



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

November 20, 2019

Call to Order/Closed Session 4:00 p.m. - 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 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Les Clark, Randy Jenco, Linda Butler, Tim Maybee and John Merchant. Also, present were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Jeff Werblun, Security Chief; Richard Shanahan, District General Counsel; and Amelia Wilder, Recording Secretary.

2. CONSIDER ADOPTION OF AGENDA

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

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

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

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

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

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

No action to report back.

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

No action to report back.

5. CONSENT CALENDAR

Motion/Jenco to adopt the consent calendar with one technical correction in the October 16, 2019 Regular Board Meeting Minutes, Item 4a – General Manager Report, changing reference of RMA Director to RMA General Manager. Second/Clark. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.

6. STAFF REPORTS

Under Agenda Item 4a, Mark Martin, General Manager, gave a brief summary of activities during the previous month, including an updated schedule for the extra pick up of green waste to Cal Waste customers in the District. The new months for extra pick up service are November, December, March and April. There is no charge for this service, customers should place extra bags of Green Waste by their Green Waste Cart on their scheduled Green Waste Service Day. The meeting with Murieta Villages Association (MVA) included discussions about a

community fountain and archival maps owned by MVA that the District will borrow, scan and return. Updates from the monthly meeting with Rancho Murieta Association (RMA) included security coordination, conveyance of the Wooden Pedestrian Bridge Parcel, and timing of RMA survey release. General Manager Martin also updated the Board on the meeting with Regional Water Authority, and Cal Waste, reporting that customers can schedule four large waste pickups per year and may place their e-waste on the curb for collection at that time. Recycling bins around the reservoirs and trails were also discussed. Director Clark noted that RMA would need to be involved in the effort, and Director Merchant noted that the containers would need to be animal proof. The Meetings with Rancho Murieta Country Club and Sacramento Central Groundwater Authority were canceled.

Under Agenda Item 4b, Tom Hennig, Director of Administration, gave an update on the status of the Annual Audit, and plans to have it finished by February 2020. He also said that there were water meter zero lock offs in October, and the Board commended staff for their efforts calling customers to prevent lock offs. In response to his update on delinquent accounts, and a billing code error, Director Clark was assured that there are measures in place to prevent this recurring. The Finance Report has been updated to reflect a thirteen month cycle. Mr. Hennig also reported that Staff has been working on a financial system upgrade and has awarded the Cost Allocation RFP to ClearSource. In addition, he gave updates on the Districts plans to outsource Utility Billing Statements and Timesheets and Payroll in the near future.

Under Agenda Item 4c, Chief Werblun gave a brief overview of the operations updates and incidents of note, stating that the Body Camera Policy was reviewed by the Security Committee in November and the final policy will be presented later in this meeting. The incident on October 25 involving a missing elderly man had resulted in a community search which utilized CodeRED, the alert system for residents in the community. This resulted in a new way for residents to update their numbers with the CodeRED System, by texting "RMCS" to 99411. He also noted that the FastPass system is the best way to avoid delays during the holidays. Director Clark stated that we continue to request that RMA Compliance Committee set up a general session that is an open session so we can coordinate our efforts.

Chief Werblun continued with a discussion of ABDI, the geo-locations and programming have been completed, and he is reading the manuals to prepare training for Staff.

Director Maybee will be requesting a meeting with RMA to jump start the coordination of efforts. He also commented that the graffiti on the dock in front of the retention basin had been taken care of.

Director Clark would like to have an open meeting with RMA to discuss why some citations are being rejected with the goal of CSD doing a better job.

Under Agenda Item 4d, Paul Siebensohn, Director of Field Operations, gave a brief summary of the utilities update including a deeper look into the residential gallons per capita per day data on the chart (page 1 on the Utilities Report) depicting water usage in the District. Director Clark asked that the charts on the Finance Report and the Utilities Report discussing water usage be coordinated. Mr. Siebensohn also gave an update about the water on lots 4 & 5 in Murieta Gardens stating a hole had been found in the diversion box on the Cosumnes Irrigation Association (CIA) ditch and that it had been repaired. He continued with a discussion of a sewer plug that clogged the system during construction of the 78 lots. Director Maybee urged staff to keep track of our time and cost associated with removing that sewer plug.

7. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

No Updates

8. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

Motion/Jenco to adopt Resolution R2019-10 in Honor of Suzanne Lindenfeld, District Secretary Second/Butler. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.
Director Clark read and presented a resolution in honor of Suzanne Lindenfeld for her 16 years of service to the District.

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

No Updates.

10. CORRESPONDENCE

None

11. COMMENTS FROM THE PUBLIC

John Sullivan presented the Board with a TNT Easement that was previously adopted by the Board and needs to be recorded. He also presented the Board with a packet detailing the repairs to CIA Diversion Box located on lots 4 & 5. He mentioned that the valve at Laguna Joaquin needs to be repaired. Mr. Siebensohn followed up with this request to be given in writing as it will most likely require Laguna Joaquin to be drained.

12. CONSIDER APPROVAL OF DISTRICT APPOINTMENT

Mark Martin gave a brief overview of the need to appoint a full-time current District employee as the Interim District Secretary.

Motion/Jenco to appoint Mark Martin Interim District Secretary Second/Butler. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.

13. RANCHO MURIETA ASSOCIATION FIRE COUNCIL

General Manager Martin gave a brief update of the Cal Fire grant that Rancho Murieta Association Fire Council was seeking sponsorship for, and the presentation to the Security Committee at the regular meeting November 7, 2019. RMA was able to have the Sac Metro Foundation sponsor the Grant. The Board agreed to provide a letter of support for the Grant. Mark Martin will prepare the letter.

14. APPROVE REVISED SECURITY DEPARTMENT BODY WORN CAMERA POLICY

Chief Werblun presented the Board with District Policy P2019-10 Body Worn Cameras. Les Clark noted there was a question at the Security Committee Meeting concerning the separate policy regarding the management of gate camera recordings.

Motion/Clark to approve revised District Policy P2019-10 Body Worn Camera. Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.

15. APPROVE GENERAL MANAGER PERFORMANCE EVALUATION POLICY AND PROCEDURES

Mark Martin began a discussion of the newly created District Policy P2019-05 which was designed to put into place a policy surrounding the annual review and compensation of the General Manager. Director Clark continued the presentation. Richard Shanahan, General Council, suggested one small revision the Policy which will make it more open ended. The revision was made and is presented in the final Policy.

Motion/Clark to adopt Policy P2019-05 General Manager Performance Evaluation and Compensation Adjustment Policy. Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.

16. APPROVE REVISED DISTRICT SECRETARY JOB SPECIFICATION

Mark Martin gave a brief overview of the need for an updated job specification for the position of District Secretary, noting the need for it to include the ability to use an understanding of the office systems used by the District and a two year degree or equivalent.

Motion/Maybee to approve the Revised District Secretary Job Specification. Second/Merchant. Roll Call Vote: Ayes: Clark, Jenco, Merchant, Butler, Maybee. Noes: None. Absent: None. Abstain: None.

17. DIRECTOR COMMENTS/SUGGESTIONS

Director Tim Maybee thanked staff for improved customer service, to which Mr. Martin commented on the District's research into training for District staff in customer service. Director Clark commended staff for its efficiency and modernization of procedures and outsourcing.

Director Jenco commented that if the only way that RMA would have been able to move forward with the Fire Council Grant would have been with the support of CSD, he would have supported it. Director's Butler and Merchant agreed with his position.

Director Clark agreed that the District should help accommodate the Community and reminded the Board that this viewpoint should be carefully considered, taking into consideration the current obligations, budget and costs and the future expansion of services that have no financial backing.

18. ADJOURNMENT

Motion/Clark to adjourn at 6:52 p.m. Second/Merchant. Ayes: Clark, Jenco, Butler, Merchant, Maybee. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,



Amelia Wilder
Recording Secretary



Mark Martin
Interim District Secretary