



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING

November 21, 2018

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

BOARD MEMBERS

Mark Pecotich	President
Morrison Graf	Vice President
Les Clark	Director
John Merchant	Director
Gerald Pasek	Director

STAFF

Mark Martin	General Manager
Jeff Werblun	Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary
Richard Shanahan	District General Counsel

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

NOVEMBER 21, 2018

REGULAR BOARD MEETING

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

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

AGENDA

- | | ESTIMATED RUNNING TIME |
|---|------------------------|
| 1. CALL TO ORDER - Determination of Quorum – President Pecotich (Roll Call) | 4:00 |
| 2. CONSIDER ADOPTION OF AGENDA (Motion)
<i>The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order.</i> | |
| 3. CLOSED SESSION
<i>Under Government Code 54957: Public Employee Performance Evaluation of the General Manager position.</i>

<i>Under Government Code 54957.6: Conference with Directors John Merchant and Les Clark, designated labor negotiators regarding unrepresented employee: General Manager.</i> | |
| 4. OPEN SESSION/REPORT ACTION FROM CLOSED SESSION | 5:00 |
| 5. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS | |
| 6. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.) <i>All items in Agenda Item 6 will be approved as one item if they are not excluded from the motion adopting the consent calendar.</i>
A. Approval of Board and Committee Meeting Minutes <ol style="list-style-type: none">1. October 17, 2018 Regular Board Meeting Minutes2. October 24, 2018 Special Board Meeting Minutes3. November 1, 2018 Special Board Meeting Minutes4. November 1, 2018 Security Committee Meeting Minutes5. November 6, 2018 Improvements Committee Meeting Minutes6. November 6, 2018 Finance Committee Meeting Minutes7. November 7, 2018 Special Board Meeting B. Approval of Bills Paid Listing | |
| 7. STAFF REPORTS (Receive and File)
A. General Manager's Report
B. Administration/Financial Report
C. Security Report | |

D. Utilities Report

8. **CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) (Motion)

9. **REVIEW DISTRICT MEETING DATES/TIMES FOR DECEMBER 2018**

- A. Finance – December 4, 2018 at 8:30 a.m.
- B. Improvements – December 4, 2018 at 9:30 a.m.
- C. Personnel – December 4, 2018 at 10:00 a.m.
- D. Security – December 6, 2018 at 4:00 p.m.
- E. Communications – December 6, 2018 at 4:30 p.m.
- F. Regular Board Meeting – December 19, 2018 - Open Session at 5:00 p.m.

10. **COMMENTS FROM THE PUBLIC**

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.*

11. **CORRESPONDENCE**

- A. Email from Marco Cabodi, Dated October 9, 2018

12. **CONSIDER APPROVAL OF PROPOSAL FROM TELSTAR INSTRUMENTS FOR WASTEWATER RECLAMATION PLANT FILTER PROGRAMABLE LOGIC CONTROL (PLC) REPLACEMENT, CRP 13-02-2** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)

13. **CONSIDER APPROVAL OF PROPOSAL FROM EDCO ENTERPRISES INC. FOR CLEAN OUT OF CANTOVA SEWER LIFT STATION** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)

14. **CONSIDER APPROVAL OF PROPOSED AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT** (Discussion/Action) (Motion) (Roll Call Vote) (20 min.)

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 November 16, 2018. 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

October 17, 2018

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

1. CALL TO ORDER/ROLL CALL

Vice President Morrison Graf called the Regular Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Board President Mark Pecotich was absent. Also, present were Mark Martin, General Manager; Jeff Werblun, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, District General Counsel.

2. ADOPT AGENDA

Motion/Pasek to adopt the agenda. Second/Clark. Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.

3. CLOSED SESSION

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

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

4. OPEN SESSION – REPORT BACK

No action to report back.

5. EMPLOYEE ANNOUNCEMENTS, PROMOTIONS, COMMENDATIONS, AND KUDOS

None.

6. CONSENT CALENDAR

Motion/Clark to adopt the consent calendar. Second/Pasek. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.

7. STAFF REPORTS

Under Agenda Item 7A, Mark Martin, General Manager, stated that the October 24, 2018 Townhall Meeting will be posted as a Special Board Meeting for the District. Two (2) Directors from the District will be sitting at the front table, Directors Clark and Merchant. The other three (3) Directors will be in the audience and will also speak on behalf of the District. Mr. Martin thanked Bob Kjome for hosting our 2018 Candidates Night and commented on the feedback from the community.

Under Agenda Item 7B, Director Merchant requested that the District review the Reserve Study that was completed and provide information to the community, explaining billing and the history of the billing/rate amounts so the residents know what is taken into account when creating a budget. Director Clark added that the review includes explaining the District's Capital Replacement Plan and Program.

Under Agenda Item 7C, Director Merchant commented on having to remind residents to lock their doors. Chief Werblun stated he will be speaking at the Kiwanis meeting Thursday, October 18, 2018.

Director Clark asked Chief Werblun what his role is in the Compliance Committee meetings. Chief Werblun stated that he is there in case there are any questions.

Under Agenda Item 7D, Director Clark commented on the August water usage was listed at two (2) different totals.

8. CONSIDER CONFERENCE/EDUCATION OPPORTUNITIES

Mark Martin, General Manager, stated he is going to the Golden State Risk Management Association annual training October 18 – 19, 2018 in Corning and the Mountain Counties Symposium on October 26, 2018. Mr. Martin and Eric Thompson, Controller, will be attending a CSDA training on special district finances on November 7, 2018.

9. REVIEW NOVEMBER BOARD/COMMITTEE MEETING DATES/TIMES

Director Clark stated he may not be able to attend the November 14, 2018 Special Board meeting.

10. COMMENTS FROM THE PUBLIC

None.

11. CORRESPONDENCE

Email from Roberta Belton, Dated August 16, 2018

Director Merchant stated that the District staff has been stretched thin in order to keep from adding additional staff in order to keep costs down and feels adding the position is not unreasonable at this time. By consensus, the Board agreed with the previous Board decision to add the Director of Administration position.

12. CONSIDER ADOPTION OF RESOLUTION R2018-09 DECLARING 2003 F-150 VEHICLE NUMBER 215, AS DISTRICT SURPLUS EQUIPMENT

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to adopt Resolution R2018-09 declaring Vehicle Number 215 as District surplus equipment.

Motion/Clark to adopt Resolution R2018-09 declaring 2003 F-150, vehicle number 215, as District surplus equipment. Second/Pasek. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.

13. CONSIDER APPROVAL OF PROPOSAL FROM DELTA PUMP COMPANY FOR MAIN LIFT SOUTH STORMWATER PUMP REPAIRS

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the proposal from Delta Pump Company for the Main Lift South stormwater pump repairs.

Motion/Clark to approve the proposal from Delta Pump Company for repairs to Main Lift South stormwater pump 4 & 5 in an amount not to exceed \$77,334 plus a 15% contingency, for a total of \$88,934. Funding to come from Drainage Reserves. Second/Pasek. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.

14. CONSIDER APPROVAL OF PROPOSAL FROM KIRBY PUMP & MECHANICAL, INC. FOR CANTOVA PUMP AND RAIL STATION INSTALLATION

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the proposal from Kirby Pump & Mechanical, Inc., for installation of the Cantova sewer pump and rail station installation.

Motion/Clark to approve the proposal from Kirby Pump & Mechanical Inc. for pump and rail installment in an amount of \$29,430 plus a 15% contingency for a total not to exceed of \$33,845. Funding to come from Sewer Capital Replacement Reserves. **Second/Merchant. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

15. CONSIDER APPROVAL OF PROPOSAL FROM HERCRENTALS FOR INSTALLATION OF CANTOVA SEWER PUMP STATION BYPASS

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the proposal from HercRentals for Cantova pump station bypass.

Motion/Clark to approve the proposal from HercRentals for Cantova pump station bypass, in an amount not to exceed \$7,140. Funding to come from Sewer Capital Replacement Reserves, CRP 18-02-2. **Second/Pasek. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

16. DISCUSS LAGUNA JOAQUIN WATER FLOW MEASUREMENT SYSTEM

Paul Siebensohn, Director of Field Operations, stated at the August 15, 2018 District Board Meeting, the Board of Directors approved a proposal from Telstar, Inc. for Laguna Joaquin level monitoring station installation due to the possibility of being required to measure diversions up to an hourly timeframe. The Board staff to confirm this requirement before moving forward with the project. The State Water Board conveyed that only daily readings are required at this site and staff may conduct the daily recording manually. The Board, by consensus, agreed to put this project on hold

John Sullivan commented on the daily read being required to bill Rancho Murieta Association for their water use for irrigation.

17. CONSIDER APPROVAL OF PAYMENT OF ADDITIONAL COSTS TO AMERICAN CRANE FOR CRANE RENTAL FOR WATER PLANT BOX CULVERT OFFLOADING AND PLACEMENT

Paul Siebensohn, Director of Field Operations, gave a brief summary of the recommendation to approve the additional costs for the placement of the water plant culvert offloading and placement. Due to time constraints, the General Manager gave authorization and this work has already been completed.

Motion/Graf to ratify the General Manager's decision to pay an additional \$1,009.30 to American Crane for water plant box culvert off-loading and placement. Funding to come from Water Capital Improvement Reserves, CIP 18-06-04. **Second/Clark. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

18. CONSIDER ADOPTION OF POLICY P2018-01 DRESS AND UNIFORM GUIDELINES

Mark Martin, General Manager, gave a brief summary of the recommendation to adopt District Policy P2018-01. District legal counsel has reviewed and recommends adoption.

Motion/Clark to adopt District Policy P2018-01, Uniform and Dress Guidelines. This Policy supersedes District Policy 2010-11. **Second/Pasek. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.**

19. CONSIDER ADOPTION OF POLICY P2018-02 HARASSMENT OF ANY NATURE (INCLUDING SEXUAL HARASSMENT) UPDATE

Mark Martin, General Manager, gave a brief summary of the recommendation to adopt District Policy P2018-02. This update brings the District into compliance with California's AB 1825 Sexual Harassment mandates. District legal counsel has reviewed and recommends adoption.

Motion/Merchant to adopt District Policy P2018-02, Harassment of Any Nature (including sexual harassment). This Policy supersedes District Policy 2011-04. Second/Clark. Roll Call Vote: Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.

20. DIRECTOR COMMENTS/SUGGESTIONS

Director Graf commented on the monthly department reports show how staff is being efficient and cost effective.

Director Pasek commented on educating the community on the changes in laws.

Director Clark commented on the need for a master CIP and CRP project listing and tracking staff's time working on CIP and CRP projects.

Director Merchant gave the attached statement regarding the District and Rancho Murieta Country Club. Richard Shanahan, District General Counsel, stated that there can be no discussion since it is not on the agenda.

21. ADJOURNMENT

Motion/Pasek to adjourn at 6:22 p.m. Second/Clark. Ayes: Graf, Clark, Merchant, Pasek. Noes: None. Absent: Pecotich. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary



RANCHO MURIETA COMMUNITY SERVICES DISTRICT SPECIAL BOARD MEETING

October 24, 2018

Call to Order/Open Session 6:00 p.m.

1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 6:00 p.m. at the Rancho Murieta Association (RMA) Building, 7191 Murieta Parkway, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Mark Martin, General Manager and Jeff Werblun, Security Chief.

2. ADOPT AGENDA

Motion/Merchant to adopt the agenda. Second/Graf. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.

3. COMMENTS FROM THE PUBLIC

No comments.

4. DISCUSSION CONCERNING RANCHO MURIETA SECURITY AND SAFETY CONCERNS AND ISSUES,

Alex Bauer, Rancho Murieta Association (RMA) Board President, provided RMA introductory comments.

Les Clark, Rancho Murieta Community Services District (District) Director, provided District introductory comments, including a statement emphasizing the District is responsible for the entire community, including areas outside the gates.

Alex Bauer, RMA Board President, explained how the meeting would function as a workshop with four (4) easel/notepad stations, each moderated by either an RMA or District Board member, and each with a different set of topics for feedback. The RMA Board member representatives were Alex Bauer and Jim Crowder. The District Board representatives were Les Clark and John Merchant.

The feedback groups and topics, by group, were as follows:

GROUP 1 – Alex Bauer, RMA

- Evacuation Plan
- Front Gate Procedures
- Escuela Gate

GROUP 2 (John Merchant, District)

- Cameras
- Traffic Enforcement

GROUP 3 (Jim Crowder, RMA)

- Neighborhood Watch
- Back Lakes

GROUP 4 (Les Clark, District)

- General Topics

After participants rotated between each station for a period of about one (1) hour, those in attendance reconvened to their seats where each of the moderators reviewed the feedback they received. A few members of the public reinforced points they made during their feedback and asked clarifying questions.

Chief Werblun addressed one question about reverse 911 calls in the event of a community emergency. The District offered to share the information via the Pipeline and other communication platforms.

Alex Bauer, RMA Board President, provided concluding remarks and how the public can provide written feedback through November 7, 2018 to the District via Chief Werblun's email (jwerblun@rmcsd.com) or by mailing or delivering in-person their comments to the District's Administration Office.

Les Clark, District Director, provided concluding remarks for the District.

Alex Bauer thanked the public for attending.

5. ADJOURNMENT

Motion/Pecotich to adjourn at 7:30 p.m. Second/Merchant. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING**

November 1, 2018

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

1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. at the Rancho Murieta Community Services District Board Room at 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Mark Martin, General Manager; Richard Shanahan, District General Counsel; and Suzanne Lindenfeld, District Secretary.

2. ADOPT AGENDA

Motion/Clark to adopt the agenda. Second/Pasek. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.

3. COMMENTS FROM THE PUBLIC

No comments.

