



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

### AGENDA

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

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

#### REGULAR BOARD MEETING

**MAY 20, 2015**

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

RMCS D Administration Building – Board Room

15160 Jackson Road

Rancho Murieta, CA 95683

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#### BOARD MEMBERS

Gerald Pasek	President
Betty Ferraro	Vice President
Paul Gumbinger	Director
Michael Martel	Director
Mark Pecotich	Director

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#### STAFF

Darlene J. Gillum	General Manager
Greg Remson	Security Chief
Paul Siebensohn	Director of Field Operations
Eric Thompson	Controller
Suzanne Lindenfeld	District Secretary



**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
REGULAR BOARD MEETING  
MAY 20, 2015**

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

	RUNNING TIME
<b>1. CALL TO ORDER</b> - Determination of Quorum - President Pasek ( <b>Roll Call</b> )	4:00
<b>2. ADOPT AGENDA</b> ( <b>Motion</b> )	4:05
<b>3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES</b> (5 min.)	4:10
<b>4. CLOSED SESSION</b> <i>Under Government Code 54957: Public Employee Performance Review: Title: General Manager.</i>	4:15
<b>5. OPEN SESSION</b> <i>The Board will discuss items on this agenda, and may take action on those items, including informational items and continued items. The Board may also discuss other items that do not appear on this agenda, but will not act on those items unless action is urgent, and a resolution is passed by a two-thirds (2/3) vote declaring that the need for action arose after posting of this agenda.</i>  <i>The running times listed on this agenda are only estimates and may be discussed earlier or later than shown. At the discretion of the Board, an item may be moved on the agenda and or taken out of order. <b>TIMED ITEMS</b> as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.</i>	5:00
<b>6. REPORT ACTION FROM CLOSED SESSION</b>	5:05
<b>7. COMMENTS FROM THE PUBLIC</b> <i>Members of the public may comment on any item of interest within the subject matter jurisdiction of the District and any item specifically agendized. Members of the public wishing to address a specific agendized item are encouraged to offer their public comment during consideration of that item. With certain exceptions, the Board may not discuss or take action on items that are not on the agenda.</i>	5:10

*If you wish to address the Board at this time or at the time of an agenda item, as a courtesy, please state your name and address, and reserve your comments to no more than 3 minutes so that others may be allowed to speak.*

- 8. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)** 5:20  
*All the following items in Agenda Item 8 will be approved as one item if they are not excluded from the motion adopting the consent calendar.*
- a. Approval of Board Meeting Minutes**
    - 1. April 15, 2015 Regular Board Meeting
  - b. Committee Meeting Minutes (Receive and File)**
    - 1. May 6, 2015 Communication & Technology Committee Meeting
    - 2. May 8, 2015 Improvements Committee Meeting
    - 3. May 8, 2015 Finance Committee Meeting
    - 4. May 8, 2015 Security Committee Meeting
    - 5. March 16, 2015 Safety Committee Meeting
  - c. Approval of Bills Paid Listing**
- 9. STAFF REPORTS (Receive and File) (5 min.)** 5:25
- a.** General Manager's Report
  - b.** Administration/Financial Report
  - c.** Security Report
  - d.** Water/Wastewater/Drainage Report
- 10. CORRESPONDENCE (5 min.)** 5:30
- 11. ADOPT RESOLUTION R2015-07, IN HONOR OF JAMES BIEG, PATROL SERGEANT, RANCHO MURIETA COMMUNITY SERVICES DISTRICT** 5:35  
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 12. CONSIDER ADOPTION OF RESOLUTION R2015-06, DECLARING A STAGE TWO WATER SHORTAGE CONDITIONS AND ADOPTING WATER USE RESTRICTIONS** 5:40  
(Discussion/Action) (Motion) (Roll Call Vote) (5 min.)
- 13. REVIEW OF THE PROPOSED 2015/2016 BUDGET AND CAPITAL PROJECTS** 5:45  
(30 min.)
- a.** Presentation by Staff.
  - b.** Public comment on the 2015-2016 Budget, including Capital Projects.
  - c.** Board Discussion/Approval of Resolution R2015-08, a Resolution approving the Proposed Budget for Fiscal Year 2015-2016, including Capital Projects. (Discussion/Action) (Motion) (Roll Call Vote)

- 14. TIMED ITEM - PUBLIC HEARING – 5:30 P.M. – CONSIDER APPROVAL OF THE PROPOSED SERVICE CHARGE INCREASES AND SPECIAL TAX ADJUSTMENTS** (20 min.) (Time is approximate but will not be conducted before 5:30 p.m.) 6:15
- a. Presentation by Staff.
  - b. The Board President will open a public hearing for public comment on Ordinance O2015-01, Amending Chapter 14 of the District Code, Relating to Water; Amending Chapter 15 of the District Code Relating to Sewer; Amending Chapter 16 of the District Code Relating to Drainage; Amending Chapter 16A of the District Code Relating to Drainage Tax, Amending Chapter 21 of the District Code Relating to Security; and Amending Chapter 31 of the District Code Relating to Solid Waste Collection and Disposal.
  - c. The Board President will close the public hearing on Ordinance O2015-01, Amending Chapter 14 of the District Code, Relating to Water; Amending Chapter 15 of the District Code Relating to Sewer; Amending Chapter 16 of the District Code Relating to Drainage; Amending Chapter 16A of the District Code Relating to Drainage Tax, Amending Chapter 21 of the District Code Relating to Security; and Amending Chapter 31 of the District Code Relating to Solid Waste Collection and Disposal.
  - d. Board Discussion/Introduction of Ordinance O2015-01, an Ordinance Amending Chapter 14 of the District Code, Relating to Water; Amending Chapter 15 of the District Code Relating to Sewer; Amending Chapter 16 of the District Code Relating to Drainage; Amending Chapter 16A of the District Code Relating to Drainage Tax, Amending Chapter 21 of the District Code Relating to Security; and Amending Chapter 31 of the District Code Relating to Solid Waste Collection and Disposal. (Discussion/Action) (Motion) (Roll Call Vote)
- 15. CONSIDER APPROVAL OF 2014-15 AUDIT PROPOSAL** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.) 6:35
- 16. CONSIDER ADOPTION OF THE DISTRICT’S SECURITY SURVEILLANCE CAMERA IMPLEMENTATION, INTEGRATION AND EXPANSION PLAN** (Discussion/Action) (Motion) (Roll Call Vote) (10 min.) 6:40
- 17. CONSIDER ADOPTION OF DISTRICT POLICY P2015-07, BODY WORN CAMERAS AND VIDEO SYSTEM** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.) 6:50
- 18. CONSIDER APPROVAL OF SAFETY CENTER FACILITIES USE AGREEMENT WITH SACRAMENTO COUNTY** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.) 6:55
- 19. CONSIDER APPROVAL OF NORTH GATE FACILITIES USE AGREEMENT WITH RANCHO MURIETA ASSOCIATION** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.) 7:00



