



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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AGENDA

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

REGULAR BOARD MEETING

MARCH 20, 2019

Call to Order/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
Tom Hennig	Director of Administration
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations
Suzanne Lindenfeld	District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

MARCH 20, 2019

REGULAR BOARD MEETING

Call to Order/ 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. 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 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. **CONSENT CALENDAR** (*Motion*) (**Roll Call Vote**) (5 min.) *All items in Agenda Item 3 will be approved as one item if they are not excluded from the motion adopting the consent calendar.*
 - A. Approval of Board and Committee Meeting Minutes
 1. February 20, 2019 Regular Board Meeting Minutes
 2. February 27, 2019 Special Board Meeting Minutes – Budget Workshop
 3. February 28, 2019 Joint Security Committee Meeting Minutes
 4. March 5, 2019 Improvements Committee Meeting Minutes
 5. March 5, 2019 Security Committee Meeting Minutes
 6. March 7, 2019 Communications & Technology Committee Meeting Minutes
 7. March 12, 2019 Finance Committee Meeting Minutes
 - B. Approval of Bills Paid Listing
4. **STAFF REPORTS** (Receive and File)
 - A. General Manager's Report
 - B. Administration/Financial Report
 - C. Security Report
 - D. Utilities Report

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

- A. Approve Out of State Training for Paul Siebensohn, Director of Field Operations

6. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

7. REVIEW DISTRICT MEETING DATES/TIMES FOR APRIL 2019

- A. March 28, 2019 Special Board Meeting at 4:00 p.m.
- B. Personnel – April 2, 2019 at 7:30 a.m.
- C. Improvements – April 2, 2019 at 8:30 a.m.
- D. Security – April 2, 2019 at 9:30 a.m.
- E. Finance – April 4, 2019 at 8:30 a.m.
- F. Communications & Technology April 4, 2019 at 9:30 a.m.
- G. Regular Board Meeting – April 17, 2019 - Open Session at 5:00 p.m.

8. CORRESPONDENCE

9. COMMENTS FROM THE PUBLIC

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

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

10. CONSIDER RESCINDING DISTRICT POLICY 2009-09 DOG CONTAINMENT AND KENNEL FEE

(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)

11. CONSIDER APPROVAL OF PROPOSAL FROM MUNIQUIP, LLC., FOR MAIN LIFT SOUTH SUMP PUMP REPLACEMENT (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)

12. CONSIDER APPROVAL OF PROPOSAL FROM TNT INDUSTRIAL CONTRACTORS, INC., FOR RECYCLED WATER LINE INSTALLATION, WATER SUPPLY AUGMENTATION PROJECT 17-5-11, CAPITAL IMPROVEMENT PROJECT 18-11-01 COMMERCIAL LOOP CONVERSION (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)

13. RECEIVE FISCAL YEAR 2019 - 2020 DRAFT BUDGET UPDATE (Discussion/Action) (15 min.)

14. DISCUSS DISTRICT'S EXPECTED EVACUATION PLAN ROLE (Discussion/Action) (15 min.)

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15. 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.*

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



RANCHO MURIETA COMMUNITY SERVICES DISTRICT REGULAR BOARD MEETING

February 20, 2019

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

1. CALL TO ORDER/ROLL CALL

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

2. CONSIDER ADOPTION OF AGENDA

Mark Martin, General Manager, stated that Agenda Item #16 is being pulled from the agenda and will hopefully be on the February 27, 2019 Special Board meeting agenda. Agenda Item #17 will be discussed prior to Agenda Item #15.

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

3. CONSENT CALENDAR

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

4. STAFF REPORTS

Under Agenda Item 4b, Tom Hennig, Director of Administration, stated that to date, the District is under budget. Mr. Hennig is working on the 2019-2020 budget and analyzing the reserves. Budget workshop is scheduled for 4:00 p.m. on February 27, 2019.

Under Agenda Item 4c, Director Merchant commented on Rancho Murieta Association having approved the purchase of speed trailers and asked what role the District takes in the use of them. Chief Werblun stated that the District is not involved with the speed trailers.

President Clark commented on the upcoming Joint Security Meeting and being able to clarify the expectations of each entity and the role each entity takes.

5. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

President Clark and Director Maybee will be attending the California Special Districts Association Special District Leadership Academy in Napa.

6. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

Chief Werblun commented on the kudos Sergeant Tompkins received in the Rancho Murieta Airport newsletter regarding his work assisting in the apprehension of a suspect involved in several thefts from the airport storage unit and several cars in Rancho Murieta South.

President Clark thanked senior staff for all their work on streamlining procedures and processes for the District.

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

No discussion.

8. CORRESPONDENCE

Mark Martin, General Manager, stated that the Board had received an email from a resident on Sunday, February 17, 2019. That email was received too late to be included in the February 20, 2019 Regular Board meeting but will be included in the February 28, 2019 Joint Security Meeting and the March Security meeting for discussion.

9. COMMENTS FROM THE PUBLIC

A resident commented on his previous written request to the Board of Directors to have previous minutes changed to reflect his question. Director Maybe and President Clark stated that the Board's decision was to not change the minutes and that the District did everything required for noticing of the town hall meeting behind the gate. Director Merchant stated that residents from outside the gate were in attendance at the meeting.

10. RECEIVE SECURITY DEPARTMENT YEAR IN REVIEW – PRESENTATION BY JEFF WERBLUN, SECURITY CHIEF

Chief Werblun gave his annual presentation of the Security Department for 2018. The items covered in the presentation included: goals and accomplishments, gate operations, patrol operations, calls for service, crime complaints, observe and report citations, non-arch rules complaints/admonishments, the Safety Center, and the ability for residents to update their guests on-line. A question and answer period followed.

11. RECEIVE UTILITIES DEPARTMENT ANNUAL YEAR IN REVIEW – PRESENTATION BY PAUL SIEBENSOHN, DIRECTOR OF FIELD OPERATIONS

Paul Siebensohn gave the annual presentation of the Field Operations for 2018. The presentation discussed the following: facilities, projects completed, water production, water quality, wastewater, recycled water, and drainage. A question and answer period followed.

12. CONSIDER APPROVAL UTILITIES DEPARTMENT TRUCK REPLACEMENT PURCHASE

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the purchase of a new F-150 truck.

Motion/Jenco approve the proposal from Harrold Ford for the purchase of a F-150 truck, in an amount not to exceed \$26,988.18 plus a 10% contingency for a total of \$31,036.41. Funding to come from Sewer Replacement Reserves, CIP 18-13-1. **Second/Merchant.** Roll Call Vote: **Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

13. CONSIDER ADOPTION OF DISTRICT RESOLUTION R2019-02 AUTHORIZING SALE OF DISTRICT SURPLUS PROPERTY

Motion/Merchant to adopt Resolution R2019-02, Surplus District Equipment. **Second/Butler.** Roll Call Vote: **Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

14. CONSIDER APPROVAL OF CHANGE ESTIMATE #1 FOR WASTEWATER RECLAMATION PLANT FILTER PLC REPLACEMENT

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the proposal from Telstar Instruments for the wastewater reclamation plant filter PLC replacement.

Motion/Clark to approve proposal from Telstar Instruments for the wastewater reclamation plant filter PLC replacement, in an amount not to exceed \$15,569. Funding to come from Sewer Replacement Reserves, CRP

13-02-2. **Second/Merchant. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.**

17. DISCUSSION CONCERNING RECYCLED WATER PROJECTS DESCRIBED IN THE DISTRICT WATER SUPPLY AUGMENTATION FEE REPORT AND PROJECT FUNDING – taken out of order

Mark Martin, General Manager, gave a brief overview of the water augmentation projects and the possibility of the projects to be included in the funding from the Prop 84 Grant. These are projects that will be completed whether or not they are approved for grant funding.

15. CONSIDER APPROVAL OF PROP 84 PROJECT REASSIGNMENT CONCERNING BORE AND CASING INSTALLATION HIGHWAY 16, INSTALLATION OF AUTOMATED VALVE AND ISOLATION VALVE, DISTRICT OFFICE AREA IRRIGATION CONVERSION AND CANTOVA COMMERCIAL LOOP RECYCLED WATER PROJECTS

Mark Martin, General Manager, gave a brief summary of the recommendation to approve the reassignment of Prop 84 Grant Funding Projects from Augmentation Well Project to Recycled Water Augmentation Projects.

Motion/Clark to approve reassignment of Proposition 84 Grant Funding Projects from Augmentation Well Project to Recycled Water Augmentation Projects. Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.

16. CONSIDER APPROVAL OF AMENDING HIGHWAY 16 BORE PROJECT DEVELOPER REIMBURSEMENT AGREEMENT TO ADD NORTH COURSE RECYCLED WATER MAIN CONNECTION TO MURIETA GARDENS

This item was pulled from the agenda.

18. CONSIDER ADOPTION OF DISTRICT POLICY P2019-01 VIOLENCE IN THE WORKPLACE

Mark Martin, General Manager, gave an overview of the recommendation to adopt District Policy P2019-01, Violence in the Workplace.

Motion/Clark to adopt District Policy P2019-01, Workplace Violence. Second/Jenco. Roll Call Vote: Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.

19. CONSIDER APPROVAL OF BOARD GOALS AND RANKING

Mark Martin, General Manager, gave a brief overview of the 2019 Board Goals and their ranking.

President Clark stated the District should concentrate on the first ten (10) goals and the last six can be carried over to the next year. By consensus, the Board agreed to the goals and ranking.

20. CONSIDER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION BOARD OF DIRECTORS CALL FOR NOMINATIONS

No nominations.

21. DIRECTOR COMMENTS

Tom Hennig, Director of Administration, stated he will not be able to attend the March 5, 2019 Finance Committee meeting and asked that it be rescheduled. Directors Merchant and Maybee agreed to changing the meeting to March 12, 2019.

Director Maybee asked that staff look into video taping the District's Board meetings. This item will be on the March Communications & Technology Committee meeting agenda.

President Clark commented on the Joint Security meeting and getting clarification on each entity's role and expectations.

22. ADJOURNMENT

Motion/Butler to adjourn at 7:22 p.m. Second/Clark. Ayes: Clark, Jenco, Butler, Maybee, Merchant Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

DRAFT



RANCHO MURIETA COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

February 27, 2019

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

1. CALL TO ORDER/ROLL CALL

President Les Clark called the February 27, 2019 Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:02 p.m. at the Rancho Murieta Community Services District Board Room at 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; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

2. ADOPT AGENDA

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

3. COMMENTS FROM THE PUBLIC

No comments.

4. CONSIDER APPROVAL OF AMENDING HIGHWAY 16 BORE PROJECT DEVELOPER REIMBURSEMENT AGREEMENT TO ADD NORTH COURSE RECYCLED WATER MAIN CONNECTION TO MURIETA GARDENS

Mark Martin, General Manager, gave a brief overview of the recommendation to approve amending Highway 16 Bore Project Developer Reimbursement Agreement to add North course recycled water main connection to Murieta Gardens and the possibility of the project to be included in the funding from the Prop 84 Grant. This project is expected to be completed whether or not approved for grant funding.

Motion/Clark to approve a Facilities Extension & Reimbursement Agreement with Murieta Gardens Developer in an amount not to exceed \$299,377 for project 1a and \$299,975 for project 1b for a revised total of \$599,352. In the event the Department of Water Resources (DWR) approves this project for Proposition 84 Grant funding, the initial funding is to come 100% from Water Supply Augmentation Reserve funds with a 50% reimbursement under the grant. In the event the DWR does not approve grant funding for this project, 100% of project costs will come from Water Supply Augmentation Reserve funds. Second/Jenco. ROLL CALL VOTE: Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: none. Abstain: None.

5. REVIEW PRELIMINARY BUDGET INPUTS FOR FISCAL YEAR 2019-2020

Tom Hennig, Director of Administration, gave a PowerPoint presentation which gave an overview of the general budget, budget assumptions, payroll assumptions, changes to financial reporting, notable items, new requests, revenue estimate process, and the Prop 218 Notice. Also mentioned were the possibility of using the UOP Intern Program for some projects, tiered pricing, the possibility of legislation passing requiring low-income rates, and making the administration cost adjustments from each department at the end of the year instead of monthly. A question and answer period followed.

Mr. Hennig stated that he is still in the process of developing a budget which will be presented at the March 20, 2019, Regular Board Meeting.

6. DIRECTOR COMMENTS

President Clark gave kudos to senior staff for all their work at making office processes and procedures more efficient.

7. ADJOURNMENT

Motion/Jenco to adjourn at 5:57 p.m. Second/Clark. Ayes: Clark, Jenco, Butler, Maybee, Merchant. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

DRAFT

**Rancho Murieta
Joint Security Committee Meeting Minutes
February 28, 2019**

Present: Les Clark, CSD; Tim Maybee, CSD; Jim Crowder, RMA; Alex Bower, RMA; Lew Parkinson, Murieta Village; Curtis Morrison, Airport; Mark Martin, CSD; Chief Werblun, CSD; Greg Vorster, RMA.

1. CALL TO ORDER

The meeting was called to order at 6:03 p.m.

2. HISTORY OF JOINT SECURITY COMMITTEE

Mark Martin, Rancho Murieta Community Services District (District) General Manager, gave a brief overview of the history of the Joint Security Committee.

3. COMMITTEE FOCUS AND GOALS/MEMBERSHIP

Mark Martin, District General Manager, stated that the purpose of the Joint Security Committee is for all stakeholders to get together and discuss security issues in the community. The Committee should focus on high level concerns and issues and not get into the weeds of everything. All community stakeholders are invited to be a part of the Committee.

4. SET SCHEDULE/FREQUENCY OF MEETINGS

Mark Martin, District General Manager, recommended holding meetings quarterly. The next meeting has not been scheduled.

5. SECURITY TOWNHALL MEETING FOLLOW-UP

Les Clark, District Board of Directors, gave a brief overview of the townhall meeting held in October 2018, the spreadsheet listing items of concern from residents, what entities are responsible for areas of concern identified, and getting input from the community. After discussion, it was agreed that a 60-day period will be given for residents to review and get their comments in to the District. Specifics to be worked out by staff. Once received, the comments will be reviewed and help in setting the priorities of the community.