4. BOARD ADJOURNED TO CLOSED SESSION AT 5:01 P.M. TO DISCUSS THE FOLLOWING ITEMS

- a. Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.
- b. Under Government Code 54957.6: Conference with Directors Graf and Merchant as District designated labor negotiators regarding unrepresented employee General Manager Mark Martin.

5. OPEN SESSION/REPORT BACK FROM CLOSED SESSION

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

Nothing to report.

- b. Under Government Code 54957.6: Conference with Directors Graf and Merchant as District designated labor negotiators regarding unrepresented employee General Manager Mark Martin.**

Nothing to report.

6. DIRECTOR COMMENTS

None.

7. ADJOURNMENT

Motion/Clark to adjourn at 8:25 p.m. Second/Merchant. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: November 2, 2018
To: Board of Directors
From: Security Committee Staff
Subject: November 1, 2018 Security Committee Meeting Minutes

1. CALL TO ORDER

Director Pecotich called the meeting to order at 4:00 p.m. Present were Directors Mark Pecotich and Les Clark. Present from District staff were Mark Martin, General Manager; Rick Tompkins, Security Patrol Sergeant; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. MONTHLY UPDATES

Mark Martin, General Manager, gave a brief overview of the Security Department Updates. Director Clark asked staff to obtain the stats from Rancho Murieta Association (RMA) regarding the disposition of the citations the Security Department hands out. The information is for internal use only.

4. DISCUSSION ON OCTOBER 24, 2018 SPECIAL BOARD MEETING REGARDING SECURITY

Mark Martin, General Manager, gave a brief summary of the October 24, 2018 Special Board meeting regarding Security. The meeting was held jointly with RMA and conducted as a workshop with four (4) easel/notepad stations each moderated by either an RMA or District Board member, each with a different set of topics for feedback. RMA compiled the comments and forwarded them to the District on Friday, October 26, 2018. Additional comments from the public will be accepted by the District until November 7, 2018.

The plan is to convene a meeting of RMA and the District's general managers and senior staff involved with Security to discuss feedback as is relevant to the entities. The next step will be to schedule a Joint Security Committee meeting to discuss the responses to comments from the Special Board meeting. A discussion followed.

Director Clark stated that he feels the District should prioritize and categorize the items and the Joint Security Committee should focus on enforcement of current agreements.

Director Pecotich stated that he agrees with that and wants there to be an end result/agreement between the entities, not each entity pointing fingers at the other saying the other is responsible.

6. DIRECTOR & STAFF COMMENTS

None.

7. ADJOURNMENT

The meeting adjourned at 4:47 p.m.

MEMORANDUM

Date: November 6, 2018
To: Board of Directors
From: Improvements Committee Staff
Subject: November 6, 2018 Improvements Committee Meeting Minutes

1. CALL TO ORDER

Director Graf called the meeting to order at 8:30 a.m. Present were Directors Graf and Clark. Present from District staff were Mark Martin, General Manager; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

2. PUBLIC COMMENT

None.

3. MONTHLY UPDATES

Development

The Retreats East and North

The developer's engineer has reached out to us noting that they want to start this project. Their intent is to install some initial water infrastructure and build three (3) model homes. This project is in review with Coastland Engineering.

The Retreats West

No change from last month's update.

The Murieta Gardens - Murieta Marketplace

This project is still on hold but has the potential to start anytime.

The Murieta Gardens – Highway 16 Off-Site Improvements

Paving and construction of curbs along Caltrans storm drain inlets are nearly completed.

The Murieta Gardens II – Infrastructure at "Utility A"

Testing of the storm drains occurred and passed inspections this past month. Straw has been blown onto bare dirt areas for storm erosion protection as well as other Best Management Practices (BMPs) prepped for the upcoming rainy season. A construction schedule has been requested but has yet to be received. It is anticipated that paving may occur soon.

The Murieta Gardens II – Subdivision

The contractor has nearly completed the installation of all the wet utilities with some testing and finishing work to be completed with oversight from Coastland Engineering. All dry utilities are left to be installed, outside the purview of the District. This has been scheduled through February 2019.

Rancho Murieta North – Development Project

No change from last month's update: The District is in receipt of the water and sewer studies submitted for this project. Review of the studies remains in standby as we are still waiting on requested funding to review of these documents. No drainage study has been submitted yet.

FAA Business Park

Signatures for the architectural plans have been received from Sacramento County Building Department and the project will move forward in the spring of 2019.

Equestrian Center Food Service Building

The District received a Facilities Extension Agreement and minimum deposit this past month, but not the requested information for water and sewer impacts that should accompany it. The project is requesting the District to sign off fire flow information they have provided to Sacramento Metro Fire Department (SMF). The District has reached out to SMF to have them answer the question of what they are specifically looking for and has yet to hear back. Coastland Engineering, District Engineer, is reviewing the EDU number submitted.

District Projects

Emergency Well Project

This project is on hold. The Prop 84 grant which matches up to fifty percent (50%) of the construction costs expires at the end of June 2019.

Cantova Sewer Lift Station pump and rail replacements

Cursory discussions have occurred with the Murieta Village regarding the sewer bypass that will need to take place during the project. The goal is to proceed December 10, 2018 and should take one business week to complete.

Water Plant Culvert

The culvert box has been set and work in the bottom of the ditch completed. Staff continues to work on building headwalls and backfilling the roadway areas on each side of the culvert as time permits between other tasks.

Director Clark asked about the status of the Main Lift South project. Paul Siebensohn, Director of Field Operations, stated that the pumps were pulled yesterday (November 5, 2018) and the project should be completed in about 90 days.

4. REVIEW PROPOSAL FOR WASTEWATER RECLAMATION PLANT (WWRP) FILTER PLC REPLACEMENT

Paul Siebensohn, Director of Field Operations, gave a summary of the recommendation to approve the proposal from Telstar Instruments for the wastewater reclamation plant filter PLC replacement. The Committee requested that the amount approved for the CIP be included in the memo to the Board. ***This item will be on the November 21, 2018 Board Meeting agenda.***

5. DISCUSS REQUEST TO PRESENT DISTRICT'S ROLE ON CIA DITCH TO NEW BOARD MEMBERS

Mark Martin, General Manager gave a brief summary of the request from Director Pasek to prepare a presentation on the role and responsibilities of the District related to the CIA Ditch. The Committee agreed. Staff will conduct a presentation at a Board meeting in the beginning of 2019.

6. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

Mark Martin, General Manager, gave a brief summary of an upcoming meeting with John Sullivan to discuss fees for the Inn, Sobon water line reimbursement, Highway 16 bore reimbursement agreement, and detail needed for reimbursement for the reclaimed water line. John Sullivan stated that the agreement was made two (2) years ago and did not require any detail to be given to the District for reimbursement to be made.

7. ADJOURNMENT

The meeting was adjourned at 8:55 a.m.

DRAFT

MEMORANDUM

Date: November 6, 2018
To: Board of Directors
From: Finance Committee Staff
Subject: November 6, 2018 Finance Committee Meeting Minutes

1. CALL TO ORDER

Director Pasek called the meeting to order at 9:30 a.m. Present was Director Pasek. Director Merchant was absent. Present from District staff were Edward R. Crouse, Interim General Manager; Steve Mobley, Interim Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

2. COMMENTS FROM THE PUBLIC

None.

3. ANNUAL OPEB PLAN REVIEW

Mitch Barker and Angela Tang, from Public Agency Retirement Services (PARS), gave a brief overview of the program plan. As of September 30, 2018, the total contributions made are \$1,367,860 and investment earnings are \$435,755, for a total account balance of \$1,784,335. Mr. Barker also presented the PARS IRS approve combination 115 Trust which is a pension rate stabilization program which the District can access funds any time. There is no cost to set up and no fees until assets are added.

Andrew Brown, CFA, Highmark Capital Management, gave a brief investment overview, for the period ending September 30, 2018. A question and answer period followed.

4. DISCUSS TIMING AND APPROACH OF BOARD PRESENTATION AND DISCUSSION ON CURRENT RESERVES, RESERVE RATES, AND DISTRICT UTILITY SERVICE RATES COMPARISON

Mark Martin, General Manager, gave a brief summary of the request from Director Merchant to prepare a presentation for the Board of Directors on the 2015 Reserve Study. Areas to cover include: where we currently are, how to move forward, identify systems for either emergency repair or scheduled repair, discuss the industry standard, and get a policy in place so the District can stay consistent.

5. DIRECTORS & STAFF COMMENTS/SUGGESTIONS

No comments.

6. ADJOURNMENT

The meeting was adjourned at 10:43 a.m.



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
SPECIAL BOARD MEETING**

November 7, 2018

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

1. CALL TO ORDER/ROLL CALL

President Mark Pecotich called the Special Board Meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:01 p.m. at the Rancho Murieta Community Services District Board Room at 15160 Jackson Road, Rancho Murieta. Directors present were Mark Pecotich, Morrison Graf, Les Clark, John Merchant, and Gerald Pasek. Also, present were Mark Martin, General Manager; Richard Shanahan, District General Counsel; and Suzanne Lindenfeld, District Secretary.

2. ADOPT AGENDA

Motion/Pasek to adopt the agenda. Second/Clark. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.

3. COMMENTS FROM THE PUBLIC

No comments.

4. BOARD ADJOURNED TO CLOSED SESSION AT 5:02 P.M. TO DISCUSS THE FOLLOWING ITEMS

- a. Under Government Code 54957: Public Employee Performance Evaluation of the General Manager.
- b. Under Government Code 54957.6: Conference with Directors Graf and Merchant as District designated labor negotiators regarding unrepresented employee General Manager Mark Martin.

5. OPEN SESSION/REPORT BACK FROM CLOSED SESSION

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

Nothing to report.

- b. **Under Government Code 54957.6: Conference with Directors Graf and Merchant as District designated labor negotiators regarding unrepresented employee General Manager Mark Martin.**

Nothing to report.

6. DIRECTOR COMMENTS

None.

7. ADJOURNMENT

Motion/Clark to adjourn at 7:41 p.m. Second/Graf. Ayes: Pecotich, Graf, Clark, Merchant, Pasek. Noes: None. Absent: None. Abstain: None.

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

MEMORANDUM

Date: November 5, 2018
To: Board of Directors
From: Eric Thompson, Controller
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **October 2018**. 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>
California Waste Recovery Systems	Solid Waste Monthly Contract	\$ 49,080.12	Operating Expense
Univar USA Inc.	Chemicals	\$ 5,412.72	Operating Expense
Chemtrade Chemicals US LLC	Chemicals	\$ 5,818.88	Operating Expense
Domino Solar LTD	Solar Power	\$ 13,093.43	Operating Expense
S. M. U. D.	Purchased Power	\$ 14,382.21	Operating Expense

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

Rancho Murieta Community Services District
Bills Paid Listing for October 2018

Ck Number	Date	Vendor	Amount	Purpose
EFT	10/1/2018	CalPERS	\$15,050.96	Payroll - PERS Unfunded
EFT	10/1/2018	CalPERS	\$40,951.61	Payroll - PERS - Medical
EFT	10/5/2018	EFTPS	\$8,652.09	Payroll - Taxes - Fed
EFT	10/5/2018	EDD	\$2,483.46	Payroll - Taxes - CA
EFT	10/5/2018	CalPERS	\$10,045.19	Payroll - PERS
CM33939	10/5/2018	A Leap Ahead IT	\$4,361.14	IT Support
CM33940	10/5/2018	American Family Life Assurance Co.	\$383.19	Payroll - Aflac
CM33941	10/5/2018	Apple One Employment Services	\$819.20	Contract Staffing - Admin
CM33942	10/5/2018	Applications By Design, Inc.	\$520.00	IT Support
CM33943	10/5/2018	Aramark Uniform & Career Apparel, LLC	\$266.01	Uniform Service - Water
CM33944	10/5/2018	Brower Mechanical, Inc	\$800.00	Repairs & Maintenance
CM33945	10/5/2018	California State Disbursement Unit	\$52.15	Payroll - Other
CM33946	10/5/2018	California Waste Recovery Systems	\$49,080.12	Solid Waste Monthly Contract
CM33947	10/5/2018	Caltrol	\$750.00	Repairs & Maintenance
CM33948	10/5/2018	Caltronics Business Systems	\$13.81	Office Supplies
CM33949	10/5/2018	Chrysler Capital	\$156.80	Security Vehicle Lease
CM33950	10/5/2018	County of Sacramento	\$37.00	Pre-Employment Screening
CM33951	10/5/2018	Express Office Products, Inc.	\$515.69	Office Supplies
CM33952	10/5/2018	Franchise Tax Board	\$60.00	Payroll - Other
CM33953	10/5/2018	William Gengler	\$200.00	Conservation
CM33954	10/5/2018	Guardian Life Insurance	\$4,715.06	Payroll - Dental
CM33955	10/5/2018	Hach Company	\$1,070.44	Repairs & Maintenance
CM33956	10/5/2018	Hastie's Capitol Sand and Gravel Co.	\$679.90	Repairs & Maintenance
CM33957	10/5/2018	Jobs Available, Inc.	\$721.50	Employment Advertising
CM33958	10/5/2018	Legal Shield	\$23.90	Payroll - Legal
CM33959	10/5/2018	Nationwide Retirement Solution	\$1,120.00	Payroll - Deferred Comp
CM33960	10/5/2018	NBS	\$1,655.16	VOID
CM33961	10/5/2018	Operating Engineers Local Union No. 3	\$481.86	Payroll - Union Dues
CM33962	10/5/2018	Pace Supply Corp	\$933.03	Repairs & Maintenance
CM33963	10/5/2018	PDF Tactical	\$2,564.50	Contract Staffing - Security
CM33964	10/5/2018	Peopleready	\$598.80	Contract Staffing - Utility
CM33965	10/5/2018	Pitney Bowes	\$695.23	Equipment Lease
CM33966	10/5/2018	Professional Lock & Safe, Inc.	\$139.49	Office Supplies
CM33967	10/5/2018	Ramos Environmental Services	\$411.67	Repairs & Maintenance
CM33968	10/5/2018	Rancho Murieta Ace Hardware	\$32.29	Repairs & Maintenance
CM33969	10/5/2018	Romo Landscaping	\$385.00	Landscaping
CM33970	10/5/2018	Santander Leasing	\$240.00	Security Vehicle Lease
CM33971	10/5/2018	State Water Resources Control Board	\$60.00	Certifications
CM33972	10/5/2018	Statewide Traffic Safety and Signs Inc	\$1,343.98	Repairs & Maintenance
CM33973	10/5/2018	Syneco Systems Inc	\$4,802.75	Repairs & Maintenance