20. **REVIEW NEW GATE POLICY** (Discussion/Action) (15 min.) 7:05
21. **CONSIDER APPROVAL OF PROPOSAL FOR PURCHASE OF A DUMP TRUCK** (Discussion/Action) (Motion) (5 min.) 7:20
22. **CONSIDER APPROVAL OF INSPECTION COSTS FOR THE WATER TREATMENT EXPANSION PROJECT** (Discussion/Action) (Motion) (Roll Call Vote) (5 min.) 7:25
23. **CONSIDER PRE-APPROVAL OF PURCHASE OF A BACKHOE** (Discussion/Action) (Motion) (5 min.) 7:30
24. **RECEIVE 2015 BOARD GOALS UPDATE** (Discussion/Action) (10 min.) 7:35
25. **RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT UPDATE** (Discussion/Action) (5 min.) 7:45
26. **RECEIVE WATER CONSERVATION UPDATE** (Discussion/Action) (5 min.) 7:50
27. **DISCUSS WATER CONSERVATION PRESENTATION** (Discussion/Action) (10 min.) 7:55
28. **REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) (Motion) (5 min.) 8:05
29. **REVIEW MEETING DATES/TIMES FOR THE FOLLOWING:** (5 min.) 8:10

**Next Regular Board Meeting:** June 17, 2015

**Committee Meeting Schedule:**

✚ Communications	June 3, 2015 @ 4:00 p.m.
✚ Personnel	June 3, 2015 @ 4:30 p.m.
✚ Improvements	June 5, 2015 @ 8:30 a.m.
✚ Finance	June 5, 2015 @ 9:30 a.m.
✚ Security	June 5, 2015 @ 10:30 a.m.

30. **COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF** 8:15  
*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.*
31. **ADJOURNMENT** (Motion) 8:25

"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 May 15, 2015. Posting locations are: 1) District Office; 2) Plaza Foods; 3) Rancho Murieta Association; 4) Murieta Village Association.



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Board of Directors Regular Meeting

MINUTES

April 15, 2015

5:00 p.m. Open Session

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

Vice President Betty Ferraro called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 5:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Betty Ferraro, Paul Gumbinger, Michael Martel and Mark Pecotich. Also present were Darlene J. Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; Suzanne Lindenfeld, District Secretary; and Richard Shanahan, General Counsel. President Gerald Pasek was absent.

### **2. ADOPT AGENDA**

**Motion/Gumbinger** to adopt the agenda. **Second/Ferraro. Ayes: Ferraro, Gumbinger, Martel, Pecotich. Noes: None. Absent: Pasek.**

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

None.

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

No comments.

### **5. CONSENT CALENDAR**

**Motion/Gumbinger** to adopt the consent calendar. **Second/Pecotich. Roll Call Vote: Ayes: Ferraro, Gumbinger, Martel, Pecotich. Noes: None. Absent: Pasek.**

### **6. STAFF REPORTS**

Under Agenda Item 6a, Director Gumbinger clarified which plant was off line.

### **7. CORRESPONDENCE**

None.

### **8. RECEIVE 2014 DIVERSION REPORT - PRESENTATION BY JACK FIORI, CALIFORNIA WASTE RECOVERY SYSTEMS**

Jack Fiori, California Waste Recovery Systems (Cal Waste), gave a presentation regarding the 2014 Diversion Report for Rancho Murieta. The items covered in the report included the consolidated tons collected in Rancho Murieta: 1,788 tons of solid waste, 976 tons of green-waste, and 735 tons of recycled materials for a total of 3,499 tons. The current Statewide residential diversion from traditional 3-cart recycling programs is at 49%. Rancho Murieta is at 48.9%. Mr. Fiori also commented on new legislation regarding organic waste (food/green) that will be going into effect in the next few years. Staff will look into this program. A question and answer period followed.

## **9. CONSIDER ADOPTION OF DISTRICT POLICY P2015-06, DISTRICT INVESTMENT POLICY**

Darlene Gillum gave a brief summary of the recommendation to adopt District Policy P2015-06. Allison Kaune, PFM Asset Management, LLC, gave a brief presentation regarding the District's current investments at the April Finance Committee meeting. Ms. Kaune reviewed the three (3) recommended changes to the District's Investment Policy: commercial paper maximum maturity be extended from 180 days to 270 days; negotiable certificates of deposit maximum maturity be extended from 180 days to 2 years; and add language to permit investment in debt of select supranational organizations.

John Merchant suggested the Board adopt the policy but not actually invest in the supranational organizations.

**Motion/Martel** to adopt District Policy #P2015-06, District Investment Policy. This policy supersedes District Policy 2010-04. **Second/Gumbinger. Roll Call Vote: Ayes: Ferraro, Gumbinger, Martel, Pecotich. Noes: None. Absent: Pasek.**

## **10. CONSIDER RATIFICATION AND EXTENSION OF DISABILITY LEAVE OF DISTRICT EMPLOYEE**

Darlene Gillum stated that at the 2015 Board Goal Workshop, the Board approved a 45-day disability leave for Joyce Czerwinsky that expired on March 27, 2015. As Joyce has not yet been released for return to duty, her disability leave is requested to be extended through May 22, 2015. This extension will allow for further consideration by the Board at the May 20, 2015 Board Meeting if needed.

**Motion/Ferraro** to ratify and extend the medical leave of District employee Joyce Czerwinsky to May 22, 2015. **Second/Pecotich. Roll Call Vote: Ayes: Ferraro, Gumbinger, Martel, Pecotich. Noes: None. Absent: Pasek.**

## **11. CONSIDER ADOPTION OF DISTRICT RESOLUTION R2015-04 AMENDING THE AMOUNT OF EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) FOR REPRESENTED EMPLOYEES FROM FOUR PERCENT (4%) TO TWO PERCENT (2%)**

Darlene Gillum gave a brief summary of the recommendation to adopt Resolution R2015-04. An agreement was reached between the District and Operating Engineers Local 3 (OE-3) during recent labor negotiations for the represented employees to increase their member contribution to 5% of the employee's PERS retirement contribution effective January 1, 2015; 6% of the employee's PERS retirement contribution effective January 1, 2016; and 7% of the employee's PERS retirement contribution effective January 1, 2017.

With these changes, the District's Employer Paid Member Contribution (EPMC) is reduced to 2% effective January 1, 2015, 1% effective on January 1, 2016, and 0% effective January 1, 2017.

**Motion/Gumbinger** to adopt Resolution R2015-04, amending the amount of Employer Paid Member Contributions (EPMC) to Public Employees Retirement System (PERS) for represented employees from four percent (4%) to two percent (2%), effective January 1, 2015. **Second/Martel. Roll Call Vote: Ayes: Ferraro, Gumbinger, Martel, Pecotich. Noes: None. Absent: Pasek.**

**12. CONSIDER ADOPTION OF DISTRICT RESOLUTION R2015-05 AMENDING THE AMOUNT OF EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) FOR NON-REPRESENTED EMPLOYEES FROM FOUR PERCENT (4%) TO TWO PERCENT (2%)**

Darlene Gillum gave a brief summary of the recommendation to adopt Resolution 2015-05. This Resolution applies the same EPMC reduction to 2% for unrepresented employees effective May 1, 2015.

**Motion/Gumbinger** to adopt Resolution R2015-05, amending the amount of Employer Paid Member Contributions (EPMC) to Public Employees Retirement System (PERS) for unrepresented employees from four percent (4%) to two percent (2%), effective May 1, 2015. **Second/Pecotich.**  
**Roll Call Vote: Ayes: Ferraro, Gumbinger, Martel, Pecotich. Noes: None. Absent: Pasek.**

**13. CONSIDER ADOPTION OF RESOLUTION R2015-03 ACCEPTING EASEMENT RIGHTS RELATED TO THE RETREATS WEST PROJECT**

Paul Siebensohn gave a brief summary of the recommendation to adopt Resolution R2015-03.