6. OTHER ITEMS

a. Discuss Role of Office of Emergency Services

Roger Ince, Office of Emergency Services (OES), gave an overview of the primary role OES has regarding disasters. Mr. Ince left some brochures regarding preparing a kit in case of evacuation, preparing the elderly, and preparing pets. Mr. Ince also provided information on the Sacramento Alert Registration (Reverse 911) and that the public can dial 211 on their phone for disaster information updates and directives during a disaster. A question and answer period followed.

b. Evacuation Plan

Roger Ince, OES, stated that he will get the name and contact information of a person to help the RMA working group develop an evacuation plan for Rancho Murieta.

c. Security Impact Fee Budget

Mark Martin, District General Manager, gave a brief overview of the Security Impact Fee and what it can and cannot be used for. Security Impact Fee funds cannot be used for day to day operations. With limited funding

for the Security Department, it is important to find out what the expectations are from each entity and which they feel are a priority. This will help Security to be able focus on what each entity feels is their priority.

Alex Bower, Rancho Murieta Association (RMA) Director, stated that RMA is in the process of purchasing speed trailers for use in the community.

d. Update on Holiday Gate Back-Up Issue

Chief Werblun gave a brief overview of a software program the District is looking at purchasing to help alleviate the back-ups at the gates. The program will allow for residents to register their guest online and send a guest pass to them electronically. These passes are only able to be used once. The pass can also be printed out and handed to the Gate Officer for those who do not have smartphones. It is expected a hard copy holiday pass solution will remain available from RMA for those without computer access. The proposed technological solution allows for an iPad to be used to scan in guests that have the advance pass, allowing Security to process them quicker.

Correspondence from R. Gehr

Mr. Gehr stated that since the software program is to benefit RMA, RMA should be the ones paying for it.

e. Neighborhood Watch Meeting Status

A Neighborhood Watch meeting is scheduled for 7:00 p.m. on April 2, 2019 at the RMA building. Mark Martin stated that all stakeholders should be included in the meeting.

f. Coffee with a Cop

The next Coffee with a Cop is scheduled for 6:00 p.m. on March 18, 2019 at the District meeting room. (OF NOTE: The event was later changed to 8:00 a.m. on the same date at the Local Bean coffee shop as it appeared competing events were accidentally scheduled the same day.)

Tim Maybee commented on the need to develop a better process to deal with covering up graffiti when it occurs in the community.

7. ADJOURNMENT

The meeting was adjourned at 8:10 p.m.

MEMORANDUM

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

1. CALL TO ORDER

Director Clark called the meeting to order at 8:30 a.m. Present was Director Clark. Director Jenco was absent. Present from District staff were Mark Martin, General Manager; Jeff Werblun, Security Chief; and Suzanne Lindenfeld, District Secretary.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Laurie Loaiza, Coastland Engineering, stated that the plans for Cantova Sewer Lift Station have been reviewed and approved. Staff is waiting for a construction calendar from the developer.

Mark Martin, General Manager stated that staff has submitted all requested documentation to Regional Water Authority (RWA) regarding the reassigning of our Prop 84 projects. There has been no response yet.

4. MAIN LIFT SOUTH SUMP PUMP REPLACEMENT

Director Clark stated that he is fine with this item going to the Board for approval and asked that the total expenditures for this project be included, the maintenance history, and if the proposal includes installation. ***The Committee recommends this item be added to the March 20, 2019 Regular Board Meeting agenda.***

5. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

Mark Martin, General Manager, commented on his conversation with the previous General Manager, Darlene Thiel, to get clarification of the thought process for determining reimbursement fees as outlined in the 670 Financial Services Agreement (FSA). A preliminary estimate was provided to the developer for the Residences East and Riverview developments.

Director Clark stated he would like the Capital Replacement Plan to include all components for each item/project and asked that staff provide the Board with their projection for this year regarding adequate storage due to the wet weather.

10. ADJOURNMENT

The meeting was adjourned at 8:50 a.m.

MEMORANDUM

Date: March 5, 2019
To: Board of Directors
From: Security Committee Staff
Subject: March 5, 2019 Security Committee Meeting Minutes

1. CALL TO ORDER

President Clark called the meeting to order at 9:30 a.m. Present were Directors Clark and Maybee. Present from District staff were Mark Martin, General Manager; Jeff Werblun, Security Chief; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Chief Werblun gave a brief overview of the incidents of note. President Clark asked for the next Security meeting, staff provide a monthly list of non-architectural and CC&R citations the Security Department is involved in, along with a breakdown of what each violation is.

Betty Ferraro suggested that the District review the 1992 Agreement between the District and Rancho Murieta Association (RMA) and consider renegotiating.

4. JOINT SECURITY COMMITTEE FOLLOW-UP

Solicitation of Community Security Priorities

Mark Martin, General Manager, commented on the Joint Security Committee discussion regarding putting the security survey and matrix out for public comment asking for their top five (5) priorities. This will be made available on-line and hardcopy mailing. Director Maybee stated that a designated person needs to be decided on for receipt of all responses.

District's Expected Evacuation Plan Role

Mark Martin, General Manager, stated that Sacramento County has authority over emergency services. Mr. Martin suggested staff meet with the Director of Office of Emergency Services (OES) to get information regarding evacuating Rancho Murieta. A discussion followed.

Director Maybee stated that the District should not be developing an evacuation plan but can provide designated staging locations in the community to OES to put with the disaster plan and suggested that all District vehicles have a master key for opening gates if needed.

Director Clark stated that the County Emergency Plan starts with OES and needs to go through them.

Betty Ferraro stated that the purpose of the RMA ad hoc committee is to educate people on being ready to evaluate, where to evacuate to, and suggested signs be posted in the community indicating where exits are

located. Ms. Ferraro also commented on her concern regarding finding out how to go about getting reimbursed for the costs of any emergency.

Director Clark asked that the ad hoc committee come up with a list of questions for OES to respond to.

Director Maybee suggested that Sacramento Metro Fire and Sacramento County Sheriff's Department provide trainings on a regular basis.

Mark Martin, General Manager, stated that this item will be on the March 20, 2019 Board meeting agenda for Board discussion. The Committee agreed.

5. DIRECTOR & STAFF COMMENTS

Director Maybee commented on "tagging" in the community and suggested a task force be develop which will cover up graffiti within 48 hours of it being reported and will provide the names of two (2) residents interest in being the task force for the General Managers of the District and RMA for discussion and consideration.

Chief Werblun clarified that the District's reward policy specifies it is for any leads leading up to the arrest and conviction of a suspect. It is not an anonymous tip line.

6. ADJOURNMENT

The meeting adjourned at 10:35 a.m.

MEMORANDUM

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

1. CALL TO ORDER

Director Merchant called the meeting to order at 9:30 a.m. Present were Directors Merchant and Butler. Present from District staff were Mark Martin, General Manager; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. DISCUSS INTERNET STREAMING OF DISTRICT BOARD MEETINGS

Mark Martin, General Manager stated that staff has begun to research videotaping of the District Board meetings and gave a brief summary of the things that need to be considered to accomplish this. Things to be considered include capacity of our website to store the videos, location of cameras, number of cameras, and live streaming or just making the video available after. The videos would replace the audio recordings of meetings.

Director Merchant commented on getting a system that will bookmark each agenda item so one can go directly to that agenda item on the video, possibility of contracting with someone or having an intern do the videotaping for us.

4. PIPELINE AND OTHER COMMUNICATION INITIATIVES

Director Butler stated that not everyone uses computers and that the District should continue to send out paper copies of the Pipeline and suggested putting more detailed information in the Pipeline regarding actions from the Board meeting.

Director Merchant directed staff look into the ability to have incentives for residents to receive their statements electronically instead of paper.

5. DIRECTOR AND STAFF COMMENTS/SUGGESTIONS

Director Merchant directed staff to get information for the next meeting regarding the pros and cons of the electronic sign Rancho Murieta Association is getting. Director Merchant also asked staff to look into the possibility of conducting tours of the facilities.

Chief Werblun stated that the Coffee with a Cop has been changed to March 18, 2019 at 8:00 a.m. at the Local Bean.

6. ADJOURNMENT

The meeting was adjourned at 10:31 a.m.

MEMORANDUM

Date: March 12, 2019
To: Board of Directors
From: Finance Committee Staff
Subject: March 12, 2019 Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Merchant called the meeting to order at 8:30 a.m. Present were Directors Merchant and Maybee. Present from District staff were Mark Martin, General Manager; Tom Hennig, Director of Administration; Paul Siebensohn, Director of Field Operations; Mark Brandt, Interim Controller; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. ANNUAL INVESTMENT POLICY

Mark Martin, General Manager, gave a brief overview of the Investment Policy and Market Update report received by PFM Asset Management LLC. There are no recommended changes to the District's investment policy or suggested movement of funds.

4. BUDGET UPDATE

Tom Hennig, Director of Administration, gave a brief overview of the tentative schedule and provided an update on the FY 2019-20 budget. The first stage of the budget process sets the maximum amount of the increase in rates and taxes which is used for the Proposition 218 Notices we are required to send out 45 days prior to the budget hearing. The increased rates can be lower, but not higher than the amount stated in the Proposition 218 Notice.

General assumptions include increases in the following: PERS contributions; represented and unrepresented employee wages; general retirement contribution; health insurance premiums; SMUD; IT/technology; use of interns; and solid waste services. The amount of property tax money the District will receive is also expected to increase this year. A question and answer period followed.

The Committee discussion included: looking into tiered water pricing; purchasing software to allow customers to access account information online; and software designed to enhance provision of security services. The Committee suggested staff provide clear justification/benefit. to the rate payers, from each improvement/cost the District is looking at doing to justify any rate and/or tax increase.

Director Maybee recommended the District purchase the software for the Security Department this current fiscal year if funding is available. Director Merchant agreed.

5. DISCUSS RESERVES

Mark Martin, General Manager, gave an overview of the current reserve contributions and balances. After a discussion, the Committee agreed to have the Board of Directors discuss and agree on what level of reserves they want.

Director Merchant asked staff to research what the amount is still owed on the inter-fund borrowing which supported the new water plant and new North Gate.

6. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

None.

7. ADJOURNMENT

The meeting was adjourned at 11:08 a.m.

DRAFT

MEMORANDUM

Date: March 15, 2019
To: Board of Directors
From: Tom Hennig, Director of Administration
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for January 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 (excluding payroll-related items) are listed *in order as they appear* on the Bills Paid Listing Report:

<u>Vendor</u>	<u>Project / Purpose</u>	<u>Amount</u>	<u>Funding</u>
Golden State Risk Management	Insurance	\$103,442	Operating Expense
California Waste Recovery Sy	Solid Waste Monthly Contract	\$49,075	Operating Expense
Kirby's Pump & Mechanical	Repairs & Maintenance	\$38,752	Operating Expense
Xylem Water Solutions U.S.A.	Cantova Lift Project	\$29,915	Operating Expense
Coastland Civil Engineering	Engineering	\$21,442	Operating Expense
State Water Resources Control	Permits	\$17,387	Operating Expense
Larry Bain, CPA, An Accounting	Profession Services	\$15,500	Operating Expense
CalPERS	Employee Retirement	\$15,014	Operating Expense
S. M. U. D.	Utilities	\$14,128	Operating Expense
County of Sacramento	Quarterly Solid Waste Charges	\$9,962	Operating Expense

PREPARED BY: Tom Hennig, Director of Administration

REVIEWED BY: , District Treasurer

Rancho Murieta Community Services District
Bills Paid Listing for January 2019

Ck Number	Date	Vendor	Amount	Purpose
CM34214	1/2/2019	Accounting & Association Software	288.75	Accounting Support
CM34215	1/2/2019	Action Cleaning Systems Inc	1,445.00	Janitorial
CM34216	1/2/2019	Action Rubber Stamps, Inc	20.63	Office Supplies
CM34217	1/2/2019	American Family Life Assurant	383.19	Life Insurance
CM34218	1/2/2019	Apple One Employment Service	399.50	Temp Labor
CM34219	1/2/2019	Applications By Design, Inc.	2,275.00	Security Barcodes
CM34220	1/2/2019	Aramark Uniform & Career App	123.33	Uniforms
CM34221	1/2/2019	Arnolds For Awards	21.89	Office Supplies
CM34222	1/2/2019	AT&T	986.01	Telephone
CM34223	1/2/2019	AT&T	2,671.13	Telephone
CM34224	1/2/2019	Backflow Distributors Inc	501.96	Repairs & Maintenance
CM34225	1/2/2019	California Laboratory Service	1,444.52	Monthly Lab Tests
CM34226	1/2/2019	California Special Districts	65.00	Conference
CM34227	1/2/2019	California State Disbursement	79.26	Payroll
CM34228	1/2/2019	Caltronics Business Systems	841.17	Office Supplies
CM34229	1/2/2019	Coastland Civil Engineering	21,422.40	Engineering
CM34230	1/2/2019	County of Sacramento	5,934.32	Off Duty Sheriff
CM34231	1/2/2019	County of Sacramento	9,961.52	Quarterly Solid Waste Charges
CM34232	1/2/2019	County of Sacramento	601.00	Employment Screening
CM34233	1/2/2019	Culver Company, Inc	1,189.78	Repairs & Maintenance
CM34234	1/2/2019	Domino Solar LTD	7,383.53	Solar
CM34235	1/2/2019	Ferguson Enterprises	237.52	Repairs & Maintenance
CM34236	1/2/2019	Franchise Tax Board	60.00	State Tax
CM34237	1/2/2019	Fred Pryor Seminars/CareerTraining	174.00	Seminar
CM34238	1/2/2019	Galls/Quartermaster	66.35	Repairs & Maintenance
CM34239	1/2/2019	Gempler's, Inc.	1,071.87	Uniforms
CM34240	1/2/2019	Greenfield Communications	460.97	Internet/TV
CM34241	1/2/2019	Hastie's Capitol Sand and Gr	557.77	Repairs & Maintenance
CM34242	1/2/2019	Kirby's Pump & Mechanical	38,752.37	Repairs & Maintenance
CM34243	1/2/2019	Legal Shield	23.90	Legal
CM34244	1/2/2019	Marion Leasing	526.90	Equipment Rental
CM34248	1/2/2019	Pace Supply Corp	1,247.48	Union Dues
CM34249	1/2/2019	Rancho Murieta Association	150.00	Associationion Dues
CM34250	1/2/2019	Rancho Murieta Association	396.58	Associationion Dues
CM34251	1/2/2019	S. M. U. D.	12,015.06	Utilities
CM34252	1/2/2019	Sprint	189.95	Telephone
CM34253	1/2/2019	Streamline	300.00	Website Hosting
CM34254	1/2/2019	TASC	68.91	Cobra Insurance
CM34255	1/2/2019	TASC	196.14	Cobra Insurance
CM34256	1/2/2019	Tesco Controls, Inc.	8,346.18	Repairs & Maintenance
CM34257	1/2/2019	Western Exterminator Co.	547.00	Pest Control
DAJ000006321	1/4/2019	CalPERS	10,936.49	Employee Retirement