Rancho Murieta Community Services District

Bills Paid Listing for October 2018

Ck Number	Date	Vendor	Amount	Purpose
CM33974	10/5/2018	TASC	\$196.14	Payroll - Beneflex
CM33975	10/5/2018	Thatcher Company of California, Inc	\$2,488.25	Chemicals
CM33976	10/5/2018	U.S. Bank Corp. Payment System	\$3,748.02	Fuel & Supplies
CM33977	10/5/2018	U.S. HealthWorks Medical Group, PC	\$94.00	Pre-Employment Screening
CM33978	10/5/2018	Univar USA Inc.	\$5,412.72	Chemicals
CM33979	10/5/2018	UPS	\$6.90	Repairs & Maintenance
CM33980	10/5/2018	Vision Service Plan (CA)	\$405.54	Payroll - Vision
CM33981	10/5/2018	W.W. Grainger Inc.	\$1,690.64	Repairs & Maintenance
CM33982	10/11/2018	Costco Membership	\$648.38	Office Supplies
EFT	10/18/2018	EDD	\$916.76	Payroll - Taxes - SUTA
CM33983	10/19/2018	Acme Saw & Supply Inc	\$399.60	Repairs & Maintenance
CM33984	10/19/2018	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Cleaning Services
CM33985	10/19/2018	American Family Life Assurance Co.	\$383.19	Payroll - Aflac
CM33986	10/19/2018	Aramark Uniform & Career Apparel, LLC	\$226.42	Uniform Service - Water
CM33987	10/19/2018	AT&T	\$938.33	Cell Phones
CM33988	10/19/2018	AT&T	\$2,596.42	Land Lines
CM33989	10/19/2018	Bartkiewicz, Kronick & Shanahan	\$632.40	Legal Services
CM33990	10/19/2018	California Laboratory Services	\$1,854.16	Lab Testing
CM33991	10/19/2018	California State Disbursement Unit	\$79.26	Payroll - Other
CM33992	10/19/2018	Caltronics Business Systems	\$1,035.00	Office Supplies
CM33993	10/19/2018	CDW Government Inc.	\$174.80	Software
CM33994	10/19/2018	Chemtrade Chemicals US LLC	\$5,818.88	Chemicals
CM33995	10/19/2018	County of Sacramento	\$2,922.78	Permits
CM33996	10/19/2018	Domino Solar LTD	\$13,093.43	Solar Power
CM33997	10/19/2018	The Ligature, Inc DBA Echelon Fine Printing	\$3,393.17	Office Supplies
CM33998	10/19/2018	Franchise Tax Board	\$60.00	Payroll - Other
CM33999	10/19/2018	Gallery & Barton	\$71.76	Legal Services
CM34000	10/19/2018	Galls/Quartermaster	\$132.70	Uniforms - Security
CM34001	10/19/2018	Greenfield Communications	\$460.97	Internet/TV
CM34002	10/19/2018	Hastie's Capitol Sand and Gravel Co.	\$2,362.88	Repairs & Maintenance
CM34003	10/19/2018	Home Depot Credit Services	\$362.58	Repairs & Maintenance
CM34004	10/19/2018	Legal Shield	\$23.90	Payroll - Legal
CM34005	10/19/2018	Anne H Long (DBA) Marion Leasing	\$526.90	Copier Lease
CM34006	10/19/2018	Nationwide Retirement Solution	\$1,120.00	Payroll - Deferred Comp
CM34007	10/19/2018	Operating Engineers Local Union No. 3	\$508.63	Payroll - Union Dues
CM34008	10/19/2018	Pace Supply Corp	\$1,261.72	Repairs & Maintenance
CM34009	10/19/2018	PDF Tactical	\$2,397.75	Contract Staffing - Security
CM34010	10/19/2018	Peopleready	\$1,247.50	Contract Staffing - Admin
CM34011	10/19/2018	Pres Tech Equipment Company	\$742.34	Repairs & Maintenance
CM34012	10/19/2018	Public Agency Retirement Services	\$372.96	Payroll - OPEB

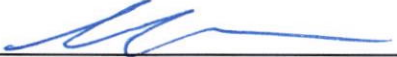
Rancho Murieta Community Services District Bills Paid Listing for October 2018

Ck Number	Date	Vendor	Amount	Purpose
CM34013	10/19/2018	Public Agency Retirement Services	\$37,500.04	Payroll - OPEB
CM34014	10/19/2018	R&S Overhead Doors and Gates of Sacramento	\$327.50	Repairs & Maintenance
CM34015	10/19/2018	Rancho Murieta Association	\$395.74	Purchased Power
CM34016	10/19/2018	Rancho Murieta Association	\$150.00	Landscaping
CM34017	10/19/2018	River City Rentals	\$167.79	Repairs & Maintenance
CM34018	10/19/2018	S. M. U. D.	\$14,382.21	Purchased Power
CM34019	10/19/2018	Sacramento Bee	\$1,909.00	Employment Advertising
CM34020	10/19/2018	Sprint	\$189.95	Air Cards
CM34021	10/19/2018	State of California	\$32.00	Pre-Employment Screening
CM34022	10/19/2018	State Water Resources Control Board	\$176.00	Certifications
CM34023	10/19/2018	Statewide Traffic Safety and Signs Inc	\$233.26	Repairs & Maintenance
CM34024	10/19/2018	Streamline	\$300.00	Website Hosting
CM34025	10/19/2018	TASC	\$68.91	Payroll - Beneflex
CM34026	10/19/2018	TASC	\$196.14	Payroll - Beneflex
CM34027	10/19/2018	Thatcher Company of California, Inc	\$756.62	Repairs & Maintenance
CM34028	10/19/2018	U.S. HealthWorks Medical Group, PC	\$211.00	Pre-Employment Screening
CM34029	10/19/2018	W.W. Grainger Inc.	\$289.50	Repairs & Maintenance
CM34030	10/19/2018	Western Exterminator Co.	\$547.00	Monthly Service & Rodent Control
CM34031	10/19/2018	Acme Saw & Supply Inc	\$399.60	Repairs & Maintenance
CM34032	10/19/2018	Duloglo Enterprises Inc DBA Action Cleaning	\$1,172.00	Cleaning Services
EFT	10/19/2018	EFTPS	\$8,383.21	Payroll - Taxes - Fed
EFT	10/19/2018	EDD	\$2,415.68	Payroll - Taxes - CA
EFT	10/26/2018	Pitney Bowes	\$1,500.00	Postage
		TOTAL	\$289,900.75	

**Rancho Murieta Community Services District
Bills Paid Listing for October 2018**

Ck Number	Date	Vendor	Amount	Purpose
		CFD 2014-1 Bank of America Checking		
CM2070	10/5/2018	NBS	\$ 1,655.16	CFD-2014 Admin Fee
CM2071	10/19/2018	Corelogic Solutions, LLC	\$ 437.00	CFD-2014 Admin Fee
		TOTAL	\$ 2,092.16	
		EL DORADO PAYROLL		
Checks: CM11871 to CM11879 and Direct Deposits: DD10782 to DD10833			\$ 112,080.66	Payroll
EFT	Various	National Payment Corp	\$123.08	Payroll
		TOTAL	\$112,203.74	

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  , District Treasurer

MEMORANDUM

Date: November 19, 2018
To: Board of Directors
From: Mark Martin, General Manager
Subject: General Manager's Report

SECURITY – SECURITY TOWN HALL MEETING FOLLOW-UP

The highly anticipated Security Special Board Meeting co-sponsored by the District and Rancho Murieta Association (RMA) was held October 24, 2018 at the RMA community building. All members of the community and community stakeholder groups were invited to attend. The discussion was led by members of the District and RMA boards. The meeting featured a rotation of attendees through a series of poster boards on various topics. At the end of the session, attendees reconvened to review the feedback provided at each station. At the meeting, Chief Werblun took the initiative to clarify official emergency operations protocol involving the Sheriff, Metro Fire and other entities. Opportunity for follow-up comments was offered through November 7, 2018. The District received only four (4) follow-up comments as of the November 7, 2018 deadline. RMA compiled the initial comments and forwarded them to the District for addition of the new comments. Chief Werblun is now organizing the comments by area of responsibility (RMA versus non-RMA). We expect to meet with RMA to discuss RMA-specific comment and prepare a response to those issues. For Non-RMA issues, the District will formulate a response. Both sets of responses and discussion points are to be brought forward as part of a Joint Security Committee meeting expected to be held in January 2019.

2018 BOARD OF DIRECTORS ELECTION

The November 6, 2018 elections have yet to be settled as of this date. It appears candidates Jenco and Maybee maintain a strong lead and are likely to secure seats on the Board. The next two(2) viable candidates are Butler and Pohll who are separated by 76 votes as of November 19,2018 with Butler leading. The next expected update to ballot tallies is expected November 20, 2018.

EMPLOYEE RELATIONS/DEVELOPMENT

The Director of Administration position closed October 19, 2018. The District received a total of 38 applications, of which, five (5) were invited to interview. Interviews were held November 5-6, 2018. We expect to announce the selected candidate shortly.

I attended the Golden State Risk Management Association (GSRMA) annual conference October 18-19 in Corning. Participated in a very good session on the importance of consistent supervision and discipline from a risk and safety standpoint. With the understanding that many frequent low-risk activities are usually accounted for well in procedure and policy manuals, another discussion focused on the benefits of attempting to identify and prepare for high level risks with infrequent occurrence. Other sessions were held on new cannabis laws where advice was to handle cannabis use similarly to alcohol use and a useful "Communications for the workplace" refresher.

Both I and Controller Eric Thompson attended the California Special Districts Association (CSDA) sponsored training on Special District Finance on November 7 in Elk Grove. The topics were Budgeting for short and long-

term needs, discussion of best practice establishment of financial policies and internal controls, tools for communicating financials and how to assess the fiscal health of a District.

Flu shots were offered for staff November 8, 2018.

OUTREACH/ADVOCACY

October 26, 2018: Mountain Counties Water Resource Agency's (MCWRA) Symposium. The keynote speaker was Brenda Burman, U.S. Bureau of Reclamation Commissioner who provided a general overview of BOR activities in the Western states, with the main topic of the symposium being an update on the California Water Fix and a panel discussion on the WaterFix, including Jim Watson, the Sites Reservoir project general manager; Michael George, the appointed Delta Watermaster; Jennifer Pierre, General Manager of the State Water Contractors; and Jason Peltier, Executive Director of the Coalition for a Sustainable Delta. As I listened to the presentation by the head of the State Water *Contractors*, and noticed the preponderance of "industry" consulting firms supporting the symposium, along with the general tone of the discussion, one could not come away without a strong sense, as is often the case with massive public works projects, that the WaterFix is being heavily influenced by special interests who will benefit from the billions of dollars of potential construction and consulting opportunities represented by the project.

The concern of MCWRA members is a sense the State Water Board is wielding more and more influence over water policy than listening to the concerns of stakeholders. Phase II of the Bay-Delta Plan which is a component of the WaterFix, will focus on the Sacramento River and its tributaries, Delta eastside tributaries (including the Calaveras, Cosumnes, and Mokelumne rivers), Delta outflows, and interior Delta flows. Critical to this analysis and potential water availability impacts is the validity of assumptions of modeled upstream flows into the Delta (read Cosumnes), and modeling of saltwater intrusion due to sea-level rise, both of which impact the salinity of the Delta and water quality for native aquatic species and other Delta beneficial uses. If the Phase II analysis requires a certain level of "unimpaired flow" of the Cosumnes River to the Delta, Rancho Murieta's primary water source could be impacted depending on the amount of required unimpaired flow and the timing of that flow. MCWRA as an interest group advocates for a "holistic" view of beneficial use, including not only flows to the Delta but beneficial uses upstream also.

MEMORANDUM

Date: November 6, 2018
 To: Board of Directors
 From: Eric Thompson, Controller
 Subject: Administration / Financial Reports

Enclosed is a combined financial summary for **October 2018**. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

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

Residential Water Consumption – Year-to-date residential water usage was below budget 9.4% through October. 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%		2,539	2,542	2,542	2,543								
		Weighted Average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	2,457		2,672	2,659	2,566	1,930								
Gallons per day	613		666	663	640	481								
Planned Usage GPD	627													

Commercial/Other Water Consumption – Year-to-date commercial water usage was 3.0% below budget through October. 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									
Parks	240,537	88,540	68,739	50,519	32,739									
Raw Water	308,351	37,475	126,163	93,612	51,101									
CSD	74,863	21,501	19,548	18,782	15,032									
Totals	1,118,787	283,859	348,620	291,131	195,277									

Lock-Offs – During the month of October, there were eleven (11) lock-offs.

Connection Fees – There was one new connection fee received in October.

Aging Report – Delinquent accounts totaled \$106,961 which was 13.8% of the total accounts receivable balance of \$772,285. Past due receivables increased \$16,909 or 18.8% from the prior month. Of the total delinquent amount, \$98,861 was related to undeveloped property.