**Motion/Gumbinger** to adopt Resolution R2015-03, accepting easement for recycled water at Retreats West. **Second/Martel.** **Roll Call Vote: Ayes: Ferraro, Gumbinger, Martel, Pecotich. Noes: None. Absent: Pasek.**

**14. RECEIVE WATER TREATMENT PLANT EXPANSION PROJECT UPDATE AND DISCUSS CURRENT SCHEDULE**

Paul Siebensohn gave a brief update on the Water Treatment Plant Expansion Project. Completed work includes: removal of the remainder of the old 12" raw water line and installation of a new 18" line; forming of the effluent pump station and effluent pumps will be installed this week; installation of the effluent discharge line, installation of 16" membrane filtrate line, completion of the generator, neutralization, and plate settler concrete pads, installation of electrical conduits to and in each pad, and installation of decking supports.

An onsite meeting was held with the GE Water representative, TESCO/Bockman Woody Electrical, and Roebbelen to discuss what would be needed to make the temporary filtration system operational. No major issues were discovered and it seems to be fairly straight forward to put it in operation. All necessary information for the permitting of the temporary filtration has been submitted to the Department of Drinking Water (DDW) for issuance of a temporary permit for operation.

Richard Shanahan, District General Counsel, stated that the new mandates affecting the District will be issued on Friday. DWR is working on offering rebates regarding drought tolerant landscaping. Director Pecotich suggested the District work with Rancho Murieta Association (RMA) to streamline their process for landscape approvals. Director Gumbinger stated that the District needs to set the guidelines that RMA need to enforce. Darlene Gillum stated that RMA needs to follow the County mandates regarding landscaping.

John Merchant asked about the retention number for the WTP. Darlene Gillum stated that the District is holding 5% retention. Director Gumbinger suggested that the retention amount be tracked in the costs spreadsheet.

Mr. Murphy asked about the status of the Security Gate agreement. Darlene Gillum stated that the agreement will be going to Committee and then the Board for review and approval in May.

Mr. Murphy also commented on the water treatment plant completion date, the plantings at the new North Gate, and use of the water in Laguna Joaquin. Director Gumbinger stated that the amount of plants at the new North Gate was required by the County.

**15. RECEIVE WATER CONSERVATION UPDATE**

Paul Siebensohn gave a brief update on water conservation in the community. The water conservation schedule is still in effect and staff is monitoring the community for compliance. The community is doing a good job conserving water.

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

No comments.

**17. REVIEW MEETING DATES/TIMES**

No comments.

**18. COMMENTS/SUGGESTIONS**

Paul Siebensohn stated that RMA provided the District with a list of areas that they irrigate on non-irrigation days, using non-potable water. Director Ferraro suggested that information be provided to the community and requested it be on the May Communications & Technology Committee meeting agenda.

Chief Remson stated the new gate is up and running. Demolition of the old gate will start tomorrow and take about 30 days. The barcode issue has been resolved.

Director Ferraro asked about Murieta Village residents having to pay for barcodes when they do not own a vehicle. Darlene Gillum stated that fees for barcodes is part of the transfer fee, not a separate fee.

Director Pecotich asked if residents will be receiving new barcodes as mentioned in the Security Committee meeting minutes. Chief Remson stated not at this time. Darlene Gillum stated that staff is looking into it.

Richard Shanahan stated that this discussion should have occurred at the time the Security Committee meeting minutes were approved. Director Pecotich asked if the Board would go back to Agenda Item 5b5. By consensus, the Board agreed. Chief Remson stated that the plan is to mail a copy of each resident's computer screen to him/her for review and updating, with a cutoff date for the updates to be returned. If nothing is returned by the cutoff date, all barcodes issued to that residence will be turned off and the guest list deleted until the resident contacts the gate and

updates their information. This will be done for the entire community, a section at a time. Director Pecotich stated that it sounded like a good solution.

(Back to Agenda Item 18)

Director Ferraro welcomed Eric Thompson to the Board table. Eric stated that there is a lot to learn.

Director Martel asked if the old generator at the old North Gate had been removed yet. Chief Remson said yes. Director Martel also commented on dead animals and that he heard that a dead deer was in one of the lakes and that RMA and the District disagreed as to who was responsible for it. Darlene Gillum stated that was not correct, once the District was notified of it, staff removed the dead deer.

Director Pecotich asked when the water presentation discussed at the Improvements meeting was going to take place. Darlene Gillum stated that it has not been scheduled yet. Director Pecotich asked about the notice that John Sullivan said he would send out regarding the hotel. Darlene stated that she has not received any information on it.

Darlene Gillum stated that she received the new facility agreement for the Safety Center. She will discuss with legal counsel, with the goal of having it to the Security Committee and the Board for review in May.

#### **19. ADJOURNMENT**

**Motion/Martel** to adjourn at 6:46 p.m. **Second/Gumbinger. Ayes: Ferraro, Gumbinger, Martel, Pecotich. Noes: None. Absent: Pasek.**

Respectfully submitted,

Suzanne Lindenfeld  
District Secretary

## MEMORANDUM

Date: May 7, 2015  
To: Board of Directors  
From: Communication & Technology Committee Staff  
Subject: May 6, 2015 Communication & Technology Committee Meeting

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### 1. CALL TO ORDER

Director Ferraro called the meeting to order at 4:02 p.m. Present were Directors Ferraro and Pecotich. Present from District staff were Darlene Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Eric Thompson, Controller.

### 2. COMMENTS FROM THE PUBLIC

None.

### 3. PUBLIC OUTREACH

#### STATE MANDATES

Paul Siebensohn stated that the District is meeting all State mandates for water conservation. Darlene Gillum stated that since the District is not an urban water supplier, our requirements under the emergency regulations are to restrict outside irrigation to two (2) days per week or implement other measures to achieve a twenty-five percent (25%) conservation over 2013 levels. We are currently at twenty-two percent (22%).

Director Pecotich suggested referencing compliance with State mandates on the billing statement and flyers.

Director Ferraro stated that people in the community want to know how much water per person is being used compared to other water districts.

#### RANCHO MURIETA ASSOCIATION WATERING WITH NON-POTABLE WATER

Director Ferraro commented on Rancho Murieta Association (RMA) using potable water at the North Gate. Director Pecotich commented on the inability to use reclaimed water at the North Gate and asked that it be included as an FAQ on the website.

Darlene Gillum stated that RMA has put in grass at the North Gate and have asked for a waiver for one month until the grass is established. Due to the new mandates, staff has asked for input from legal counsel.

#### WATER/DON'T WATER SIGNS ON GATES

Director Ferraro requested that Security put up signs on the gate arm posts indicating whether it is a water day or a don't water day. Darlene Gillum stated that she did not feel it was a good idea because the watering time restrictions may cause more confusion.

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

Director Pecotich commented on the conservation page on the District website and suggested linking to the RMA website.

Director Pecotich asked about the status on the presentations to the community regarding water use. Darlene stated that she will be looking at dates for town hall meetings, in different locations and times throughout the community. Director Pecotich suggested videotaping the presentation to put on our website.

Director Pecotich asked John Sullivan about the status of the communication that was to be sent out regarding development. Mr. Sullivan said it will probably be another two (2) weeks.

#### **5. ADJOURNMENT**

The meeting was adjourned at 4:42 p.m.

