having a “Quick Links” menu option that allows for topical links to RMCSO pages or documents mentioned in the Pipeline Newsletter or that would be of topical interest to the public. We now have four individuals with administrative rights to manage the District’s website. A “how to” guide has been prepared to instruct staff on how to add new notices, meeting updates and other functions.

RMCSO Facebook Page – Staff has discovered this page to be a valuable tool for outreach. We continue to have this site mirror important notices found on the RMCSO website.

MEMORANDUM

Date: August 16, 2019
 To: Board of Directors
 From: Tom Hennig, Director of Administration
 Subject: Administration / Financial Update

For your review is the summary of the April and May FY 2018-19 Summary budget reports. These reports represent revenue and expenditures through May 31, 2019. We are not publishing the June report until the new Controller has completed the closing of the June transactions. This process will include a large amount of funds being transferred to the District’s Reserve accounts. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports. Finance staff anticipate closing FY 2018-19 between now and the September 18, 2019 Board meeting.

Finance staff is currently finishing the input of the FY 2019-20 budget into the Great Plains accounting software. This process, which will result in the July FY 2019-20 budget report, is expected to be ready for the Board meeting next week. As previously reported to the Board, financial reporting will be managed exclusively with the Great Plains reporting modules. We will no longer produce standard reports from software that is not connected to our General Ledger. This transition was recommended by The Pun Group at the July 17, 2019 Board meeting, Financial Processes and Policies #2019-15.

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

Residential Water Consumption – Fiscal Year-to-date residential water usage was approximately 0.3% over July 2018. 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 | 0.3% | 2,550 | | | | | | | | | | | |
| Weighted Average | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Cubic Feet | 2,537 | 2,537 | | | | | | | | | | | |
| Gallons per day | 633 | 633 | | | | | | | | | | | |
| Planned Usage GPD | 627 | | | | | | | | | | | | |

Commercial/Other Water Consumption – Year-to-date commercial water usage was approximately 6.2% below budget. Listed below are year-to-date water consumption numbers in cubic feet.

| YTD Totals | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|---------------|----------------|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Commercial | 128,844 | 128,844 | | | | | | | | | | | |
| Parks | 66,818 | 66,818 | | | | | | | | | | | |
| Raw Water | 91,268 | 91,268 | | | | | | | | | | | |
| CSD | 18,333 | 18,333 | | | | | | | | | | | |
| Totals | 305,263 | 305,263 | | | | | | | | | | | |

Lock-Offs – During the month of July 2019, there were five (5), new lock-offs which resulted in reconnection fee payments. There are currently ten properties within the District which have remained locked off from services for an extended period of time. These properties are either vacant homes or empty lots with water meters.

Connection Fees – There were 24 new connections with fees totaling \$361,690.68 received in July 2019.

Aging Report – Accounts past due of more than sixty (60) days total \$243,227. Of the total amount of the sixty (60) days past due, approximately \$239,858, 98.6%, is attributed to seven (7) undeveloped residential properties. The amount due represents fees for Security, Drainage, and late payment penalties.

Summary of Reserve Accounts as of July 31, 2019 – The District’s reserve accounts begin the 2019-20 fiscal year with a balance of \$5,993,663 and have a net increase of \$439,254 through the end of July 2019. Staff continues to validate all reserve contributions and expects there will be additional adjustments as we continue to identify past practices for allocation of monthly interest and sales revenue. We expect this activity to take place as part of the FY 2018-19 year end closing process. Staff is also working to complete a detailed analysis of all reserve funds and plans to prepare a report for a future Finance Committee review.

Reserve Fund Balances

| <i>Reserve Descriptions</i> | <i>Fiscal Yr Beg Balance 7/1/2019</i> | <i>Increases</i> | <i>Decreases</i> | <i>Period End Balance 7/31/2019</i> |
|---|---------------------------------------|------------------|------------------|-------------------------------------|
| Water Capital Replacement (200-2505) | 1,579,551 | 21,786 | | 1,601,337 |
| Sewer Capital Replacement (250-2505) | 2,836,178 | 34,253 | 1,756 | 2,868,674 |
| Drainage Capital Replacement (260-2505) | 28,898 | | 17,029 | 11,869 |
| Security Capital Replacement (500-2505) | 100,635 | 39 | 1,979 | 98,696 |
| Admin Capital Replacement (xxx-2505-99) | 87,210 | | | 87,210 |
| Sewer Capital Improvement Connection (250-2500) | 4,209 | | | 4,209 |
| Capital Improvement (xxx-2510) | 388,502 | 1,979 | 39 | 390,442 |
| Water Supply Augmentation (200-2511) | 1,719,244 | 5,064 | 479,308 | 1,245,000 |
| WTP Construction Fund Reserve (200-2513) | -743,314 | 17,992 | 20,254 | -745,577 |
| Security Impact Fee Reserves (500-2513) | -7,450 | | | -7,450 |
| Total Reserves | 5,993,663 | 81,111 | 520,365 | 5,554,409 |

Inter-fund Borrowing Balances

| <i>Inter-fund Borrowing</i> | <i>Fiscal Yr Beg Balance</i> | | <i>YTD Repayment</i> | <i>Period End Balance</i> |
|--|------------------------------|---------------------|----------------------|---------------------------|
| | <i>1-Jul-19</i> | <i>YTD Interest</i> | | <i>31-Jul-19</i> |
| WTP Construction Loan from Sewer | 856,042 | 1,697 | 11,738 | 844,304 |
| WTP Construction Loan from WSA | 285,353 | 566 | 3,913 | 281,440 |
| Security N. Gate Loan from Drainage Fund | 18,341 | 36 | 1,903 | 16,438 |
| Total Inter-fund Borrowing | 1,159,736 | 2,299 | 17,554 | 1,142,182 |

Budget to Actual Comparison Details (year-to-date through July 31, 2019)

Revenues

Water Charges, year-to-date, are **below** budget \$5,346 or (2.07%)

Sewer Charges, year-to-date, are **below** budget \$2,191 or (1.79%)

Drainage Charges, year-to-date, are **above** budget \$322 or 1.90%

Solid Waste Charges, year-to-date, are **above** budget \$435 or 0.74%

Security Charges, year-to-date, are **above** budget \$3,521 or 3.07%

Expenses

Overall expenditures for FY 2018-19 are below budget through May. The preliminary, non-audited, numbers through June appear to confirm the same results. With the confirmation of the May financial status, we will continue to focus on closing the remaining months of the Fiscal Year. This work will also result in recommendations for transferring any FY 2018-19 savings to specific reserve accounts. FY 2019-20 expenditure estimates are still under development in the Great Plains accounting software budget module. Staff anticipates completing this work prior to the Board meeting and plans to amend this report to include the July year-to-date report.

Finance Committee Update

The Finance Committee meeting for August was canceled. The next meeting will be held on September 10, 2019. The primary agenda items will include action planning for implementing The Pun Group recommendations and a software program update to streamline the accounts payable process.

RANCHO MURIETA CSD
Summary of All CSD Funds
For the Ten Months Ending 4/30/2019
Budget to Actual Comparison Detail

| Description | Period Budget | Period Actual | YTD Budget | YTD Actual | YTD Budget (Over)/Under | Annual Budget |
|--------------------------------------|----------------|----------------|------------------|------------------|-------------------------|------------------|
| Charges for Services - Residential | \$395,621 | \$396,538 | \$4,281,679 | \$4,230,833 | \$50,845 | \$5,173,430 |
| Charges for Services - Commercial | 38,316 | 39,433 | 462,547 | 472,159 | (9,612) | 566,859 |
| Availability Charges | 0 | 0 | 680 | 540 | 140 | 680 |
| Sales Other | 700 | 701 | 7,000 | 8,070 | (1,070) | 8,400 |
| CIA Ditch Service Charges | 0 | 0 | 0 | 0 | 0 | 1,800 |
| Property Taxes | 54,167 | 0 | 541,670 | 378,104 | 163,566 | 650,000 |
| Property Taxes (Reserve Alloc) | (6,833) | 0 | (68,330) | 0 | (68,330) | (82,000) |
| Total General Income | 481,971 | 436,672 | 5,225,246 | 5,089,706 | 135,539 | 6,319,169 |
| Interest Income | 1,860 | 4,210 | 5,505 | 12,256 | (6,751) | 7,219 |
| Total Earnings Income | 1,860 | 4,210 | 5,505 | 12,256 | (6,751) | 7,219 |
| Meter Installation Fee | 400 | 2,000 | 1,600 | 3,200 | (1,600) | 1,600 |
| Inspection Fees | 127 | 1,012 | 1,139 | 1,771 | (633) | 1,265 |
| Telephone Line Contracts | 518 | 572 | 5,179 | 5,722 | (542) | 6,215 |
| Fines/Rule Enforcement | 175 | 175 | 1,750 | 1,750 | 0 | 2,100 |
| Late Charges | 6,000 | 6,255 | 60,000 | 67,929 | (7,929) | 72,800 |
| Title Transfer Fees | 1,350 | 2,450 | 13,500 | 10,400 | 3,100 | 16,200 |
| Security Gate Bar Code Income | 650 | 520 | 6,500 | 7,480 | (980) | 7,800 |
| Project Reimbursement | 382 | 2,713 | 3,820 | 23,866 | (20,046) | 4,584 |
| Misc Income | 825 | 1,221 | 8,950 | 9,416 | (466) | 12,100 |
| Total Other Income | 10,427 | 16,918 | 102,438 | 131,534 | (29,096) | 124,664 |
| TOTAL REVENUE | 494,258 | 457,800 | 5,333,189 | 5,233,496 | 99,692 | 6,451,052 |
| Salaries & Wages | 193,439 | 150,266 | 1,932,760 | 1,632,564 | 300,196 | 2,386,102 |
| Wages - Contra Account | 0 | 0 | 0 | (155) | 155 | 0 |
| Employer Costs | 57,129 | 42,995 | 546,146 | 441,198 | 104,948 | 660,405 |
| Payroll Taxes | 12,113 | 8,276 | 131,888 | 101,914 | 29,974 | 160,248 |
| Other Employer Costs | 13,489 | 13,126 | 138,697 | 129,463 | 9,235 | 166,775 |
| Pension Expense | 29,465 | 15,051 | 293,064 | 260,294 | 32,770 | 357,243 |
| Tuition Reimbursement | 0 | 0 | 1,435 | 0 | 1,435 | 2,870 |
| Total Employee Services | 305,635 | 229,714 | 3,043,990 | 2,565,278 | 478,713 | 3,733,643 |
| Clerical Services | 0 | 25,282 | 15,000 | 141,936 | (126,936) | 15,000 |
| Recruitment | 820 | 461 | 16,200 | 9,961 | 6,239 | 17,840 |
| Travel/Meetings | 1,220 | 629 | 15,105 | 4,558 | 10,547 | 16,555 |
| Office Supplies | 3,045 | 4,053 | 30,750 | 28,983 | 1,767 | 37,090 |
| CWRS Contract Charges | 48,329 | 49,318 | 483,014 | 491,494 | (8,479) | 579,691 |
| Mail Machine Lease | 700 | 695 | 2,800 | 2,310 | 490 | 2,800 |
| Copy Machine Maintenance | 1,622 | 2,497 | 16,220 | 14,639 | 1,581 | 19,464 |
| Insurance | 10,332 | 10,690 | 103,323 | 102,558 | 765 | 123,988 |
| Postage | 1,680 | 1,550 | 16,800 | 17,293 | (493) | 20,160 |
| Telephones | 2,633 | 5,096 | 28,918 | 48,647 | (19,729) | 34,183 |
| Memberships | 0 | 875 | 17,846 | 12,088 | 5,758 | 17,846 |
| Audit | 0 | 1,500 | 15,000 | 17,000 | (2,000) | 15,000 |
| Legal | 7,750 | 3,820 | 107,500 | 46,564 | 60,936 | 124,000 |
| Training/Safety | 2,050 | 2,217 | 27,710 | 16,065 | 11,645 | 31,260 |
| Community Communications | 100 | 0 | 4,200 | 567 | 3,633 | 8,200 |
| Equipment Maint | 50 | 0 | 3,450 | 11,199 | (7,749) | 3,550 |
| Consulting | 5,450 | 17,590 | 53,950 | 59,757 | (5,807) | 64,850 |
| CIA Ditch Operations | 300 | 2,188 | 3,000 | (33,428) | 36,428 | 3,600 |
| Total Administrative Services | 86,081 | 128,461 | 960,786 | 992,191 | (31,404) | 1,135,077 |
| Election | 0 | 0 | 6,000 | 5,934 | 66 | 6,000 |
| Uniforms | 1,300 | 810 | 13,200 | 13,827 | (627) | 16,000 |
| Equipment Repairs | 400 | 424 | 4,000 | 3,098 | 902 | 4,800 |
| Building/Grounds Maint/Pest Cntr | 2,765 | 2,677 | 27,768 | 28,466 | (698) | 33,383 |
| Bar Codes | 500 | 0 | 5,000 | 4,625 | 375 | 6,000 |
| Vehicle Maint | 3,750 | 5,062 | 37,500 | 40,634 | (3,134) | 45,000 |
| Vehicle Fuel | 2,900 | 2,845 | 35,200 | 30,404 | 4,796 | 44,500 |