Summary of Reserve Accounts as of October 31, 2018 – The District’s reserve accounts began the fiscal year with a balance of \$5,825,224 and have increased \$135,589 through the month of October. Aside from the recurring monthly reserve contributions and normal inter-fund borrowing repayments: \$12,010 was paid from Water and Sewer Capital Replacement Reserves for the Dam Inundation Study; \$4,254 was paid from Water Improvement Reserves for the WTP Culvert Project; and \$4,932 was paid from Sewer Capital Replacement

Reserves for the Cantova Lift Station Pump and Rail replacement. Additions to the reserve accounts included \$2,944 in Capital Improvement Reserves from a new connection and \$32,601 from quarterly LAIF investment earnings. See the following table for information by specific reserve account.

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 Sep 30, 2018</i>
Water Capital Replacement (200-2505)	1,375,775	94,274	(59,452)	1,410,597
Sewer Capital Replacement (250-2505)	2,745,922	142,609	(81,461)	2,807,070
Drainage Capital Replacement (260-2505)	108,771	11,642	(0)	120,413
Security Capital Replacement (500-2505)	121,869	17,060	(7,804)	131,125
Admin Capital Replacement (xxx-2505-99)	87,096	34	(0)	87,130
Sewer Capital Improvement Connection (250-2500)	4,134	22	(0)	4,156
Capital Improvement (xxx-2510)	349,075	17,175	(4,984)	361,266
Water Supply Augmentation (200-2511)	1,744,938	26,746	(9,808)	1,761,876
WTP Construction Fund Reserve (200-2513)	(702,387)	62,455	(72,865)	(712,797)
Security Impact Fee Reserves (500-2513)	(9,969)	0	(54)	(10,023)
Total Reserves	5,825,224	372,017	(236,429)	5,960,813

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 Oct 31, 2018</i>
Sewer Loan to WTP Construction Fund	996,749	6,611	(53,483)	949,877
WSA Loan to WTP Construction Fund	332,250	2,204	(17,828)	316,626
N. Gate Security Loan from Drainage Fund	40,367	254	(7,866)	32,755
Total Inter-fund Borrowing	1,369,366	9,069	(79,177)	1,299,258

Financial Items of Note

- Due to the initial rescheduling of the Board meeting to the 2nd Wednesday of November, rather than on the 3rd Wednesday, some of October’s expenses will invariably be coded into November. Every effort was made by the Accounting Department to accrue for known and anticipated expenses, but not all expenses are known until actual invoices are received. The effect of these expenses is not expected to be material to the financial statements.

Financial Summary Report (year-to-date through October 31, 2018)

Revenues:

Water Charges, year-to-date, are **below** budget \$52,774 or (5.5%)

Sewer Charges, year-to-date, are **above** budget \$567 or 0.1%

Drainage Charges, year-to-date, are **below** budget \$671 or (1.0%)

Security Charges, year-to-date, are **below** budget \$516 or (0.1%)

Solid Waste Charges, year-to-date, are **above** budget \$1,634 or 0.7%

Total Revenue, which includes other income, property taxes, and interest income is **below** budget \$35,217 or (1.5%).

Expenses: Year-to-date total operating expenses are **below** budget \$327,041 or (15.0%). There have been no operational reserve expenditures so far this year. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

Water Expenses (including wages & employer costs) year-to-date, are **below** budget \$151,640 or (23.6%). The Water Department has underspent on most expense categories so far this year. Repairs & maintenance, salaries & wages, meters & boxes, consulting, and legal are the largest under budget expenses. To date, no funds have been spent against the \$30,000 budgeted for legal fees relating to water rights renewals.

Sewer Expenses, year-to-date, are **below** budget by \$16,539 or (4.9%). The Sewer Department is over budget in purchased power, chemicals, and lab testing, but under budget in most other expense categories.

Drainage Expenses, year-to-date, are **below** budget by \$21,548 or (34.8%). Drainage has seen savings across all expense categories so far this year.

Combined Water/Sewer/Drainage Wages, year-to-date, are **below** budget by \$45,015 or (14.7%). This savings is offset by \$10,180 expended for contract staffing. Utility personnel at the District allocate their time between the Water, Sewer and Drainage Departments as needed and as directed. This section is being reported to help gauge overall utility personnel expenses versus budget.

Security Expenses, year-to-date, are **below** budget by \$64,922 or (14.6%). Security Gate expenses are **below** budget by \$21,696 or (11.2%) with savings in wages being partially offset by contract staffing. Security Patrol expenses are **below** budget by \$41,932 or (21.3%) with the same offset between wages and contract staffing. General Security expenses are **below** budget by \$1,295 or (2.4%) through October with legal expenses related to personnel issues being the largest over budget line item.

Solid Waste Expenses, year-to-date, are **above** budget by \$3,213 or 1.6%. Solid waste revenues and expenses are driven by service requests from the community and are both slightly over budget through October.

General Expenses, year-to-date, are **below** budget by \$75,604 or (15.6%). Savings were seen across most expense categories with the biggest savings being in recruitment, legal, training/safety, and salaries & wages.

Net Income: Year-to-date unadjusted net income, before depreciation, is \$489,396 versus a budget of \$196,865. Net income/(Loss) adjusted for estimated depreciation expense is \$19,933. The full-year expected net operating income (loss) before depreciation, per the 2018-2019 budget, is (\$35,573). Including non-operating reserve expenditures (inter-fund borrowing interest expenses) the total expected net loss for the year is (\$54,882).

Rancho Murieta Community Services District

Budget Performance Report by FUND For the Month Ending October 31, 2018

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
WATER								
REVENUES								
Water Charges	98.3%	\$2,180,141	98.7%	\$955,115	\$902,341	97.4%	(\$52,774)	(5.5%)
Interest Earnings	0.2%	4,700	0.1%	1,100	1,127	0.1%	27	2.4%
Other Income	1.5%	33,521	1.2%	11,525	23,151	2.5%	11,626	100.9%
Total Water Revenues	100.0%	2,218,362	100.0%	967,740	926,619	100.0%	(41,120)	(4.2%)
EXPENSES (excluding depreciation)								
Salaries & Wages	25.8%	572,778	17.1%	165,510	137,435	14.8%	(28,075)	(17.0%)
Employer Costs	11.1%	247,005	7.9%	76,794	66,764	7.2%	(10,031)	(13.1%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(155)	0.0%	(155)	0.0%
Power	8.7%	193,401	6.2%	59,975	50,062	5.4%	(9,913)	(16.5%)
Chemicals	4.4%	96,636	3.8%	37,212	41,275	4.5%	4,063	10.9%
Chemicals - T&O	0.5%	10,000	0.6%	5,500	2,661	0.3%	(2,839)	(51.6%)
Maintenance/Repairs	10.0%	220,814	7.8%	75,300	42,699	4.6%	(32,601)	(43.3%)
Water Meters/Boxes	1.6%	36,000	1.2%	12,000	0	0.0%	(12,000)	(100.0%)
Lab Tests	0.8%	17,000	0.5%	5,000	3,121	0.3%	(1,879)	(37.6%)
Permits	1.3%	28,044	1.2%	11,850	10,645	1.1%	(1,205)	(10.2%)
Training/Safety	0.4%	8,100	0.4%	4,100	1,522	0.2%	(2,578)	(62.9%)
Equipment Rental	0.6%	13,800	0.4%	3,600	0	0.0%	(3,600)	(100.0%)
Other Direct Costs	14.8%	327,598	19.1%	184,779	133,952	14.5%	(50,827)	(27.5%)
Operational Expenses	79.8%	1,771,175	66.3%	641,620	489,980	52.9%	(151,640)	(23.6%)
Water Income (Loss)	20.2%	447,187	33.7%	326,120	436,639	47.1%	110,519	33.9%
38.9% Net Admin Alloc	20.8%	461,159	15.2%	146,945	117,747	12.7%	(29,198)	(19.9%)
Reserve Expenditures	0.8%	18,619	0.6%	5,607	4,928	0.5%	(679)	(12.1%)
Total Net Income (Loss)	-1.5%	(32,591)	17.9%	173,568	313,964	33.9%	140,396	80.9%
SEWER								
REVENUES								
Sewer Charges	98.6%	1,355,461	98.7%	451,478	452,045	98.0%	567	0.1%
Interest Earnings	0.0%	490	0.0%	115	1,595	0.3%	1,480	1,286.8%
Other Income	1.4%	18,743	1.3%	5,981	7,835	1.7%	1,854	31.0%
Total Sewer Revenues	100.0%	1,374,694	100.0%	457,574	461,475	100.0%	3,901	0.9%
EXPENSES (excluding depreciation)								
Salaries & Wages	28.8%	395,641	25.0%	114,325	100,127	21.7%	(14,197)	(12.4%)
Employer Costs	7.7%	170,660	5.5%	53,129	48,747	5.3%	(4,382)	(8.2%)
Power	8.2%	112,301	9.0%	41,166	48,076	10.4%	6,910	16.8%
Chemicals	2.7%	37,500	4.4%	20,000	26,974	5.8%	6,974	34.9%
Maintenance/Repairs	11.4%	157,000	10.7%	49,000	44,832	9.7%	(4,168)	(8.5%)
Lab Tests	1.1%	15,000	1.1%	5,000	5,980	1.3%	980	19.6%
Permits	3.0%	41,492	4.9%	22,525	14,227	3.1%	(8,298)	(36.8%)
Training/Safety	0.7%	9,700	0.9%	4,200	1,688	0.4%	(2,512)	(59.8%)
Equipment Rental	0.3%	4,800	0.3%	1,600	0	0.0%	(1,600)	(100.0%)
Other Direct Costs	7.3%	100,114	6.5%	29,862	33,615	7.3%	3,753	12.6%
Operational Expenses	76.0%	1,044,208	74.5%	340,806	324,267	70.3%	(16,539)	(4.9%)
Sewer Income (Loss)	24.0%	330,486	25.5%	116,768	137,208	29.7%	20,440	17.5%
29.7% Net Admin Alloc	25.6%	352,093	24.5%	112,192	89,900	19.5%	(22,292)	(19.9%)
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	-1.6%	(21,607)	1.0%	4,576	47,308	10.3%	42,732	933.8%
DRAINAGE								
REVENUES								
Drainage Charges	75.0%	201,670	75.0%	67,194	66,523	75.0%	(671)	(1.0%)
Property Tax	6.2%	100,000	6.2%	33,332	33,333	6.2%	1	0.0%
Property Tax (Reserve Alloc)	-2.1%	(33,000)	-2.1%	(11,000)	(11,000)	-2.1%	0	0.0%
Interest Earnings	0.0%	60	0.0%	15	(131)	-0.1%	(146)	(974.2%)
Total Drainage Revenues	100.0%	268,730	100.0%	89,541	88,725	100.0%	(816)	(0.9%)

	% of Total Rev	Annual Budget	% of Total Rev	YTD Budget	YTD Actuals	% of Total Rev	YTD VARIANCE Amount	%
EXPENSES (excluding depreciation)								
Salaries & Wages	34.3%	92,282	29.8%	26,667	24,080	27.1%	(2,587)	(9.7%)
Employer Costs	1.8%	39,233	1.3%	12,156	11,453	1.2%	(703)	(5.8%)
Power	3.7%	10,039	2.6%	2,313	2,214	2.5%	(99)	(4.3%)
Chemicals	5.5%	14,812	8.4%	7,500	1,173	1.3%	(6,327)	(84.4%)
Maintenance/Repairs	5.6%	15,000	6.7%	6,000	803	0.9%	(5,197)	(86.6%)
Permits	2.4%	6,500	0.0%	0	0	0.0%	0	0.0%
Equipment Rental	1.1%	3,000	1.1%	1,000	0	0.0%	(1,000)	(100.0%)
Other Direct Costs	5.8%	15,544	7.0%	6,250	615	0.7%	(5,635)	(90.2%)
Operational Expenses	73.1%	196,410	69.1%	61,886	40,338	45.5%	(21,548)	(34.8%)
Drainage Income (Loss)	26.9%	72,320	30.9%	27,655	48,387	54.5%	20,732	75.0%
6.1% Net Admin Alloc	26.9%	72,315	25.7%	23,043	18,464	20.8%	(4,579)	(19.9%)
Reserve Expenditures	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Total Net Income (Loss)	0.0%	4	5.2%	4,612	29,923	33.7%	25,310	548.7%
SECURITY REVENUES								
Security Charges	84.0%	1,348,017	84.1%	449,182	448,666	83.9%	(516)	(0.1%)
Interest Earnings	0.0%	500	0.0%	125	517	0.1%	392	313.9%
Property Tax	15.3%	245,000	15.3%	81,668	81,667	15.3%	(1)	(0.0%)
Property Tax (Reserve Alloc)	-3.1%	(49,000)	-3.1%	(16,332)	(16,333)	-3.1%	(1)	0.0%
Other Income	3.7%	60,100	3.6%	19,300	20,491	3.8%	1,191	6.2%
Total Security Revenues	100.0%	1,604,617	100.0%	533,943	535,008	100.0%	1,065	0.2%
EXPENSES (excluding depreciation)								
Salaries & Wages	43.2%	692,801	41.6%	222,260	172,491	32.2%	(49,769)	(22.4%)
Employer Costs	24.4%	540,763	17.9%	173,126	145,246	15.7%	(27,880)	(16.1%)
Equipment Repairs	0.3%	4,800	0.3%	1,600	407	0.1%	(1,193)	(74.5%)
Vehicle Maintenance	0.6%	9,000	0.6%	3,000	2,039	0.4%	(961)	(32.0%)
Vehicle Fuel	1.0%	16,200	1.0%	5,400	4,449	0.8%	(951)	(17.6%)
Off Duty Sheriff	0.5%	8,000	1.1%	6,000	5,974	1.1%	(26)	(0.4%)
Other	5.8%	92,393	6.1%	32,319	48,177	9.0%	15,858	49.1%
Operational Expenses	85.0%	1,363,958	83.1%	443,705	378,783	70.8%	(64,922)	(14.6%)
Security Income (Loss)	15.0%	240,660	16.9%	90,238	156,225	29.2%	65,987	73.1%
20.3% Net Admin Alloc	15.0%	240,656	14.4%	76,684	61,447	11.5%	(15,237)	(19.9%)
Reserve Expenditures	0.0%	690	0.0%	220	192	0.0%	(28)	(12.6%)
Total Net Income (Loss)	0.0%	(687)	2.5%	13,335	94,587	17.7%	81,252	609.3%
SOLID WASTE REVENUES								
Solid Waste Charges	99.8%	673,988	99.8%	224,534	226,168	99.6%	1,634	0.7%
Interest Earnings	0.2%	1,229	0.2%	350	1,016	0.4%	666	190.2%
Total Solid Waste Revenues	100.0%	675,217	100.0%	224,884	227,184	100.0%	2,300	1.0%
EXPENSES (excluding depreciation)								
CWRS Contract	85.9%	579,691	85.9%	193,132	196,241	86.4%	3,109	1.6%
Sacramento County Admin Fee	5.4%	36,252	5.4%	12,091	12,194	5.4%	103	0.9%
HHW Event	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Operational Expenses	91.2%	615,944	91.3%	205,223	208,435	91.7%	3,213	1.6%
Solid Waste Income (Loss)	8.8%	59,273	8.7%	19,661	18,749	8.3%	(912)	(4.6%)
5.0% Net Admin Alloc	8.8%	59,275	8.4%	18,888	15,135	6.7%	(3,753)	(19.9%)
Total Net Income (Loss)	0.0%	(2)	0.3%	774	3,614	1.6%	2,841	367.2%
OVERALL NET INCOME(LOSS)	-0.9%	(54,882)	8.7%	196,865	489,396	21.9%	292,531	148.6%