DRAFT



## MEMORANDUM

Date: May 8, 2015  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: May 8, 2015 Committee Meeting Minutes

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### 1. CALL TO ORDER

Director Pasek called the meeting to order at 8:31 a.m. Present were Directors Pasek and Gumbinger. Present from District staff were Darlene Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

### 2. UPDATES

#### **Augmentation Well**

This project is on hold.

#### **Water Treatment Plant Expansion Project**

The project is continuing. Completed work includes: running power supply to the effluent pump station and setting of the effluent pumps and control valves; installation, compaction, and backfill of the effluent discharge line and meter; process water and lab supply line installation; erection of the canopy structure I-beams; setting of the generator and completing electrical connections; and continued installation of membrane system piping; to name a few.

The schedule received on May 4, 2015 indicates a schedule extension of 10 days, showing project completion on October 26, 2015. The production of effluent is moved out 8 days to September 22, 2015, due to the delay in the installation of the steel canopy. The current schedule projects that the installation of the membrane cassettes will occur on August 17, 2015 and production of effluent to occur on September 22, 2015.

The GE Field Services Representatives are onsite with the temporary filtration system to begin the commissioning activities. We are in the process of updating the GE Operations & Maintenance Manual to be site specific for our application for submittal to the Department of Drinking Water to finalize an approval letter for its operation.

Staff will receive training for the operation and maintenance of the temporary filtration system, as well as for the new generator and power transfer switchgear.

#### **Conservation**

We received Notices to Curtail Diversions for nine (9) of our appropriative water rights and had to register compliance through the Department of Water Resources online system. As luck would have it, we just managed to top off our reservoirs one more time due to the recent rainfall and

timing to comply with the Notices. The District continues to comply with the State's mandates for water conservation.

The water conservation schedule is still in effect and staff is continuing to monitor the community for compliance. Calendar year to date, one hundred sixty-five conservation tags (165) have been issued.

### **Development**

The development projects for the Murieta Inn and Retreats West are proceeding. Material submittals for each project have been provided to the District as they relate to water, sewer, drainage, and recycled water. Staff has reviewed and provided comments back for each submittal. The District will inspect these systems as they are installed for compliance with the District's standards as well as the sites for SWPPP compliance.

### **3. WATERLINE EASEMENT AT CHESBRO**

This item was pulled at this time.

### **4. DUMP TRUCK APPROVAL**

Paul Siebensohn gave a brief summary of the recommendation to approve the proposal from Downtown Ford for the purchase of a new dump truck. **This item will be added to the May 20, 2015 Board of Directors meeting agenda.**

### **5. YOUNGDAHL INSPECTION COSTS FOR WATER TREATMENT PLANT EXPANSION PROJECT**

Paul Siebensohn gave a brief summary of the recommendation to approve inspection costs for the Water Treatment Plant Expansion Project. **This item will be added to the May 20, 2015 Board of Directors meeting agenda.**

### **6. PRE-APPROVE PURCHASE OF BACKHOE**

Paul Siebensohn gave a brief summary of the recommendation to waive the requirements of District Code, Chapter 4, Section 5.02 and pre-approve an amount not to exceed \$70,000 for the purchase of a used backhoe as the formal solicitation process is generally not conducive to the purchase of used equipment. **This item will be added to the May 20, 2015 Board of Directors meeting agenda.**

### **7. DIRECTORS & STAFF COMMENTS/SUGGESTIONS**

John Merchant asked who would be the owner of the augmentation well. Paul Siebensohn stated that the District will be getting a permanent easement and will operate and maintain the well. Darlene Gillum stated that ownership will be part of the easement agreement.

### **8. ADJOURNMENT**

The meeting was adjourned at 9:27 a.m.

# MEMORANDUM

Date: May 8, 2015  
To: Board of Directors  
From: Finance Committee Staff  
Subject: May 8, 2015 Finance Committee Meeting

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## 1. CALL TO ORDER

Director Pasek called the meeting to order at 9:32 a.m. Present were Directors Pasek and Martel. Present from District staff were Darlene Gillum, General Manager; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary.

## 2. COMMENTS FROM THE PUBLIC

None.

## 3. UPDATES

### **Water Treatment Plant Expansion Project Financing Update**

Eric Thompson gave a brief summary of the Project Construction Summary sheet. A short discussion followed.

## 4. 2015-2016 BUDGET UPDATE

Darlene Gillum gave a brief update on the 2015-2016 budget. With the change in the solid waste increase from 3.0% as projected to actually only 1.5%, the rate increase for the District is changed from 3.6% to 3.5%. There are no new CIP projects this fiscal year.

## 5. APPROVE 2014-15 AUDIT PROPOSAL

Darlene Gillum gave a brief summary of the recommendation to approve the proposal from Larry Bain, CPA, to conduct the 2014-15 audit for the District. **This item will be added to the May 20, 2015 Board of Directors meeting agenda.**

## 6. DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

Director Martel commented on SMUD raising rates during peak hours.

Eric Thompson stated that he is surprised the insurance rates for the District did not go up more.

Director Pasek asked about the status of the District being able to do electronic banking. Darlene stated that El Dorado Savings does not offer that service to government agencies. Director Pasek suggested staff look into other banks that offer that service.

## 7. ADJOURNMENT

The meeting was adjourned at 10:06 a.m.

## MEMORANDUM

Date: May 8, 2015  
To: Board of Directors  
From: Security Committee Staff  
Subject: May 8, 2015 Security Committee Meeting

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### 1. CALL TO ORDER

Director Martel called the meeting to order at 10:31 a.m. Present was Director Martel. Present from District staff were Darlene Gillum, General Manager; Greg Remson, Security Chief; Eric Thompson, Controller; and Suzanne Lindenfeld, District Secretary. Director Ferraro arrived at 10:40 a.m.

### 2. COMMENTS FROM THE PUBLIC

None.

### 3. MONTHLY UPDATES

#### Operations

Officer Scarzella attended the Easter festivities at Stonehouse Park on April 4, 2015. Officer Tompkins attended the Kiwanis Kid's Fishing Day at Lake Clementia on April 12, 2015. Officer Tompkins attended the Law Enforcement and Emergency Services Open House at Sacramento Valley Conservancy's Deer Creek Hills Property on April 24, 2015.

Telephone interviews were held this week with for the vacant Gate Officer position.

Sergeant Jim Bieg has retired from the Security Department after 15 years of exemplary service.

#### Incidents of Note

Chief Remson gave a brief overview of the incidents of note for April 2015.

#### RMA Citations/Admonishments

Chief Remson reported on the following Rancho Murieta Association (RMA) rule violation citations for the month of April 2015 included 8 back area without resident and 6 speeding. Rule violation admonishments and/or complaints for the month of April, included 49 open garage door, 25 loose/off lease dogs, 18 fishing license, and 17 back area without resident.

#### Rancho Murieta Association Compliance/Grievance/Safety Committee Meeting

The meeting was held on April 6, 2015 at the Rancho Murieta Association (RMA) office. There were discussions on speed limit signs within the community, boats and fishing, and estate sales. There were hearings on property maintenance, park hours, speeding, and driveway parking. The next meeting is scheduled for May 4, 2015.