RANCHO MURIETA CSD
Summary of All CSD Funds
For the Ten Months Ending 4/30/2019
Budget to Actual Comparison Detail

| Description | Period Budget | Period Actual | YTD Budget | YTD Actual | YTD Budget (Over)/Under | Annual Budget |
|--------------------------------|------------------|------------------|------------------|------------------|----------------------------|------------------|
| Vehicle Lease | 351 | 0 | 3,437 | 0 | 3,437 | 4,145 |
| Off Duty Sheriff | 0 | 0 | 8,000 | 3,051 | 4,949 | 8,000 |
| Power | 21,882 | 26,282 | 257,779 | 250,772 | 7,007 | 325,732 |
| Information System Maint | 6,679 | 12,438 | 108,408 | 114,601 | (6,193) | 122,016 |
| Supplies | 2,325 | 4,491 | 23,250 | 39,133 | (15,883) | 27,900 |
| Equipment Rental | 1,300 | 0 | 16,000 | 0 | 16,000 | 21,600 |
| Road Paving | 3,000 | 3,700 | 30,000 | 21,389 | 8,611 | 36,000 |
| Maintenance/Repairs | 31,350 | 47,172 | 289,200 | 235,602 | 53,598 | 356,814 |
| Non-routine Maint/Repair | 3,000 | 0 | 30,000 | 412 | 29,588 | 36,000 |
| Permits | 0 | 0 | 6,500 | 5,865 | 636 | 6,500 |
| Chemicals | 12,553 | 7,913 | 112,030 | 86,921 | 25,109 | 148,948 |
| Chemicals - T&O | 1,500 | 0 | 7,000 | 2,661 | 4,339 | 10,000 |
| Lab Tests | 2,750 | 1,983 | 26,500 | 20,424 | 6,076 | 32,000 |
| Removal (Hazardous Waste) | 0 | 0 | 7,500 | 6,537 | 963 | 11,000 |
| Permits | 15,450 | 601 | 69,536 | 59,865 | 9,670 | 69,536 |
| Tools | 2,300 | 4,366 | 10,750 | 9,948 | 802 | 14,144 |
| Dam Inspection Costs | 0 | 0 | 52,877 | 52,877 | 0 | 52,877 |
| Water Meters/Boxes | 3,000 | 13,089 | 30,000 | 23,766 | 6,234 | 36,000 |
| Drainage Improvements | 0 | 0 | 3,000 | 0 | 3,000 | 5,000 |
| Total Operational Costs | 119,055 | 133,853 | 1,220,435 | 1,060,812 | 159,623 | 1,479,895 |
| Miscellaneous | 4,636 | 4,093 | 46,444 | 40,433 | 6,011 | 56,643 |
| Admin Contingency | 0 | 0 | 0 | 0 | 0 | 35,000 |
| Director Exp/Reimbursements | 450 | 201 | 4,500 | 3,679 | 821 | 5,400 |
| Director Meeting Payments | 1,500 | 1,300 | 15,000 | 8,400 | 6,600 | 18,000 |
| Conservation | 740 | 0 | 12,060 | 10,848 | 1,212 | 13,260 |
| Sacto Water Authority | 0 | 0 | 9,500 | 9,555 | (55) | 9,500 |
| CGWA/SE Area Water | 0 | 0 | 0 | 12,000 | (12,000) | 0 |
| Interest Expense | 1,791 | 1,909 | 16,223 | 18,588 | (2,366) | 19,926 |
| Total Other Expenses | 9,117 | 7,503 | 103,727 | 103,503 | 223 | 157,729 |
| Total Operating Costs | 519,888 | 499,531 | 5,328,938 | 4,721,784 | 607,155 | 6,506,344 |

RANCHO MURIETA CSD
Summary of All CSD Funds
For the Eleven Months Ending 5/31/2019
Budget to Actual Comparison Detail

| Description | Period Budget | Period Actual | YTD Budget | YTD Actual | YTD Budget (Over)/Under | Annual Budget |
|--------------------------------------|------------------|------------------|------------------|------------------|----------------------------|------------------|
| Charges for Services - Residential | \$435,644 | \$426,635 | \$4,717,322 | \$4,657,469 | \$59,854 | \$5,173,430 |
| Charges for Services - Commercial | 48,891 | 49,150 | 511,438 | 521,309 | (9,871) | 566,859 |
| Availability Charges | 0 | 0 | 680 | 540 | 140 | 680 |
| Sales Other | 700 | 701 | 7,700 | 8,772 | (1,072) | 8,400 |
| CIA Ditch Service Charges | 0 | 0 | 0 | 0 | 0 | 1,800 |
| Property Taxes | 54,167 | 290,672 | 595,837 | 668,776 | (72,939) | 650,000 |
| Property Taxes (Reserve Alloc) | (6,833) | 0 | (75,163) | 0 | (75,163) | (82,000) |
| Total General Income | 532,569 | 767,158 | 5,757,814 | 5,856,866 | (99,051) | 6,319,169 |
| Interest Income | 20 | 251 | 5,525 | 12,507 | (6,982) | 7,219 |
| Total Earnings Income | 20 | 251 | 5,525 | 12,507 | (6,982) | 7,219 |
| Meter Installation Fee | 0 | 0 | 1,600 | 3,200 | (1,600) | 1,600 |
| Inspection Fees | 127 | 0 | 1,265 | 1,771 | (506) | 1,265 |
| Telephone Line Contracts | 518 | 572 | 5,697 | 6,294 | (596) | 6,215 |
| Fines/Rule Enforcement | 175 | 175 | 1,925 | 1,925 | 0 | 2,100 |
| Late Charges | 6,000 | 7,126 | 66,000 | 75,054 | (9,054) | 72,800 |
| Title Transfer Fees | 1,350 | 0 | 14,850 | 10,400 | 4,450 | 16,200 |
| Security Gate Bar Code Income | 650 | 1,030 | 7,150 | 8,510 | (1,360) | 7,800 |
| Project Reimbursement | 382 | 3,918 | 4,202 | 27,784 | (23,582) | 4,584 |
| Misc Income | 825 | 671 | 9,775 | 10,087 | (312) | 12,100 |
| Total Other Income | 10,027 | 13,492 | 112,464 | 145,025 | (32,560) | 124,664 |
| TOTAL REVENUE | 542,616 | 780,901 | 5,875,803 | 6,014,398 | (138,593) | 6,451,052 |
| Salaries & Wages | 257,853 | 241,599 | 2,190,613 | 1,874,163 | 316,450 | 2,386,102 |
| Wages - Contra Account | 0 | 0 | 0 | (155) | 155 | 0 |
| Employer Costs | 57,129 | 44,452 | 603,275 | 485,650 | 117,626 | 660,405 |
| Payroll Taxes | 16,116 | 13,469 | 148,004 | 115,383 | 32,621 | 160,248 |
| Other Employer Costs | 13,489 | 13,065 | 152,186 | 142,527 | 9,659 | 166,775 |
| Pension Expense | 34,533 | 27,159 | 327,597 | 287,454 | 40,143 | 357,243 |
| Tuition Reimbursement | 0 | 0 | 1,435 | 0 | 1,435 | 2,870 |
| Total Employee Services | 379,120 | 339,744 | 3,423,110 | 2,905,022 | 518,089 | 3,733,643 |
| Clerical Services | 0 | 24,524 | 15,000 | 166,459 | (151,459) | 15,000 |
| Recruitment | 820 | 455 | 17,020 | 10,416 | 6,604 | 17,840 |
| Travel/Meetings | 725 | 668 | 15,830 | 5,226 | 10,604 | 16,555 |
| Office Supplies | 3,045 | 5,753 | 33,795 | 34,735 | (940) | 37,090 |
| CWRS Contract Charges | 48,329 | 49,290 | 531,343 | 540,784 | (9,440) | 579,691 |
| Mail Machine Lease | 0 | 0 | 2,800 | 2,310 | 490 | 2,800 |
| Copy Machine Maintenance | 1,622 | 1,908 | 17,842 | 16,547 | 1,295 | 19,464 |
| Insurance | 10,332 | 10,690 | 113,655 | 113,248 | 408 | 123,988 |
| Postage | 1,680 | 1,500 | 18,480 | 18,793 | (313) | 20,160 |
| Telephones | 2,633 | 5,503 | 31,551 | 54,150 | (22,600) | 34,183 |
| Memberships | 0 | 0 | 17,846 | 12,088 | 5,758 | 17,846 |
| Audit | 0 | 0 | 15,000 | 17,000 | (2,000) | 15,000 |
| Legal | 7,750 | 5,579 | 115,250 | 52,143 | 63,107 | 124,000 |
| Training/Safety | 1,400 | 934 | 29,110 | 16,999 | 12,111 | 31,260 |
| Community Communications | 3,000 | 1,376 | 7,200 | 1,943 | 5,257 | 8,200 |
| Equipment Maint | 50 | 0 | 3,500 | 11,199 | (7,699) | 3,550 |
| Consulting | 5,700 | 11,773 | 59,650 | 71,530 | (11,880) | 64,850 |
| CIA Ditch Operations | 300 | 1,823 | 3,300 | (31,605) | 34,905 | 3,600 |
| Total Administrative Services | 87,386 | 121,776 | 1,048,172 | 1,113,965 | (65,792) | 1,135,077 |
| Election | 0 | 0 | 6,000 | 5,934 | 66 | 6,000 |
| Uniforms | 1,300 | 1,192 | 14,500 | 15,019 | (519) | 16,000 |
| Equipment Repairs | 400 | 274 | 4,400 | 3,372 | 1,028 | 4,800 |
| Building/Grounds Maint/Pest Cntr | 2,850 | 3,148 | 30,618 | 31,614 | (996) | 33,383 |
| Bar Codes | 500 | 0 | 5,500 | 4,625 | 875 | 6,000 |
| Vehicle Maint | 3,750 | 3,366 | 41,250 | 44,000 | (2,750) | 45,000 |

RANCHO MURIETA CSD
Summary of All CSD Funds
For the Eleven Months Ending 5/31/2019
Budget to Actual Comparison Detail

| Description | Period Budget | Period Actual | YTD Budget | YTD Actual | YTD Budget (Over)/Under | Annual Budget |
|--------------------------------|----------------|----------------|------------------|------------------|-------------------------|------------------|
| Vehicle Fuel | 2,900 | 4,874 | 38,100 | 35,278 | 2,822 | 44,500 |
| Vehicle Lease | 353 | 0 | 3,790 | 0 | 3,790 | 4,145 |
| Off Duty Sheriff | 0 | 0 | 8,000 | 3,051 | 4,949 | 8,000 |
| Power | 31,944 | 35,990 | 289,722 | 286,762 | 2,960 | 325,732 |
| Information System Maint | 6,679 | 10,251 | 115,087 | 124,852 | (9,765) | 122,016 |
| Supplies | 2,325 | 1,001 | 25,575 | 40,135 | (14,560) | 27,900 |
| Equipment Rental | 1,300 | 1,706 | 17,300 | 1,706 | 15,594 | 21,600 |
| Road Paving | 3,000 | 1,157 | 33,000 | 22,547 | 10,453 | 36,000 |
| Maintenance/Repairs | 28,800 | 34,147 | 318,000 | 269,749 | 48,251 | 356,814 |
| Non-routine Maint/Repair | 3,000 | 0 | 33,000 | 412 | 32,588 | 36,000 |
| Permits | 0 | 0 | 6,500 | 5,865 | 636 | 6,500 |
| Chemicals | 16,553 | 12,049 | 128,583 | 98,970 | 29,613 | 148,948 |
| Chemicals - T&O | 1,500 | 2,827 | 8,500 | 5,488 | 3,012 | 10,000 |
| Lab Tests | 2,750 | 2,540 | 29,250 | 22,964 | 6,286 | 32,000 |
| Removal (Hazardous Waste) | 0 | 0 | 7,500 | 6,537 | 963 | 11,000 |
| Permits | 0 | 6,011 | 69,536 | 65,876 | 3,659 | 69,536 |
| Tools | 2,300 | 1,829 | 13,050 | 11,777 | 1,273 | 14,144 |
| Dam Inspection Costs | 0 | 0 | 52,877 | 52,877 | 0 | 52,877 |
| Water Meters/Boxes | 3,000 | 0 | 33,000 | 23,766 | 9,234 | 36,000 |
| Drainage Improvements | 1,000 | 0 | 4,000 | 0 | 4,000 | 5,000 |
| Total Operational Costs | 116,204 | 122,362 | 1,336,638 | 1,183,176 | 153,462 | 1,479,895 |
| Miscellaneous | 4,636 | 3,761 | 51,080 | 44,194 | 6,886 | 56,643 |
| Admin Contingency | 0 | 17,500 | 0 | 17,500 | (17,500) | 35,000 |
| Director Exp/Reimbursements | 450 | 166 | 4,950 | 3,845 | 1,105 | 5,400 |
| Director Meeting Payments | 1,500 | 2,100 | 16,500 | 10,500 | 6,000 | 18,000 |
| Conservation | 600 | 200 | 12,660 | 11,048 | 1,612 | 13,260 |
| Sacto Water Authority | 0 | 0 | 9,500 | 9,555 | (55) | 9,500 |
| CGWA/SE Area Water | 0 | 0 | 0 | 12,000 | (12,000) | 0 |
| Interest Expense | 1,831 | 1,882 | 18,054 | 20,471 | (2,417) | 19,926 |
| Total Other Expenses | 9,017 | 25,609 | 112,744 | 129,113 | (16,369) | 157,729 |
| Total Operating Costs | 591,727 | 609,491 | 5,920,664 | 5,331,276 | 589,390 | 6,506,344 |

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

| INSTITUTION | CASH BALANCE AS OF JULY 31, 2019 | |
|-------------|----------------------------------|---------|
| | YIELD | BALANCE |

CSD FUNDS

EL DORADO SAVINGS BANK

| | | |
|----------|-------|---------------|
| SAVINGS | 0.03% | \$ 484,207.91 |
| CHECKING | 0.02% | \$ 184,171.04 |
| PAYROLL | 0.02% | \$ 12,779.96 |

BANNER BANK

| | | |
|-----|-------|---------------|
| EFT | 0.00% | \$ 210,424.13 |
|-----|-------|---------------|

LOCAL AGENCY INVESTMENT FUND (LAIF)

| | | |
|---------------------|-------|-----------------|
| UNRESTRICTED | 2.43% | \$ 559,292.92 |
| RESTRICTED RESERVES | 2.43% | \$ 5,586,808.86 |

CALIFORNIA ASSET MGMT (CAMP)

| | | |
|-------------------|-------|---------------|
| OPERATION ACCOUNT | 2.48% | \$ 630,135.06 |
|-------------------|-------|---------------|

US BANK

| | | |
|-------------------|-------|-----------------|
| PARS GASB45 TRUST | 4.17% | \$ 2,009,845.36 |
|-------------------|-------|-----------------|

| | | |
|------------------|--|------------------------|
| TOTAL CSD | | \$ 9,677,665.24 |
|------------------|--|------------------------|

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

BANK OF AMERICA

| | | |
|----------|-------|---------------|
| CHECKING | 0.00% | \$ 160,005.79 |
|----------|-------|---------------|

WILMINGTON TRUST

| | | |
|-------------------------|-------|---------------|
| BOND RESERVE FUND | 2.08% | \$ 398,720.51 |
| BOND ADMIN EXPENSE | 2.10% | \$ 24.32 |
| BOND SPECIAL TAX FUND | | \$ - |
| BOND ACQ & CONSTRUCTION | 2.08% | \$ 6,690.89 |
| BOND REDEMPTION ACCOUNT | | \$ - |
| BOND COI | | \$ - |
| BOND SURPLUS | 2.08% | \$ 59.70 |

| | | |
|------------------|--|----------------------|
| TOTAL CFD | | \$ 565,501.21 |
|------------------|--|----------------------|

| | | |
|------------------------|--|-------------------------|
| TOTAL ALL FUNDS | | \$ 10,243,166.45 |
|------------------------|--|-------------------------|

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

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY:  District Treasurer

MEMORANDUM

Date: July 31, 2019
To: Board of Directors
From: Jeffery Werblun, Security Chief
Subject: Security Update Report for the Month of July 2019

OPERATIONS UPDATES

July 2, the Fastpass System went live. We published this on all our social media, mass email, and on the Rancho Murieta.com. Staff was trained on it to be ready for July 4th. The North Gate center lane was designated for the RMA pre-passes and the Fastpass. We placed signs at the beginning of the traffic lanes directing people to the middle lane. I had a Gate Officer positioned in the middle lane at the gate to check-in guests with the iPad. I had a barcode sticker placed on the back of the case for the iPad, so he could point the barcode at the reader and open the gate for the guests once they were checked in.