Rancho Murieta Community Services District

Summary Budget Performance Report For the Month Ending October 31, 2018

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	%
REVENUES								
Water Charges	33.7%	\$2,180,141	40.1%	\$955,115	\$902,341	38.5%	(\$52,774)	(5.5%)
Sewer Charges	21.0%	1,355,461	19.0%	451,478	452,045	19.3%	567	0.1%
Drainage Charges	3.1%	201,670	2.8%	67,194	66,523	2.8%	(671)	(1.0%)
Security Charges	20.9%	1,348,017	18.9%	449,182	448,666	19.1%	(516)	(0.1%)
Solid Waste Charges	10.4%	673,988	9.4%	224,534	226,168	9.6%	1,634	0.7%
Other Income	2.0%	126,464	1.7%	40,906	55,059	2.3%	14,153	34.6%
Interest Earnings	0.1%	7,219	0.1%	1,785	4,178	0.2%	2,393	134.0%
Property Taxes	10.1%	650,000	9.1%	216,668	216,667	9.2%	(1)	(0.0%)
Property Tax (Reserve Alloc)	-1.3%	(82,000)	-1.1%	(27,332)	(27,333)	-1.2%	(1)	0.0%
Total Revenues	100.0%	6,460,960	100.0%	2,379,530	2,344,314	100.0%	(35,217)	(1.5%)
OPERATING EXPENSES								
Water/Sewer/Drainage								
Salaries & Wages	16.4%	1,060,701	14.1%	306,502	261,642	14.1%	(44,860)	(14.6%)
Employer Costs	7.1%	456,898	6.5%	142,079	126,964	6.9%	(15,116)	(10.6%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	(155)	0.0%	(155)	0.0%
Power	4.9%	315,741	4.8%	103,453	100,352	5.4%	(3,101)	(3.0%)
Chemicals	2.5%	158,948	3.2%	70,212	72,084	3.9%	1,872	2.7%
Maintenance/Repairs	6.1%	392,814	6.0%	130,300	88,334	4.8%	(41,966)	(32.2%)
Water Meters/Boxes	0.6%	36,000	0.6%	12,000	0	0.0%	(12,000)	(100.0%)
Lab Tests	0.5%	32,000	0.5%	10,000	9,100	0.5%	(900)	(9.0%)
Permits	1.2%	76,036	1.6%	34,375	24,872	1.3%	(9,503)	(27.6%)
Training/Safety	0.3%	17,800	0.4%	8,300	3,210	0.2%	(5,090)	(61.3%)
Equipment Rental	0.3%	21,600	0.3%	6,200	0	0.0%	(6,200)	(100.0%)
Other Direct Costs	6.9%	443,256	10.1%	220,891	168,182	9.1%	(52,709)	(23.9%)
Subtotal Water/Sewer/Drainage	46.6%	3,011,793	48.0%	1,044,312	854,585	46.2%	(189,727)	(18.2%)
Security								
Salaries & Wages	10.7%	692,801	10.2%	222,260	172,491	9.3%	(49,769)	(22.4%)
Employer Costs	8.4%	540,763	8.0%	173,126	145,246	7.9%	(27,880)	(16.1%)
Off Duty Sheriff	0.1%	8,000	0.3%	6,000	5,974	0.3%	(26)	(0.4%)
Other	1.9%	122,393	1.9%	42,319	55,072	3.0%	12,753	30.1%
Subtotal Security	21.1%	1,363,958	20.4%	443,705	378,783	20.5%	(64,922)	(14.6%)
Solid Waste								
CWRS Contract	9.0%	579,691	8.9%	193,132	196,241	10.6%	3,109	1.6%
Sacramento County Admin Fee	0.6%	36,252	0.6%	12,091	12,194	0.7%	103	0.9%
HHW Event	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Subtotal Solid Waste	9.5%	615,944	9.4%	205,223	208,435	11.3%	3,213	1.6%
General / Admin								
Salaries & Wages	9.8%	632,600	8.2%	178,400	154,452	8.3%	(23,948)	(13.4%)
Employer Costs	5.4%	349,880	5.0%	108,392	95,001	5.1%	(13,391)	(12.4%)
Capital Project Labor Alloc	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Insurance	1.7%	109,588	1.7%	36,529	39,093	2.1%	2,564	7.0%
Legal	1.2%	74,400	1.1%	24,800	10,937	0.6%	(13,863)	(55.9%)
Office Supplies	0.3%	22,450	0.3%	7,300	7,647	0.4%	347	4.8%
Director Meeting Payments	0.3%	18,000	0.3%	6,000	1,900	0.1%	(4,100)	(68.3%)
Telephones	0.1%	7,759	0.1%	2,586	3,767	0.2%	1,181	45.6%
IT Systems Maintenance	1.4%	90,962	2.2%	47,001	43,863	2.4%	(3,138)	(6.7%)
Community Communications	0.1%	5,200	0.1%	2,100	567	0.0%	(1,533)	(73.0%)
Postage	0.3%	20,160	0.3%	6,720	6,092	0.3%	(628)	(9.4%)
Bld/Grounds Maint/Pest Cntr	0.3%	20,560	0.3%	6,825	7,322	0.4%	497	7.3%
Other	2.4%	153,280	2.6%	56,945	37,354	2.0%	(19,592)	(34.4%)
Subtotal General / Admin	23.3%	1,504,839	22.2%	483,599	407,995	22.1%	(75,604)	(15.6%)
Total Operating Expenses	100.6%	6,496,533	100.0%	2,176,839	1,849,797	100.0%	(327,041)	(15.0%)
Operating Income (Loss)	100.0%	(35,573)	100.0%	202,692	494,516	100.0%	291,824	N/A

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount	YTD VARIANCE %
Non-Operating Expenses								
Water Reserve Expenditure	0.3%	18,619	0.3%	5,607	4,928	96.2%	(679)	(12.1%)
Sewer Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Drainage Reserve Expenditure	0.0%	0	0.0%	0	0	0.0%	0	0.0%
Security Reserve Expenditure	0.0%	690	0.0%	220	192	3.8%	(28)	(12.6%)
Total Non-Operating Expenses	0.3%	19,309	0.3%	5,827	5,120	100.0%	(707)	(12.1%)
Net Income (Loss)	100.0%	(54,882)	100.0%	196,865	489,396	100.0%	292,531	N/A

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF OCTOBER 31, 2018

INSTITUTION	YIELD	BALANCE
CSD FUNDS		
<i>EL DORADO SAVINGS BANK</i>		
SAVINGS	0.03%	\$ 750,859.99
CHECKING	0.02%	\$ 166,660.53
PAYROLL	0.02%	\$ 84,666.47
<i>BANNER BANK</i>		
EFT	0.00%	\$ 27,546.18
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>		
UNRESTRICTED	2.06%	\$ 688,948.24
RESTRICTED RESERVES	2.06%	\$ 5,343,605.48
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
OPERATION ACCOUNT (balance as of 9/30/18)	2.14%	\$ 617,206.92
<i>UNION BANK</i>		
PARS GASB45 TRUST (balance as of 8/31/18)	1.42%	\$ 1,790,193.06
TOTAL CSD		\$ 9,469,686.87

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 2014-1 (CFD)

<i>BANK OF AMERICA</i>		
CHECKING	0.00%	\$ 177,202.82
<i>WILMINGTON TRUST</i>		
BOND RESERVE FUND	1.61%	\$ 392,682.11
BOND ADMIN EXPENSE	1.61%	\$ 24.31
BOND SPECIAL TAX FUND	1.61%	\$ -
BOND ACQ & CONSTRUCTION	1.61%	\$ 6,589.51
BOND REDEMPTION ACCOUNT	1.61%	\$ -
BOND COI	1.61%	\$ -
BOND SURPLUS	1.61%	\$ 59.69
TOTAL CFD		\$ 576,558.44
TOTAL ALL FUNDS		\$ 10,046,245.31

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

PREPARED BY: Eric Thompson, Controller

REVIEWED BY:  District Treasurer

MEMORANDUM

Date November 7, 2018
To: Board of Directors
From: Jeffery Werblun, Security Chief
Subject: Security Report for the Month of October 2018

OPERATIONS UPDATES

Interviews were conducted for the positions of Gate Officer and Patrol Officer. Some candidates were identified to continue in the hiring process. On October 24, 2018 the joint CSD/RMA Security Town Hall meeting was held. A turn out of approximately 30 members of the community were in the audience and participated in a workshop environment interactive meeting.

INCIDENTS OF NOTE

On October 12, 2018 at approximately 0256 hours, District Patrol responded to a possible burglary in progress at a residence on Caretta Lane. The resident said she saw a suspect attempting to break into a residence. Patrol arrived on scene and checked the area. The suspect was gone. SSD responded to handle the investigation. No signs of entry or attempted entry.

On the same date at approximately 0617 hours, Security received a report of a theft from a vehicle at a residence on Guadalupe Drive. The vehicle was left unlocked and items were taken from the vehicle including a brand-new iPad in the box and tools. SSD handled the investigation.

On the same date at approximately 1250 hours, District Patrol responded to a report of a theft at a residence on Reynosa Drive. The resident reported that the stereo was stolen out of his golf cart that was parked in his garage. The resident could not remember if the garage door was closed. The resident was referred to SSD for a report.

On October 14, 2018 at approximately 0057 hours, District Patrol responded to a report of a solo vehicle accident on Camino Del Lago. The report was that a vehicle rolled over and the occupants got out and ran away. Patrol arrived on the scene and found the vehicle was not occupied. California Highway Patrol (CHP) responded for the investigation. Allegedly, alcohol and marijuana were found in the vehicle. The vehicle was possibly registered to an address in Rancho Murieta North.

RANCHO MURIETA ASSOCIATION COMPLIANCE MEETING

Patrol Sergeant Tompkins was unable to attend due to a staffing shortage at the gates.

CONTRACT SECURITY

On Tuesday, October 9, 2018, PDF Officer Austin Mendez began training at the North Gate. He will be a fill in for the North Gate.



RMA Rule Violations / Citations October 2018

Driveway Parking	2
Overnight Street Parking	31
Park Hours	0
Stop Sign	49
Unsafe Driving	0
Speeding	105
Unlicensed Driver	0
<hr/>	
Total	187

*Note: These citation totals are citations issued by CSD Security; they do not reflect citations issued by RMA.



**Rancho Murieta Association
Rule Violations/Admonishments/Complaints
October 2018**

Gate Entrance Refusals	12
Parking	0
Unsafe Driving	3
Open Garage Door	0
Park Hours	0
Speeding	2
Loose/Off Leash Dogs	6
Barking Dogs	13
Unlicensed Driver	0
Stop Sign	0
<hr/>	
Total	36

Note: A *complaint* of a violation does NOT necessarily mean a violation occurred. The complaint may have been unfounded, officers were unable to locate the complaint, or the complaint was not actually in fact an RMA Rule violation at all.