#### **4. REVIEW DISTRICT POLICY 2012-04, IN-CAR/BODY-WORN VIDEO SYSTEM**

Chief Remson gave a brief summary of the changes to the policy that the District General Counsel made. Director Martel suggested that Patrol Officers note whether they used the body camera. Chief Remson will make the change and will bring to the Board in May the costs for storing the recordings. **This item will be added to the May 20, 2015 Board of Directors meeting agenda.**

#### **5. REVIEW SURVEILLANCE CAMERA, IMPLEMENTATION, INTEGRATION AND EXPANSION PLAN**

Chief Remson gave a brief summary of the surveillance camera plan and the suggested areas for cameras to be placed. A discussion followed. **This item will be added to the May 20, 2015 Board of Directors meeting agenda.**

#### **6. NEW GATE UPDATE**

##### Lease Agreement

Chief Remson stated that the District met twice with Rancho Murieta Association (RMA) regarding the new North Gate lease agreement. The primary unresolved issues are the electricity responsibilities and responsibility/ownership of equipment (bar code readers/gate operators). The District feels that the equipment, once permanently attached to RMA property, should be their responsibility for maintenance/replacement.

##### Gate Policy

Chief Remson stated that with the construction of the new North Gate and additional development in progress, the present RMA Gate Policy needed to be reviewed and updated. A meeting was held in March regarding updating the policy. In attendance were representatives from the District, RMA, The Villas, and the Retreats. Discussions included access times, bar code responsibilities and issuance, providing bar codes to vendors, and tracking bar codes. The policy's language and content has been updated. This is a first draft for the District and RMA Boards and representatives of The Villas, Rancho Murieta Country Club, and the Retreats to review and comment. **This item will go to the Board of Directors in May for review and comment only.**

#### **7. REVIEW SAFETY CENTER FACILITY'S LEASE AGREEMENT WITH SACRAMENTO COUNTY**

Chief Remson gave a brief summary of the draft lease agreement with Sacramento County regarding the Safety Center. **This item will be added to the May 20, 2015 Board of Directors meeting agenda.**

#### **8. DIRECTOR & STAFF COMMENTS**

Chief Remson stated that the last of the gate operators and bar code readers are being installed today.

Director Ferraro asked if RMA would send out an email to members reminding them of the changes at the North Gate regarding accessing Lago Drive. Danise Hetland said she would.

Director Martel suggested the District get more aggressive regarding speeders.

#### **9. ADJOURNMENT**

The meeting adjourned at 11:46 a.m.

## MEMORANDUM

Date: March 19, 2015  
To: Darlene J. Gillum, General Manager  
From: Greg Remson, Safety Chairman  
Subject: Safety Committee Meeting, March 16, 2015

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**1. CALL TO ORDER**

The meeting was called to order at 11:35 a.m. Present were Greg Remson, Safety Chairman and Suzanne Lindenfeld.

**2. NEW ACCIDENT REPORTS**

None.

**3. FACILITY INSPECTION REPORTS**

None missing.

**4. SAFETY AWARDS**

The Safety Awards is on hold at this time until a decision is made regarding when they will be presented to staff.

**5. OTHER ITEMS**

First (1<sup>st</sup>) quarter awards were purchased.

**6. ADJOURNMENT**

The meeting adjourned at 1:48 p.m.

## MEMORANDUM

Date: May 14, 2015  
To: Board of Directors  
From: Eric Thompson, Controller  
Subject: Bills Paid Listing

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Enclosed is the Bills Paid Listing Report for **April 2015**. Please feel free to call me before the Board meeting regarding any questions you may have relating to this report. This information is provided to the Board to assist in answering possible questions regarding large expenditures.

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

Vendor	Project/Purpose	Amount	Funding
Bartkiewicz, Kronick & Shanahan	Legal Services for March 2015	13,612.40	\$1,729.60 Reserves; \$11,882.80 Op Expense
California Waste Recovery Systems	Solid Waste Monthly Contract	46,045.18	Operating Expense
Emergency Communications Network, LLC	CodeRED Annual Maintenance 4/2015-4/2016	5,000.00	Operating Expense
PDF Tactical	Unarmed contract sec. guard	6,829.20	Operating Expense
Roebbelen Construction Mgmt Services	WTP#1 Expansion	1,540,047.21	Reserve Funding, Bonds, Letter of Credit
Watchdogs Surveillance	North Gate Surveillance System	19,967.04	Reserve Funding
Youngdahl Consulting Group, Inc.	WTP #1 Expansion	5,931.00	Reserve Funding, Bonds, Letter of Credit
HDR Engineering, Inc	WTP #1 Expansion	16,201.53	Reserve Funding, Bonds, Letter of Credit
NTU Technologies, Inc.	Liquid Aluminum	5,926.20	Operating Expense
SMUD	Monthly Utility Bill	42,025.21	Operating Expense

## Rancho Murieta Community Services District

### Bills Paid Listing for April 2015

Ck Number	Date	Vendor	Amount	Purpose
CM29397	4/1/2015	California Public Employees' Retirement Sys	\$34,920.96	Monthly Medical
CM29398	4/1/2015	Guardian Life Insurance	\$5,043.56	Monthly Dental/Life
CM29399	4/1/2015	Vision Service Plan (CA)	\$482.36	Monthly Vision
EFT	4/9/2015	EFTPS	\$9,727.62	Payroll Taxes
CM29400	4/13/2015	A Leap Ahead IT	\$3,585.07	Monthly IT Service - MAR 2015
CM29401	4/13/2015	AECOM Technical Services, Inc.	\$1,760.00	Capacity Certification Letter
CM29402	4/13/2015	American Family Life Assurance Co.	\$506.89	Payroll - Aflac
CM29403	4/13/2015	Applications By Design, Inc.	\$125.00	Security data backup
CM29404	4/13/2015	Aramark Uniform & Career Apparel, LLC	\$256.39	Uniform Service - Water
CM29405	4/13/2015	Bartkiewicz, Kronick & Shanahan	\$13,612.40	Legal Servises for March 2015
CM29406	4/13/2015	Bay Area Coating Consultant Services, Inc.,	\$392.00	WTP #1 Expansion
CM29407	4/13/2015	BlueLine Rental, LLC	\$2,727.00	Backhoe rental 3/12/15-4/9/15
CM29408	4/13/2015	California Special Districts Association	\$200.00	Social Media Training-Suzanne
CM29409	4/13/2015	California Waste Recovery Systems	\$46,045.18	Solid Waste Monthly Contract
CM29410	4/13/2015	CDW Government Inc.	\$1,183.31	MS Surface Pro 3
CM29411	4/13/2015	Capital One Commercial	\$1,224.10	Monthly Supplies
CM29412	4/13/2015	County of Sacramento	\$567.00	Crest Lift STN Haz Mat Permit
CM29413	4/13/2015	Dunn Environmental, Inc.	\$1,592.00	Production Well/Construction
CM29414	4/13/2015	Emergency Communications Network, LLC	\$5,000.00	CodeRed Annual Maint 4/15-4/16
CM29415	4/13/2015	Employment Development Department	\$2,435.99	Payroll - SWT/SDI
CM29416	4/13/2015	Express Office Products, Inc.	\$100.31	Office Supplies
CM29417	4/13/2015	Folsom Lake Fleet Services	\$3,390.14	Service truck #217
CM29418	4/13/2015	Franchise Tax Board	\$75.00	Payroll ~ Garnishment
CM29419	4/13/2015	Gempler's, Inc.	\$472.39	Maint & Rpr: Supplies
CM29420	4/13/2015	Hach Company	\$429.61	Maint & Rpr: Supplies
CM29421	4/13/2015	KWA Safety & Hazmat Consultants, Inc.	\$820.00	Annual fit testing/RespProt
CM29422	4/13/2015	Legal Shield	\$60.22	Payroll - Legal
CM29423	4/13/2015	Les Schwab Tires	\$2,221.01	2 tires-vactor
CM29424	4/13/2015	Nationwide Retirement Solution	\$861.00	Payroll - Deferred Comp
CM29425	4/13/2015	Operating Engineers Local Union No. 3	\$552.00	Payroll - Union Dues
CM29426	4/13/2015	PDF Tactical	\$6,829.20	Unarmed contract sec. guard
CM29427	4/13/2015	Rancho Murieta Ace Hardware	\$52.29	Monthly Supplies
CM29428	4/13/2015	Roebbelen Construction Management Services	\$1,540,047.21	WTP #1 Expansion
CM29429	4/13/2015	Secretary of State	\$40.00	Notary Exam & Application Fee
CM29430	4/13/2015	State Water Resources Control Board	\$340.00	Renewal Grd4 WWCert Siebensohn
CM29431	4/13/2015	TASC	\$122.69	Payroll - Beneflex
CM29432	4/13/2015	TelePacific Communications	\$533.95	Monthly Phone Bill
CM29433	4/13/2015	Tesco Controls, Inc.	\$1,944.00	Transducer Board
CM29434	4/13/2015	U.S. Bank Corp. Payment System	\$3,703.02	Monthly Gasoline Bill
CM29435	4/13/2015	U.S. HealthWorks Medical Group, PC	\$178.00	Pre-emp Copeland
CM29436	4/13/2015	W.W. Grainger Inc.	\$1,244.06	Maint & Rpr: Supplies
CM29437	4/13/2015	Watchdogs Surveillance	\$19,967.04	North Gate Surveillance System
CM29438	4/13/2015	Youngdahl Consulting Group, Inc.	\$5,931.00	WTP #1 Expansion
EFT	4/23/2015	Pitney Bowes	\$1,500.00	Postage Refill
CM29439	4/24/2015	Action Cleaning Systems	\$1,172.00	Monthly Cleaning Service
CM29440	4/24/2015	Aestiva Software, Inc.	\$92.50	Email Notification