On the 4th, approximately half of the vehicles that used the middle lane used the Fastpass. It only takes about 2-3 seconds to check in a car with the Fastpass system versus 30-45 seconds without the Fastpass. The traffic flow kept moving. Throughout the entire day and evening, we never had a backup of cars onto Jackson Rd. By having the middle lane designated, this also kept the regular visitor lane from backing up onto Jackson Rd.

We received many compliments and likes from the guests and residents regarding the Fastpass. I released an update on the success of the new system on all social media forums and clarified the Fastpass is for use all year long and encouraged residents to use it.

There were no incidents of note that occurred on July 4th. Lots of fireworks and loud music calls after the RMA event until about 0100 hours. We had 6 Sheriff's Deputies on duty for the evening on July 4th. They assisted on the fireworks and party calls throughout the evening.

We had the first session of all staff meetings for the Security Department. Staff told me that this has not happened since 2008. The meetings were well received by staff and appreciated. Staff was glad to have these meetings and looking forward to the future ones.

July 18, 2019, I hosted a webinar on Front Office Safety and Security. The training was centered around front office personnel and workplace violence awareness and prevention. CSD front area Staff attended the training. There will be follow up with further training in the future.

I added a column on the citation issued spreadsheet to reflect any written warning notices issued. This information will be captured starting August. I had already included July's stats in other numbers. I also changed the spreadsheet named warnings to RMA Rules Enforced by CSD. The change is an attempt to avoid any confusion. This spreadsheet reflects calls handled by CSD regarding RMA rules we enforce with dispositions *other* than a citation or written warning notice issued.

Volunteers have spent approximately 44 hours on graffiti clean-up around the community.

INCIDENTS OF NOTE

July 17, 2019, at 0042 hours, patrol responded to a call for assistance at a residence on Via Del Cerrito. A 15-year-old male had overdosed on alcohol and medication and was violent. When patrol arrived, they found broken glass and blood all over the front room of the house. Three women were trying to hold down the male to prevent him from hurting himself or them. Patrol placed the male in handcuffs for the safety of all. Metro Fire arrived on scene to treat the male. They put him in four-point restraints and a spit mask, as he was out of control and violent. The Fire Department transported him to the hospital for treatment and mental health evaluation.

July 17, 2019, at 1405 hours, patrol got a wave down in Stonehouse park of a golf cart being driven by an underage driver and overloaded with passengers. As patrol neared the golf cart, all the juveniles took off running and ran away. The driver started to run, then stopped and came back. The Officer cited the juvenile and called the parents who responded and took possession of the cart.

RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

My appearance was canceled this month by the Chairperson.

CONTRACT SECURITY

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

JOINT SECURITY MEETING

No meeting has been requested by the other parties of the Joint Security Committee. We are prepared to release a summary report of the responses we received from the community on their top security concerns.

2019 RMA Rule Violations Enforcement by CSD

| Violation | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| Back Area w/o Resident | | | | 1 | 2 | 1 | 1 | | | | | | 5 |
| Basketball Standard | | | | | | | | | | | | | |
| Barking Dog | 14 | 10 | 9 | 12 | 6 | 5 | 5 | | | | | | 61 |
| Open Garage Doors | | 1 | 6 | 8 | 8 | 8 | 1 | | | | | | 32 |
| Curfew | | | | | | | 1 | | | | | | 1 |
| Driveway Parking | | | | | | | | | | | | | |
| Fishing License/Fish & Wildlife | | | | 2 | | | | | | | | | 2 |
| Guest Parking | | | | | | | | | | | | | |
| Loose/Off Leash Dog | 8 | 4 | 13 | 2 | 3 | 7 | 1 | | | | | | 38 |
| Motorcycle North Streets | | | | 1 | | | | | | | | | 1 |
| Overloaded Golf Cart | | | | | | | | | | | | | |
| Overnight Street Parking | | | 3 | | | | | | | | | | 3 |
| Park Hours | 1 | | | 3 | 16 | 8 | 1 | | | | | | 29 |
| Speeding | 12 | | 5 | 4 | 3 | 1 | 1 | | | | | | 26 |
| Stop Sign | 3 | 1 | 1 | | | | | | | | | | 5 |
| Unauthorized Vehicle | | | | | | | | | | | | | |
| Unlicensed Driver | 1 | 2 | 1 | 1 | | 2 | | | | | | | 7 |
| Unsafe Driving | 5 | 2 | 5 | 2 | 1 | 4 | 4 | | | | | | 23 |
| Intereference | | | | | | | | | | | | | |
| Gate Refusals | 16 | 47 | 29 | 43 | 66 | 59 | 61 | | | | | | 321 |
| Total | 60 | 67 | 72 | 79 | 105 | 95 | 76 | | | | | | 554 |

2019 RMA Rule Violation Citations by CSD

| Violation | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| Back Area w/o Resident | | | | 1 | | | 1 | | | | | | 2 |
| Basketball Standard | | | | | | | | | | | | | |
| Commercial Vehicle Signage | | | | | | | | | | | | | |
| Construction Hours/Days | | | | | | | | | | | | | |
| Curfew | | | | | | 1 | | | | | | | 1 |
| Driveway Parking | 30 | 5 | 2 | | 20 | 24 | 3 | | | | | | 84 |
| Fishing License/Fish & Wildlife | | | | | | | | | | | | | |
| Guest Parking | | | | | | | | | | | | | |
| Loose/Off Leash Dog | | 1 | | | | | | | | | | | 1 |
| Motorcycle North Streets | | | | | | | | | | | | | |
| Overloaded Golf Cart | | | | | | | | | | | | | |
| Overnight Street Parking | 7 | 9 | | | 4 | 19 | 2 | | | | | | 41 |
| Park Hours | | | | | 2 | 6 | 4 | | | | | | 12 |
| Speeding | 39 | 39 | 5 | 4 | 7 | 16 | 12 | | | | | | 122 |
| Stop Sign | 6 | 7 | 1 | 1 | 1 | | | | | | | | 16 |
| Unauthorized Vehicle | | | | | | | | | | | | | |
| Unlicensed Driver | | | | | | | 1 | | | | | | 1 |
| Unsafe Driving | 1 | | | | 2 | 2 | | | | | | | 5 |
| Intereference | | | | | | | | | | | | | |
| Parking Citations | | | 12 | 13 | 3 | | | | | | | | 28 |
| Warning Notice | | | | | | | | | | | | | |
| Total | 83 | 61 | 20 | 19 | 39 | 68 | 23 | | | | | | 313 |



Rancho Murieta Community Services District

RMA Rule Violation Sections Enforced by RMCS Security Department

RULE I SECTION 5: IDENTIFICATION

RULE I SECTION 6: INTERFERENCE WITH CSD/RMA EMPLOYEE

RULE II SECTION 1: USE OF STREETS

RULE II SECTION 2: UNLICENSED DRIVER

RULE II SECTION 3: SPEED LIMIT VIOLATION

RULE II SECTION 4: ENHANCED SPEED

RULE II SECTION 5: STOP SIGN VIOLATION

RULE II SECTION 6: BUS STOP

RULE II SECTION 8: NO BARCODE

RULE II SECTION 9: TRAILERS AND COMMERCIAL VEHICLE PARKING

RULE II SECTION 10: OVERNIGHT STREET PARKING

RULE II SECTION 11: STORING OF VEHICLES

RULE II SECTION 12: MOTOR VEHICLE REPAIRS

RULE II SECTION 14: CARRYING OF PASSENGERS

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

RULE III SECTION 2: UNLEASHED PETS

RULE III SECTION 5: PET NOISE

RULE VI SECTION 1: COMMERCIAL SIGNAGE

RULE VII SECTION 6: BASKET BALL STANDARDS

RULE VII SECTION 9: NOXIOUS ACTIVITIES

RULE IX SECTION 1: GUEST WITHOUT RESIDENT

RULE IX SECTION 2: SWIMMING IN CHESBRO/CALERO

RULE IX SECTION 3: PARK HOURS

RULE IX SECTION 5: FISHING VIOLATIONS

RULE IX SECTION 6: FIREWORKS

RULE IX SECTION 8: SKATEBOARDING/SCOOTERS

RULE IX SECTION 9: CURFEW

RULE IX SECTION 10: VANDALISM

RULE XIII SECTION 1: DRIVEWAY PARKING

ARTICLE VII SECTION 12(B): GUEST PARKING

ARTICLE VII SECTION 13: BON FIRE

Rancho Murieta Association

Violation Item Summary Report -- 2019

(This report includes RMA and CSD issued violations)

| Violation Item Summary Report | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|--------------------------------------|------------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|----------|----------|----------|------------|
| Motor vehicle violations: | | | | | | | | | | | | | |
| Motorcycle | | | | | | | 1 | | | | | | 1 |
| No drivers license | | | 2 | | | | | | | | | | 2 |
| Speeding | 38 | 32 | 28 | 27 | 7 | 26 | 13 | | | | | | 171 |
| Speeding - twice speed limit | | | | | | 1 | | | | | | | 1 |
| Stop signs | 19 | 7 | 7 | | | | | | | | | | 33 |
| Bus stop signs | | | | | 1 | | | | | | | | 1 |
| Use of streets | | | | | | | | | | | | | 0 |
| Parking: | | | | | | | | | | | | | |
| Driveway parking | 36 | 16 | 18 | 8 | 53 | 20 | 15 | | | | | | 166 |
| Guest parking | 6 | 7 | 1 | 9 | 4 | 4 | | | | | | | 31 |
| Overnight street parking | 2 | 6 | 7 | 13 | 20 | 13 | 6 | | | | | | 67 |
| Unauthorized Vehicle (24 hr pass) | | | 2 | 5 | 5 | 3 | 1 | | | | | | 16 |
| Accumulation/dumping of debris | | | | | | | | | | | | | 0 |
| Advertising signs | | | | | | | | | | | | | 0 |
| Barbeques, open fires, bonfires | | | | | | 2 | | | | | | | 2 |
| Carrying passengers/overloaded cart | | | | | | | | | | | | | 0 |
| Clothes lines | | | | | | | | | | | | | 0 |
| Commercial vehicle lettering | | | | | | | 1 | | | | | | 1 |
| Construction overnight parking | | | | | | | | | | | | | 0 |
| Park hours / curfew | | | | | 1 | 6 | 6 | | | | | | 13 |
| Decorative lights | | | | | | | | | | | | | 0 |
| Discharge of firearm | | | | | | | | | | | | | 0 |
| Dog park investigations | | | | | | | | | | | | | 0 |
| Dwelling exterior alterations | | | | | | | | | | | | | 0 |
| Failure to identify | | | | | | | | | | | | | 0 |
| Fences, screens & enclosures | | | | | | | | | | | | | 0 |
| Guest w/o resident in comm areas | | | | 1 | | | | | | | | | 1 |
| Home business activities | | 1 | | | | | | | | | | | 1 |
| Noxious activities | | | | | | | | | | | | | 0 |
| Open garage doors | | | | | | | | | | | | | 0 |
| Pets - off leash / teathered / noise | | | | | | | | | | | | | 0 |
| Property maintenance | | | | 22 | | | 1 | | | | | | 23 |
| Sign rules | | | | | | | | | | | | | 0 |
| Skating in common area | | | | | | | | | | | | | 0 |
| Sports equip/trampoline/basketball | | | | | | 1 | | | | | | | 1 |
| Storage of building materials | | | | | | | | | | | | | 0 |
| Stored vehicles | 1 | 5 | | 2 | | | 1 | | | | | | 9 |
| Trash containers | | | | | | | | | | | | | 0 |
| Use of common areas & facilities | | | | | | | | | | | | | 0 |
| Vandalism | | | | | | | | | | | | | 0 |
| Vehicle repair or maintenance | | | | | | | | | | | | | 0 |
| Village/Villas violations | | | | | | | | | | | | | 0 |
| Working days & hours | | | | | | | | | | | | | 0 |
| Total Violations | 102 | 74 | 65 | 87 | 91 | 76 | 45 | 0 | 0 | 0 | 0 | 0 | 540 |
| Citations written by RMCSD | 81 | 44 | 30 | 12 | 25 | 48 | 41 | | | | | | 281 |
| Citations written by RMA | 21 | 30 | 35 | 75 | 66 | 28 | 4 | | | | | | 259 |
| Total Violations | 102 | 74 | 65 | 87 | 91 | 76 | 45 | 0 | 0 | 0 | 0 | 0 | 540 |

RMCS D Security Written Violations 2019

February 2019 Security Violations

Reviewed at the March Compliance Comm Meeting Total Cites

| Violation | Upheld | Dismissed | Abeyance | Written | Notes |
|--------------------------|--------|-----------|----------|---------|--|
| Speeding | 25 | 1 | | 26 | *stop sign citation was dismissed because it appeared to the compliance comm that the officer followed the resident to his home & the citation was also written for interference |
| Stop Signs | 6 | 1* | | 7 | |
| Overnight Street Parking | 4 | | | 4 | |
| Driveway Parking | 7 | | | 7 | |
| Totals | 42 | 2 | | 44 | |

March 2019 Security Violations

Reviewed at the April Compliance Comm Meeting Total Cites

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

April 2019 Security Violations

Reviewed at the May Compliance Comm Meeting Total Cites

| Violation | Upheld | Dismissed | Abeyance | Written | Notes |
|--------------------------|--------|-----------|----------|---------|-------|
| Speeding | 4 | | | 4 | |
| Stop Signs | | | | | |
| Overnight Street Parking | 2 | | | 2 | |
| Driveway Parking | 4 | | | 4 | |
| No Drivers License | | | | | |
| Unauthorized Vehicle | | | 1 | 1 | |
| Guest without Resident | 1 | | | 1 | |
| Totals | 11 | 0 | 1 | 12 | |