MEMORANDUM

Date: November 12, 2018
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Utilities Monthly Report

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

WATER TREATMENT

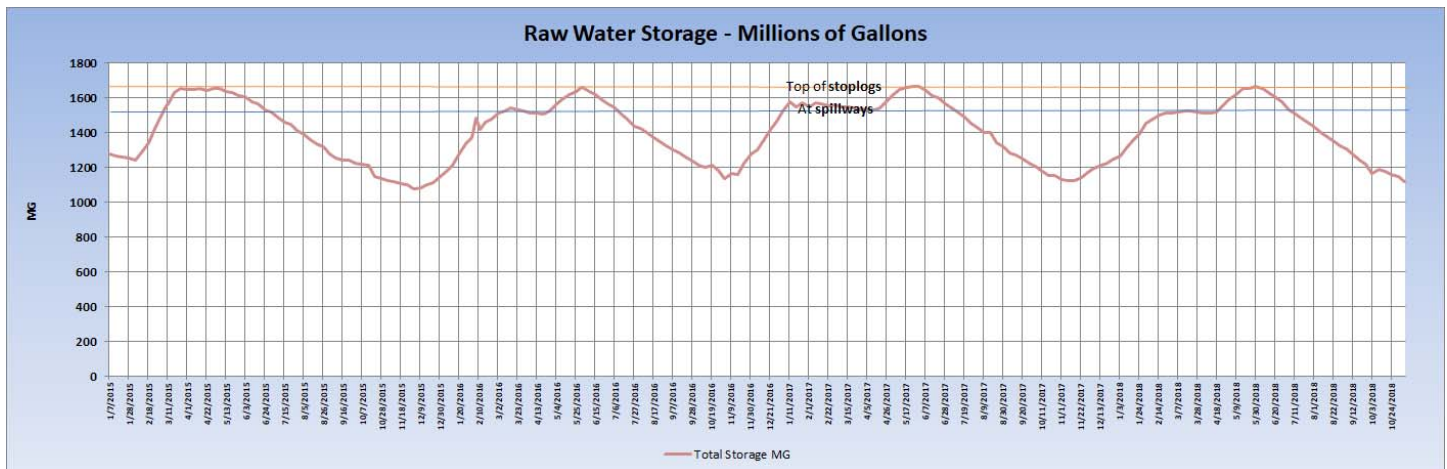
Water Treatment Plant (WTP) #1 is currently off for maintenance of the membrane fibers. WTP #2 is in operation at 1.6 mgd, producing an average of 1.55 mgd to meet the total daily demand. Total water production for October 2018 was 48,069,000 gallons, approximately 585 gallons per day per water connection.

WATER SOURCE OF SUPPLY

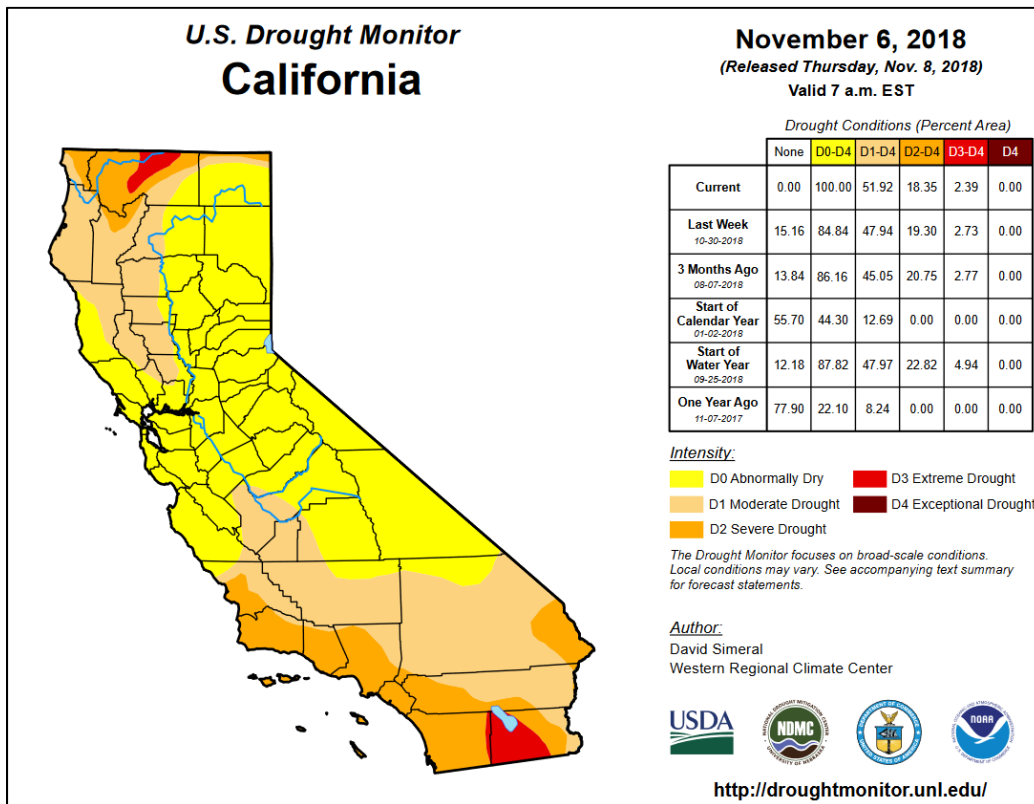
On November 7, 2018, all raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,118.81 MG (3,433.74 AF) of which 954.9 MG (2,930.6) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, storage measured 845.7 MG (2,595.6 AF), or 796.3 MG (2,142.6 AF) usable. In October 2018 there was 0.88" of rainfall and evaporation was 4.78".

Diversion to storage will begin once river flow exceeds 70 cubic feet per second in the Cosumnes River and water quality meeting our standards to divert water. We typically allow for the River system to flush itself of poorer water quality with the first few rains before we divert water to storage to obtain the cleanest water possible while still balancing being able to fill our reservoirs by the end of May of next year.

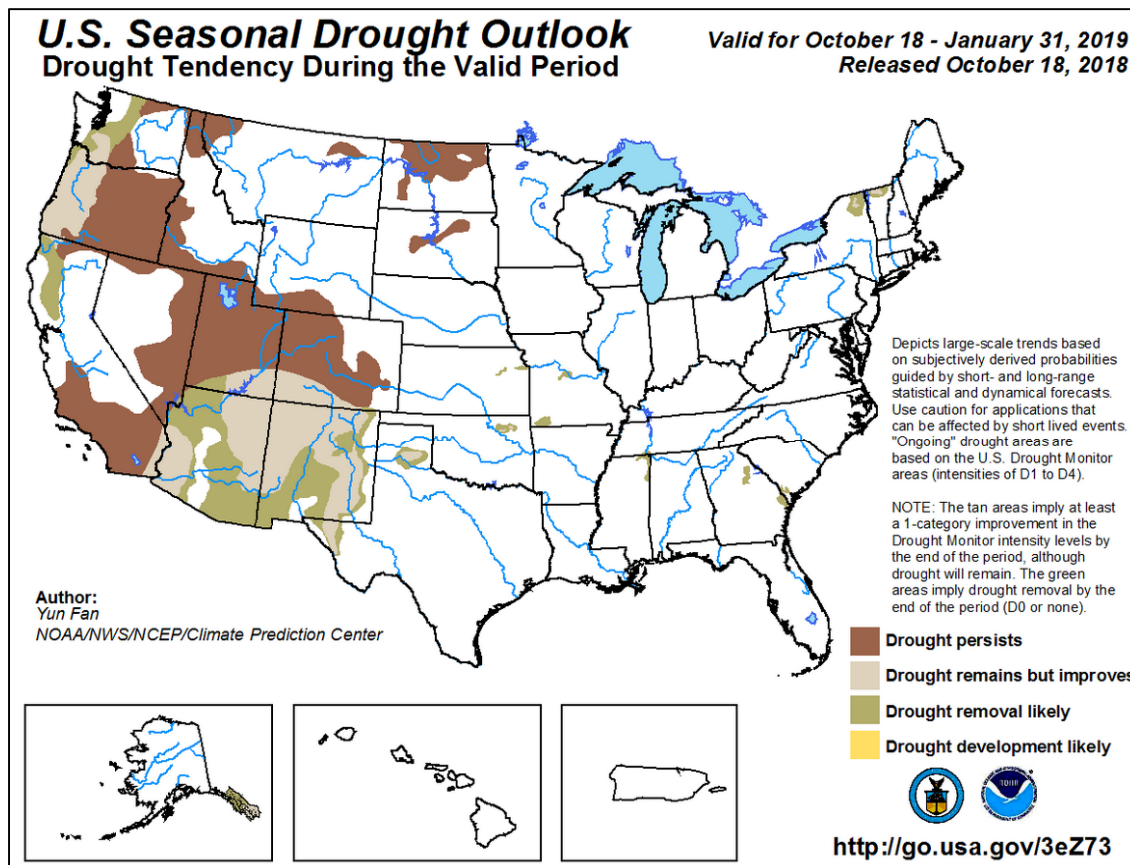
Below is a graphic representation of the water storage reservoir levels from 2015 to Nov.7, 2018.



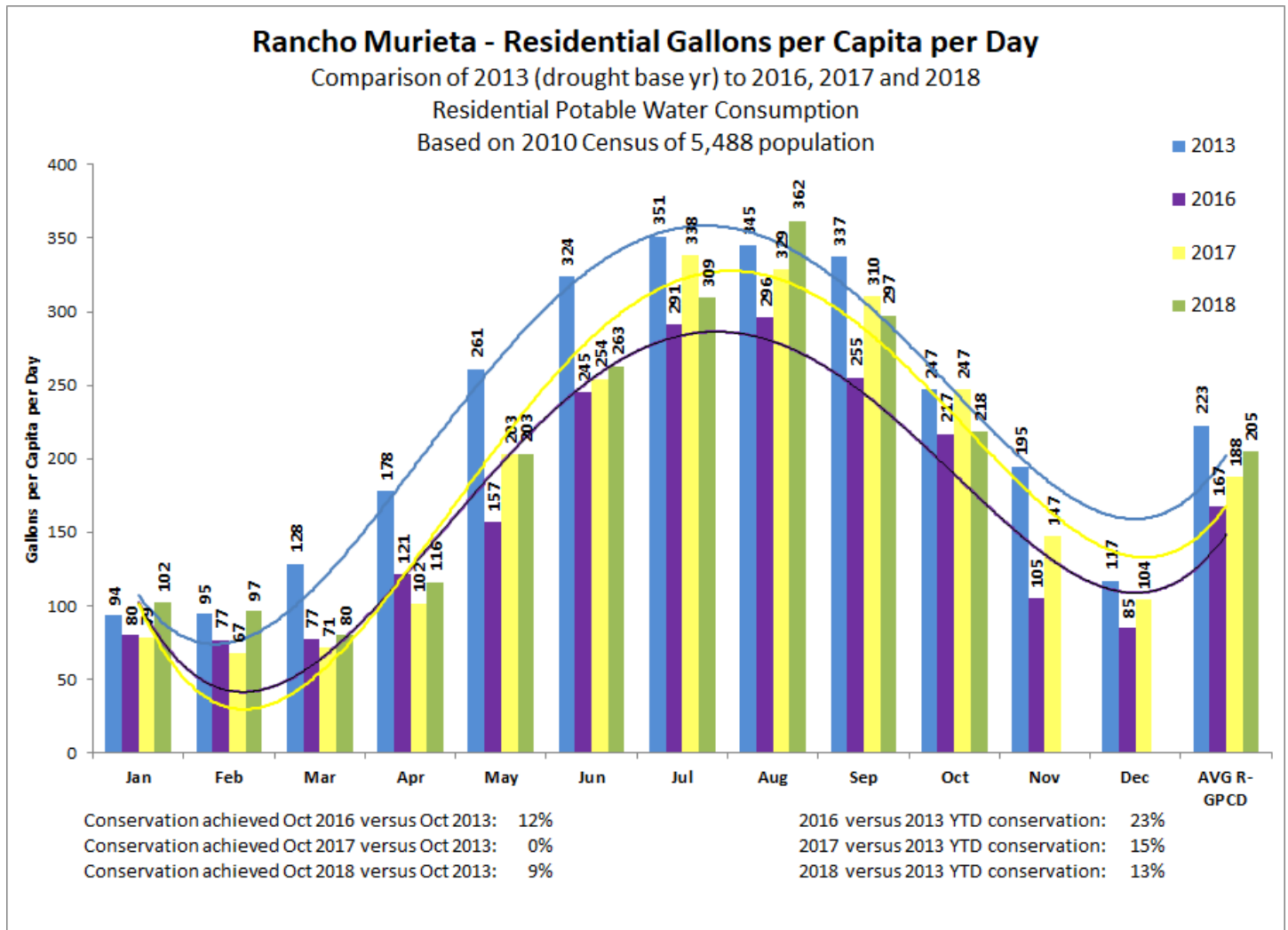
The California Drought monitor now has our region noted in the category of "Abnormally Dry" as shown in the graphic below.



The US Season Drought Outlook remains unchanged for our area, predicting that rainfall in our area should be in the normal range as shown below.



Water use dropped this past month in part due to the heavy rain we received on October 3, 2018 and the cooler weather and shorter days. The graphic for the Residential Gallons per Capita per day water use is shown below.