Rancho Murieta Community Services District
Bills Paid Listing for January 2019

Ck Number	Date	Vendor	Amount	Purpose
DAJ000006322	1/8/2019	CalPERS	11,079.45	Employee Retirement
CM34258	1/8/2019	Chrysler Capital	156.80	Jeep Payment
CM34259	1/8/2019	Guardian Life Insurance	5,289.90	Life Insurance
CM34260	1/8/2019	Vision Service Plan (CA)	435.58	Vision Insurance
CM34261	1/11/2019	A Leap Ahead IT	5,435.42	IT Support
CM34262	1/11/2019	A&D Automatic Gate and Acces	387.50	Repairs & Maintenance
CM34263	1/11/2019	American Family Life Assuran	383.19	Life Insurance
CM34264	1/11/2019	Apple One Employment Service	1,702.17	Temp Labor
CM34265	1/11/2019	Applications By Design, Inc.	520.00	Security Barcodes
CM34266	1/11/2019	Aramark Uniform & Career App	260.40	Uniforms
CM34267	1/11/2019	Brower Mechanical, Inc	591.00	Repairs & Maintenance
CM34268	1/11/2019	California State Disbursement	79.26	Payroll
CM34269	1/11/2019	California Waste Recovery Sy	49,075.21	Solid Waste Monthly Contract
CM34270	1/11/2019	Cell Energy Inc.	275.33	Vehicle Service
CM34271	1/11/2019	Christensen, Don	100.00	Rebate
CM34272	1/11/2019	County of Sacramento	74.00	Rebate
CM34273	1/11/2019	EDCO Enterprises	4,560.00	Repairs & Maintenance
CM34274	1/11/2019	Express Office Products, Inc	1,189.04	Office Supplies
CM34275	1/11/2019	Ferguson Enterprises	5,520.58	Repairs & Maintenance
CM34276	1/11/2019	Franchise Tax Board	60.00	State Tax
CM34277	1/11/2019	Galls/Quartermaster	314.13	Repairs & Maintenance
CM34278	1/11/2019	Gempler's, Inc.	169.98	Uniforms
CM34279	1/11/2019	Golden State Risk Management	103,442.49	Insurance
CM34280	1/11/2019	Gudel, Shannon	100.00	Rebate
CM34281	1/11/2019	Hastie's Capitol Sand and Gr	679.23	Repairs & Maintenance
CM34282	1/11/2019	J B Bostick Company	8,100.00	Repairs & Maintenance
CM34283	1/11/2019	KWA Safety & Hazmat Consulta	1,800.00	Consulting
CM34284	1/11/2019	Lee's Automotive Repair Inc	102.60	Repairs & Maintenance
CM34285	1/11/2019	Legal Shield	23.90	Legal
CM34286	1/11/2019	Nationwide Retirement Soluti	1,050.00	Equipment Rental
CM34287	1/11/2019	Operating Engineers Local Un	526.11	Union Dues
CM34288	1/11/2019	Pace Supply Corp	10.83	Repairs & Maintenance
CM34289	1/11/2019	PDF Tactical	4,743.98	Repairs & Maintenance
CM34290	1/11/2019	Pitney Bowes	695.23	Postage
CM34291	1/11/2019	Rancho Murieta Ace Hardware	116.69	Repairs & Maintenance
CM34292	1/11/2019	Rancho Murieta Country Club	510.51	Club Dues
CM34293	1/11/2019	Romo Landscaping	385.00	Landscaping
CM34294	1/11/2019	Santander Leasing	240.00	Equipment Rental
CM34295	1/11/2019	Sierra Office Supplies	235.97	Office Supplies
CM34296	1/11/2019	State of California	143.00	Californiaion Dues
CM34297	1/11/2019	State Water Resources Control	17,386.50	Permits
CM34298	1/11/2019	TASC	98.07	Cobra Insurance

Rancho Murieta Community Services District
Bills Paid Listing for January 2019

Ck Number	Date	Vendor	Amount	Purpose
CM34299	1/11/2019	U.S. Bank Corp. Payment System	4,329.07	District Credit Cards
CM34300	1/11/2019	U.S. HealthWorks Medical Group	709.00	Medical
CM34301	1/11/2019	Univar USA Inc.	2,609.17	Repairs & Maintenance
CM34302	1/11/2019	USA Blue Book	1,374.89	Supplies
CM34303	1/11/2019	Water Environment Federation	328.00	repairs & Maintenance
CM34304	1/11/2019	WaterISAC	524.00	Repairs & Maintenance
CM34305	1/11/2019	Wister, James	100.00	Rebate
CM34306	1/11/2019	Xylem Water Solutions U.S.A.	29,915.38	Cantova Lift Project
CM34307	1/14/2019	Costco Membership	888.45	Supplies
DAJ000006324	1/14/2019	EmploymentDevelopment Department	3,066.95	Employment Taxes
DAJ000006323	1/14/2019	Federal Tax deposit	10,226.99	Employment Taxes
CM34497	1/17/2019	CalPERS	36.75	Employee Retirement
DAJ000006325	1/17/2019	CalPERS	15,014.21	Employee Pers
DAJ000006326	1/17/2019	Federal Tax Deposit	228.97	Employment Taxes
DAJ000006327	1/23/2019	EmploymentDevelopment Department	1,513.19	Employment Taxes
DAJ000006329	1/24/2019	CalPERS	11,709.73	Employee Retirement
CM34308	1/25/2019	Accounting & Association Software	1,567.50	IT Support
CM34309	1/25/2019	Action Cleaning Systems Inc	1,445.00	Janitorial
CM34310	1/25/2019	American Family Life Assuran	383.19	Life Insurance
CM34311	1/25/2019	American Water Works Associa	433.00	Repairs & Maintenance
CM34312	1/25/2019	Apple One Employment Service	1,829.80	Temp Labor
CM34313	1/25/2019	Applications By Design, Inc.	2,350.00	Security Barcodes
CM34314	1/25/2019	Aramark Uniform & Career App	229.70	Uniforms
CM34315	1/25/2019	AT&T	968.96	Telephone
CM34316	1/25/2019	AT&T	2,822.64	Telephone
CM34317	1/25/2019	Backflow Distributors Inc	7,188.31	Repairs & Maintenance
CM34318	1/25/2019	Bartkiewicz, Kronick & Shana	3,697.31	Legal
CM34319	1/25/2019	Bourkov, Marina & Alex	950.00	Legal
CM34320	1/25/2019	California Laboratory Servic	968.24	Monthly Lab Tests
CM34321	1/25/2019	California State Disbursement	79.26	Payroll
DAJ000006331	1/25/2019	CalPERS	11,191.45	Employee Retirement
CM34322	1/25/2019	Caltronics Business Systems	877.73	Office Supplies
CM34323	1/25/2019	Cell Energy Inc.	168.35	Vehicle Service
CM34324	1/25/2019	Central Valley Engineering &	450.00	Repairs & Maintenance
CM34325	1/25/2019	Cisco Air Systems, Inc	379.44	Repairs & Maintenance
CM34326	1/25/2019	Core & Main	982.96	Repairs & Maintenance
CM34327	1/25/2019	Domino Solar LTD	6,085.03	Solar
CM34328	1/25/2019	EDCO Enterprises	1,710.00	Repairs & Maintenance
DAJ000006328	1/25/2019	EmploymentDevelopment Department	2,804.56	Employment Taxes
CM34329	1/25/2019	Express Office Products, Inc	205.87	Office Supplies
CM34330	1/25/2019	Franchise Tax Board	60.00	State Tax
CM34331	1/25/2019	Gempler's, Inc.	48.99	Uniforms

Rancho Murieta Community Services District
Bills Paid Listing for January 2019

Ck Number	Date	Vendor	Amount	Purpose
CM34332	1/25/2019	Greenfield Communications	460.97	Internet/TV
CM34333	1/25/2019	Hach Company	720.11	Repairs & Maintenance
CM34334	1/25/2019	Hanson, Robert	100.00	Rebate
CM34335	1/25/2019	Howe It's Done	791.85	BOD Meetings
CM34336	1/25/2019	Hunt & Sons, Inc	5,767.25	Fuel
CM34337	1/25/2019	J B Bostick Company	786.50	Repairs & Maintenance
CM34338	1/25/2019	Kolmodin, Don	200.00	Repairs & Maintenance
CM34339	1/25/2019	Lane, Sean	805.75	Fire hydrant/merter refund
CM34340	1/25/2019	Larry Bain, CPA, An Accounti	15,500.00	Profession Services
CM34341	1/25/2019	Lee's Automotive Repair Inc	2,004.75	Repairs & Maintenance
CM34342	1/25/2019	Legal Shield	23.90	Legal
CM34343	1/25/2019	Lund Construction	950.00	Repairs & Maintenance
CM34344	1/25/2019	Maita, Bruce	400.00	Rebate
CM34345	1/25/2019	Marion Leasing	526.90	Equipment Rental
CM34346	1/25/2019	Nationwide Retirement Soluti	1,165.00	Equipment Rental
CM34347	1/25/2019	Operating Engineers Local Un	553.80	Union Dues
CM34348	1/25/2019	Public Agency Retirement Ser	727.41	Employee Retirement
CM34349	1/25/2019	Rancho Murieta Association	150.00	Associationion Dues
CM34350	1/25/2019	Rancho Murieta Association	615.56	Associationion Dues
CM34351	1/25/2019	S. M. U. D.	14,128.11	Utilities
CM34352	1/25/2019	Sacramento Bee	978.00	Beeion Dues
CM34353	1/25/2019	Sierra Office Supplies	289.85	Office Supplies
CM34354	1/25/2019	Smith, Robert	100.00	Rebate
CM34355	1/25/2019	Sprint	189.95	Telephone
CM34356	1/25/2019	Streamline	300.00	Website Hosting
CM34357	1/25/2019	TASC	186.82	Cobra Insurance
CM34358	1/25/2019	TASC	98.07	Cobra Insurance
CM34359	1/25/2019	USA Blue Book	1,297.04	Supplies
CM34360	1/25/2019	W.W. Grainger Inc.	151.41	Repairs & Maintenance
CM34361	1/25/2019	Western Exterminator Co.	547.00	Pest Control
CM34362	1/25/2019	William Baker DBA B&B Profes	1,166.38	Profesion Services
DAJ000006330	1/28/2019	EmploymentDevelopment Department	9,265.94	Employment Taxes
DAJ000006299	1/29/2019	EmploymentDevelopment Department	3,160.80	Employment Taxes
DAJ000006320	1/31/2019	USPS	1,500.00	Postage
		Total	562,261.69	

PREPARED BY: Tom Henning, Director of Administration

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: March 19, 2019
To: Board of Directors
From: Mark Martin, General Manager
Subject: General Manager's Report

OUTREACH/ADVOCACY

February 21, 2019: **WaterReuse Central Valley/Sierra Foothills Chapter Meeting.** General Discussion on Recycled Water Permitting for agricultural purposes from a Fresno area water agency, and presentation by the State Water Resources Control Board (SWRCB) on upcoming Bio-analytics related to recycled water quality monitoring for waters recharged into groundwater basins.

March 4, 2019: **Rancho Murieta Association (RMA) Emergency Preparedness Action Committee (EPAC) Meeting** – Attended the meeting of this RMA working group to better understand the function of the committee and provide feedback and clarification regarding the County's primary role in emergency operations and planning. We committed to serving as a conduit for information between official emergency response agencies and community stakeholders such as the RMA, and to provide feedback on RMA preparedness plans.

March 5, 2019: **RMA Compliance Committee** – Attended the meeting to reinforce the District's earnest efforts toward increased accountability and collaboration with RMA to improve Security services to the community.

March 5, 2019: **Ready.Gov** – Ordered emergency preparedness brochures for use at RMCSO offices and to be distributed to community stakeholders. Brochure topics include:

- Preparing Makes Sense – Get Ready Now (General brochure on emergency preparedness)
- Preparing Makes Sense – For Older Americans
- Preparing Makes Sense – For People with Disabilities
- Emergency Supply List
- Preparing your Pets for Emergencies