May 2019 Security Violations

Reviewed at the June Compliance Comm Meeting Total Cites

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

June 2019 Security Violations

Reviewed at the July Compliance Comm Meeting Total Cites

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

July 2019 Security Violations

Reviewed at the August Compliance Comm Meeting Total Cites

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

Trends and concerns:

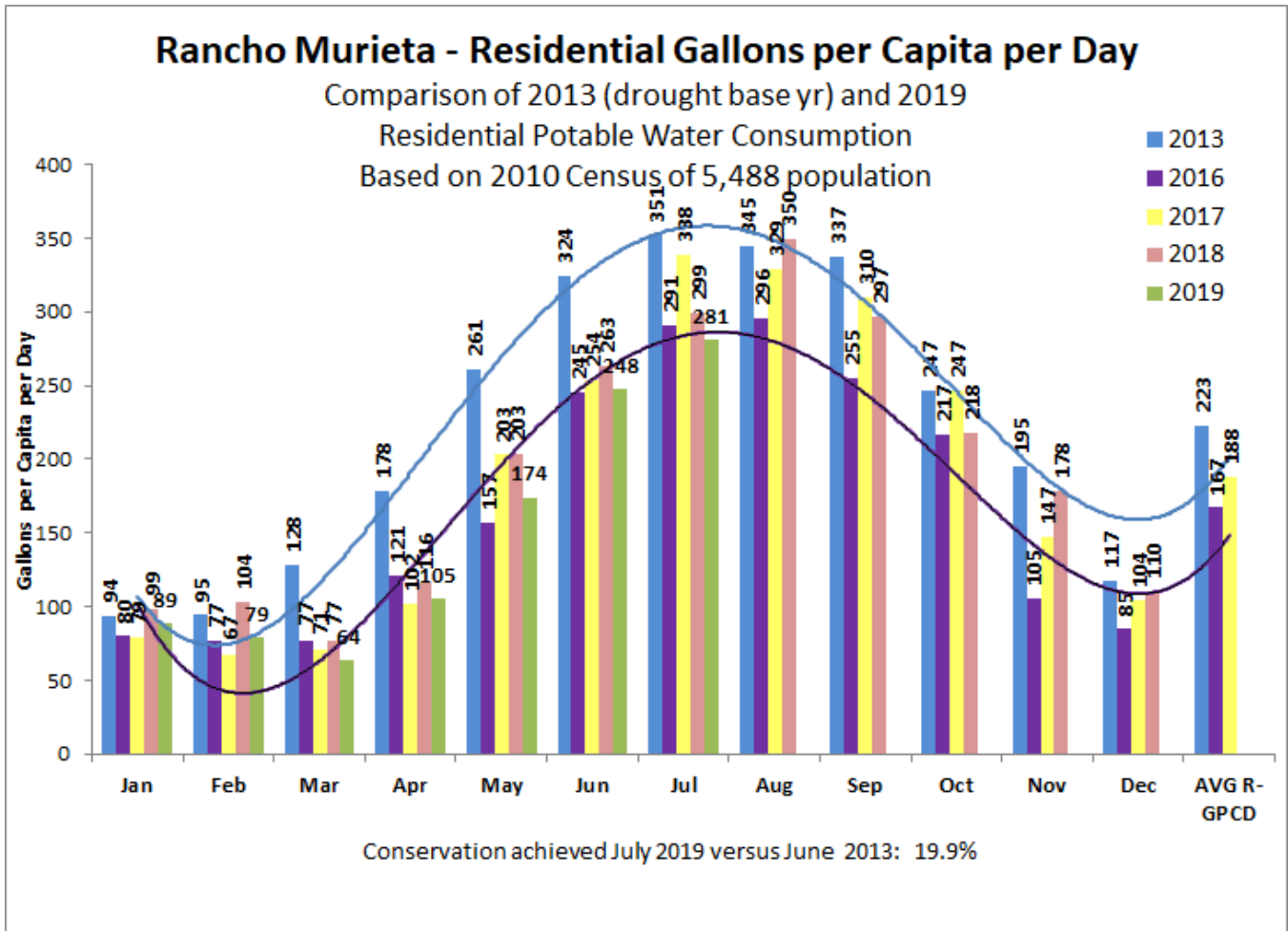
1. Compliance has been concerned about the lack of stop sign enforcement.
There have been no stop sign violations written in the last 4 months
2. The Comm reviewed a resident complaint regarding the gate refusing a delivery even though the resident had obtained permission from the gate the day before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

MEMORANDUM

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

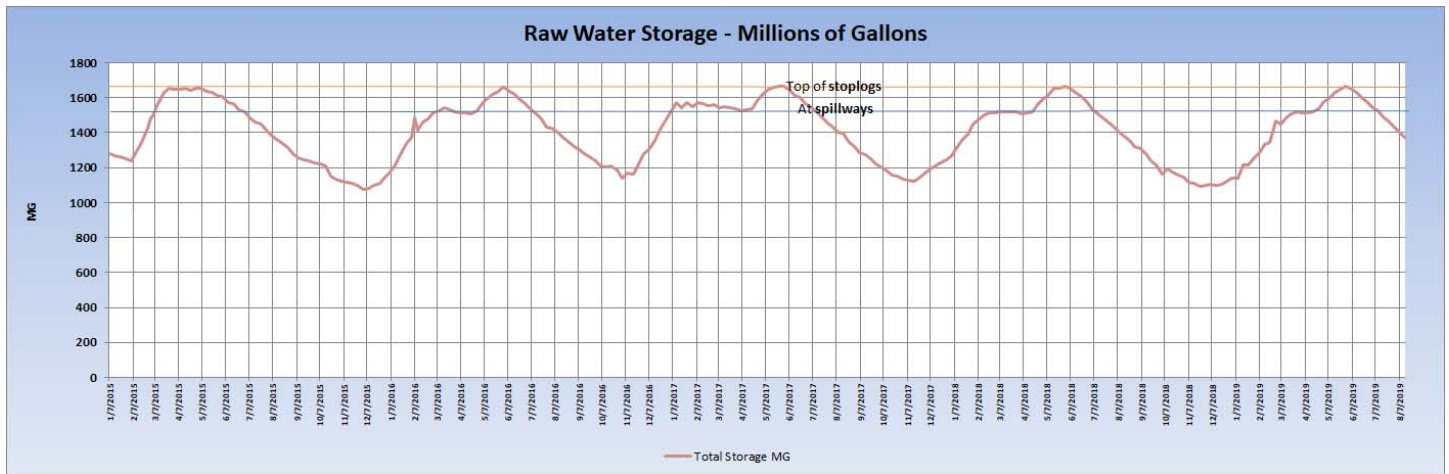
WATER TREATMENT

Water Treatment Plant (WTP) #1 is in operation at 1.0 million gallons per day (mgd), producing an average of 0.34 mgd and WTP #2 is online at 2.0 mgd and producing an average of 1.84 mgd, for a total of 2.18 to meet the community's current water demand. Flow is currently being limited from Plant #1 due to its issue with processing manganese present in the water. Total water production for July 2019 was 65.55 million gallons (201.2 acre-feet). Gallons of production per connection was 796 and gallons per capita per day for July was 281 vs 351 in 2013, shown in graph below.



WATER SOURCE OF SUPPLY

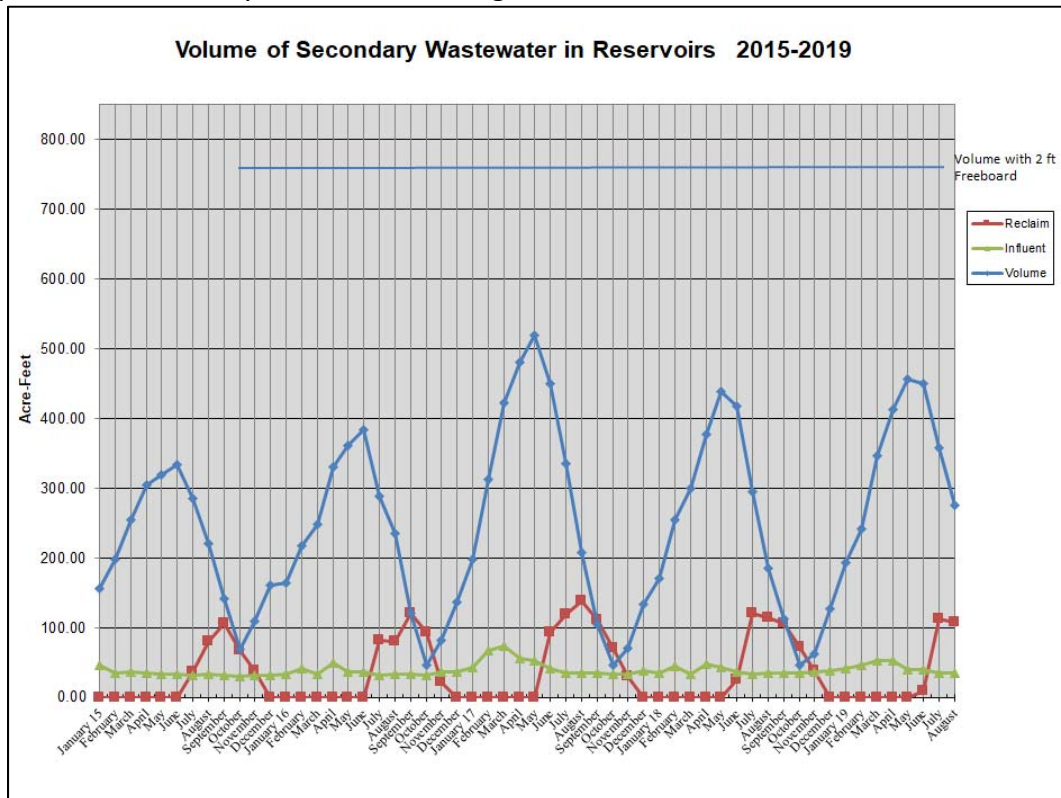
On August 14, 2019, all raw water storage for Calero, Chesbro, and Clementia Reservoirs volume measured 1,373 million gallon (4,214 acre-feet). The volume for Calero and Chesbro alone totaled 1,209 million gallons (3,711 ace-feet). A graph of the water storage volumes is shown below.



WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

In July 2019, influent wastewater flow averaged 367,452 gallons a day, for a total of 11.39 MG, (34.96 AF). This is approximately 142 gpd per sewer connection. On August 14, 2019, secondary wastewater storage measured 81.07 MG (248.8 AF), of which 76.2 MG (233.9 AF) is usable for reclamation due to dead storage. The Wastewater Reclamation Plant continues to be in operation to supply the Ranch Murieta Country Club (RMCC) needs for recycled water.

Below is a graph of the secondary wastewater storage volumes.



SEWER COLLECTION

In the month of July, staff had to call a contractor out to help with a problem the Rancho Murieta Association's (RMA's) paving contractors created in Murieta South. The paving contractors had damaged utility manholes and dropped cement and asphalt debris into the sewer collection system which needed to be removed. Utilities staff spent most of one day and some overtime in the sewer system in Murieta South working to remove debris from the sewer collection lines which were causing sewers to back-up. Locations were in; all of Seguridad, Cozumel and part of Reynosa. There was rock, concrete chunks and asphalt removed from approximately 3,000 feet of sewer line. A service order tracking the District costs incurred was submitted to our Administration staff to back-bill the RMA for dealing with these issues, which they had verbally said they would take care of.

DRAINAGE / STORMWATER

Utilities staff spent over 162 hours in drainage last month for weed abatement. Primary areas cut were drainage basins 12 & 14 in the South, drainage channel in Zone 2, A,B,C,F,G,H, and Zone 3, F which are areas in the North, extending from Puerto down to lower Guadalupe Drive. Work has also begun to repair a failed drainage culvert located behind the District Wastewater Facility.

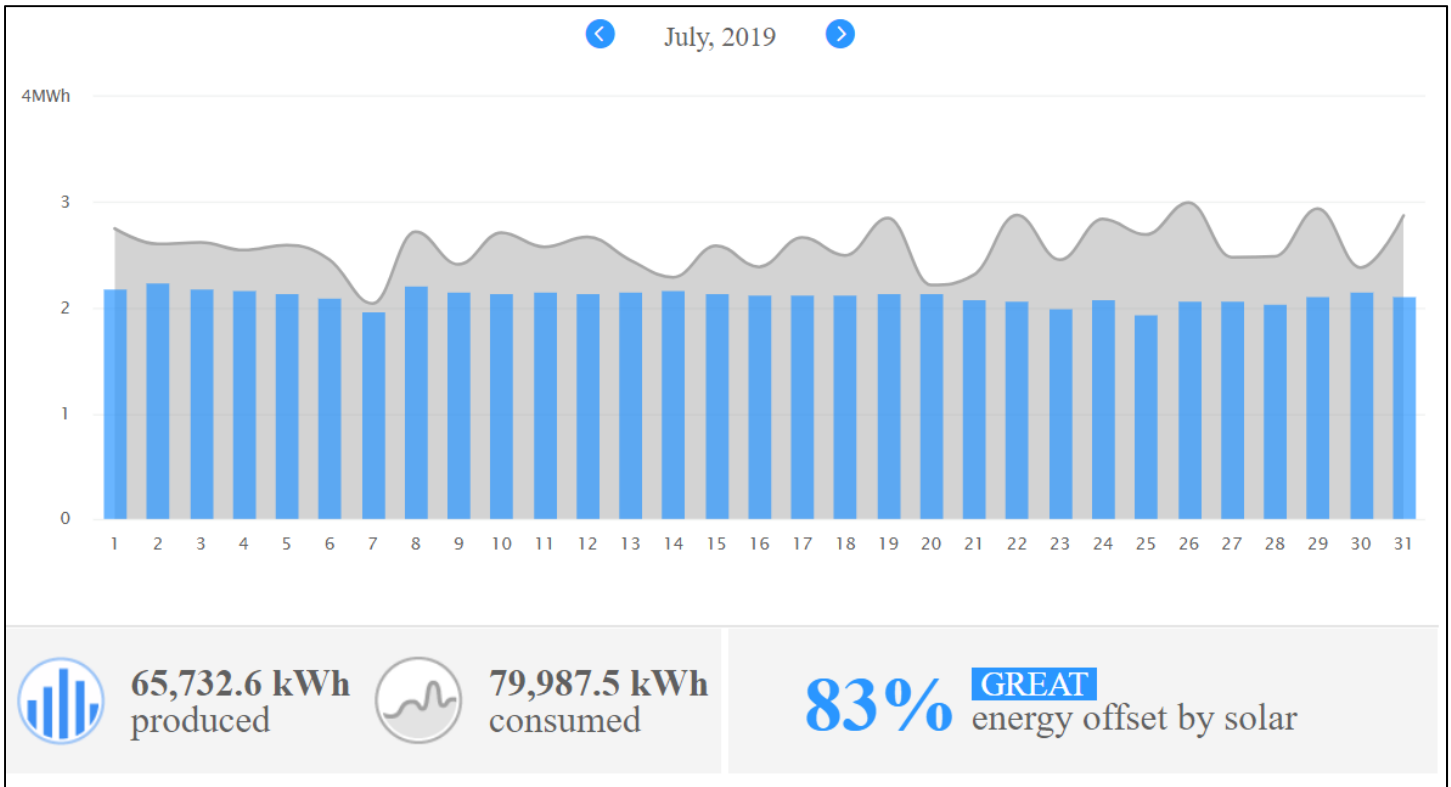
The Laguna Joaquin drainage detention was treated for midge flies on July 23th for the third time this season. A fourth midge fly treatment will occur this month once additional treatment product arrives. The nominal 0.28 cfs allocation from the CIA ditch, supplemented with water from Clementia, is continuing to be fed into Laguna which is just keeping the level from dropping further at this point.