WASTEWATER COLLECTION, TREATMENT, AND RECLAMATION

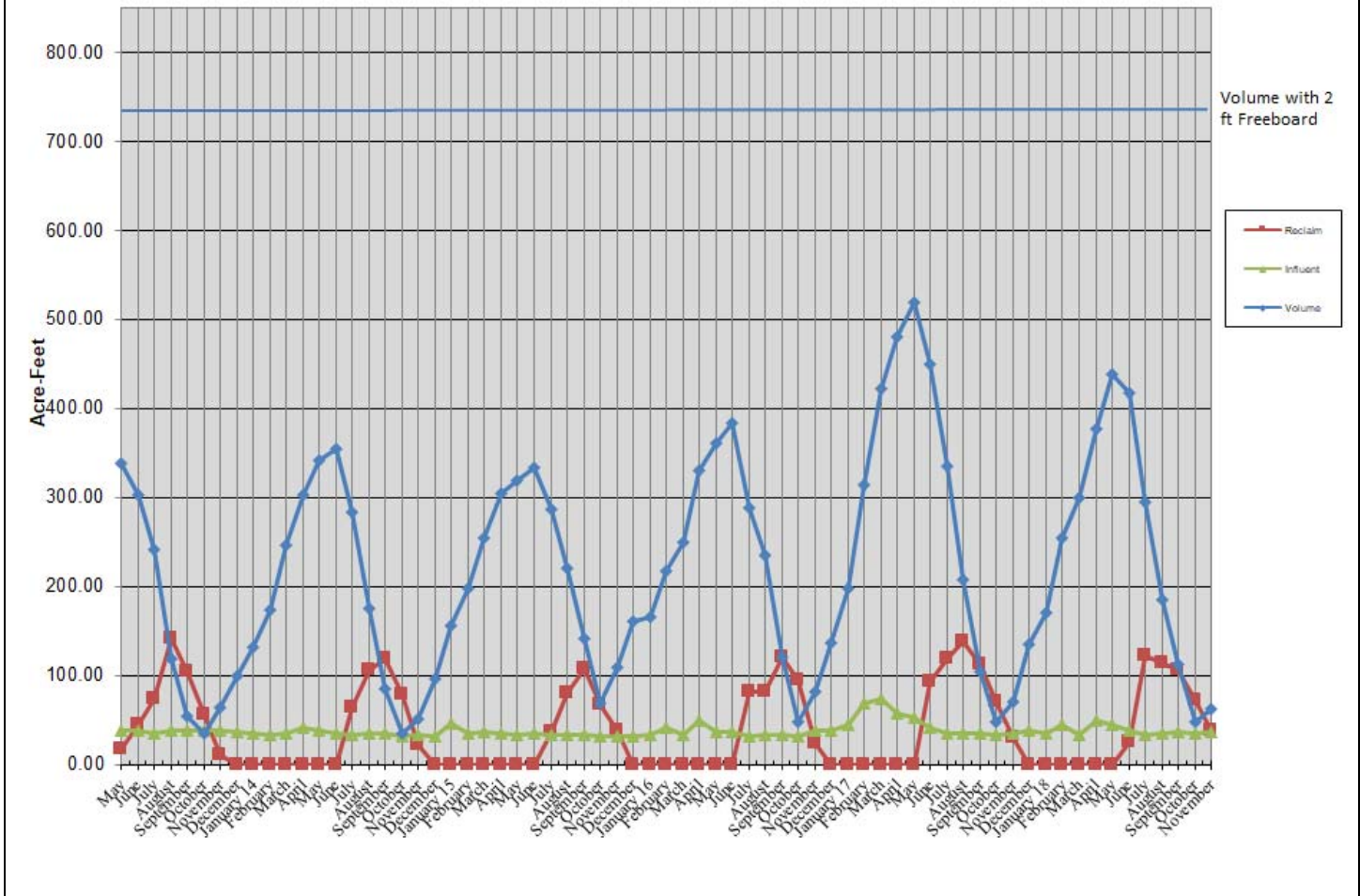
In October, influent wastewater flow averaged 0.382 million gallons a day, for a total of 11.85 MG, (36.36 AF). This is approximately 148 gpd per sewer connection. On November 7, 2018 secondary wastewater storage measured 20.26 MG (62.18 AF), of which 15.4 MG (47.3 AF) is usable due to dead storage. The lowest point measured for the secondary storage reservoirs was 60.24 on October.

The Reclamation Plant supplied 12,563,000 gallons of recycled water to the Rancho Murieta Country Club (RMCC) for their irrigation needs in October.

This past month, we ran a pilot test of using Sodium Hypochlorite (bleach) for disinfection vs our normally used chlorine gas. It worked well and so we will look to put a project together to convert from chlorine gas disinfection to bleach disinfection next year. This has already been budgeted for as a Capital Improvement Project, number 18-07-2.

Below is a graph of the secondary wastewater storage volumes to date as we head into the winter season where the reservoirs will fill up until we begin reclamation deliveries again next Spring.

Volume of Secondary Wastewater in Reservoirs 2013-2018



SEWER COLLECTION

In October, District Utility staff continued sewer line cleaning for preventative maintenance on Lago Dr and Unit 6 around DeLaCruz in the North, and Mella Circle and a portion of Reynosa in the South community. Staff cleaned 8,816 feet and CCTV'd 515 feet of sewer line.

The Cantova sewer lift station plugged up again on Saturday, November 3, 2018 due to rope that had somehow gotten into this portion of the sewer system. The Cantova sewer pump station serves the Equestrian Center, Village, Airport, Operating Engineers and Teamster's, and other businesses along Cantova Drive.

DRAINAGE / STORMWATER

Utility staff spent approximately 100 hours this past month on continued weed control, targeting near culvert entrances and exits, and drainage detention basin outlets. Part of this work included removing tules around the outfall at Basin 5 and the drainage entrances and exits around Terreno Drive. As we head into the rainy season, staff will now leave vegetated areas alone to allow them to catch, filter, and slow down storm water runoff, and focus on keeping the entrances and exits of culverts clear. Staff also conducted Best Management Practice (BMP) inspections around various construction sites before, during, and after the rainfall on October 3.

WATER METERING AND UTILITY STAFF WORK

In October 2018, four (4) ¾" meters and three (3) new 1" meters were replaced. Twenty (20) Utility Star reports, and ten (10) underground service alerts (USAs) were completed. There was one (1) service line leak reported and repaired.

PROJECTS

Development

The Retreats East and North

The developer's engineering has reached out to us noting that they want to start this project. Their intent is to install some initial water infrastructure and build three (3) model homes. This project is in review with Coastland Engineering.

The Retreats West

No change from last month's update: The three (3) homes being built are still in the process of being completed before tying in water and sewer connections with oversight from District staff. They have not begun installation of water and sewer connections yet.

The Murieta Gardens - Murieta Marketplace

This project is still on hold but has the potential to start anytime.

The Murieta Gardens – Highway 16 Off-Site Improvements

Paving and construction of curbs along Caltrans storm drain inlets are nearly completed.

The Murieta Gardens II – Infrastructure at "Utility A"

Testing of the storm drains occurred and passed inspections this past month. Straw has been blown onto bare dirt areas for storm erosion protection as well as other Best Management Practices (BMPs) prepped for the upcoming rainy season.

The Murieta Gardens II – Subdivision

The contractor has nearly completed the installation of all the wet utilities with some testing and finishing work to be completed with oversight from Coastland Engineering. All dry utilities are left to be installed, outside the purview of the District. A schedule has recently been provided showing the work continuing through to February 2019.

Rancho Murieta North – Development Project

No change from last month's update: the District is in receipt of the water and sewer studies submitted for this project. Review of the studies remains in standby as we are still waiting on requested funding to review of these documents. No Drainage study has been submitted yet.

FAA Business Park

This project provided an update that they anticipate beginning construction on April 1 of 2019.

Equestrian Center Food Service Building

The project now has a Facilities Extension Agreement and minimum deposit. We conducted a fire flow test at the request of the project per Sac Metro and provided a letter of the results back to the project. The project also submitted an Equivalent Dwelling Unit (EDU) value for the project to the District's engineering service, Coastland, and they concur with what was conveyed.

DISTRICT PROJECTS

Emergency Well Project

This project is on hold. The Prop 84 grant which matches up to 50% for construction costs expires at the end of June 2019.

Cantova Sewer Lift Station pump and rail replacements

We are waiting for the pumps and appurtenances to arrive before scheduling this project to move forward. Cursory discussions have occurred with the Murieta Village regarding the sewer bypass that will need to take place during the project.

Water Plant Culvert

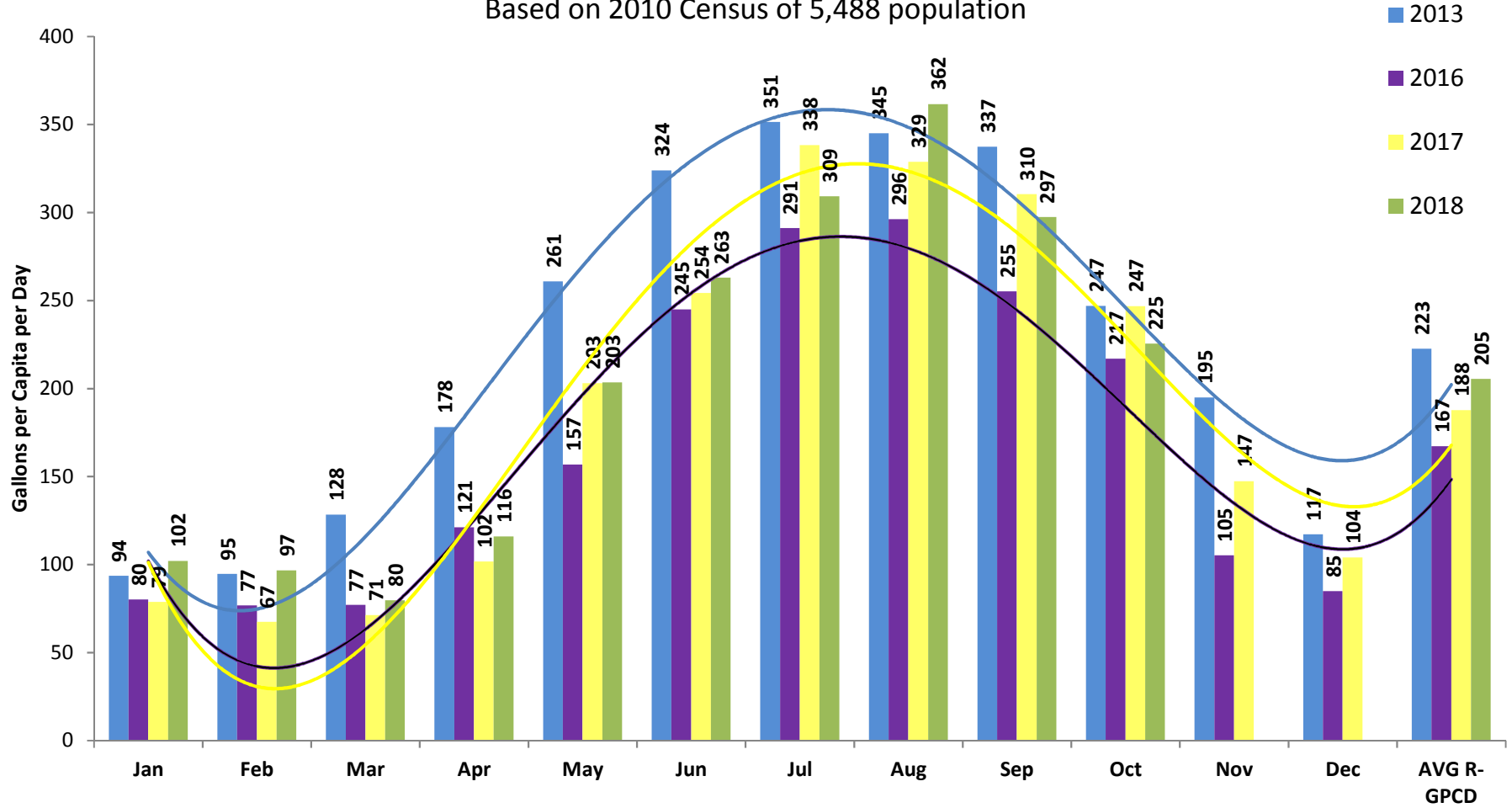
The culvert box has been set and work in the bottom of the ditch completed. Staff continues to work on building headwalls and backfilling the roadway areas on each side of the culvert as time permits between other tasks.

Rancho Murieta - Residential Gallons per Capita per Day

Comparison of 2013 (drought base yr) to 2016, 2017 and 2018

Residential Potable Water Consumption

Based on 2010 Census of 5,488 population



Conservation achieved Oct 2016 versus Oct 2013: 12%

Conservation achieved Oct 2017 versus Oct 2013: 0%

Conservation achieved Oct 2018 versus Oct 2013: 9%

2016 versus 2013 YTD conservation: 23%

2017 versus 2013 YTD conservation: 15%

2018 versus 2013 YTD conservation: 13%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
MONTH BY MONTH RESIDENTIAL WATER CONSUMPTION

FISCAL YEAR 2018-19

RESIDENTIAL TOTALS		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
TOTAL # RESIDENTIAL WATER CUSTOMERS		2,542	2,542	2,542	2,543	-	-	-	-	-	-	-	-
WEIGHTED AVG. RESIDENTIAL USAGE IN CU. FT.	2,457	2,672	2,659	2,566	1,930								
WEIGHTED AVG. RESIDENTIAL USAGE IN GPD	613	666	663	640	481								
WEIGHTED AVG. RESIDENTIAL PLANNING USAGE-GPD	627												
same period last year		2,539	2,539	2,539	2,539	2,539	2,539	2,539	2,539	2,540	2,540	2,540	2,542
% Increase from same period last year		0.1%	0.1%	0.1%	0.2%								

RESIDENTIAL

CIRCLE LOTS (CIR)

	MONTHLY AVERAGE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
# OF WATER CUSTOMERS	447	447	447	447	447								
AVG MONTHLY WATER USAGE IN CU. FT.	2,782	2,980	3,076	2,892	2,182								
AVG WATER USAGE IN GPD	694	743	767	721	544								
AVG WATER BILL IN DOLLARS	\$ 88.46	\$ 91.74	\$ 93.33	\$ 90.27	\$ 78.49								

COTTAGE LOTS (COT)

# OF WATER CUSTOMERS	296	296	296	296	297								
AVG MONTHLY WATER USAGE IN CU. FT.	2,128	2,286	2,286	2,218	1,721								
AVG WATER USAGE IN GPD	531	570	570	553	429								
AVG WATER BILL IN DOLLARS	\$ 77.59	\$ 80.22	\$ 80.22	\$ 79.09	\$ 70.83								

ESTATE LOTS>12,000 sq. ft. (EST1)

# OF WATER CUSTOMERS	737	737	737	737	737								
AVG MONTHLY WATER USAGE IN CU. FT.	3,709	3,983	3,959	3,926	2,968								
AVG WATER USAGE IN GPD	925	993	987	979	740								
AVG WATER BILL IN DOLLARS	\$ 103.84	\$ 108.38	\$ 107.98	\$ 107.45	\$ 91.54								

ESTATE LOTS<12,000 sq. ft. (EST2)