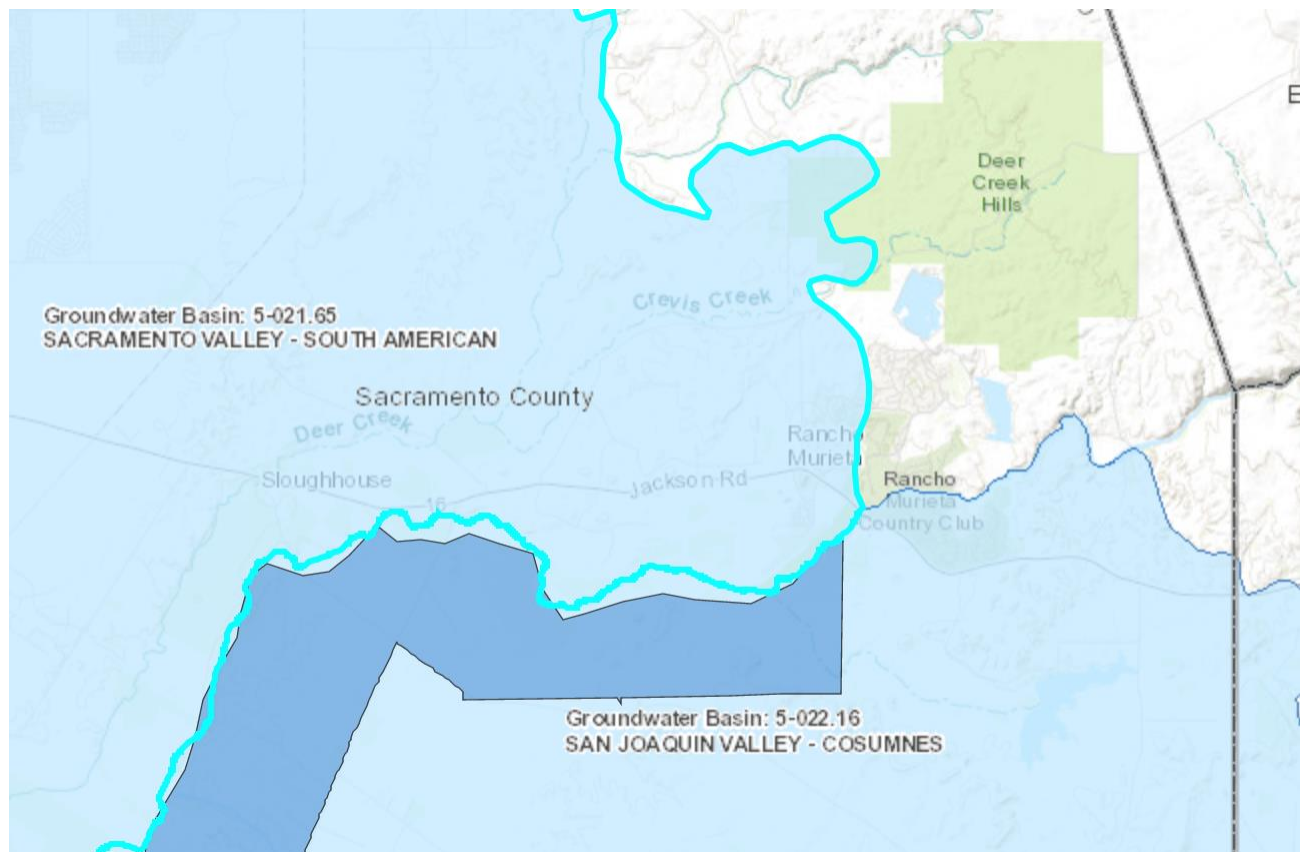
March 8, 2019: **Meeting with Murieta Village Association (MVA) leadership on Security Concerns** – Chief Werblun and I met with the MVA leadership to hear their concerns about Security and provide facts about how District Security operates in general. The MVA voiced concerns about the RMA area consuming a disproportionate amount of the District's Security function relative to the rest of the District. We reassured MVA that changes to how Security provides service to the RMA area does not detract from the District's allocation of time for patrol and service calls to the MVA area. We discussed the possibility of the District enforcing a limited number of MVA HOA CCRs under agreement similar to the arrangement the District has with RMA. In order for this to occur, RMCSO would need to be granted authority via agreement by the MVA to enforce specific CCRs. We discussed the advantage of security cameras as a tool to prevent or at least help solve crimes. It was made clear that RMCSO welcomes the MVA as a participating member of the Joint Security Committee and that the interests of the entire district are of concern. Further we encouraged MVA to attend RMCSO Board meetings to advocate for the type of Security services desired for their part of the community.

March 8, 2019: **Reached out to Rancho Murieta Country Club (RMCC) on meeting to discuss Security Concerns** - Contacted Ron Svien, RMCC GM to offer a meeting with myself and Chief Werblun to discuss the Country Club's security concerns. Mr. Svien thanked CSD for its offer and committed to scheduling a future meeting for the discussion.

March 12, 2019: **Presidents Meeting.** Director Clark and I met with Ron Svien, General Manager of RMCC. RMCC Board President Mike Martel and RMA's representatives Alex Bauer and Greg Vorster were unable to attend. Despite the light attendance, we had a very good discussion on graffiti.

March 13, 2019: **Sacramento Central Groundwater Authority (SCGA).** Attended Regular Board Meeting. Discussion on SCGA negotiations with Omochumne-Hartnell Water District (OHWD) to retain the function as a Groundwater Sustainability Agency (GSA) for the groundwater within their area of jurisdiction with some minor boundary adjustments.

Below is a map reflecting the approximate boundaries of SCGA's GSA authority (Light blue area Sacramento Valley – South American north of the Cosumnes River), the OHWD GSA boundary (Dark blue area), and the Sloughhouse Resource Conservation District (SRCD) GSA area (Light blue area south of the Cosumnes River) indicated as San Joaquin Valley – Cosumnes.



It is important we monitor the GSA's in our area in the event riparian water rights are impacted by groundwater recharge banking or other groundwater activities that could impair Rancho Murieta's general rights to water.

March 14, 2019: **Regional Water Authority (RWA).** Attended regular Board meeting. The RWA is a Joint Powers Authority (JPA) where operational revenues come from the dues of participating agencies. As a standing Board

member, RMCS D is one of many entities who act on approval actions related to the RWA's annual budget, and with that, employee compensation. At this meeting the RWA presented their proposed budget and employee cost increases for the next fiscal year. Dues are expected to increase 5% next year. This reflects an approximate increase of \$750 to RMCS D above our past year's dues. RWA explained how they are tiering the vesting of some of their benefits to reduce future exposure to employee cost increases. RWA is perhaps RMCS D's most valuable memberships in that it allows us to sit at the table with all the other major water interests in the region. Our Proposition 84 grant is through RWA. Beyond grant assistance/administration RWA does a very good job monitoring legislation and advocating on the behalf of water agencies in general.

March 20, 2019: **Regional Water Authority (RWA)-Legislative Advocacy Update.** The meeting is scheduled the morning of this month's Board meeting. Legislation updates will be provided at the April Board Meeting. As mentioned at last month's Board meeting, nearly 1,200 new bills were introduced this year in the State legislature. Beyond updates, we expect to get a sense of any new bills that may impact the District's role as a water provider and rights holder as part of this meeting.

MEMORANDUM

Date: March 19, 2019
 To: Board of Directors
 From: Tom Hennig, Director of Administration
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary for January 2019. This will be the first time this reporting format is utilized to provide the Board with the year to date budget detail. This new reporting format will continue to be developed in concert with the preparation of the FY 19/20 budget. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

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

Residential Water Consumption – Year-to-date residential water usage was 6.6% below budget through January. 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	0.2%	2,542	2,542	2,542	2,543	2,545	2,545	2,546					
	Weighted Average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	1,593	2,672	2,659	2,566	1,930	1,522	797	678					
Gallons per day	396	666	663	640	481	379	199	169					
Planned Usage GPD	627												

Commercial/Other Water Consumption – Year-to-date commercial water usage was 0.1% below budget through January. 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	495,036	136,243	134,170	128,218	96,405	74,880	50,290	39,726					
Parks	240,537	88,540	68,739	50,519	32,739	16,480	878	501					
Raw Water	308,351	37,475	126,163	93,612	51,101	10,110	100	-					
CSD	74,863	21,501	19,548	18,782	15,032	12,703	11,057	11,663					
Totals	1,118,787	283,859	348,620	291,131	195,277	114,173	62,325						

Lock-Offs – During the month of January, there were fifteen (15) lock-offs.

Connection Fees – There no connection fees received in January.

Aging Report – Delinquent accounts totaled \$183,248 which was 24.0% of the total accounts receivable balance of \$780,384. Past due receivables increased \$29,569 or 17.0% from the prior month.

Summary of Reserve Accounts as of January 31, 2019 – The District’s reserve accounts began the fiscal year with a balance of \$5,825,224 and have increased \$194,370 through the month of January. Aside from the recurring monthly reserve contributions and normal inter-fund borrowing repayments: There were no significant payments or additions in the month of January.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2018</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Jan 31, 2019</i>
Water Capital Replacement (200-2505)	1,375,775	116,395	(68,262)	1,423,908
Sewer Capital Replacement (250-2505)	2,745,922	176,854	(85,900)	2,836,876
Drainage Capital Replacement (260-2505)	108,771	19,482	(0)	128,613
Security Capital Replacement (500-2505)	121,869	29,310	(9,768)	141,411
Admin Capital Replacement (xxx-2505-99)	87,096	34	(0)	87,130
Sewer Capital Improvement Connection (250-2500)	4,134	22	(0)	4,157
Capital Improvement (xxx-2510)	349,075	17,175	(4,984)	361,266
Water Supply Augmentation (200-2511)	1,744,938	37,167	(13,886)	1,768,219
WTP Construction Fund Reserve (200-2513)	(702,387)	78,056	(90,797)	(715,129)
Security Impact Fee Reserves (500-2513)	(9,969)	0	(54)	(10,023)
<i>Total Reserves</i>	<i>5,825,224</i>	<i>468,022</i>	<i>(273,652)</i>	<i>6,012,761</i>

Inter-fund Borrowing Balances

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2018</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance Jan 31, 2019</i>
Sewer Loan to WTP Construction Fund	996,749	9,620	(70,312)	926,437
WSA Loan to WTP Construction Fund	332,250	3,207	(23,450)	308,800
N. Gate Security Loan from Drainage Fund	40,367	354	(11,418)	28,949
<i>Total Inter-fund Borrowing</i>	<i>1,369,366</i>	<i>11,047</i>	<i>(87,644)</i>	<i>1,281,723</i>

Financial Items of Note

- On February 1, 2019, RMCSD received a payment of \$397,614 from the County of Sacramento related to the 2018-2019 Teeter assessment. We are working with the County of Sacramento to determine the timing of the remaining payments

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

Revenues:

Water Charges, year-to-date, are **below** budget \$37,691 or (0.03%)

Sewer Charges, year-to-date, are **above** budget \$800 or 0.001%

Drainage Charges, year-to-date, are **below** budget \$1,180 or (0.008%)

Solid Waste Charges, year-to-date, are **above** budget \$3,499 or 0.008%

Security Charges, year-to-date, are **above** budget \$529 or 0.001%

Total Revenue, which includes other income, property taxes, and interest income is **below budget \$45,664** mainly due to aging receivables (0.01%).

Expenses:

Expense details are not available for this report due to unplanned issues with supporting modifications to our reporting software. We have elected to hold back in publishing financial information we do not feel is accurate. These issues are being addressed by staff and are being elevated to a higher priority with our vendor.

MEMORANDUM

Date: March 11, 2019
To: Board of Directors
From: Jeffery Werblun, Security Chief
Subject: Security Report for the Month of February 2019

OPERATIONS UPDATES

February 11, 2019: Interviews were held for Gate Officer and Patrol Officer. Chief Werblun completed his qualifications and recertification for his BSIS weapon permit.

INCIDENTS OF NOTE

February 4, 2019, 0740 hours: A hit and run occurred on Camino Del Sol at approximately 0545 hours. The victim was asleep when the accident occurred. An unknown suspect vehicle left the wet roadway and drove up onto the front yard of the victim's residence. The suspect ran over a Greenfield cable box, then collided with the side of the victim's pickup that was parked in his driveway. The force of the collision pushed the pickup sideways in the driveway. The suspect drove away from the scene. The victim called California Highway Patrol (CHP) for a report. Sergeant Tompkins and I viewed North Gate video in hopes of locating a possible suspect vehicle leaving the community. We did not locate a suspect. We assume the suspect drove back to a residence and parked the suspect vehicle.

February 24, 2019, 0115 hours: Patrol responded to a burglary alarm at the Country Store. Upon arrival, the Officer noticed the front door to the business was smashed out. Sacramento County Sheriff's Department (SSD) was notified and responded. It was determined, based on in store surveillance video, that an unknown suspect rode up on a bicycle, smashed out the front door to the business and entered the business. The suspect went to the front counter and stole a cash box and lottery tickets. The suspect rode away on the bicycle. The suspect was not identified at this time. The suspect was wearing a hood, a face mask, and gloves. Later this date, the store owners asked Sergeant Tompkins to come by and look at the video since he knows many people in the community in the hopes he might be able to help identify the suspect. Sergeant Tompkins was not able to identify the suspect due to the hood and face mask.

RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

Nothing to report.

CONTRACT SECURITY

We are using PDF Security to fill patrol and gate vacancies.

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													0
No drivers license													0
Speeding	38	32											70
Speeding - twice speed limit													0
Stop signs	19	7											26
Use of streets													0
Parking:													
Driveway parking	36	16											52
Guest parking	6	7											13
Overnight street parking	2	6											8
Accumulation/dumping of debris													0
Advertising signs													0
Barbeques, open fires, bonfires													0
Carrying passengers/overloaded cart													0
Clothes lines													0
Commercial vehicle lettering													0
Construction overnight parking													0
Park hours / curfew													0
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 common areas													0
Home business activities		1											1
Noxious activities													0
Open garage doors													0
Pets - off leash / teathered / noise													0
Property maintenance													0
Sign rules													0
Skating in common area													0
Sports equip/trampoline/basketball													0
Storage of building materials													0
Stored vehicles	1	5											6
Trash containers													0
Unauthorized vehicles - passes													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	0	0	0	0	0	0	0	0	0	0	176
by RMCS	81	48											129
by RMA	21	26											47
	102	74	0	0	0	0	0	0	0	0	0	0	176

Avg	Total
	0
	10
	1
	0
	0
	0
	0
	4
	0
	0
	0
	0
	0
	1
	0
	0
	2
	0
	0
0	67

2019 RMA Rule Violation Citations by CSD

Violation	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg	Total
Back Area w/o Resident														0
Basketball Standard														0
Commercial Vehicle Signage														0
Construction Hours/Days														0
Curfew														0
Driveway Parking	30	5												35
Fishing License/Fish & Wildlife														0
Guest Parking														0
Loose/Off Leash Dog		1												0
Motorcycle North Streets														0
Overloaded Golf Cart														0
Overnight Street Parking	7	9												16
Park Hours														0
Speeding	39	39												78
Stop Sign	6	7												0
Unauthorized Vehicle														0
Unlicensed Driver														0
Unsafe Driving	1													0
Intereference														0
Total	83	61	0	0	0	0	0	0	0	0	0	0	0	144