WATER METERING AND UTILITY STAFF WORK

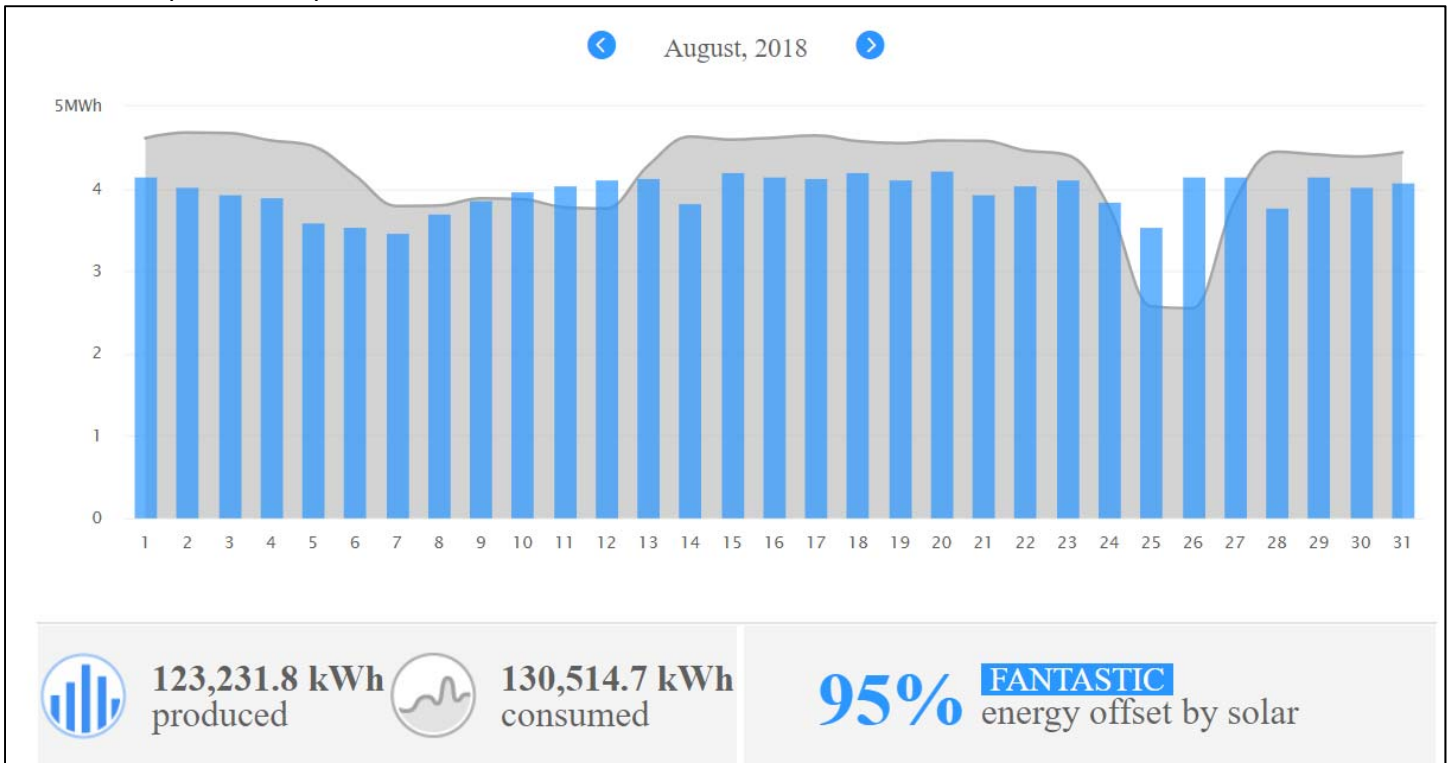
In July 2019, six (6) ¾ inch meters were replaced as part of metering maintenance. Twenty (20) utility star service orders, twelve (12) Underground Service Alert (USA) locates and one (1) rebate inspection was also completed. Utilities staff also repaired one leaking water service line and two end-of-line blowoffs on parks off of Pescado Circle.

Below are screenshots of the online metering information for Water and Wastewater Plant solar projects, continuing to show excellent offset of power costs.

Water Plant Solar Production:



Wastewater plant solar production



PROJECTS

Development

The Retreats East and North

No new update.

The Murieta Gardens

The Murieta Gardens - Murieta Marketplace

Work has resumed on this project with the development of the sanitary sewer system and final expansion of the drainage detention basin that serves the entire Murieta Gardens development. The developer's engineer for the project noted that he had resized the final detention basin to a smaller sized basin. As the developer's contractors have already begun working on it, I requested that he resubmit the detention basin design document for Coastland's review to ensure that downsized basin was still adequate. The technical memo for the reduced detention basin storage was received July 29th and is being reviewed by Coastland. The Bel Air has begun construction with four water service lines installed for it.

The Murieta Gardens – Highway 16 Off-Site Improvements

No new update.

The Murieta Gardens II – Infrastructure at “Utility A”

The development contractor repaired a sagging sewer line that was installed near Murieta Drive, completed work on air release valves on Legacy Lane, and completed necessary work on the recycled water line to allow potable water to be supplied through it to irrigate landscaping being installed. In the future when there is enough recycled water available to supply beyond the golf courses, the recycled water line will then be utilized to supply recycled water.

The Murieta Gardens II – Subdivision

As of July 29th, there was one item left to be completed, item #12 of the punchlist, which was to re-center a utility box over a sewer cleanout. Also pending final acceptance was the submittal of a final as-built for the project's infrastructure. Coastland Engineering conceded that submittal of complete 'red-line' (marked up) plans would suffice until final as-built plans in pdf and autocad format could be completed and supplied. The red-line plans were submitted to Coastland on Friday July 26th and reviewed. Coastland provided a letter of acceptance for the District with some pending exceptions being noted. On August 14th Coastland confirmed their receipt and review of final drawings of record and have accepted them.

Rancho Murieta North – Development Project

A deposit for review has been received by the developer to support District review. It has been requested that the review begin with the Drainage system design first. As Sacramento County also needs to review this project Coastland has recommended that the County first provide comment before Coastland does to limit billing for review time.

FAA Business Park

The project is continuing to wait on approval from Sacramento County before proceeding.

CONFERENCE/EDUCATION SCHEDULE

Date: August 13, 2019
To: Board of Directors
From: Amelia Wilder, Temporary District Secretary
Subject: Review Upcoming Conference/Education Opportunities

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

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)

| | | |
|---------------------------------------|-------------------|------------|
| So You Want to be a General Manager | October 23, 2019 | Sacramento |
| 2019 Board Secretary/Clerk Conference | November 12, 2019 | Seaside |

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

| | | |
|--|-----------------------|------------|
| Golden State Risk Management Annual Training Conference | October 23 – 24, 2019 | Colusa, CA |
|--|-----------------------|------------|

AMERICAN WATER WORKS ASSOCIATION (AWWA)

No Information Currently Available on Upcoming Conferences.

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

| | | |
|-----------------------------|------------------|------------|
| 2019 ACWA Regulatory Summit | October 17, 2019 | Sacramento |
|-----------------------------|------------------|------------|

Rancho Murieta Community Services District

SEPTEMBER 2019

Board/Committee Meeting Schedule

September 5, 2019

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

September 10, 2019

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

September 18, 2019

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



MEMORANDUM

Date: August 16, 2019
To: Board of Directors
From: Tom Hennig, Director of Administration
Subject: Adopt Ordinance O2019-03, Increasing Delinquent Interest Charges

RECOMMENDED ACTION

1. Acknowledge the Second Reading of Ordinance O2019-03; and
2. Adopt Ordinance O2019-03 Amending District Code Chapter 14 Relating to Interest Rate on Delinquent Water Service Charges; Chapter 15 Relating to Interest Rate on Delinquent Sewer Service Charges; Chapter 16A Relating to Interest Rate on Delinquent Drainage Special Taxes; Chapter 21 Relating to Interest Rate on Delinquent Security Special Taxes; and Chapter 31 Relating to Solid Waste Collection and Disposal Service Charges and Collection Through the County Tax Roll.

BACKGROUND

A request to evaluate the potential to increase the interest charge amount originated when District staff provided a detailed accounting of the high amount of delinquent accounts reported at the May 15, 2019, Board meeting. After a short discussion amongst Board members, the staff was requested to evaluate the possibility of increasing the current 0.5% delinquent account fee. The Board wanted to decide if the current fee was in the best interest of the District and its rate payers. On July 17, 2019, after reviewing the staff memo, the Board agreed to increase interest charges for delinquent accounts from 0.5%, to 1.0%. Today is the second reading for adopting this ordinance:

1. A one-time basic penalty of ten percent (10%) shall be added to each delinquent bill for the first month the bill is delinquent. (Amended by Ordinance # 96-3)
2. After levying the basic penalty provided in Section 9.06 (a), the District shall thereafter levy an additional penalty of one-half percent (.5%) per month to all delinquent charges and basic penalties remaining unpaid, until and unless the Board requests the County Auditor to include the amount of all delinquent rates, charges, and penalties on the bills for taxes levied against the appropriate premises as set forth in Section 9.09. (Amended by Ordinance No. 96-3)

RELATED STATE AND DISTRICT CODE

For fees and charges, the maximum penalty and interest are provided by Government Code Section 61115(a)(3)(C). This authorizes "a basic penalty for the nonpayment of charges of not more than 10%, plus an additional penalty of not more than 1% per month for the nonpayment of the charges and the basic penalty." The current District penalties are set at the 10% maximum and the interest is fixed at 0.5% per month, meaning that there is room to increase the interest rate up to 1% per month. (District Code Chapter 14, Section 9.06; District Code Chapter 15, Section 7.10; and District Code Chapter 31, Section 4.03(f)).

Security and drainage special taxes are also subject to the same penalties for nonpayment as the monthly District fees and charges. (Government. Code Sec. 50077(b); District Ordinance No. 98-1, Section. 4.00 and District Ordinance No. 98-2, Section. 4.00; District Code Chapter 16A, Section 4.00 and District Code Chapter 21, Section 7.01). Therefore, the maximum penalty and interest imposed on delinquent special tax payments should be the same as the penalty and interest imposed by the District on delinquent fees. The special taxes also are subject to the same 10% (one time) and potential for up to 1% per month limits set forth above.

SUMMARY

Upon approval from the Board, staff will increase the delinquent account interest rate from 0.5% to 1.0%. This increase will take effect thirty (30) days from the date of approval. The new rate will be charged on past due amounts beginning with the October 25, 2019 utility billing statements.

ORDINANCE NO. O2019-03

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT, AMENDING DISTRICT CODE CHAPTER 14 RELATING TO INTEREST RATE ON DELINQUENT WATER SERVICE CHARGES; CHAPTER 15 RELATING TO INTEREST RATE ON DELINQUENT SEWER SERVICE CHARGES; CHAPTER 16A RELATING TO INTEREST RATE ON DELINQUENT DRAINAGE SPECIAL TAXES; CHAPTER 21 RELATING TO INTEREST RATE ON DELINQUENT SECURITY SPECIAL TAXES; AND CHAPTER 31 RELATING TO INTEREST RATE ON DELINQUENT SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES AND COLLECTION THROUGH THE COUNTY TAX ROLL

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

SECTION 1. Purpose and Authority. The purpose of this ordinance is to increase the interest rate on delinquent District water, sewer and solid waste collection and disposal service charges and drainage and security special taxes from 0.5% to 1% per month. Government Code section 61115(a)(3)(C) authorizes the District to impose “a basic penalty for the nonpayment of charges of not more than 10 percent, plus an additional penalty of not more than 1 percent per month for the nonpayment of the charges and the basic penalty.” The Board desires to increase the interest rate on delinquent service charges and special taxes to the full 1% per month authorized by state law. The ordinance also provides for the District to collect delinquent solid waste service charges on the County tax roll as authorized by state law.

SECTION 2. Service Charge and Tax Adjustments; District Code Amendments

- I) The Water Code, Chapter 14, Section 9.06 Delinquencies – Basic Penalty is amended to read as follows:
 - a. A one-time basic penalty of ten percent (10%) of the delinquent service charges shall be added to each delinquent bill for the first month the bill is delinquent.
 - b. After levying the basic penalty provided in Section 9.06(a), the District shall thereafter levy an additional penalty of one percent (1%) per month to all delinquent charges and basic penalties remaining unpaid, until and unless the Board requests the County Auditor to include the amount of all delinquent rates, charges, and penalties for collection on the County property tax roll as set forth in Section 9.09. Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill.
- II) The Sewer Code, Chapter 15, Section 7.10 Delinquency Penalty is amended to read as follows:
 - a. A one-time basic penalty of ten percent (10%) of the delinquent charges shall be added to each delinquent bill for the first month the bill is delinquent.
 - b. After levying the basic penalty provided in Section 7.10(a), the District shall thereafter levy an additional penalty of one percent (1%) per month to all delinquent charges and basic penalties remaining unpaid, until and unless the Board requests the County Auditor to include the amount of all delinquent rates, charges, and penalties for collection on the County property tax roll as set forth in Section 7.13. Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill.

III) The Drainage Special Tax, Chapter 16A, Section 4.00 Collection is amended to read as follows:

- a. The drainage tax shall be collected with other monthly District taxes, fees and charges and shall be subject to the same penalties for nonpayment as other monthly District taxes, fees and charges. A special tax bill is delinquent if not paid and received at the District office by the 25th day of the month following the month in which the bill was mailed.
- b. A one-time basic penalty of ten percent (10%) of the delinquent taxes shall be added to each delinquent bill for the first month the bill is delinquent.
- c. After levying the basic penalty provided in Section 4.00(b), the District shall thereafter levy an additional penalty of one percent (1%) per month to all delinquent taxes and basic penalties remaining unpaid, until and unless the Board requests the County Auditor to include the amount of all delinquent taxes and penalties for collection on the County property tax roll as authorized by section 4.00(a), chapter 14, section 9.09, and chapter 15, section 7.13. Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill.