# OF WATER CUSTOMERS	559	559	559	559	559								
AVG MONTHLY WATER USAGE IN CU. FT.	2,270	2,603	2,414	2,314	1,749								
AVG WATER USAGE IN GPD	566	649	602	577	436								
AVG WATER BILL IN DOLLARS	\$ 79.95	\$ 85.48	\$ 82.35	\$ 80.69	\$ 71.30								

HALF PLEX LOTS (HPLX)

# OF WATER CUSTOMERS	58	58	58	58	58								
AVG MONTHLY WATER USAGE IN CU. FT.	1,494	1,636	1,652	1,544	1,143								
AVG WATER USAGE IN GPD	373	408	412	385	285								
AVG WATER BILL IN DOLLARS	\$ 67.07	\$ 69.43	\$ 69.70	\$ 67.90	\$ 61.24								

MURIETA VILLAGE LOTS (MV)

# OF WATER CUSTOMERS	189	189	189	189	189								
AVG MONTHLY WATER USAGE IN CU. FT.	555	582	574	582	485								
AVG WATER USAGE IN GPD	139	145	143	145	121								
AVG WATER BILL IN DOLLARS	\$ 51.49	\$ 51.92	\$ 51.79	\$ 51.92	\$ 50.33								

		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
TOWNHOUSE LOTS (TWN)													
# OF WATER CUSTOMERS	218	218	218	218	218								
AVG MONTHLY WATER USAGE IN CU. FT.	722	746	734	774	634								
AVG WATER USAGE IN GPD	180	186	183	193	158								
AVG WATER BILL IN DOLLARS	\$ 54.25	\$ 54.65	\$ 54.45	\$ 55.12	\$ 52.79								

VILLA LOTS (VIL)													
# OF WATER CUSTOMERS	38	38	38	38	38								
AVG MONTHLY WATER USAGE IN CU. FT.	328	309	301	369	333								
AVG WATER USAGE IN GPD	82	77	75	92	83								
AVG WATER BILL IN DOLLARS	\$ 47.71	\$ 47.40	\$ 47.26	\$ 48.40	\$ 47.80								

COMMERCIAL

SMALL USERS (CSM)

# OF WATER CUSTOMERS	32	32	32	32	32								
AVG MONTHLY WATER USAGE IN CU. FT.	1,083	1,047	1,239	1,063	983								
AVG WATER USAGE IN GPD	270	261	309	265	245								
AVG WATER BILL IN DOLLARS	\$ 60.25	\$ 59.65	\$ 62.84	\$ 59.91	\$ 58.58								

IRRIGATION USERS (CIRR)

# OF WATER CUSTOMERS	41	40	41	42	42								
AVG MONTHLY WATER USAGE IN CU. FT.	13,656	16,817	15,866	13,219	8,723								
AVG WATER USAGE IN GPD	3,405	4,193	3,956	3,296	2,175								
AVG WATER BILL IN DOLLARS	\$ 268.97	\$ 321.43	\$ 305.65	\$ 261.71	\$ 187.08								

LARGE USERS (CLG)

# OF WATER CUSTOMERS	11	11	11	11	11								
AVG MONTHLY WATER USAGE IN CU. FT.	46,495	47,182	53,663	51,136	33,999								
AVG WATER USAGE IN GPD	11,593	11,764	13,380	12,750	8,477								
AVG WATER BILL IN DOLLARS	\$ 814.09	\$ 825.49	\$ 933.08	\$ 891.13	\$ 606.65								

HOTEL (HOTL)

# OF WATER CUSTOMERS	1	1	1	1	1								
AVG MONTHLY WATER USAGE IN CU. FT.	30,175	29,900	28,199	31,901	30,702								
AVG WATER USAGE IN GPD	7,524	7,455	7,031	7,954	7,655								
AVG WATER BILL IN DOLLARS	\$ 543.18	\$ 538.61	\$ 510.38	\$ 571.83	\$ 551.92								

PARKS (PARK)

# OF WATER CUSTOMERS	5	5	5	5	5								
AVG MONTHLY WATER USAGE IN CU. FT.	60,134	88,540	68,739	50,519	32,739								
AVG WATER USAGE IN GPD	14,994	22,076	17,139	12,596	8,163								
AVG WATER BILL IN DOLLARS	\$ 1,040.50	\$ 1,512.04	\$ 1,183.34	\$ 880.88	\$ 585.74								

All lots are counted in number of customers, water usage and water dollars even if they had zero usage for the month (irrigation meters, new customers, etc.)

CONFERENCE/EDUCATION SCHEDULE

Date: November 9, 2018
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)

Extraordinary Leader	December 4, 2018	Sacramento
2019 Special District Legislative Days	May 21, 2019	Sacramento
2019 Special District Leadership Academy	July 7, 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)

Desalination Advancements: From Research to Implementation	November 28, 2018	Webinar
Q&A: Adopting the Latest Technology In Turbidity Measurement	December 6, 2018	Webinar

Rancho Murieta Community Services District

Board/Committee Meeting Schedule

For

December 4, 2018

Improvements	December 4, 2018 @ 8:30 a.m.
Finance	December 4, 2018 @ 9:30 a.m.
Personnel	December 4, 2018 @ 10:00 a.m.

December 6, 2018

Security	December 6, 2017 @ 4:00 p.m.
Communications	December 6, 2018 @ 4:30 p.m.

Board Meeting – December 19, 2017 Open Session @ 5:00 p.m.



From: marco cabodi <cabodicabin@yahoo.com>

Sent: Tuesday, October 9, 2018 1:41:13 PM

To: Mark Pecotich; Morrison Graf; Les Clark; Michael.F.Martel@gmail.com

Subject: Crime and Vandalism within Rancho Murieta- I have a suggestion that may help

I read in the paper that some of the residence in my community of Rancho Murieta are noticing that their is an increase of crime or vandalism, speeding, and running stops signs. They want the security to do address the claims and that security was looking for ideas to reduce these events in the most economical way. I have an idea that may be the answer to this situation. the idea is this; Advertise,promote and display with signage that within our gates these thing don't happen because we are "Rancho Murietians" ...or an inspired name of your choice.

An example of how this did work:

Texas was accumulating litter along their highways with not enough funding to clean it up in a proper time frame. They came up with a statement, knowing how prideful Texan's are, that stated simply "Texan don't Litter" and installed sign along the roadways and within a short amount of time it virtually eliminated the problem. Notice the statement didn't blame or criticize anyone. It just worked on their pride as Texans. They agreed with the sign so they self policed the littering.

My suggestion is to do something similar. Start with some positive signage (It does not have to be large in size) at the security gate or just after the gate stating something like "We in Rancho Murieta are proud of our community" then on the papers tag to hang on a persons rear view mirror you add "We enjoy our community while staying within the rules". Then at the lake entrances place a sign that says "enjoy our recreational areas" be kind and thoughtful to others and the environment and please review our rules to keep our areas safe. Anyplace of interaction with community members. Security and other community Representative should be trained on how to speak to instill the proper positive habits when interacting with community members. All efforts are done in a positive, encouraging way and tone. Soon the community members will feel responsible for their own actions being prideful of this wonderful community.

Sincerely,
Marco Cabodi

MEMORANDUM

Date: November 8, 2018
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Proposal from Telstar Instruments for the Wastewater Reclamation Plant Filter Programmable Logic Control (PLC) Replacement, CRP 13-02-2

RECOMMENDED ACTION

Approve proposal from Telstar Instruments for the wastewater reclamation plant filter PLC replacement in an amount not to exceed \$114,333 which includes a 15% contingency. Funding to come from Sewer Replacement Reserves, CRP 13-02-2.

BACKGROUND

The wastewater reclamation plant (WWRP) processes secondary treated wastewater into tertiary treated wastewater for unrestricted use for reclamation irrigation. The tertiary filtration plant's operation is automated via the use of a greater than 30-year-old outdated Modicon Programmable Logic Control (PLC) that has far outlived its life expectancy.

This project had been approved as a capital project in 2013, with an estimated price tag of \$125,000, and carried forward in the District's annual budgets. After a lot of research and input, I put a bid packet together for this project, posted it to the District's website, and sent it to multiple area vendors that specialize in this type of work. The bids received are shown in the table below.

Company Name	Total \$
Aqua Sierra Controls	\$160,797.67
Evoqua	\$113,500.00
TESCO Controls	\$220,370.00
Telstar Instruments	\$99,421.00

We are requesting that the low bidder be approved plus a fifteen percent (15%) contingency to cover any unanticipated items that may arise.

1. BIDDING FORMS

BID

Proposal of TELSTAR INSTRUMENTS (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).

In compliance with your Advertisement for Bids, bidder hereby proposes to perform all work for the Wastewater Treatment Plant - Filter PLC Replacement, CIP NO. 13-02-2, 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 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 within the time specified in paragraph SP-12 of the Special Provisions. Bidder further agrees to pay as liquidated damages, that certain sum specified in paragraph SP-13 of the Special Provisions for each consecutive calendar day.

Bidder acknowledges receipt of the following addenda:

Addendum 1 and 2

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

As provided in the Information for Bidders, the Bidder hereby agrees that he 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

WASTEWATER TREATMENT PLANT - FILTER PLC REPLACEMENT CIP NO. 13-02-2

ITEM #	DESCRIPTION	COST
1	Replacement of Modicon PLC with Allen Bradley Compact Logix PLC & appurtenances	\$22,120.00
2	Painted NEMA 4 Panel	\$ 3,700.00
3	Allen Bradley Color Panel View Plus 7, 10.4"	\$ 1,755.00
4	Labor	\$ 71,846.00
	Total Cost	\$99,421.00

Respectfully Submitted:


 _____ Signature
 PRESIDENT _____ Title
 TELSTAR INSTRUMENTS _____ Company
 1717 SOLANO WAY, UNIT 34 _____ Address
 CONCORD, CA _____ City, State
 OCTOBER 26, 2018 _____ Date
 925-671-2888 _____ Phone Number

SEAL (If Bidder is a Corporation)

422364 _____
 Contractor License Number Type C/D, C-7, A, B Exp. Date 5/31/2020

Federal Tax ID # 94-2785168

DESIGNATION OF SUBCONTRACTORS

The following is the name and location of the mill, shop or office of each subcontractor who will perform work or labor or render services to the above-signed bidder.

NONE

TYPE OF WORK	NAME	LICENSE NO.	BUSINESS ADDRESS

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

State of California)
County of CALIFORNIA) ss.

ROBERT S. MARSTON, being first duly sworn, deposes and says that he or she is PRESIDENT of INSTRUMENTS 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 26 day of OCTOBER, 2018, before me

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

ROBERT S. MARSTON
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

see attached

NOTARY PUBLIC in and for said State

CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

- See Attached Document (Notary to cross out lines 1-6 below)
- See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Signature of Document Signer No. 1

Signature of Document Signer No. 2 (if any)

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 CONTRA COSTA

Subscribed and sworn to (or affirmed) before me
 on this 26 day of OCTOBER, 2018,
 by _____
Date Month Year

(1) ROBERT S. MARSTON

(and (2) _____),
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence
to be the person(s) who appeared before me.



Signature _____
 Signature of Notary Public

Seal
 Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: NON-COLLUSION Document Date: 10/26/18
 Number of Pages: 1 Signer(s) Other Than Named Above: _____

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 Contractor is also expected to utilize only personnel experienced with the equipment under the conditions described on this job. By signing below, the Contractor 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, Contractor covenants, warrants and represents the following:

1. Contractor 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. Contractor 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 Contractor 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.

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

<u>LOCATION OF WORK</u>	<u>CONTACT PERSON</u>	<u>CONTACT PHONE</u>
<u>Thermalito WD</u>	<u>Dave McInturf</u>	<u>530-693-0902</u>
<u>Calistoga WWTP</u>	<u>Ben Zachariah</u>	<u>707-975-2991</u>
<u>TCHO Chocolate</u>	<u>Mauro Rojas</u>	<u>650-291-7398</u>

Rockwell recognized system integrator? Yes / No (circle one)

Respectfully submitted,



(Signature)

MEMORANDUM

Date: November 8, 2018
To: Improvements Committee
From: Paul Siebensohn, Director of Field Operations
Subject: Consider Approval of Proposal from EDCO Enterprises, Inc. for Clean Out of Cantova Sewer Lift Station

RECOMMENDED ACTION

Approve proposal from EDCO Enterprises, Inc. for the cleaning and pumping out of Cantova Lift Station, in an amount not to exceed \$6,000. Funding to come from Water Capital Improvement Reserves as part of Capital Improvement Project No. 18-02-2.

BACKGROUND

This service is needed to clean and pump out the sewer lift station to allow the sewer bypass to be installed and the work to commence for removal of the old pumps and installation of the new pumps. The lift station is 20-foot-deep and needs a powerful vactor to vacuum out debris, sewage, etc. from the well at the beginning of the project, to be available during the project, and when the sewer bypass needs to be disassembled and removed. EDCO provided the best rate at \$315 an hour with past reliable service.

The table below is a quick representation of cost items for the Cantova Lift Station Rehabilitation Project. At this time, no other cost items are being proposed, however, if it is discovered that the wet well itself needs work done, which does not appear to need at this time, it could be another cost item.

Cantova Project Items	Cost
Pumps	\$41,772.36
Bypass	\$7,140.00
Installation	\$29,430.00
Vactor Truck - contracted	\$6,000 - proposed this meeting
Total cost	\$84,342.26

EDCO Enterprises Inc.
9916 Rio Vista Dr
Sacramento, CA 95837

Daily Tag

Date	Tag #
11/14/2018	1208

Name / Address
RANCHO MURIETA CSD

P.O. No.

Description	Qty	Rate
LIFT STATION		
Cleaning LIFT STATION	8	315.00

It's been a pleasure working with you!