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

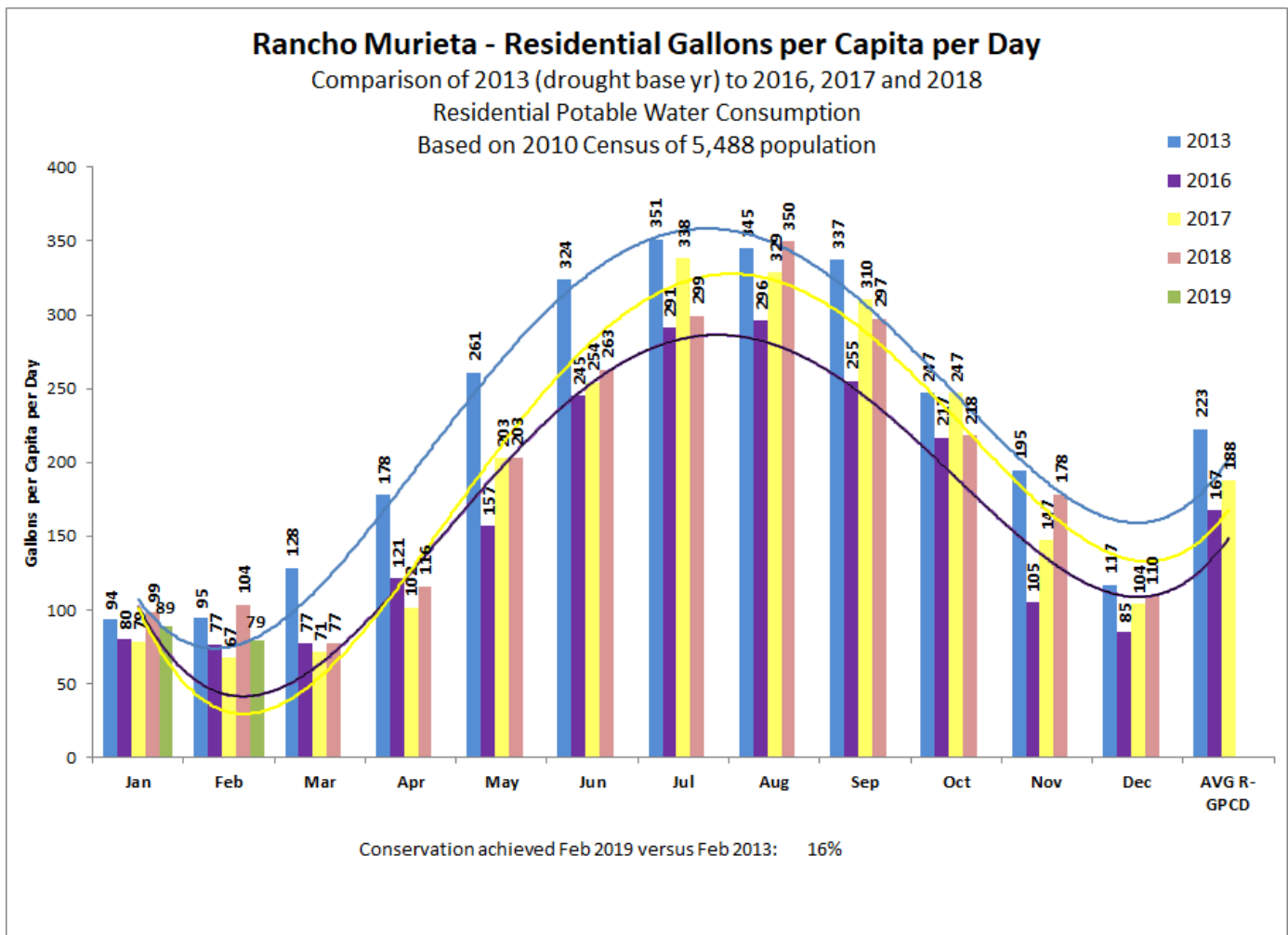
MEMORANDUM

Date: March 14, 2019
 To: Board of Directors
 From: Paul Siebensohn, Director of Field Operations
 Subject: Utilities Report

The following is information and projects staff has worked on since the last Board meeting.

WATER TREATMENT

Water Treatment Plant (WTP) #1 is being prepared to be brought online. In the meantime, WTP #2 is in operation at 0.6 million gallons per day (mgd), producing an average of 0.59 mgd to meet the community's total daily demand. Total water production for February 2019 was 17,379,000 gallons (53.34 acre-feet). Residential use in Gallons per capita per day is shown below.



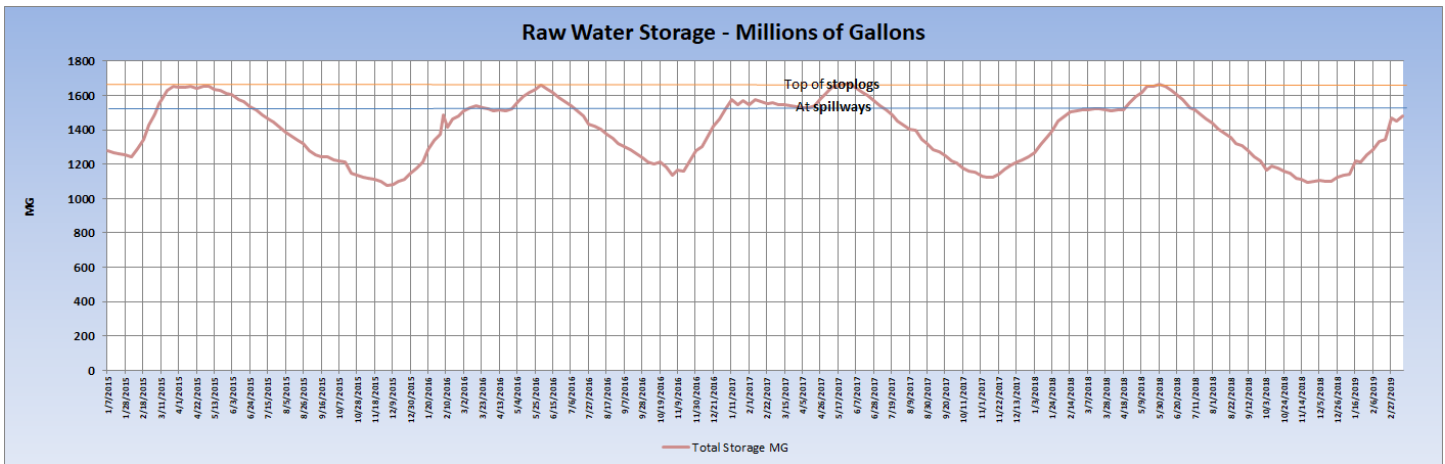
WATER SOURCE OF SUPPLY

On February 13, 2019, all raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,483.2 MG (4,552.1 AF) of which 1,319.3 MG (4,049) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, storage measured 1,174 MG (3,604 AF), or 1,124.8 MG (3,150.7 AF) usable. In

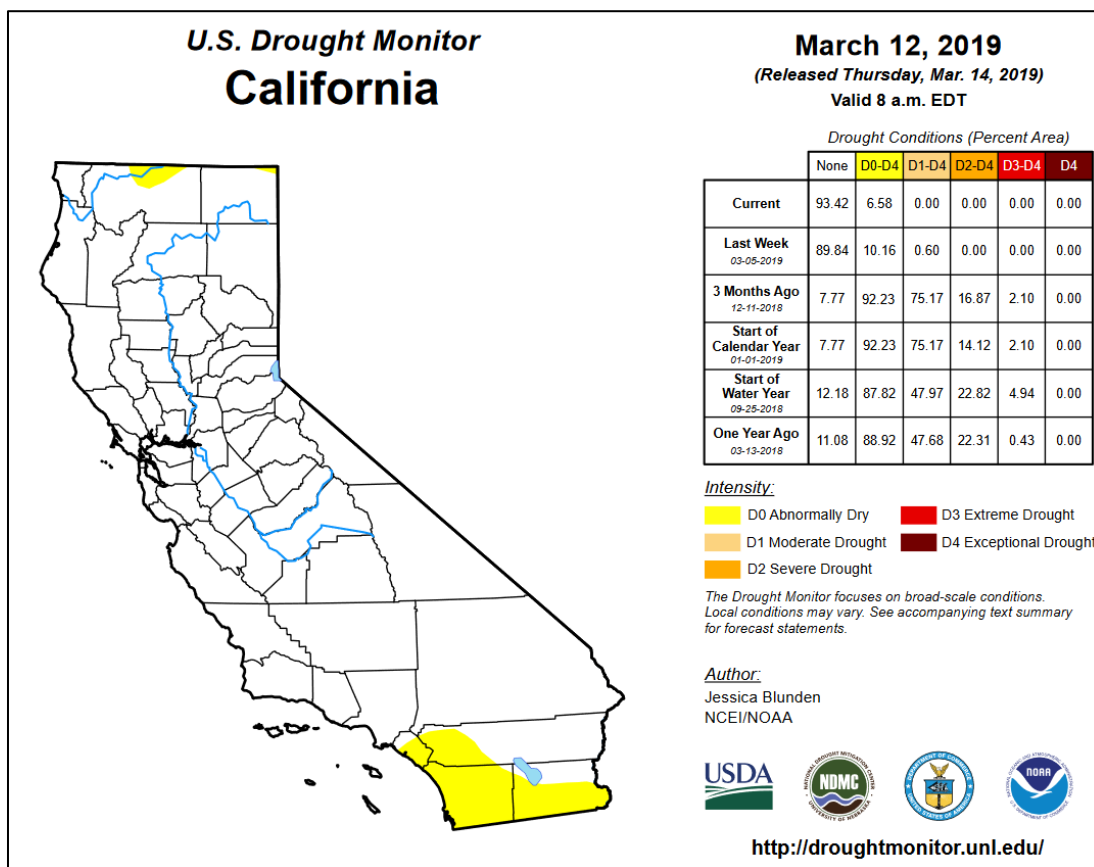
February 2019 there was 8.66" of rainfall received and evaporation was 0.5". So far this month we have received 1.26" of rain.

Diversion to storage from the Cosumnes River totals 330.337 MG (1,014 acre-feet) so far, along with direct rainfall received in our reservoirs. We are currently pumping from the river to storage with our goal to obtain the cleanest water possible while still balancing being able to fill our reservoirs by the end of May each year.

Below is a graphic representation of the water storage reservoir levels from January 2015 to March 2019.



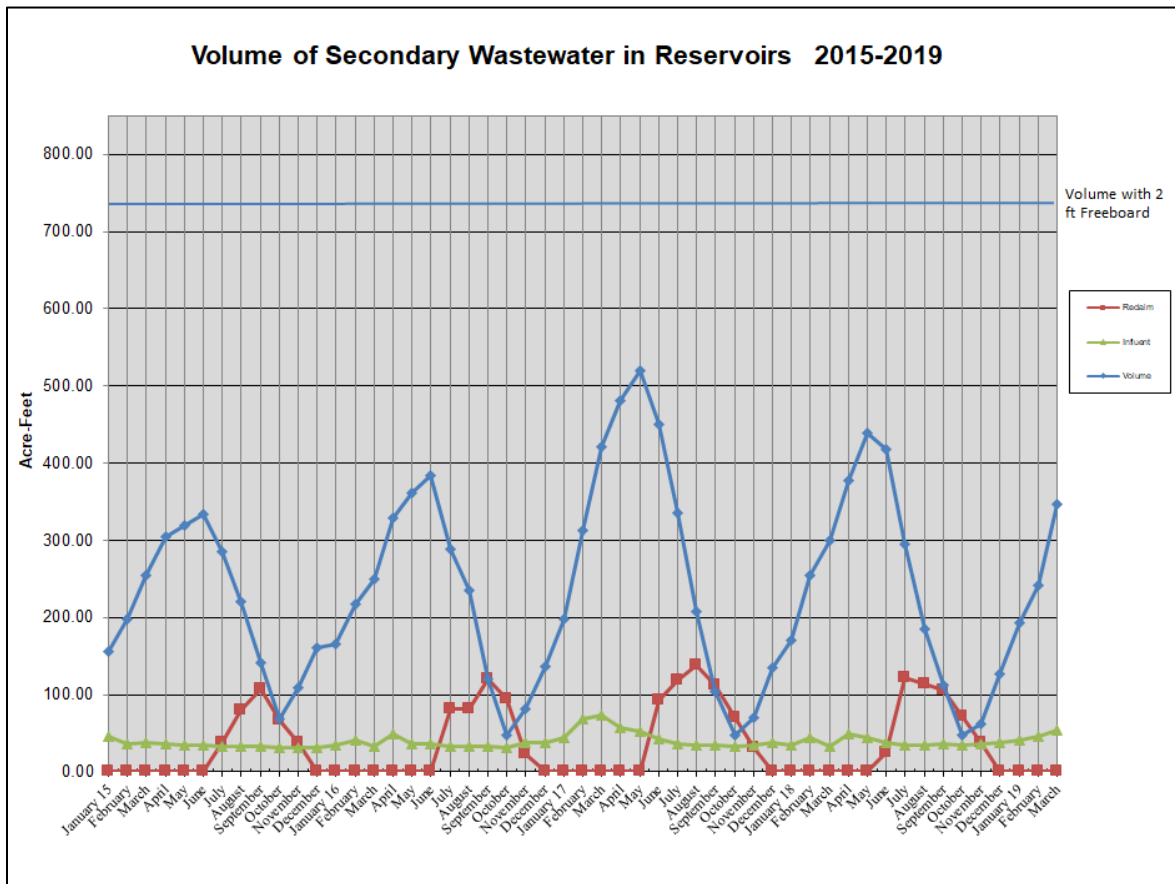
The US Drought Monitor for California has improved significantly within the entire state, with our region remaining in the category of "None" whereas several months ago it was "Abnormally Dry", as shown in the graphic below.



WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

In February 2019, influent wastewater flow averaged 0.559 million gallons a day, for a total of 17.32 MG, (53.16 AF). This is approximately 240 gpd per sewer connection, which exceeds the District’s current planning number of 210 gpd but not the collection system sizing number of 350 gpd. Secondary wastewater storage measured 117.5 MG (360.6 AF), of which 112.6 MG (345.7 AF) is usable for reclamation due to dead storage, as measured on March 13, 2019. The reclamation plant remains offline for the rainy season but is being prepared for operation to begin later this year.

Below is a graph of the secondary wastewater storage volumes where the reservoirs will fill up until we begin reclamation deliveries again this spring. This year the reservoirs are fuller at this time than last year, but not as full as they were in 2017.



SEWER COLLECTION

In February 2019, no District issues occurred. Staff has been proactively cleaning a sewer line on Labranza Drive which is experiencing a repeated build up of excess wipes. We will be sending out a “no wipes in pipes” mailer to the entire District service area for sewer outreach. The notice is also currently on the District website.

DRAINAGE / STORMWATER

Again, due to the heavy rains received this past month, Utility staff spent time a lot of time in drainage inspecting the system and clearing debris, as well as inspecting construction sites and communicating with them to ensure adequate erosion measures were in place. A few areas were identified as needing work once summer allows staff access with heavy equipment to allow them to address erosion and silting of ditches.

WATER METERING AND UTILITY STAFF WORK

In February 2019, five (5) ¾" meters, two (2) 1" meters and two (2) MXU radio read units were replaced as part of routine maintenance. Eighteen (18) Utility Star reports and nine (9) underground service alerts (USAs) were also completed. Three (3) service line leaks were repaired along with the proactive replacement of a service line adjacent to one of the leaking lines. Four (4) high usage complaints were also investigated, with one (1) being a homeowner irrigation leak and no leaks discovered on the others. Staff also spent a lot of time chipping and disposing of green waste that was accumulating at the District's stockpile near the wastewater plant drying beds.