IV) The Security Code, Chapter 21, Section 7.01 Penalty for Late Payment is amended to read as follows:

A one-time basic penalty of ten percent (10%) of the delinquent taxes shall be added to each delinquent bill for the first month the charge is delinquent. Thereafter, an additional penalty of one percent (1%) per month shall be added to all delinquent taxes and basic penalties remaining unpaid, until the District requests the County Auditor to include the amount of the delinquent taxes and penalties for collection on the County property tax roll as set forth in Section 7.03. Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill.

V) The Solid Waste Collection and Disposal Code, Chapter 31, Section 4.03 (Collection Rates and Billings), subsection (f), is amended as to read follows:

f. Delinquency Penalty

1. A one-time basic penalty of ten percent (10%) of the delinquent service charges shall be added to each delinquent bill for the first month the bill is delinquent.
2. After levying the basic penalty provided in Section 4.03(f)(1), the District shall thereafter levy an additional penalty of one percent (1%) per month to all delinquent charges and basic penalties remaining unpaid, until and unless the Board requests the County Auditor to include the amount of all delinquent rates, charges and penalties for collection on the County property tax roll as set forth in Section 4.03(g). Monies paid when any portion of an account is delinquent shall first be credited to interest and penalties, then to the delinquent portion of the bill, and then to the current portion of the bill.

Section 4.03, Collection Rates and Billings, subsection (g) is added to read as follows:

g. Collection of Delinquent Charges on County Tax Roll

All rates, charges, penalties, and interest, which remain delinquent, may be collected on the County property tax roll in the same manner as property taxes in accordance with Government Code section 61115(b), provided that the District shall first have given the property owner notice and an opportunity to be heard as provided by law. After delinquent amounts have been turned over to the County Auditor for collection, no payment shall be received by the District on the delinquent amounts except as collected by the County Tax Collector.

SECTION 3. Supersede. This ordinance supersedes prior inconsistent District ordinances, resolutions, policies, rules, and regulations concerning the subject matter of this ordinance.

SECTION 4. Effective Date. This ordinance shall take effect 30 days after its adoption.

SECTION 5. Severability. If any section or provision of this ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this ordinance are declared to be severable.

SECTION 6. Publication. The District Secretary is directed to publish this ordinance once in a newspaper of general circulation published in the District within 15 days after the adoption of the ordinance.

INTRODUCED by the Board of Directors on the 17th day of July 2019.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on the 21st day of August 2019, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

[seal]

ATTEST:

Mark Martin, General Manager

MEMORANDUM

Date: August 14, 2019
To: Board of Directors
From: Tom Hennig, Director of Administration
Subject: Consider Adoption of Resolution R2019-08 and R2019-09 CalPERS Medical Contribution for Public Employee Medical and Hospital Care Act

RECOMMENDED ACTION

Adopt Resolutions R2019-08 and R2019-09 amending the fixed employer's contribution for the represented and unrepresented Public Employees' Medical and Hospital Care Act.

BACKGROUND

As a routine formality, the District reviews all Medical Open Enrollment information provided by CalPERS annually to update any changes that affect the amounts paid by the District towards employee medical coverage.

For calendar year 2020, CalPERS has changed the Regional areas. By doing this "Sacramento Region" no longer exists. This is a minor adjustment which only slightly changes the resolution. RMCSD is now part of "Region 1", There are no other changes to be approved.

RESOLUTION R2019-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT
AMENDING FIXED EMPLOYER'S CONTRIBUTION FOR REPRESENTED
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, the Board of Directors of Rancho Murieta Community Services District has heretofore adopted Resolution No. 84-9 establishing a Fixed Employer's Contribution for Public Employee's Medical and Hospital Care Act; and

WHEREAS, Government Code Section 22892(a) provides that a local agency contracting under the Public Employee's Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act;

WHEREAS, Rancho Murieta Community Services District is a local agency contracting under the Act; and

WHEREAS, Rancho Murieta Community Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefit set forth above; and

NOW, THEREFORE, the Board of Directors of Rancho Murieta Community Services District resolves that the section of Resolution 2014-28, describing Employer's Contribution, shall be amended to read as follows:

- A. The employer's contribution for represented employees or annuitants (group 001) shall be the amount necessary to pay eighty percent (80%) of his/her enrollment, including the enrollment of his/her family member(s), up to a maximum of eighty percent (80%) of Kaiser (CA), Region 1 basic/supplemental, plus administrative fees and Contingency Reserve Fund assessments. The change is effective January 1, 2020 and is reviewed periodically by the Board.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District at their special meeting held on this 21st day of August 2019 by the following roll call vote:

Ayes:
Noes:
Absent:
Abstain:

Lester Clark, President of the Board
Rancho Murieta Community Services District

[Seal]
Attest:

Mark Martin, General Manager

RESOLUTION R2019-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT
AMENDING FIXED EMPLOYER'S CONTRIBUTION FOR UNREPRESENTED
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, the Board of Directors of Rancho Murieta Community Services District has heretofore adopted Resolution No. 84-9 establishing a Fixed Employer's Contribution for Public Employee's Medical and Hospital Care Act; and

WHEREAS, Government Code Section 22892(a) provides that a local agency contracting under the Public Employee's Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act; and

WHEREAS, Rancho Murieta Community Services District is a local agency contracting under the Act; and

WHEREAS, Rancho Murieta Community Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefit set forth above; and

NOW, THEREFORE, the Board of Directors of Rancho Murieta Community Services District resolves that the section of Resolution 2014-27, describing the Employer's Contribution, shall be amended to read as follows:

- A. The employer's contribution for unrepresented employees (Group 002) or annuitants shall be the amount necessary to pay the full costs of his/her enrollment, including the enrollment of his/her family member(s), based on Kaiser (CA) – Region 1 basic/supplemental, plus administrative fees and Contingency Reserve Fund assessments. The change is effective January 1, 2020 and is reviewed periodically by the Board.

PASSED AND ADOPTED by the Board of Directors of the Rancho Murieta Community Services District at their regular meeting held on this 21st day of August 2019 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Lester Clark, President of the Board
Rancho Murieta Community Services District

[seal]

Attest:

Mark Martin, General Manager

MEMORANDUM

Date: August 16, 2019
To: Board of Directors
From: Mark Martin, General Manager
Subject: Consider Nomination of RMCSO Board Member for Local Agency Formation Commission (LAFCo) Special District Commissioner Office or Alternate Special District Commissioner

BACKGROUND

LAFCOs are state-mandated quasi-judicial countywide Commissions whose purview is to oversee boundary changes of cities and special districts, the formation of new agencies, including the incorporation of new cities and districts, and the consolidation or reorganization of special districts and or cities.

The office for Special District Commissioner expires December 31, 2019 creating a vacancy. There is also an Alternate Special District Commissioner role that is currently vacant expiring December 31, 2021.

In light of the pending Commissioner vacancy and current alternate vacancy, LAFCo is seeking nominations from special districts to serve in the aforementioned roles.

This item is brought before the Board to determine if the Board is interested in nominating an RMCSO Director to sit on LAFCo representing special districts. The deadline for nominations is September 19, 2019.



SACRAMENTO LOCAL AGENCY FORMATION COMMISSION

1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

www.saclafco.org

DATE: July 18, 2019

TO: Board of Directors of Independent Special Districts

FROM: Donald Lockhart AICP, Executive Officer
Sacramento Local Agency Formation Commission

RE: **Sacramento LAFCo Nominations for Special District Representation
Election for: Special District Commissioner Office No. 6, and
Alternate Special District Commissioner for Office No. 6 & 7**

Pursuant to the provisions of Cortese-Knox-Hertzberg (CKH), Section 56332 of the Government Code, the Executive Officer has determined that a meeting of the Special District Selection Committee is not feasible for the purpose of selecting a Special District Commissioner [Office No. 6] and Alternate Special District Commissioner [Office No. 6 & 7] to serve on the Sacramento Local Agency Formation Commission. Based on past experience, due to the size of the Special District Selection Committee, it has been difficult to establish a quorum. Therefore, the business of the Special District Selection Committee will be conducted in writing, as provided in the cited section code.

The Sacramento Local Agency Formation Commission meets on the **first Wednesday of the month at 5:30 P.M.**, Board Chambers, County Administration Center, 700 H Street, Sacramento, California. The Commission meeting is on recess January and July. The term of this office is four years beginning January 1, 2020 thru December 31, 2023.

SPECIAL DISTRICT COMMISSIONER (Office No. 6)

This office is currently held by Ron Greenwood (Carmichael Water District) and will expire on the 31st day of December, 2019.

ALTERNATE SPECIAL DISTRICT COMMISSIONER (for Office No. 6 & 7)

This office is currently VACANT and will expire on the 31st day of December, 2021 (two years).

Please be advised that nominations for the Offices listed above will be accepted starting July 18, 2019 until **September 19, 2019 at 4:00 P.M.** (64 days). You are invited to submit nominations **IN WRITING** to this office: **Sacramento LAFCo; 1112 "I" Street, Suite 100: Sacramento CA 95814.** Nominations not received by 4:00 P.M. on September 19, 2019, will be disregarded and returned to your district.

To be valid, a nomination must be made by a majority vote of the governing board of an Independent Special District in an official meeting of that board and certified by the Secretary or Clerk of the Board. The nominee must be an elected or appointed Independent Special District Officer residing within the County of Sacramento but shall not be members of the legislative body of a city or county [(CKH Section 56332 (c))].



At the end of the nominating period, the Executive Officer will prepare and send, to each Independent Special District, one ballot listing candidates and voting instructions. The ballot will include the names of all nominees submitted for Office No. 6 and Alternate for Office No. 6 & 7. The districts must return the ballots to the Executive Officer by the date specified in the voting instructions, which date will be at least 30 days from the date on which the Executive Officer mailed the ballots to the districts. Any ballot received by the Executive Officer after the specified date shall not be valid. The candidate who receives the most votes will be determined the winner outright. In the event of a tie, there will be a run-off election held in the same format as the initial election. The Executive Officer will announce the results of the election within seven days of the specified date.

If you have questions regarding the election procedure, please contact the LAFCo Clerk of the Commission, Diane Thorpe, at (916) 874-6458.

Very truly yours,

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION



Donald Lockhart, AICP
Executive Officer

cc: LAFCo Commissioners





SACRAMENTO LOCAL AGENCY FORMATION COMMISSION
1112 I Street, Suite 100 • Sacramento, CA 95814 • (916) 874-6458 • Fax (916) 874-2939

SACRAMENTO LOCAL AGENCY FORMATION COMMISSION Special District Representation

Nomination Form

Due: September 19, 2019 at 4:00 P.M.

In accordance with the bylaws of the Special District Selection Committee,
the Governing Board of the _____ District
(Name of Special District)

Nominates _____ for: LAFCo Special District Representation
(Board Member)

Commissioner Office No. 6 (Four Year term)

AND/OR

Alternate Commissioner Office No. 6 & 7 (Remaining Two Year term)

Signature: _____
Board Chairperson

Meeting Date: _____

ATTEST:

District Secretary

Please Print E-mail Address

District Manager

Please Print E-mail Address

INFORMATION BELOW TO REMAIN CONFIDENTIAL

Nominee's contact information below:

Nominees Name

Nominees Address

Nominees Phone Number

Nominees E-mail

**This box must be complete
for nomination to be accepted**

Please attach Nominee's resume

MEMORANDUM

Date: August 16, 2019
To: Board of Directors
From: Mark Martin, General Manager
Subject: Consideration of Policy Regarding Board Evaluation of the General Manager

BACKGROUND

The Board's annual review of the General Manager is a stipulation of the General Manager's contract with the District. As we approached this exercise last year, I discovered there was no fixed process by which the General Manager's review is conducted. In light of that, last year we loosely followed a review methodology not much different than that used for unrepresented staff reviews, with the exception of a 360-review with feedback from direct reports to the General Manager.

President Clark, after participating in July's CSDA Special Districts Leadership Academy, procured information on how other agencies evaluated their General Manager. With this, President Clark would like the Board to discuss the best way to proceed with future evaluations, including reviewing new criteria and whether or not the District should establish a more formal policy or procedure for evaluating the General Manager's performance. Per President Clark's request: "I would like the BOD (Board of Directors) to consider establishing a more formal process for providing a Performance Evaluation for the General Manager, by appropriate Policy or other procedural document."

Included with this memo are examples of the District's unrepresented performance evaluation criteria along with other agency criteria collected by President Clark.

- RMCSO Employee Performance Evaluation Form
- CSDA list of GM Evaluation criteria
- Sample Policies from other Special Districts
- Sample Procedure from other Special Districts
- Sample GM Evaluation Forms from other Special Districts.

The next evaluation covers September 30, 2018 through September 29, 2019.

RMCSO Personnel Manual, Section 7.06 requires a Performance Evaluation by employees' supervisor under certain circumstances, including annually.



**RANCHO MURIETA
COMMUNITY SERVICES DISTRICT**

Employee Performance Evaluation

The purpose of the "Employee Performance Evaluation" is to increase communication between employees and supervisory personnel concerning performance in accomplishing their assigned duties and responsibilities, identifying areas of strengths and areas needing further development, the establishment of specific work-related goals and objectives, and the preparation of a personal development plan for continued employee development.

Performance evaluations should be completed annually for regular full-time, part-time, and contract employees. The performance evaluations will occur in April, along with a discussion of the upcoming year's goals and objectives.

The meeting with the employee should be an interactive process to ensure clarity and accuracy. To assist in this process the **employee will be asked to complete a self evaluation form** to turn into the reviewing supervisor prior to the meeting. During the meeting, an evaluation of the employee's previous year's performance will occur as well as the establishment and agreement on the upcoming year's performance goals and objectives.

The entire period (previous year since last review) will be reviewed.

The Performance Evaluation form provides for the supervisor's appraisal of the employee's job performance relevant to established core competencies. Core job competencies are defined in the Core Competencies Ratings Matrix, attached, which is a tool to assist in determining the level of performance of each employee in each key competency areas.

The competencies are rated on a five-point (5-point) scale ranging from Exemplary, Exceeds Standards, Fully Effective, Improvement Needed, and Minimum Requirements Not Met. Additional space is provided for comments and specific examples to support the ratings. The employee will be evaluated on the basis of standards expected to be met for the job to which assigned.