## Rancho Murieta Community Services District

### Bills Paid Listing for April 2015

Ck Number	Date	Vendor	Amount	Purpose
CM29441	4/24/2015	American Family Life Assurance Co.	\$506.89	VOIDED
CM29442	4/24/2015	Apple One Employment Services	\$4,726.16	Temp- Perry
CM29443	4/24/2015	Applications By Design, Inc.	\$125.00	Security data backup-MAY 2015
CM29444	4/24/2015	Aramark Uniform & Career Apparel, LLC	\$244.39	Uniform Service - Water
CM29445	4/24/2015	AT&T	\$100.00	Monthly Internet Bill - Admin
CM29446	4/24/2015	AT&T	\$88.49	Monthly Phone Bill - Cell
CM29447	4/24/2015	AT&T	\$1,042.43	Monthly Phone Bill
CM29448	4/24/2015	Gregory Baugher	\$200.00	Toilet & Recirc. pump rebate
CM29449	4/24/2015	Stacy Bowen	\$100.00	Hot Water Rec. Pump Rebate
CM29450	4/24/2015	California Laboratory Services	\$1,570.94	Monthly Lab Tests
CM29451	4/24/2015	Caltronics Business Systems	\$1,914.93	Copier - Admin.
CM29452	4/24/2015	Alan Candlish	\$100.00	Toilet rebate
CM29453	4/24/2015	Gregory Caron	\$100.00	Water pressure reducing rebate
CM29454	4/24/2015	Ditch Witch Equipment Company, Inc.	\$1,352.01	Repair /parts-Vactor
CM29455	4/24/2015	Employment Development Department	\$15,652.05	Payroll
CM29456	4/24/2015	Eurofins Eaton Analytical, Inc.	\$250.00	Geosmin & MIB analysis APR2015
CM29457	4/24/2015	Express Office Products, Inc.	\$237.05	Office Supplies
CM29458	4/24/2015	Folsom Lake Fleet Services	\$661.73	Service/ Rpr #520
CM29459	4/24/2015	Ford Motor Credit Company LLC	\$234.78	2012 Ford Escape Lease Pmt.
CM29460	4/24/2015	Franchise Tax Board	\$75.00	Payroll ~ Garnishment
CM29461	4/24/2015	Gempler's, Inc.	\$81.32	Maint & Rpr: Supplies
CM29462	4/24/2015	GSRMA	\$40,950.73	Worker's Comp./Liability -4Qtr
CM29463	4/24/2015	Greenfield Communications	\$136.98	Internet/TV
CM29464	4/24/2015	Groeniger & Company	\$2,386.47	Maint & Rpr Supplies
CM29465	4/24/2015	Steve Haidet	\$96.57	Toilet rebate
CM29466	4/24/2015	HDR Engineering, Inc	\$16,201.53	WTP #1 Expansion
CM29467	4/24/2015	Home Depot Credit Services	\$140.08	Maint & Rpr: Supplies
CM29468	4/24/2015	HP Care Pack Sales	\$400.00	Care pack 1yr.
CM29469	4/24/2015	Jim Hubbert	\$100.00	Toilet rebate
CM29470	4/24/2015	Hunt & Sons, Inc	\$234.95	Diesel Fuel
CM29471	4/24/2015	Legal Shield	\$60.22	Payroll - Legal
CM29472	4/24/2015	McMaster-Carr Supply Co.	\$719.08	Maint & Rpr: Supplies
CM29473	4/24/2015	Nationwide Retirement Solution	\$861.00	Payroll - Deferred Comp
CM29474	4/24/2015	NTU Technologies, Inc.	\$5,926.20	Liquid Aluminum
CM29475	4/24/2015	Operating Engineers Local Union No. 3	\$552.00	Payroll - Union Dues
CM29476	4/24/2015	P. E. R. S.	\$12,464.67	Payroll-PERS Retirement
CM29477	4/24/2015	Pitney Bowes	\$783.87	Ink Cartridge 621-1
CM29478	4/24/2015	Public Agency Retirement Services	\$300.00	Trust Admin. Fees - FEB 2015
CM29479	4/24/2015	Rancho Murieta Association	\$150.00	Landscaping
CM29480	4/24/2015	Rancho Murieta Association	\$403.54	Smud @ North Gate 2/11-3/12/15
CM29481	4/24/2015	Romo Landscaping	\$385.00	Landscaping Jan 2015
CM29482	4/24/2015	S. M. U. D.	\$42,025.21	Monthly Bill
CM29483	4/24/2015	Sierra Chemical Co.	\$1,321.20	Ton container chlorine
CM29484	4/24/2015	Sierra Office Supplies	\$394.20	Water Conservation tags (500)
CM29485	4/24/2015	Sprint	\$1,226.14	Monthly Cell Phone Bill
CM29486	4/24/2015	State Water Resources Control Board	\$4,742.40	Water system fee #340005