PROJECTS

Development

The Retreats East and North

No new update.

The Retreats West

One of the last two homes being completed has passed its water and sewer inspections, with the last one remaining at lot 1 to request a permit for water and sewer service.

The Murieta Gardens - Murieta Marketplace

Utility staff conducted fire-flow testing on the water main running into the Murieta Marketplace area to be developed. I used that information to provide California Fire Systems, Inc. a projected fire flow letter as requested by one of their representatives and cc'd the Murieta Gardens Construction Manager Jeff Pearson of Poelman Construction. No word has been received on the project moving forward.

The Murieta Gardens – Highway 16 Off-Site Improvements

No update.

The Murieta Gardens II – Infrastructure at "Utility A"

No update

The Murieta Gardens II – Subdivision

The home developer for the 78 lots within this area has contacted us for obtaining a fire hydrant meter for construction water use as well as to obtain our information regarding future recycled water use.

Rancho Murieta North – Development Project

The District submitted a Developer Funding Agreement to the project on February 6, which requests an initial deposit to cover the review of their project. No response back yet has been given.

FAA Business Park

A preconstruction meeting is set for Friday March 15 to discuss this project proceeding. The project is currently targeting April 15, 2019 for a start date of construction.

DISTRICT PROJECTS

Proposition 84 – Recycled Water Projects

We have received an email from the Regional Water Authority noting that the Department of Water Resources has verbally approved our projects.

Summary table of proposed Prop. 84 recycled water projects.

	Projects
1a	175' Bore and casing installation & CalTrans
1b	610' 12" pipe, automated valve, isolation valve, installation, power service, pressure reducing station
2	District office area conversion
3	330' of 6" c900, valves – Cantova Commercial loop

Project 1a & 1b

District staff had the underground facilities marked (USA) in the area where the tie-in and piping would occur. We met with the developer's engineer and project manager to discuss the tie-in and appurtenances needed for this project. A survey team has also been out to provide details back to the engineer to allow him to draft up a plan for this work. The Highway 16 Bore/Casing Caltrans Encroachment Permit was reviewed by the District Engineer with recommended edits. The General Manager signed the revised permit and it was picked up by Developer March 12.

Project 2

Utility staff and I found what plans the District had on the irrigation system around the office and wastewater plant and discussed what is needed to proceed. The District's Utilities Supervisor is currently looking into what type and size pump would be needed at the tertiary equalization basin to lift up water into the suction end of a pump and provide enough volume and pressure for the various irrigation systems.

Project 3:

I put a project packet together and put it out to bid on the Sacramento Builder's exchange and District website to obtain bids. Bids were received and the low bid is going to the March Board meeting for approval to proceed.

Cantova Sewer Lift Station – Forcemain re-route

A final plan drawing has been agreed upon and is being signed off by Coastland and the developer's engineer to re-route the Cantova sewer lift station's sewer forcemain. The next step is for the developer's contractor, JD Pasquetti, to develop a materials list and schedule and then will be provide submittals to the District for review and approval. In the meantime, they have requested that the District provide the sewer bypass needed for the forcemain re-route to occur. I have reached out to several vendors to obtain prevailing wage quotes for providing a bypass.

Wastewater Reclamation Plant – PLC replacement

TELSTAR has been out several times working with me and staff in preparation for the PLC replacement, testing current inputs and outputs, and planning the logic for the programming. The targeted date for completion of this project is March 30, 2019.

Wastewater Reclamation Plant – West DAF Hydro-Tank replacement

NJM removed the old hydropneumatic tank and took it back to their shop to disassemble and layout for providing a reference for building the new tank. Installation of the new tank is being targeted to occur in mid-May.

CONFERENCE/EDUCATION SCHEDULE

Date: March 11, 2019
To: Board of Directors
From: Suzanne Lindendorf, District Secretary
Subject: Review Upcoming Conference/Education Opportunities

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

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

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)

Special District Leadership Academy	March 26, 2019	Sacramento
2019 Special District Legislative Days	May 21, 2019	Sacramento
2019 Special District Leadership Academy	July 7 - 10, 2019	Napa
2019 Board Secretary/Clerk Conference	November 12, 2019	Seaside

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

No Information Currently Available on Upcoming Conferences.

AMERICAN WATER WORKS ASSOCIATION (AWWA)

No Information Currently Available on Upcoming Conferences.

ASSOCIATION OF CALIFORNIA WATER AGENCIES

No Information Currently Available on Upcoming Conferences.

MEMORANDUM

Date: February 28, 2019
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Out of State Training for Paul Siebensohn

RECOMMENDED ACTION

Approve out of state training for Paul Siebensohn, Director of Field Operations, to attend the water treatment, water distribution, and wastewater treatment certification training. Funding to come 50% from Water Operations Training Budget and 50% from Sewer Operations Training Budget.

BACKGROUND

Field Operations staff, including Paul Siebensohn, Director of Field Operations, need to keep their required water treatment, water distribution, and wastewater treatment certifications up to date by completing continuing education units (CEUs). Thirty-six (36) hours of CEUs are required for the Water Treatment certification alone. The California Rural Water Association provides this local conference which offers up to seventeen (17) hours of CEUs, along with providing the training and networking helpful to providing services for the District. As this conference is located just across the California Nevada border in South Lake Tahoe, out of state conferences require Board approval. I expect to complete sixteen (16) CEUs at this training event.

**Rancho Murieta Community Services District
Board/Committee Meeting Schedule**

April 2019

April 2, 2019

Personnel	7:30 a.m.
Improvements	8:30 a.m.
Security	9:30 a.m.

April 4, 2019

Finance	8:30 a.m.
Communications/Technology	9:30 a.m.

April 17, 2019

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



MEMORANDUM

To: Board of Directors
From: Mark Martin, General Manager
Date: March 12, 2019
Subject: Consider Rescinding District Policy 2009-09 Dog Containment and Kennel Fee

RECOMMENDED ACTION

Rescind District Policy 2009-09 Dog Containment and Kennel Fee.

BACKGROUND

On September 29, 2017, the District and Security Department were notified that Cal-OSHA (California Occupational Safety and Health) was opening an investigation into our practice on handling animal calls, specifically dogs, snakes, bats and other animals. After several months of investigation by Cal-OSHA, the District received a letter stating that the District is in violation of not providing proper training, the District did not have proper Injury Illness Prevention Plans (IIPP) in place for animal calls, and/or procedures in place in case an Officer gets injured by an animal. Further research by staff resulted in a finding that District did not have the proper legal authority to function in an animal control capacity as the legal responsibility is that of Sacramento County.

In light of this, at the April 24, 2018 District's Regular Board meeting, the Board agreed to suspend responding to animal calls and to rescind any policies related to animal control. Staff has reviewed the following District Policy and requests that it be rescinded as it is no longer needed.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # 2009-09
Title:	Dog Containment and Kennel Fee	

PURPOSE:

The Rancho Murieta Community Services District’s Security Code, District Code Chapter 21, states: “No person shall bring an animal onto District property, except for the purpose of aiding or assisting persons with disabilities”.

When Security receives notification that a dog is loose, not under the control of the owner, and on Rancho Murieta Association, Rancho Murieta Country Club or other property within the District’s service area, Security shall apprehend the dog.

After Security apprehends a dog, the dog shall be placed in a kennel on District property. Attempts to locate the owner will be made, but if there is no identification, the dog will be kept in the kennel to await inquiries from owners for up to 24 hours. Upon the expiration of the 24 hour period, if the owner has not been identified, Security will contact Sacramento County Animal Control and arrange for transfer of the dog to a County animal shelter. Repeat loose dog calls will be referred to Sacramento County Animal Control.

When a request is made for return of the dog or when the owner is identified, a kennel fee of \$100 for maintenance of the animal will be charged to the owner, regardless of the length of stay.

Approved by Rancho Murieta Community Services District’s Board of Directors	October 21, 2009
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MEMORANDUM

Date: March 12, 2019
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Proposal from MuniQuip, LLC for the Main Lift South Sump Pump Replacement

RECOMMENDED ACTION

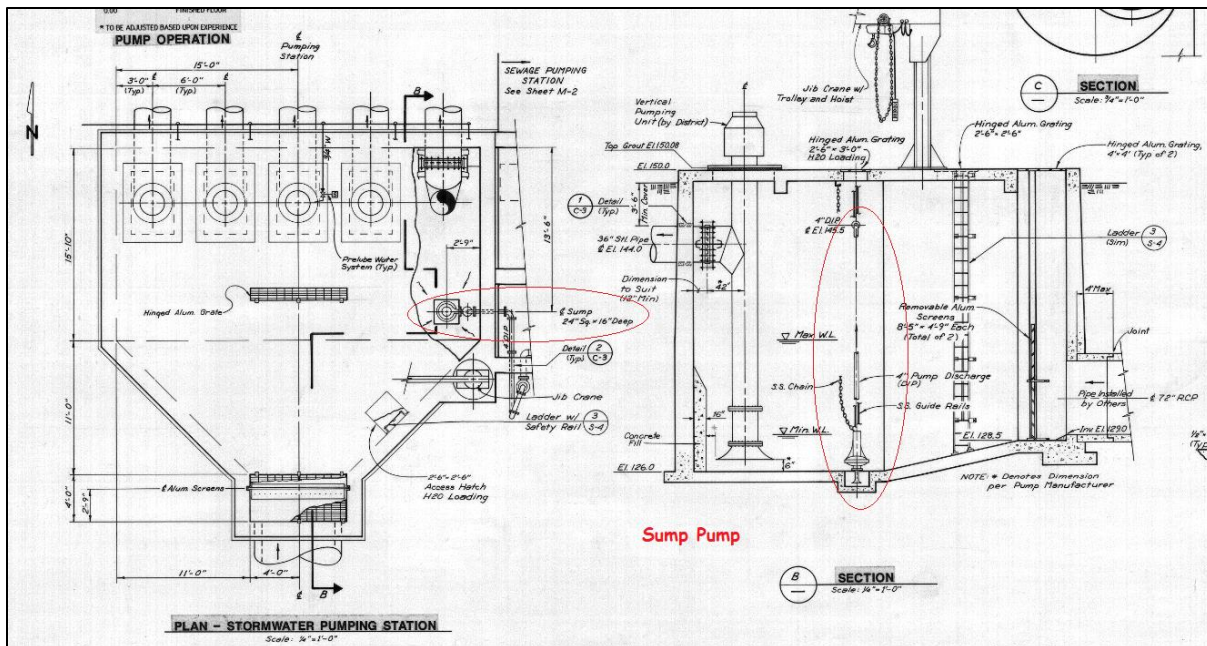
Approve the proposal from MuniQuip, LLC. for the Main Lift South stormwater sump pump replacement, in an amount not to exceed \$19,443.20, which includes a 15% contingency. Funding to come from Drainage Replacement Reserves.

As of December 30, 2018, the Drainage Replacement Reserves balance was \$125,863.

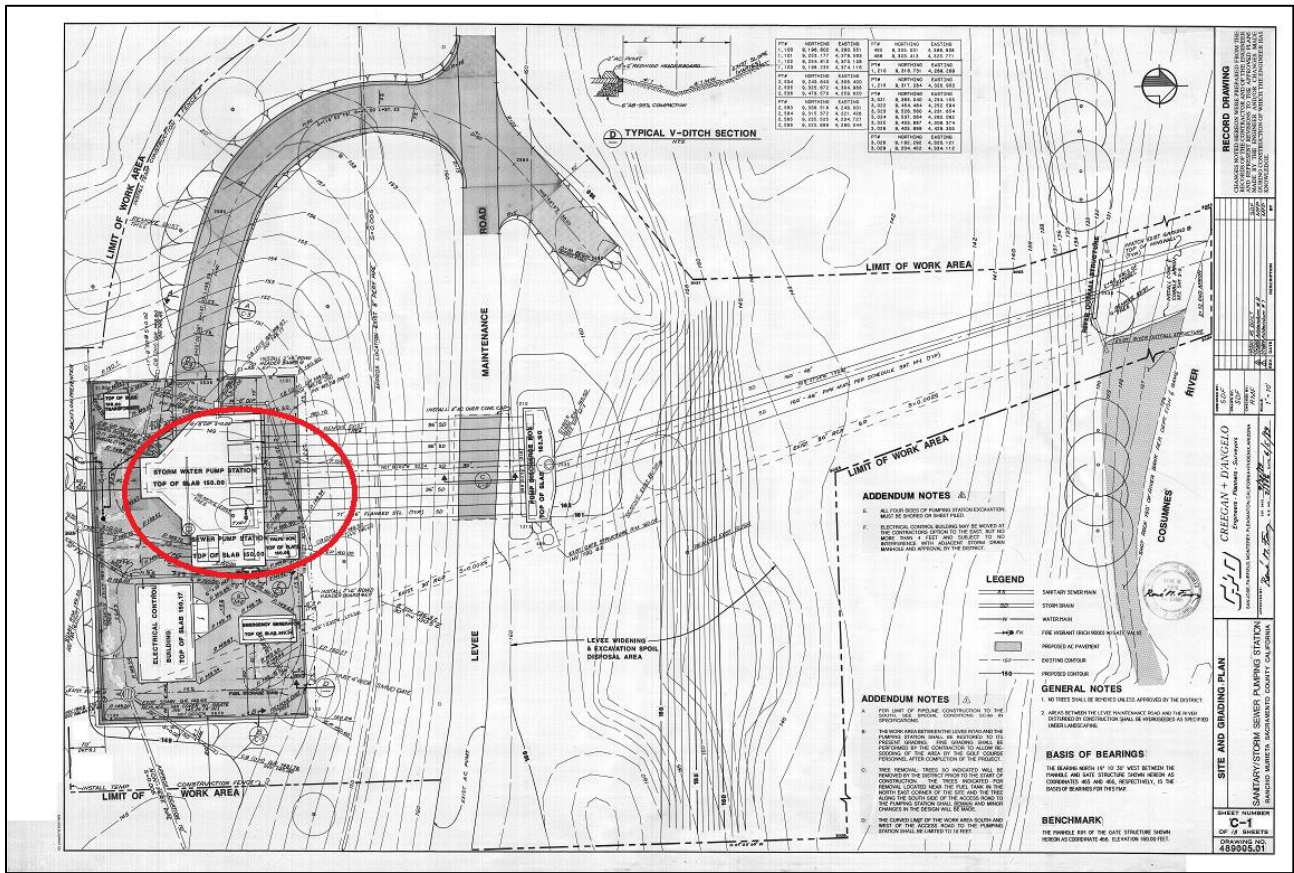
BACKGROUND

The Main Lift South (MLS) storm water pump station has a collection wet well to hold and pump water that is collected from the interior side of the South community levee and pump it to the Cosumnes River for flood protection. The submersible pump (sump pump) installed within this pump station is used to de-water the wet well to allow staff to enter and conduct maintenance. This pump has failed and is no longer repairable as the pump had corroded through its casing, the electrical components burnt up, and the guide rail shoe rusted off.