Appeal: If an employee disagrees with the performance evaluation, he or she should first discuss the concerns with the supervisor and attempt to resolve the differences of perceptions about the performance. If the employee believes the results of the evaluation do not accurately reflect the situation, the employee may simply provide comments to that effect in the space allotted, or contact the next level manager and/or Director of Administration to request a review.



**EMPLOYEE PERFORMANCE
EVALUATION**

TYPE OF REPORT: ANNUAL PROBATIONARY SPECIAL

EMPLOYEE NAME:

RATING PERIOD:

TITLE:

DEPARTMENT:

EVALUATOR:

TITLE:

DATE:

I. Performance Relative to Core Competencies

Review the factor definitions on the Core Competencies Ratings Matrix before rating the employee; then, mark the box that reflects the appropriate level of performance.

Use the space provided for comments to substantiate factor ratings of Exemplary, Exceeds Standards, Fully Effective, Improvement Needed, or Minimum Requirements Not Met. Describe the employee's strengths and/or areas for improvement. Use specific examples whenever possible.

1. CUSTOMER SERVICE – Represents the District to individuals both inside and outside the organization in a service oriented, responsive, consistent, timely, respectful, and effective manner within the context and authority of their position.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

2. JOB KNOWLEDGE – Possesses technical knowledge and learned skills, methods, techniques, policy, and procedures necessary to perform the job. Keeps up-to-date on developments and changes relevant to the job and the District. Understands their job in the context of the District's operations.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

3. **INITIATIVE/INNOVATION** – Self-motivated; resourceful; continually seeks to improve work methods as a means to greater efficiency and effectiveness. Willingness to seek out and accept challenging new responsibilities.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

4. **SAFETY/SECURITY** – Ensures safety of District customers, community, and employees; protects and secures District data, facilities, infrastructure, and systems.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

5. **TEAMWORK** – Works collaboratively and cooperatively with others inside and outside of the organization. Creates positive working relationships and fully shares in responsibilities; respects and understands roles within the team. Supports positive working environment to ensure high performance of the whole team and the District.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

6. **RELIABILITY** – Monitors status of assignments to meet District fiscal needs, timetables, and deadlines for submission of work; follows instructions and meets job expectations including attendance and punctuality. Accountable and consistent.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

7. **EFFECTIVENESS/PRODUCTIVITY** – Ability to approach issues effectively, resourcefully, and creatively. Adeptness at analyzing facts, forecasting issues, problem solving, decision-making, and demonstrating good judgment. Ability to use knowledge and skill to deliver a quality product or level of service. Skill at planning, organizing, and prioritizing workload and proficiency in measuring and monitoring workload.

- Exemplary
- Exceeds Standards
- Fully Effective
- Improvement Needed
- Minimum Requirements Not Met

Comments:

8. **Communication** - Clear and concise in speech, writing, and presentations. Provides required information to individuals both inside and outside the organization in a service oriented, consistent, timely, and effective manner.

- Exemplary
- Exceeds Standards
- Fully Effective

Improvement Needed
Minimum Requirements Not Met

Comments:

Individuals that have supervisory responsibilities as a part of their job will be evaluated on these two additional Core Competencies:

9. **MANAGEMENT** – Ensures a smooth operation by maximum utilization of personnel, technology, and equipment; staff motivation, growth, development; and adherence to safety and security guidelines. Provides clear work direction, expectations, and constructive feedback and guidance, including timely performance reviews. Matches program expectations with resources. Identifies and addresses obstacles to their employees' performance.

Exemplary
Exceeds Standards
Fully Effective
Improvement Needed
Minimum Requirements Not Met
N/A

Comments:

10. **LEADERSHIP** – Uses appropriate interpersonal styles and methods in guiding individuals and groups towards task and strategic accomplishments. Exhibits skills that create a vision of purpose. Influences and manages change. Obtains political support. Encourages communication within and between departments. Establishes, directs, and/or chairs committees, teams, and programs.

Exemplary
Exceeds Standards
Fully Effective
Improvement Needed
Minimum Requirements Not Met
N/A

Comments:

Summary Rating – Core Competencies

To use automatic calculations, double click on table and an excel spreadsheet will appear. Enter in ratings for each Competency in the Supervisor’s Evaluation column. Rating (Weight x Evaluation) and Overall Rating will automatically calculate. Please Note: If Management and Leadership Competencies do not apply, please put "N/A" in Rating (Weight x Evaluation) column.

| Core Competency | Weight of Competency (2012) | Supervisor's Evaluation (1-4) | Rating (Weight x Evaluation) |
|----------------------------------|-----------------------------|-------------------------------|------------------------------|
| 1 Customer Service | | | |
| 2 Job Knowledge | | | |
| 3 Initiative/Innovation | | | |
| 4 Safety/Security | | | |
| 5 Teamwork | | | |
| 6 Reliability | | | |
| 7 Effectiveness/Productivity | | | |
| 8 Communication | | | |
| 9 Management (Supervisors only) | | | |
| 10 Leadership (Supervisors only) | | | |

Overall Rating

Rating Scale:

- Exemplary = 4**
- Exceeds Standards = 3**
- Fully Effective = 2**
- Improvement Needed = 1**
- Minimum Requirements Not Met = 0**

BOARD'S ROLE IN
HUMAN RESOURCES

GENERAL MANAGER EVALUATION CRITERIA

Relationship with the Board

- Keeps board informed of district activities, progress and problems
- Receptive to board member ideas and suggestions
- Provides options and sound recommendations for board action
- Follows through on board directives
- Facilitates the decision-making process with the board
- Reports to board regularly about progress toward district objectives
- Accepts board criticism as constructive suggestions for improvement
- Follow up on all problems and issues brought to his/her attention
- Delegates to staff appropriate tasks
- Encourages a team effort between board, management and staff

Management Skills and Abilities

- Maintains a smooth-running administrative office
- Oversees preparation of agendas, district reports and accurate record keeping
- Speaks and writes clearly
- Proposes district goals and objectives prior to each fiscal year
- Annually provides district report regarding objectives met during past year
- Identifies short-term and long-term issues that need to be addressed
- Formulates action plans to implement these issues
- Is progressive in attitude and action
- Consults with attorney on all legal aspects of district operations
- In cases of emergency or disaster, acts in accordance with situation and then makes a report of these actions to the board

Effective Leadership

- Hires and retains competent staff members
- Encourages staff development through education and growth opportunities
- Works to maintain high employee morale
- Knows and follows district personnel policies
- Maintains high staff productivity
- Contributes to a team effort with staff
- Promotes safety, addresses potentially unsafe issues immediately and notifies board of these issues

BOARD'S ROLE IN
HUMAN RESOURCES

GENERAL MANAGER EVALUATION CRITERIA CONTINUED

Fiscal Management

- Prepares a balanced budget
- Completes the year with a balanced budget
- Displays common sense and good judgment in business transactions
- Demonstrates knowledge of physical plant operations
- Approves purchases and expenditures within limits of board-approved budget
- Provides information to board regarding purchases and expenditures
- Reports to board regularly regarding financial status of district:
- Supervises district's accounting practices
- Works with auditor to make accounting practices inure efficient

Services to Public Served

- Understands and stays current with the needs of the community served
- Accepts criticism from constituents and responds appropriately
- Notifies board of community/management criticisms

Community and Public Relations

- Represents the district in a positive and professional manner
- Actively promotes the district to the public
- Promotes public understanding of district services available
- Publishes district accomplishments
- Continually evaluates programs and facilities to meet need of community

Personal and Professional Attributes

- Adheres to professional codes of ethics
- Maintains professional and technical knowledge by attending workshops, networking, reviewing publications and participating in professional organizations

GENERAL MANAGER EVALUATION

General Manager: _____ Evaluation Period: _____

Use the rating scale below to answer the following statements

| | | | | |
|----------------|---|----|---|-------------|
| 1 | 2 | 3 | 4 | 5 |
| Does not do it | | OK | | Outstanding |

A. Relationship with the Board

1. _____ Keeps board informed of district activities, progress and problems.
2. _____ Is receptive to board member ideas and suggestion.
3. _____ Provides options and sound recommendations for board action.
4. _____ Makes budgetary impacts known before board action.
5. _____ Follows through on board directives.
6. _____ Facilitates the decision-making process with the board.
7. _____ Reports to board regularly about progress toward district objectives.
8. _____ Accepts board criticism as constructive suggestions for improvement.
9. _____ Follows up on all problems and issues brought to his or her attention.
10. _____ Delegates to staff appropriate tasks.
11. _____ Encourages a team effort between staff, management and board.

Comments:

In every comment section, board members may make general comments about the entire section or place a number (or several numbers) at the left side of page and make comments about specific observations relating to the number from the above list.

B. Management Skills and Abilities

1. _____ Maintains a smooth-running administrative office.
2. _____ Oversees preparation of agendas, district reports and accurate record keeping.
3. _____ Speaks and writes clearly.
4. _____ Proposes district goals and objectives prior to each fiscal year.
5. _____ Provides annual report regarding objectives met during past year.
6. _____ Identifies short term and long term issues that need to be addressed.
7. _____ Formulates action plans to implement these issues.
8. _____ Is progressive in attitude and action.
9. _____ Consults with attorney on all legal aspects of the district operations.
10. _____ In case of an emergency or disaster, acts in accordance with the situation and then makes a report of these actions to the board.

Comments:

C. Services to People Served

1. _____ Understands and stay current with the needs of the community served.
2. _____ Accepts criticism from the people served and responds appropriately.
3. _____ Notifies board of community/management criticisms.

Comments:

D. Fiscal Management

1. _____ Prepares a balanced budget.
2. _____ Completes the year with a balanced budget.
3. _____ Displays common sense and good judgement in business transactions.
4. _____ Demonstrates knowledge of physical plant operations.
5. _____ Approves purchases and expenditures within limits of board approved budget.
6. _____ Provides information to board regarding purchases and expenditures.
7. _____ Reports to board regularly regarding financial status of district.
8. _____ Supervises district's accounting practices.
9. _____ Works with auditor to make accounting practices more efficient.

Comments:

E. Personal and Professional Attributes

- 1. _____ Adheres to professional code of ethics.
- 2. _____ Maintains professional and technical knowledge by attending workshops, net-working, reviewing publications, and participating in professional societies.

Comments:

F. Community and Public Relations

- 1. _____ Represents the district in a positive and professional manner.
- 2. _____ Actively promotes the district to the public.
- 3. _____ Promotes public understanding of district services available.
- 4. _____ Publishes accomplishments of district.
- 5. _____ Continually evaluates programs and facilities to meet needs of community

Comments:

G. Effective Leadership of Staff

- 1. _____ Hires and maintains competent staff members.
- 2. _____ Encourages staff development through education and growth opportunities.
- 3. _____ Works to maintain high employee morale.
- 4. _____ Knows and follows district personnel policies.
- 5. _____ Maintains high staff productivity.
- 6. _____ Contributes to the team effort within staff.
- 7. _____ Promotes safety, addresses potentially unsafe issues immediately, and notifies the board of these issues.

Comments:

BOARD CHAIR

DATE

BOARD VICE CHAIR

DATE

BOARD SECRETARY

DATE

BOARD MEMBER

DATE

BOARD MEMBER

DATE

(NAME OF DISTRICT)

GENERAL MANAGER EVALUATION

General Manager: _____ For Calendar Year: _____

*Rating scale: 1 to 5 with 1=very poor and 5=exceptional and Narrative Comments
Please provide numerical rating and comments below.*

I. The General Manager's Relationship with the Board

Rating:

Comments:

II. The General Manager's Management Skills and Abilities

Rating:

Comments:

III. The General Manager's Relationship to People Served

Rating:

Comments:

IV. The General Manager's Fiscal Management Knowledge

Rating:

Comments:

V. The General Manager's Personal and Professional Attributes

Rating:

Comments:

VI. The General Manager's Community and Public Relations Skills

Rating:

Comments:

VII. The General Manager's Leadership

Rating:

Comments:

VII. Recommendations

Comments:

BOARD CHAIR

DATE

BOARD VICE CHAIR

DATE

BOARD SECRETARY

DATE

BOARD MEMBER

DATE

BOARD MEMBER

DATE

(NAME OF DISTRICT) (BOARD OF DIRECTORS)

GENERAL MANAGER PERFORMANCE EVALUATION

General Manager: _____ Evaluation Period: _____

Instructions

Assign a numerical value from 1 to 10 representing the overall rating for each performance factor listed below. The performance factor statements are not all inclusive. Please elaborate on strengths and weaknesses in the space provided, or attach additional pages as necessary.

| | | | | |
|------------------|----------------------|---------------------|--------------------------|-----------------------|
| Excellent | Above Average | Satisfactory | Needs Improvement | Unsatisfactory |
| 10 – 9 | 8 – 7 | 6 – 5 | 4 – 3 | 2 – 1 |

PERFORMANCE FACTORS

I. MANAGEMENT OF THE ORGANIZATION

OVERALL RATING:

Does the Manager effectively assume responsibility of leadership? Does he/she coordinate and monitor individual departments and follow through to assure productivity? Does the Manager communicate performance expectations clearly while maintaining a team environment? Is the Manager decisive and firm when need be confronting problems promptly, and providing timely and comprehensive follow through? Does the Manager accurately appraise and correct the strengths/weaknesses of the organization and individuals? Is the Manager flexible and innovative in managing problems and does he/she communicate well at all levels?

II. FINANCIAL MANAGEMENT

OVERALL RATING:

Does the budget show planned effort and thought? Are expenditures within available resources? Is the financial data presented to the board in a clear and concise manner? Is the budget prepared in time to allow the board necessary time to review and make comments?

III. COMMUNITY RELATIONS

OVERALL RATING:

Does the Manager skillfully represent the district to the community and other agencies? Does the Manager properly avoid district politics and partisanship? Does the Manager show an honest interest in the community and properly defend the district's reputation?

IV. PROFESSIONAL GROWTH AND DEVELOPMENT

OVERALL RATING:

Does the Manager demonstrate the professional skill and knowledge needed to perform the job? Does he/she keep informed of developments in the professional field and communicate and apply this knowledge to the job? Is the Manager active in professional organizations? Does the Manager assess his/her own strength and capabilities, identify needs for knowledge, skills, and experience, and design and implement a self-development plan when appropriate?

V. BOARD RELATIONS

OVERALL RATING:

Is the Manager providing the board with adequate information to make decisions? Is the board provided with sufficient alternatives to avoid being forced into a decision? Is technical data presented in an understandable manner? Does the Manager respond to individual and collective board concerns in a timely manner? Is the staff responsive to board's direction? Does the Manager respond in a positive way to assignments, suggestions and guidance from the board?