**Rancho Murieta Community Services District**  
**Bills Paid Listing for April 2015**

<b>Ck Number</b>	<b>Date</b>	<b>Vendor</b>	<b>Amount</b>	<b>Purpose</b>
CM29487	4/24/2015	Michael Swars	\$100.00	Toilet rebate
CM29488	4/24/2015	TASC	\$63.25	FlexSystem Plan Admin. Fee/Ann
CM29489	4/24/2015	TASC	\$122.69	Payroll - Beneflex
CM29490	4/24/2015	James Turner	\$100.00	Toilet rebate
CM29491	4/24/2015	U.S. Jetting, LLC	\$212.02	(2) Pump belts
CM29492	4/24/2015	USA Blue Book	\$1,262.20	Maint & Rpr: Supplies
CM29493	4/24/2015	Valley Rubber & Gasket Co., Inc.	\$522.42	Maint & Rpr: Supplies
CM29494	4/24/2015	W.W. Grainger Inc.	\$1,755.13	Maint & Rpr: Supplies
CM29495	4/24/2015	WaterISAC	\$499.00	Membership 2015
CM29496	4/24/2015	Western Exterminator Co.	\$453.50	Mthly Srv & Rodent Control
CM29497	4/24/2015	Wilbur-Ellis Company	\$1,433.70	Midge fly Chemical(1)treatment
CM29498	4/24/2015	Terry Wolf	\$300.00	Toilet rebate
CM29499	4/24/2015	Zep Sales & Service	\$3,691.14	Maint & Rpr: Supplies
EFT	4/27/2015	EFTPS	\$9,663.70	Payroll Taxes
		<b>TOTAL</b>	<b>\$1,906,569.43</b>	
		<b><u>CFD#1 Bank of America Checking</u></b>		
CM2749	4/24/2015	Corelogic Solutions, LLC	\$165.00	CFD#1 Admin Costs
		<b>TOTAL</b>	<b>\$165.00</b>	
		<b><u>CFD 2014-1 Bank of America Checking</u></b>		
<i>No Transactions during the month of April 2015</i>				
		<b>TOTAL</b>	<b>\$0.00</b>	
		<b><u>EL DORADO PAYROLL</u></b>		
<b>Payroll (El Dorado)</b>				
Checks: # CM11298 to CM11306 and Direct Deposits: DD07963 to DD08027			\$ 110,253.57	Payroll
EFT	4/30/2015	National Payment Corp	\$130.40	Payroll
		<b>TOTAL</b>	<b>\$110,383.97</b>	

## MEMORANDUM

Date: May 18, 2015  
To: Board of Directors  
From: Darlene J. Gillum, General Manager  
Subject: General Manager's Report

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Following are highlights since our last Board Meeting:

### **Cosumnes River Land, LLC EDU Transfer**

On Friday afternoon, Cosumnes River Land, LLC provided a notice to transfer 16 of the 30 EDU's provided to them for the Gardens Property to The Retreats. Section 1.2A of the Financing and Services Agreement allows CRL to transfer all or any portion of the 30 EDU's upon written notice. It is the intent that these 16 EDU's will be reinstated to Murieta Gardens I prior to the completion of the Hotel and/or Extended Stay project and before water permits need to be issued by the District. The notice is attached for reference.

### **Community Relations and Communication**

We have scheduled four community meetings (two weeknight meetings and two Saturday morning meeting) to address concerns and questions about Rancho Murieta water and to provide a general understanding of how Rancho Murieta water is provided to Rancho Murieta residents (from its source to their tap).

### **Finance/IT**

To date we have received five letters of protest against the proposed rate increase.

### **Security**

The open Gate Officer position is being covered by bringing the contract security officer back to fill in for patrol while our patrol officers back-fill for gate operations. Preliminary phone interviews have been conducted with selected applicants. Follow-on personal interviews will be scheduled this week.

There continues to be intermittent bar code read errors at the North Gate middle lane. Greg is working with the appropriate vendors to isolate the problem.

Greg and I are working on the North Gate Use Agreement with Greg Vorster and Danise at RMA. Greg is also continuing to work on the Gate Policy with Danise and is seeking input from other entities as the policy progresses.

### **Water**

We have not received word back from Peter Brundage, Sacramento LAFCO Executive Officer, regarding the approval request for the Out of Service Area Emergency Public Health Water Service Connection for the ranch at 15020 Jackson Road, which is adjacent to the District's service area.

The temporary filtration trailer is on-site and staff are being trained on its operation. It is expected to be online and operational this week.

### **Wastewater**

The Wastewater Reclamation Plant is offline most likely until June. As of April 13, the secondary wastewater storage contained 262.8 acre-feet of usable volume.

### **Drainage**

The summer temporary employee is on board and is working on weed-eating in the drainage ditches.

### **Solid Waste**

Nothing new to report.

### **Engineering**

Paul is reviewing submittals, with Kevin Kennedy's assistance, on the Murieta Gardens and Retreats West projects.

### **Solar Power**

Paul and I met with Michael Carpol and Steve Culbertson from Solar City on May 12<sup>th</sup> on preliminary discussions regarding the possibility of installing solar for the Wastewater Treatment Plant and possibly for the Water Plant. The initial projection (based solely on similar type projects and not on District specifics) indicates an annual savings of approximately \$25,000. Upon visual inspection of the electrical panel at the Wastewater Treatment Plant, Michael discovered that the main panel might require an upgrade that can cost tens of thousands of dollars. This may mean that the project will not pencil out for either party. At the meeting, we asked Michael to look at a solar installation at the Water Treatment Plant for possible additional savings. Michael expects to have more information for us in about two weeks. I have asked Michael to bring information back to the Improvements Committee and the Board in the June or the July timeframe.

**Rancho Murieta Properties, LLC  
14670 Cantova Way Suite 220  
P. O. Box 1280  
Rancho Murieta, CA 95683-1280**

May 14, 2015

Darlene Gillum, General Manager  
Rancho Murieta Community Services District  
15160 Jackson Road  
P.O. Box 1050  
Rancho Murieta, CA 95683

Re: Notice Regarding Potential Transfer of EDU's

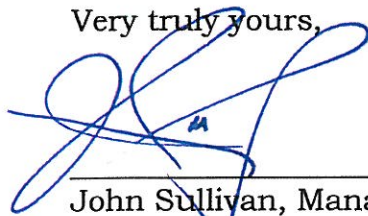
Dear Darlene:

In the Financing and Services Agreement dated May 27, 2014 ("FSA") by and among the District and Cosumnes River Land, LLC and several of its affiliated entities (collectively, the "CRL Group"), reference is made to (and a copy thereof attached to) the Initial Will Serve Letter that provided for the issuance by the District of 30 EDU's for the Gardens Property for the 83 room Hotel and 24 extended stay units, in Murieta Gardens I.

Pursuant to Section 1.2A of the FSA, CRL may transfer all or any portion of the 30 EDU's covered by the Initial Will Serve Letter upon written notice by CRL. This letter serves as CRL's notification to the District that 16 of those EDU's shall be transferred to The Retreats APN 073-0190-099-0000.

It is the intent that CRL will reinstate these EDU's prior to completion of the Hotel and/or the Extended Stay project before water permits need to be issued by RMCS D.

Very truly yours,

A handwritten signature in blue ink, appearing to be "John Sullivan", written over a horizontal line.

John Sullivan, Manager, Manager  
Cosumnes River Land, LLC

cc: R. Shanahan, Esq.  
L. Vollintine, Esq.





Exhibit C

## Rancho Murieta Community Services District

15160 Jackson Road • P.O. Box 1050 Rancho Murieta, CA 95683 • 916-354-3700 • Fax 916-354-2082  
Visit our website-[www.rmcsd.com](http://www.rmcsd.com)

January 13, 2014

John Sullivan  
Cosumnes River Land, LLC  
7200 Lone Pine Drive, Suite 200  
Rancho Murieta, CA 95683

**Subject:** Provisional Will Serves

Dear John:

Pursuant to the Term Sheet approved by the Rancho Murieta Community Services District Board of Directors on December 18, 2013 and fully executed by all parties on December 31, 2013, and receipt by the District of \$180,000, Cosumnes River Land, LLC, is hereby granted provisional will serve letters for 30 Equivalent Dwelling Units (EDUs; One EDU equals 750 gallons per day, average daily flow) for the Murieta Gardens I & II project.