Bids were solicited from three (3) area vendors for the replacement of the sump pump. The lowest bid was from MuniQuip, LLC at \$16,907.13. Attached are all the bids received. Plan drawings of the location of the sump pump within the stormwater pump station are shown below and outlined in red.



Location of sump pump as shown on Main Lift South site drawings



District staff will complete the installation of the pump and related parts once they are received. Recent other projects at the Main Lift South pumping station have been to repair the stormwater pumps 2 and 3 in 2017, repair pumps 4 and 5 and the motors for pumps 4 and 5 in 2018, with costs totaling \$149,092.33. Funding for this work has come from Drainage Replacement Reserves.

MUNIQUIP, LLC

Your Source For Water & Wastewater Equipment
 2024 Opportunity Drive, Suite 130
 Roseville, CA 95678



Phone: (916) 787-5641

Quote

Date	Estimate #
2/7/2019	23513R1

Name / Address
Rancho Murieta Community Services Dis. P.O. Box 1050 Rancho Murieta, CA 95683

Ship To
TBD

P.O. No.	Terms	Due Date	Rep
	Net 30	3/9/2019	RG

Description	Part Number	Lead Time	Qty	Rate	Total
Replacement Submersible/Immersible D3K-S Pump > Non-Regulable Standard Materials of Construction > Hi-Chrome Liner with DI Impeller > Dual mechanical seal in oil bath > 5.4HP 1720 RPM Motor, 1.13SF, Standard Oil Cooling > 82 Feet of power and control cable > Standard Tnemec Hi-Build Epoxoline II N69 > Hydrostatic testing >7 Point Performance testing per HI 3B Standards > Includes Symcom Model ISS-102ACI-MC Moisture Relay > Includes Siemens Model 3RN20121BW30 Thermistor Relay	SO16702	15 Weeks	1	14,780.00	14,780.00T
Cast Iron Guide shoe for D3K-S pump	SO16702		1	715.00	715.00T
Pre-pay and Add Freight				250.00	250.00
Pump replacing SN 8910972-3 - 285 GPM at 32' TDH					
Pricing per SO16702					

Prices FOB Factory Freight not included Payment Net 30 days Stock items are subject to prior sales	Subtotal	\$15,745.00
	Sales Tax (7.5%)	\$1,162.13
	Total	\$16,907.13



Date	Quote #
2/8/2019	19-9114

Phone: (602) 996-3444
 Fax: (602) 996-9408
 201 South 26th Street

TO:

Rancho Murieta Community Services
 PO Box 1050
 Rancho Murieta, CA 95683

QUOTATION

REFERENCE	SERIAL NUMBER	TERMS	FOB	REP
REPLACEMENT		Net 30	Factory	DM

QTY	DESCRIPTION	PART NUMBER	COST	TOTAL
1	HIDROSTAL D3K-S REPLACEMENT PUMP FOR S/N 8910972-3		18,500.00	18,500.00T
	LEAD TIME 15 WEEKS			
	SHIPPING & HANDLING - PREPAY & ADD		300.00	300.00T
	Sales Tax		1,618.75	1,618.75

Total	\$20,418.75
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Prices quoted are firm for your acceptance for 30 days.
 This quotation and any resulting order will be subject to our standard terms and conditions of sale.
 Prices do not include spare parts unless specifically itemized above.

To: Rancho Murieta Community Services District
 Attn: Estimator
 Re: Rancho Murieta Community Services District (Parts Request)

Quote Date: 2/11/2019
 Quote No.: 19B076Q01
 Bid Date: NEG

Dear Customer:

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project.

Scope of Work

Item	Qty	Description	
1	1	Part # S016702 <ul style="list-style-type: none"> ▪ Hi-Chrome Liner with DI Impeller ▪ Dual mechanical seal in oil bath ▪ 5.4HP 1720 RPM Motor, 1.13SF, Standard Oil Cooling ▪ 82' (feet) of power control cable 	\$ 18,475.00
2	LOT	Pre-Pay and Add Freight	\$ 312.50
Subtotal:			\$ 18,787.50
Sales Tax (7.5%):			\$ 1,409.06
Total			\$ 20,196.56

Project Bid Clarifications

- Unless otherwise indicated by the Scope of Work above, quote is to **furnish only** and does not include any trade labor, trade work, construction work, site improvement, contractor services, or any trade installation services. Any trade labor and/or related trade work shall be performed by others/contractor.
- Unless otherwise indicated by the Scope of Work above, the following is **not** included within this quotation:
 - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
 - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
 - Local control stations and/or field mounted disconnects.
 - Instrumentation, devices, components, or equipment not specifically identified in the above quotation.
 - Fiber optic patch panels, cable, splicing or terminations.
 - Networking infrastructure or architecture modifications to existing facilities.
 - Any 3rd party testing, harmonic testing/analysis, protective device coordination study, short-circuit analysis, or Arc-Flash Risk Assessment (AFRA) services.
 - Electrical interconnection diagrams for equipment not furnished by TESCO.
 - ISA process control loop diagrams.
 - Signal loop diagrams for equipment not furnished by TESCO.

Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- ~~Submittals: to be provided approximately 0 weeks after receipt of purchase order or written notice of intent.~~
- Delivery: to be scheduled approximately 15 weeks upon receipt of purchase order.
- Addendums Acknowledged: **0**
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

TESCO CONTROLS, INC.

A handwritten signature in black ink, appearing to read 'Darus Wise', with a large, stylized initial 'D'.

Darus Wise
Sales/Estimator
dwise@tescocontrols.com

MEMORANDUM

Date: March 11, 2019
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Proposal from TNT Industrial Contractors Inc. for Recycled Water Line Installation, Water Supply Augmentation Project 17-5-11, Capital Improvement Project 18-11-1 Commercial Loop Conversion

RECOMMENDED ACTION

Approve proposal from TNT Industrial Contractors Inc. for recycled water line installation for an amount not to exceed \$78,657, Water Supply Augmentation Project SA Project 17-5-11, Capital Improvement Project 18-11-1, Commercial Loop Conversion. The approval amount includes a fifteen percent (15%) contingency. Funding to come from Water Supply Augmentation Fund.

Current balance of Water Supply Augmentation Fund is \$1,768,219.

BACKGROUND

As part of the District's Preliminary Design Report to lay out what is needed for recycled water use and disposal, a commercial site at Operating Engineers and Teamsters landscaping areas were cited as places of use for recycled water. The use of recycled water here would provide the offset of potable water use at an estimated 26.4-acre feet per year. With the Proposition 84 Grant expiring on June 30, 2019, we moved forward with putting this project out to bid with the hope of having a portion of this project covered by grant funding.

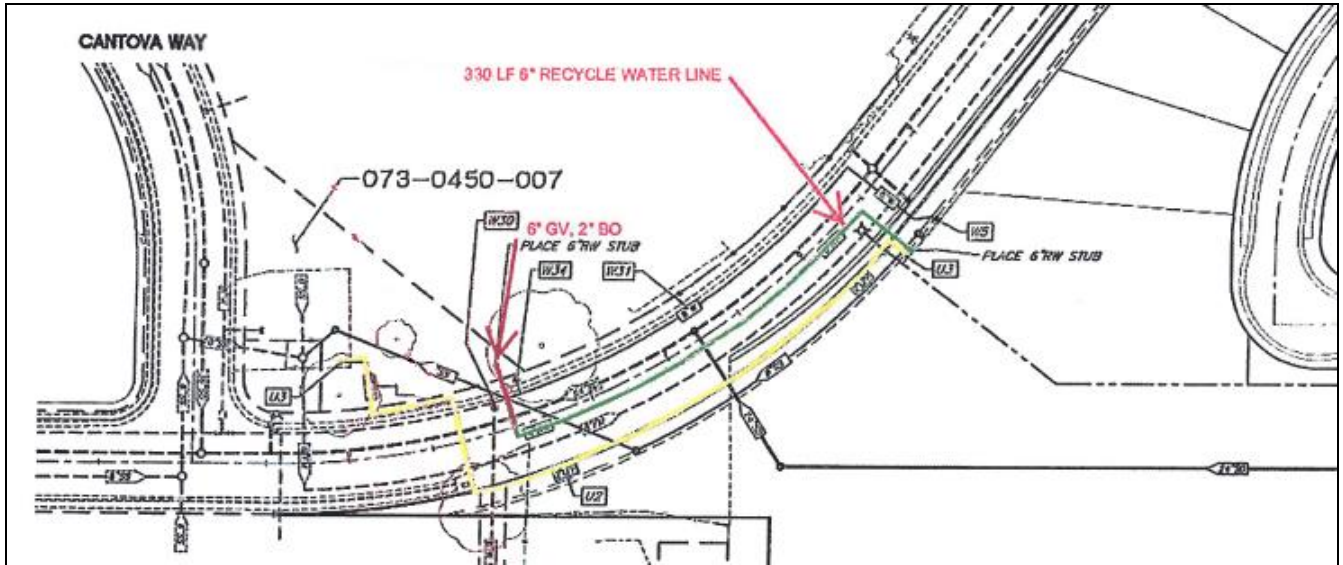
The lowest bid received was from TNT Industrial Contractor's Inc., as shown in the table below. The approval amount being sought includes a fifteen percent (15%) contingency. Their bid was slightly higher than the estimate I had provided of \$64,423 for this work to be completed and significantly higher than the project's estimate of \$33,125 in the Water Supply Augmentation Fee Study Update (WSAF) of November 8, 2017. If we are able to obtain funding support from the Proposition 84 Grant, it may put the amount of the WSAF in line with that estimate.

Contractor	Bid
TNT Industrial Contractors Inc.	\$68,397
JD Pasquetti Engineering Inc.	\$85,837

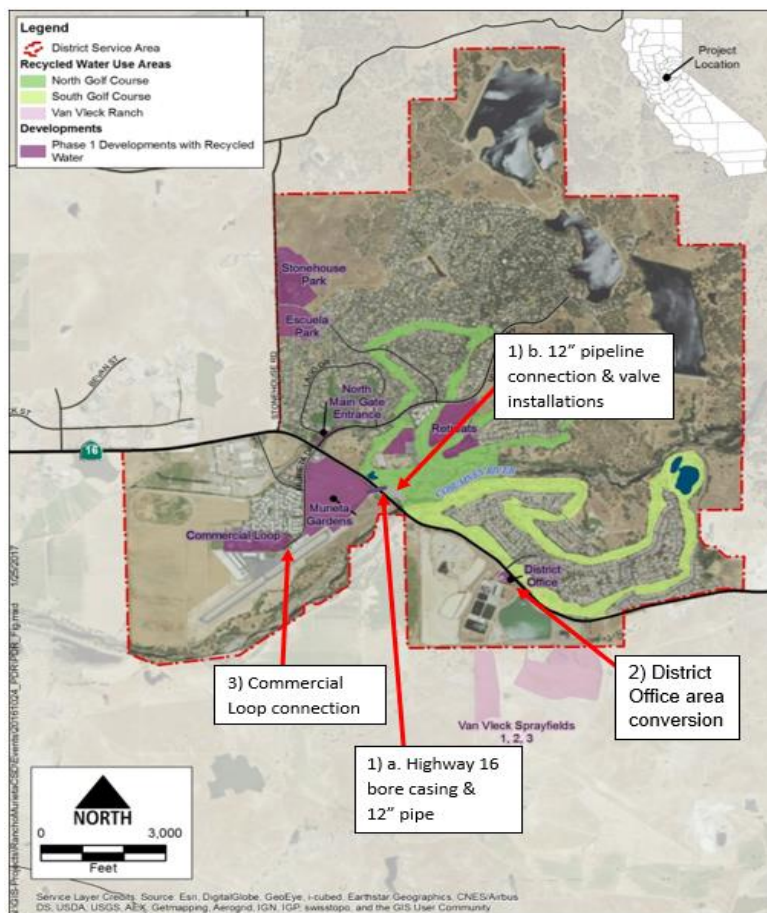
///

///

Location of project:



Location of this project, Project 3, within proposed Proposition 84 Grant projects:



BID

Proposal of TNT Industrial Contractors Inc (hereinafter called Bidder), organized and existing under the laws of the State of

California, doing business as a corporation.*

To the RANCHO MURIETA COMMUNITY SERVICES DISTRICT, (hereinafter called Owner/District).

In compliance with your Advertisement for Bids, Bidder hereby proposes to perform all work for the **6" RECYCLED WATER LINE INSTALLATION**, in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.

By submission of this bid, each Bidder certifies, and in the case of a joint bid, each party thereto certifies as to his/her own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor. Bidder hereby agrees to commence work under this contract on or before a date to be specified in the Notice to Proceed and to fully complete the project.

Bidder acknowledges receipt of the following addenda:

N/A

* Insert "a corporation," "a partnership," or "and individual" as applicable.

As provided in the Information for Bidders, the Bidder hereby agrees that he/she will not withdraw this bid within sixty (60) consecutive calendar days after the actual date of the opening of bids and that, if the Owner shall accept this bid, the Bidder will duly execute and acknowledge the agreement and furnish, duly executed and acknowledged, the required contract bonds and insurance certificates within ten (10) days after receipt of the Notice of Award.

Bidders shall not remove and submit the bid pages separately from the volume of Contract Documents but shall submit their bids bound with the complete volume of attached Contract Documents, including all pages correctly assembled.

Bidder agrees to perform all the work described in the Contract Documents for the following lump sum or unit prices:

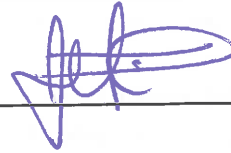
(See Bid Schedule on the following pages.)