VI. GOALS AND OBJECTIVES (FROM CURRENT REVIEW PERIOD)

OVERALL RATING:

How well did the Manager meet the goals and objectives for this review period as established by the board and as identified under separate document?

OVERALL EVALUATION



ADDITIONAL COMMENTS:

STAFF MANAGEMENT AND DEVELOPMENT: Counsels and advises subordinates in the interest of improving their overall performance. Provides staff with guidance and direction to enhance their professional knowledge, skills, and leadership. Completes performance evaluations and career counseling sessions in a timely and thorough manner.

1 2 3 4 5 6 7 8 9 10

| | |
|-------------|--|
| Positive | |
| | |
| | |
| | |
| Improvement | |
| | |
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| | |

TEAMWORK AND COMMUNICATIONS: Creates a work climate of trust, openness and sound relations among personnel and Board members. Places the Districts success above that of self. Considers the positions and perspectives of others when planning, making decisions and performing duties. Uses own ideas and the ideas of others to facilitate the group process. Sells ideas, obtains acceptance and action. Demonstrates effective oral and written expression.

1 2 3 4 5 6 7 8 9 10

| | |
|-------------|--|
| Positive | |
| | |
| | |
| | |
| Improvement | |
| | |
| | |
| | |

QUALITY ASSURANCE: Demonstrates a knowledge of business needs, expectations and objectives with respect to quality assurance. Establishes effective relationships to accomplish objectives and goals. Meets all regulatory and organizational requirements and quality standards.

1 2 3 4 5 6 7 8 9 10

| | |
|-------------|--|
| Positive | |
| | |
| | |
| | |
| Improvement | |
| | |
| | |
| | |

FINANCIAL MANAGEMENT: Aware of District’s financial objectives. Considers financial impact of decisions and adheres to budget guidelines. Demonstrates innovative approaches to maximizing financial efficiency. Ensures timely updates to financial records and provides updates to the Board of Directors at least quarterly.

1 2 3 4 5 6 7 8 9 10

| | |
|-------------|--|
| Positive | |
| | |
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| | |
| Improvement | |
| | |
| | |
| | |

BUDGET PREPARATION AND AUDIT MANAGEMENT: Prepares a clean and concise budget that meets the goals and objectives of the District. Follows established District policies and procedures to maintain good audit control, demonstrated by audit results.

1 2 3 4 5 6 7 8 9 10

| | |
|-------------|--|
| Positive | |
| | |
| | |
| | |
| Improvement | |
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| | |

PRODUCTIVITY AND INITIATIVE: Effectively uses time and resources to maximize volume of work performed to achieve both short-term and long-term objectives. Demonstrates ability to oversee multiple projects. Accomplishes personal goals in a manner that complements the District and others. Stays current with new technology, equipment, programs and services in order to effectively and efficiently serve the District. Strives for self-improvement and skill development.

1 2 3 4 5 6 7 8 9 10

| | |
|-------------|--|
| Positive | |
| | |
| | |
| | |
| Improvement | |
| | |
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| | |

PLANNING AND ORGANIZATION: Effectively plans work for all facets of the organization, establishing priorities and scheduling activities. Organizes work to ensure accurate and timely completion. Coordinates work flow and channels of communication with appropriate staff and Board members. Clarifies areas of responsibility and effectively exercises control over other aspects of the job.

1 2 3 4 5 6 7 8 9 10

| | |
|-------------|--|
| Positive | |
| | |
| | |
| | |
| Improvement | |
| | |
| | |
| | |

LEADERSHIP: Demonstrates a positive attitude toward the organization, its employees and its constituents. Effectively serves as role model for staff. Interacts in a positive manner with other agencies and community leaders. Inspires staff to achieve objectives and develops a sense of teamwork in the organization.

1 2 3 4 5 6 7 8 9 10

| | |
|-------------|--|
| Positive | |
| | |
| | |
| | |
| Improvement | |
| | |
| | |
| | |

DECISION MAKING AND ANALYTICAL ABILITY: Recognizes problems, develops relevant facts, formulates alternative solutions and decides on appropriate conclusions for presentation to Board members and/or constituents. Thoroughly researches issues and assesses all available information before developing options or final recommendations for an event, problem or opportunity.

1 2 3 4 5 6 7 8 9 10

| | |
|-------------|--|
| Positive | |
| | |
| | |
| | |
| Improvement | |
| | |
| | |
| | |

COMMUNITY OUTREACH: Maintains positive District image in the community by effective communication of District goals and policy through the District newsletter, making presentations to community organizations and businesses on District activities and/or projects as needed, and through attendance at appropriate community events. Understands the need to keep the public informed about the District's mission, maintains a positive relationship with the local media and responds promptly to inquiries from the general public and/or other agencies.

1 2 3 4 5 6 7 8 9 10

| | |
|-------------|--|
| Positive | |
| | |
| | |
| | |
| Improvement | |
| | |
| | |
| | |

Additional comments. _____

General Manager Evaluation and Review Form – January 2019

Your Name: _____ Your position/title: _____

How much do you interact with the General Manger (GM) (daily, weekly, once per month, etc.)? _____

The GM’s duties are listed in the GM Position Description, which is Exhibit A of his Employment Agreement (attached). In general, the GM’s duties can be grouped as follows:

- General District Management**
- Board Related**
- Operations and Safety**
- Regulatory**
- Public Engagement**

Instructions

1. Answer and provide feedback on areas you are familiar with; don’t feel that you must answer every question.
2. Read over what the GM is required to do and circle the appropriate answer as to how the GM is doing.
3. Provide feedback on things the GM does well.
4. Provide any constructive suggestions for how the GM could improve.

General District Management

- Serves as Chief Executive Officer of the District.
- Provides leadership and management including planning, goal setting, and evaluating District effectiveness.
- Supervises, develops and evaluates the District Superintendent, Business Manager, and Executive Assistant/Board Secretary.
- Prepares, recommends for Board approval, and administers the District’s annual budget including salaries, maintenance, and capital projects.
- Directs and oversees development of a comprehensive Capital Improvement Plan. Advances high priority projects and develops funding mechanisms.
- Supports and plays critical role in District’s Water Resource Planning process.
- Maintains full power and authority to employ and discharge employees and prescribe their duties. Develops and maintains the District’s personnel system in accordance with Board-approved policies.
- Participates in the negotiation of wholesale water contracts and administers the contracts once implemented.
- Performs the duties of District Secretary/Treasurer as required.

Excellent Good Satisfactory Unsatisfactory Not Observed

Items done well:

Creative and constructive suggestions:

Board Related

- Maintains close relationship with the Board, Board committees, the District’s legal counsel, auditor, and other consultants who advise the Board.
- Prepares monthly Board meeting agendas and well-developed and written staff reports.

Excellent Good Satisfactory Unsatisfactory Not Observed

Items done well:

Creative and constructive suggestions:

Operations and Safety

- Provides full charge and control over construction, maintenance, and operation of the regional water system
- Oversees the District’s safety program. Ensures compliance with Federal, State, and local safety regulations. Develops and supports a strong safety culture in the organization
- Serves as Dam Safety Coordinator pursuant to the District’s Owner Dam Safety Program. Ensures compliance with Federal and State dam safety regulations.

Excellent Good Satisfactory Unsatisfactory Not Observed

Items done well:

Creative and constructive suggestions:

Regulatory and Legislative

- Ensures compliances with water quality laws and regulations, and ensures sufficient water supply capability to meet customer demands
- Directs and oversees the District’s Aquatic Habitat Conservation Plan, and other efforts in the watershed involving the District
- Provides legislative review and advocacy on Federal, State, or local issues affecting District operations.

Excellent Good Satisfactory Unsatisfactory Not Observed

Items done well:

Creative and constructive suggestions:

Public Engagement

- Serves as liaison representing the District to the general public, the District’s wholesale municipal customers, regulatory agencies, the media, and civic or community organizations.

Excellent Good Satisfactory Unsatisfactory Not Observed

Items done well:

Creative and constructive suggestions:

Other GM duties or qualities upon which you may wish to comment. These include:

- Good verbal and written communication skills.
- Copes well with conflict.
- Effectively shares skills and knowledge with others.
- Works well in hectic or emergency situations.
- Works well under stress.
- Able to be reached during off hours.
- Provides guidance and possible solutions in crisis situations.

Items done well:

Creative and constructive suggestions:

Additional or general feedback:

Items done well:

Creative and constructive suggestions:

Humboldt Bay Municipal Water District

POLICY

General Manager Evaluation

Cancels:

See Also: TBD

Approved By: Board of Directors

This policy applies to the General Manager Evaluation only. All other staff members have a separate policy.

1. **The** General Manager is the chief executive office position responsible for carrying out the Board of Director's policies, directing District operations, controlling District expenditures, and overseeing all programs and activities of the District. May act as Secretary/Treasurer, and performs other duties as required.
2. **Municipal** Water Code Section 71362. Subject to approval of the Board of Directors, the general manager shall have full charge and control of the maintenance, operation, and construction of the waterworks or waterworks system of the district, with full power and authority to employ and discharge all employees and assistants at pleasure, prescribe their duties, and fix their compensation.
3. **Municipal** Water Code Section 71363. The general manager shall perform such duties as may be imposed on him (her) by the board. He (she) shall report to the board in accordance with such rules and regulations as it may adopt.
4. **The** Board of Directors shall create and approve a General Manager Position Description consistent with Municipal Water Code sections 71362 and 71363. Although the Board retains the discretion to modify the Position Description at any time, as part of the annual evaluation process the Board shall review the Position Description with the General Manager and will confer on any suggested additions or modifications as may be appropriate.
5. **The** Board of Directors shall conduct an annual evaluation of the General Manager by March of each year. This will allow time for salary changes during the budget process if a merit increase is authorized.

Humboldt Bay Municipal Water District

PROCEDURE

General Manager Evaluation

Cancels:

See Also: TBD

Approved By: Board of Directors

The following procedure applies for the annual evaluation of the General Manager.

1. **Review** General Manager position description duties and current employment contract (if applicable).
2. **Feedback** from: General Manager's Direct reports and the District Engineer, Attorney, Municipal Customer(s) and other entities with whom the General Manager works with on regular basis, as well as Director's personal experiences may be used to assist in the Board's evaluation of the General Manager's performance. Directors may include review of General Manager goals established during the prior year's review.
3. **Executive** Assistant shall provide an evaluation form to the Board President or Policies and Evaluation Committee, who will review the form to make sure it is up to date and relevant for the past and upcoming year.
 - a. Evaluation Forms include: a) forms to be distributed for feedback purposes; and b) the evaluation form the Board will complete to document the General Manager's evaluation.
 - b. Timeline: Blank feedback/evaluation forms will be provided during January and shall be returned by the first Thursday of February.
 - c. Completed forms shall be returned to the Board President in sealed envelopes to be opened only by the Board.
4. **Closed** Session at January, February and March Board meetings may be utilized for the Board at its discretion to discuss the General Manager's annual evaluation performance pursuant to Brown Act Section 54957(b)(1):

(b) (1) Subject to paragraph (2), this chapter shall not be construed to prevent the legislative body of a local agency from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

This Closed Session is generally the last item discussed on the agenda. At the discretion of the Board, such sessions may include discussions solely between Board members, a meeting of the Board with the General Manager, or both.

5. **Open** Session discussion if Merit Increase will occur, in accordance with California Government Code Section 54953. Prior to taking final action, the Board shall orally report a summary of the recommendation for final action on the salary or compensation paid in the form of fringe benefits of the general manager during the open meeting in which the final action is to be taken. If, based on evaluation results, the Board chooses to provide a merit increase, the amount of the increase and the new rate must be discussed and voted on in open session. Any merit increase shall comply with the California Labor Code section 1197.5 fair pay requirements. Any merit increase is effective July 1 of that calendar year, unless specifically noted otherwise.

6. **In** accordance with California Government Code Section 54956, a Special Board meeting shall not be called regarding the salary or compensation paid in the form of fringe benefits of the general manager.

7. **Filing.** The evaluation form completed by the Board to document the General Manager's evaluation as reviewed and signed by the General Manager, and any related documents as may be deemed appropriate by the Board, shall be confidential and placed under seal in the personnel file of the General Manager, to be opened only by the Board. In the alternative, the Board may choose to have the evaluation maintained in a confidential file of the District Counsel, with a notation in the personnel file of the General Manager that the evaluation is maintained by counsel.



OJAI VALLEY SANITARY DISTRICT

A Public Agency

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General Manager Job Performance Evaluation

Employee: _____ Evaluation Period: From: _____ To: _____

Evaluations Definition

| | | | | |
|----------------|--------------|----------|----------|------------------|
| 1. | 2. | 3. | 4. | 5. |
| Unsatisfactory | Did Not Meet | Met | Exceeded | Greatly Exceeded |
| Below Standard | Standard | Standard | Standard | Standard |

Rating

I. SUPPORT OF THE BOARD

- A. Board Meeting Packets
- B. News of Note
- C. Ordinances & Resolutions - Policies
- D. Conference coordination
- E. Strategic Plan
- F. Operations Plan
- G. Board Agenda Presentations
- H. Community Outreach/Education

II. ORGANIZATION CULTURE

- A. Employee Morale
- B. Education & Safety training
- C. Workers' Comp. claims
- D. Environmental Stewardship

III. ORGANIZATIONAL MANAGEMENT

Administration

- A. Tax Roll processing
- B. Budget performance – income & expense
- C. Financial audit results
- D. Overall Public Perception
- E. Customer Complaints Received
- F. Budget Management
- G. Capital Improvement Plan Organization & Management
- H. Implementation of District Policy & Vision
- I. Grant Acquisition

Treatment Plant

- A. NPDES permit compliance
- B. Significant maintenance/improvement projects
- C. Plant tours and workshops conducted during the year
- D. Budget management

Collection System

- A. Line blockages/spills
- B. Significant maintenance/improvement projects
- C. Budget management

IV. OVERALL JOB PERFORMANCE RATING

Accomplishments

List outstanding employee accomplishments and strengths. (Be as specific as possible, citing behaviors and/or examples.)

Performance Requiring Improvement

List areas in which job performance improvement is required. Be as specific as possible, including behaviors and/or examples of job performance requiring improvement. List specific behaviors or performance needing improvement, evaluative criteria, and improvement plan specifics -- including training, and improvement target dates. (Note: All areas receiving a rating of 1 or 2 must be listed, use additional sheets if needed.)

Employee Comments

Signatures

Director

Director

Director

Director

Director

Director

Director