CONTRACT BID SCHEDULE

6-inch Recycled Water Line Installation

ITEM #	DESCRIPTION	TOTAL COST
1	330' of 6" purple C900 installation: From Murieta Drive to Cantova, 6" gate valve & 2" blowoff, etc.	\$ 68,397

Respectfully Submitted:



Signature

President

Title

TNT Industrial Contractors, Inc. Company

3800 Happy Lane

Address

Sacramento, CA 95827

City, State

March 4, 2019

Date

916-395-8400

Phone Number

SEAL (If Bidder is a Corporation)

622974

Contractor License Number

A, B

Type

7/31/2019

Exp.Date

Federal Tax ID # 68-0248760

STATEMENT OF EXPERIENCE OF BIDDER

The Bidder shall state below what work of similar magnitude, character and comparable difficulty at similar rates of progress he has done, and give references that will enable the District to judge his experience, skill, and business standing and his ability to conduct the work as completely and as rapidly as required under the terms of the contract. The District will require that the Contractor have the necessary experience and ability to perform the work, and if, in the opinion of the District, any Bidder does not have the requisite experience or ability, the bid of that Bidder may be rejected as not responsive. The Bidder is also expected to utilize only personnel experienced with the equipment under the conditions described on this job. By signing below, the Bidder agrees to abide by this clause. Failure to comply shall be sufficient cause for termination of this contract by the District. Should this occur, the District shall withhold sufficient monies from the Contract to ensure completion of the job in a timely manner and to pay any liquidated damages due the District. By signing below, Bidder covenants, warrants, and represents the following:

1. Bidder is knowledgeable and experienced in performing services comparable to the work required by District under the Contract.
2. The Work shall be performed in a manner consistent with the highest level of care and skill exercised by other contractors performing similar work.
3. Bidder is currently and at all times during the performance of the Work will be, qualified to carry out and perform the Work by reason of the fact that Bidder and its personnel are in compliance and will continue to comply with (a) all federal, state and local licensing, registration, certification, training, environmental, and health and safety requirements governing the performance of the Work; and (b) all applicable laws, codes, ordinances, rules, regulations and requirements of federal, state, local or other authorities (collectively, "Government(al) Agencies") having jurisdiction over the Work.

Bidder understands that if Bidder is the successful bidder, the foregoing representations, warranties and covenants are a material inducement in District's retention of Bidder to perform the Work.

<u>LOCATION OF WORK</u>	<u>CONTACT PERSON</u>	<u>CONTACT PHONE</u>
<u>City of Fairfield</u>	<u>Brandan Hiltman</u>	<u>707-437-5380</u>
<u>Sacramento County</u>	<u>Ramzi Salameh</u>	<u>916-875-9150</u>
<u>Napa County</u>	<u>Chris Silke, PE</u>	<u>707-299-1755</u>

Respectfully submitted,



(Signature)

BID

Proposal of JD Pasquetti Engineering Inc (hereinafter called Bidder), organized and existing under the laws of the State of

California, doing business as Corporation.*

To the RANCHO MURIETA COMMUNITY SERVICES DISTRICT, (hereinafter called Owner/District).

In compliance with your Advertisement for Bids, Bidder hereby proposes to perform all work for the **6" RECYCLED WATER LINE INSTALLATION**, in strict accordance with the Contract Documents, within the time set forth therein, and at the prices stated below.

By submission of this bid, each Bidder certifies, and in the case of a joint bid, each party thereto certifies as to his/her own organization, that this bid has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this bid with any other Bidder or with any competitor. Bidder hereby agrees to commence work under this contract on or before a date to be specified in the Notice to Proceed and to fully complete the project.

Bidder acknowledges receipt of the following addenda:

* Insert "a corporation," "a partnership," or "and individual" as applicable.

As provided in the Information for Bidders, the Bidder hereby agrees that he/she will not withdraw this bid within sixty (60) consecutive calendar days after the actual date of the opening of bids and that, if the Owner shall accept this bid, the Bidder will duly execute and acknowledge the agreement and furnish, duly executed and acknowledged, the required contract bonds and insurance certificates within ten (10) days after receipt of the Notice of Award.

Bidders shall not remove and submit the bid pages separately from the volume of Contract Documents but shall submit their bids bound with the complete volume of attached Contract Documents, including all pages correctly assembled.

Bidder agrees to perform all the work described in the Contract Documents for the following lump sum or unit prices:

(See Bid Schedule on the following pages.)

Liz Stevenson

To: Paul Siebensohn
Subject: RE: Bid packet out for Recycled Water Project

From: Paul Siebensohn <psiebensohn@ranchomurietacsd.com>
Sent: Sunday, March 03, 2019 10:19 AM
To: Kevin Jorgens <kevin@jdpasquetti.com>
Cc: Liz Stevenson <liz@jdpasquetti.com>
Subject: Re: Bid packet out for Recycled Water Project

There are no addendums for this big package as of yet. That must be a typo.

Sent via the Samsung Galaxy S@6 active, an AT&T 4G LTE smartphone

----- Original message -----

From: Kevin Jorgens <kevin@jdpasquetti.com>
Date: 3/3/19 9:45 AM (GMT-08:00)
To: Paul Siebensohn <psiebensohn@ranchomurietacsd.com>
Cc: Liz Stevenson <liz@jdpasquetti.com>
Subject: FW: Bid packet out for Recycled Water Project

Paul,

I hope all is well, I downloaded evrythingsng and just double checking on any addendum's, the only referance to addenda is on sheet 6 of the bid package

Thank you

Kevin Jorgens

J.D. Pasquetti Engineering, Inc.

3032 Thunder Valley Ct. Suite 200

Lincoln, CA 95648

☎916-543-9401 office

☎916-543-9426 fax

916-871-3063 cell

kevin@jdpasquetti.com



CONTRACT BID SCHEDULE

6-inch Recycled Water Line Installation

ITEM #	DESCRIPTION	TOTAL COST
1	330' of 6" purple C900 installation: From Murieta Drive to Cantova, 6" gate valve & 2" blowoff, etc.	\$85,837.00

Respectfully Submitted:

Elizabeth Steinfeld

Signature

OFFICE MANAGER

Title

JD PASQUETTI ENGINEERING, INC.

Company

3032 THUNDER VALLEY COURT, # 200

Address

LINCOLN, CA 95648

City, State

MARCH 4, 2019

Date

(916) 543-9401

Phone Number

SEAL (If Bidder is a Corporation)

885675

Contractor License Number

A

Type

10-31-2020

Exp. Date

Federal Tax ID # 432110440

NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH
" BID"

State of California)
) ss.
County of PLACER)

ELIZABETH STEVENSON being first duly sworn, deposes and says that he or she is
OFFICE MANAGER of INDROSSETTI ENGINEERING, INC. the party making the foregoing bid, that
the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company,
association, organization, or corporation; that the bid is genuine and not collusive or sham; that the
Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone
else to put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any
manner, directly or indirectly, sought by agreement, communication, or conference with anyone else to
put in a sham bid, or that anyone shall refrain from bidding; that the Bidder has not in any manner,
directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid
price of the Bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or
that of any other bidder, or to secure any advantage against the public body awarding the contract of
anyone interested in the proposed contract; that all statements contained in the bid are true; and,
further, that the Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown
thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not
pay any fee to any corporation, partnership, company, association, organization, bid depository, or to
any member or agent thereof to effectuate a collusive or sham bid." (Public Contract Code 7106).

On this _____ day of _____, 20____, before me

_____ a Notary Public of the State of California, duly commissioned and sworn,
personally appeared

_____ personally known to me and proved to me on the basis of satisfactory evidence to be the person
whose name, subscribed to the within instrument and acknowledged to me that he executed the
same.

Witness my hand and official seal

NOTARY PUBLIC in and for said State

ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this Certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of PLACER } SS.

On 03/04/2019, before me, KERN BHATIA, Notary Public,
DATE

personally appeared ELIZABETH STEVENSON, who proved to me on the

basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

NOTARY'S SIGNATURE

PLACE NOTARY SEAL IN ABOVE SPACE

OPTIONAL INFORMATION

The information below is optional. However, it may prove valuable and could prevent fraudulent attachment of this form to an unauthorized document.

CAPACITY CLAIMED BY SIGNER (PRINCIPAL)

- INDIVIDUAL
- CORPORATE OFFICER _____
- PARTNER(S) _____ TITLE(S)
- ATTORNEY-IN-FACT
- GUARDIAN/CONSERVATOR
- SUBSCRIBING WITNESS
- OTHER: _____

DESCRIPTION OF ATTACHED DOCUMENT

TITLE OR TYPE OF DOCUMENT

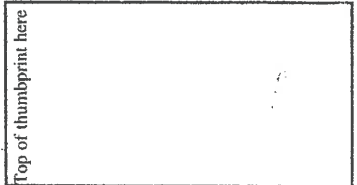
NUMBER OF PAGES

DATE OF DOCUMENT

SIGNER (PRINCIPAL) IS REPRESENTING:
NAME OF PERSON(S) OR ENTITY(IES)

RIGHT
THUMBPRINT
OF
SIGNER

OTHER



STATEMENT OF EXPERIENCE OF BIDDER

The Bidder shall state below what work of similar magnitude, character and comparable difficulty at similar rates of progress he has done, and give references that will enable the District to judge his experience, skill, and business standing and his ability to conduct the work as completely and as rapidly as required under the terms of the contract. The District will require that the Contractor have the necessary experience and ability to perform the work, and if, in the opinion of the District, any Bidder does not have the requisite experience or ability, the bid of that Bidder may be rejected as not responsive. The Bidder is also expected to utilize only personnel experienced with the equipment under the conditions described on this job. By signing below, the Bidder agrees to abide by this clause. Failure to comply shall be sufficient cause for termination of this contract by the District. Should this occur, the District shall withhold sufficient monies from the Contract to ensure completion of the job in a timely manner and to pay any liquidated damages due the District. By signing below, Bidder covenants, warrants, and represents the following:

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3. Bidder is currently and at all times during the performance of the Work will be, qualified to carry out and perform the Work by reason of the fact that Bidder and its personnel are in compliance and will continue to comply with (a) all federal, state and local licensing, registration, certification, training, environmental, and health and safety requirements governing the performance of the Work; and (b) all applicable laws, codes, ordinances, rules, regulations and requirements of federal, state, local or other authorities (collectively, "Government(al) Agencies") having jurisdiction over the Work.

Bidder understands that if Bidder is the successful bidder, the foregoing representations, warranties and covenants are a material inducement in District's retention of Bidder to perform the Work.

<u>LOCATION OF WORK</u>	<u>CONTACT PERSON</u>	<u>CONTACT PHONE</u>
<u>Hwy 16</u> <u>Rancho Murietta</u>	<u>Jeff Praeson</u>	<u>916-548-6251</u>
<u>16th & H STREET</u> <u>SACRAMENTO</u>	<u>Rommel Llanes</u>	<u>916-715-5857</u>
<u>Home Wood Suites</u> <u>Rancho Cordova</u>	<u>Ron Bowrie</u>	<u>701-318-5919</u>

Respectfully submitted,

Elizabeth Storrer
(Signature)

MEMORANDUM

Date: March 18, 2019
To: Board of Directors
From: Mark Martin, General Manager
Subject: Board Direction on District's Evacuation Plan Role

RECOMMENDED ACTION

Board clarification of the expected role of the District in regard to preparation of Rancho Murieta Association (RMA) or other Rancho Murieta District area Emergency Evacuation and Response Plans.

BACKGROUND

At the February 28, 2019 Joint Security Committee meeting, Roger Ince, OES Coordinator for Sacramento County, provided information on emergency planning to the attendees. He emphasized the role of Sacramento County OES, Sac Metro Fire, and Sacramento County Sheriff as the authorized emergency response agencies for the County, including the Rancho Murieta area.

On March 4, 2019, both myself and Chief Werblun attended a meeting of the RMA Evacuation Plan Advisory Committee (EPAC). At that meeting, staff clarified that Sacramento County is the legally authorized Emergency Operations entity for Rancho Murieta and the District's role is that of receiving direction from the OES and other official Emergency responders during an emergency event. It became clear that the RMA committee's expectations of the District related to Emergency planning, emergency event reimbursement, contracting, grants procurement and administration was much greater than the role staff believes we are authorized to perform and just as important, funded and staffed to perform. We offered to research with County OES the role agencies like the District could perform under the umbrella of the County as the official emergency services agency.

At the RMA meeting, staff explained that contrary to common perception, the District is not a town or city government with the encompassing general services responsibility usually assumed by those entities and does not and cannot under its current organization function as a default catchall for those services where the community feels the County has fallen short.

We often receive feedback that the District is *the* governmental agency out here. In response, staff would clarify that the District is *a* governmental agency within the Rancho Murieta community with a specific mission, not unlike school districts or other special purpose governmental agencies.

At the March 5, 2019 Security Committee meeting, Directors Clark and Maybee were consistent in making clear the District is not the Emergency Operations event or planning entity for the area, but could assist as the conduit for information between OES related agencies and stakeholders in the community for disaster planning.

On March 10, 2019, staff received further communication from the RMA EPAC's chair with a draft of RMA's proposed role of the District. From the information received, RMA is proposing that the District assume a significant role in emergency planning, emergency services grant procurement and administration, contracting,

and reimbursements for emergency related activities. In staff's opinion, the request places the District in a role that exceeds not only its authority but also funding and staffing capacity to perform the function. From experience, reimbursement for emergency operational costs borne by governmental and private entities is managed by the overall OES function assigned to manage an emergency event for a jurisdiction. In this case, the County is responsible for that jurisdiction and therefore is responsible for the administration, contracting and reimbursement for emergency related goods and services. The District, along with RMA, would stand as independent parties who would each submit to County OES for emergency goods and services reimbursement.

Last week, I reached out to Chief Cantelme, head of County OES, with a request to have a discussion of roles and responsibilities of County OES, the District, and private entities like the RMA, for emergency planning and event management. Chief Cantelme has since declined the meeting due to his near-term schedule and has offered Roger Ince, who presented at the Joint Security Committee meeting to meet with me for the discussion. Although the offer is appreciated, and we can start with a more thorough dialog with Mr. Ince, I believe it wise to continue to pursue a meeting with the Director of County OES, so that he may hear the community's concerns about delayed County response and convey to us options available to community interests.

Staff recommendation is to pursue a meeting with Mr. Ince with a follow-up meeting with Chief Cantelme to further clarify the roles and responsibilities of emergency event operations and planning.