The District Engineer has determined there is sufficient capacity in the existing water treatment plant for issuance of these provisional will serves. A Sacramento County sponsored peer review entitled Water Availability Review dated November 1, 2013 prepared by MWH affirms that the provisional will serve demands can be accommodated by the existing water treatment plants.

Issuance of the provisional will serves is subject to the condition that Cosumnes River Land, LLC, agrees to negotiate in good faith toward the finalization of a Fee and Service Agreement for the Murieta Gardens Project to provide funding of their fair share of a water treatment plant expansion project intended to provide permanent water treatment plant capacity to replace the 30 EDU provisional will serves. The water treatment plant expansion is expected to be in operation on or before June 30, 2015.

Sincerely,

Edward R. Crouse  
General Manager

ERC

*Serving the Community for over 30 years*

Board of Directors: Gerald Pasek, *President* • Roberta Belton, *Vice-President* • Betty Ferraro • Paul Gumbinger • Michael Martel  
General Manager • Edward R. Crouse

Date: May 15, 2015  
 To: Board of Directors  
 From: Eric Thompson, Controller  
 Subject: Administration/Financial Reports

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Enclosed is a combined financial summary report for **April 2015**. Following are highlights from various internal financial reports. Please feel free to call me before the Board meeting regarding any questions you may have relating to these reports.

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

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

		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	<b>12 month rolling % increase</b>												
<b>Residences</b>	0.1%	2513	2514	2514	2515	2516	2516	2515	2516	2517	2516		
	<b>Weighted average</b>	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>Cubic Feet</b>	1373	2383	2403	2037	1573	1215	656	678	756	873	1155		
<b>Gallons per day</b>	342	594	599	508	392	303	163	169	189	218	288		
<b>Planning Usage GPD</b>	583												

**Lock-Offs** - For the month of April, there were 20 lock-offs.

**Aging Report** – Delinquent accounts total \$61,623 which is 12.12% of the total accounts receivable balance of \$508,553. Past due receivables, as a percent of total receivables, have decreased approximately 0.75% or \$2,579 since March.

**Summary of Reserve Accounts as of April 30, 2015** – The District’s reserve accounts have decreased \$3,992,175 year to date, since July 1, 2014. The decrease is primarily due to the reserve expenditures related to the WTP1 expansion. In early May, a full reconciliation of the WTP’s expenditures and funding was completed. The District submitted a LOC draw request to CFD2014 in the amount of \$1,097,230 at the end of April (shown as a “Pending Draw Request” on the WTP Construction Cost Summary). The District will be submitting an additional LOC draw request to CFD#1 in May for \$917,366 for their portion of WTP expenses. The total amount of reserves held by the District as of April 30, 2015 is \$4,685,170. WTP #1 internal borrowing repayment totals to date are \$58,470 for sewer replacement reserves and \$19,490 for water augmentation reserves. Please see the Reserve Fund Balances table below for information by specific reserve account.

**Reserve Fund Balances (beginning balances adjusted for WTP1 Construction Fund)**

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2014</i>	<i>YTD Collected &amp; Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Apr 30, 2015</i>
Water Capital Replacement (200-2505)	754,022	177,029	(295,380)	635,671
Sewer Capital Replacement (250-2505)	1,210,881	244,108	(42,295)	1,412,694
Drainage Capital Replacement (260-2505)	58,010	110	(2,348)	55,772
Security Capital Replacement (500-2505)	101,509	40,086	(137,403)	4,192
Admin Capital Replacement (xxx-2505-99)	38,381	0	(1)	38,380
Sewer Capital Improvement Connection (250-2500)	4,018	9	(2)	4,025
Capital Improvement (xxx-2510)	393,624	6,466	(0)	400,090
Water Supply Augmentation (200-2511)	1,756,479	45,881	(45,394)	1,756,966
WTP Construction Fund Reserve (200-2513)	4,358,245	5,004,261	(8,987,306)	375,200
Rate Stabilization (200/250/500-2515)	2,176	5	(1)	2,180
<i>Total Reserves</i>	<i>8,677,345</i>	<i>5,517,955</i>	<i>(9,510,130)</i>	<i>4,685,170</i>

**Inter-fund Borrowing Balances**

<i>Inter-fund Borrowing</i>	<i>Fiscal Yr Beg Balance July 1, 2014</i>	<i>YTD Interest</i>	<i>YTD Repayment</i>	<i>Period End Balance Apr 30, 2015</i>
Sewer Loan to WTP Construction Fund	1,500,000	3,210	(58,470)	1,441,530
WSA Loan to WTP Construction Fund	500,000	1,070	(19,490)	480,510
<i>Total Inter-fund Borrowing</i>	<i>2,000,000</i>	<i>4,280</i>	<i>(77,960)</i>	<i>1,922,040</i>

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

Period ended March 31, 2015		
1-Month	3-Months	1-Year
-0.36%	2.08%	6.54%

**Financial Summary Report (year to date through April 30, 2015)**

**Revenues:**

**Water Charges**, year-to-date, are **below** budget \$112,791 or (7.1%)

**Sewer Charges**, year-to-date, are **above** budget \$114 or 0.0%

**Drainage Charges**, year-to-date, are **above** budget \$9 or 0.0%

**Security Charges**, year-to-date, are **above** budget \$523 or 0.1%



**Solid Waste Charges**, year-to-date, are **above budget \$1,593 or 0.3%**

**Total Revenues**, which includes other income, property taxes, and interest income year-to-date, are **below budget \$121,431 or (2.5%)** (Water Conservation Efforts - YTD residential water usage is down 15.6% compared to budgeted usage).

**Expenses:** Year-to-date total operating expenses are below budget \$408,964 or (8.7) %. Year-to-date operational reserve expenditures total \$20,249. Operational reserve expenditures cover projects funded from reserves which are also recorded as operational expenses through the income statement as required by Generally Accepted Accounting Principles (GAAP).

**Water Expenses**, year-to-date, are **below budget \$59,168 or (4.3%), prior to reserve expenditures**. Most of the operating expense accounts are currently under budget with the largest variances occurring in chemicals, purchased power (SMUD), meters and lab tests, and maintenance and repair. These reductions are offset by increased wages and employer costs. Year-to-date \$12,384 of expenses have been incurred from reserves expenditures.

**Sewer Expenses**, year-to-date, are **below budget by \$149,512 or (17.8%), prior to reserve expenditures**. Reductions in labor charges (payroll + employer costs) make up the bulk of this variance (roughly \$110K), which is the result of the reallocation of labor during the WTP1 construction. Additional savings were seen in maintenance and repairs, purchased power (SMUD) as well as chemicals. Year-to-date \$5,513 of expenses have been incurred from reserves expenditures.

**Drainage Expenses**, year-to-date, are **above budget by \$1,525 or 1.3%**. This variance to the budget is due mostly to increased wages, employer costs, and equipment rental. Year-to-date \$2,352 of expenses have been incurred from reserves expenditures.

**Security Expenses**, year-to-date, are **below budget by \$170 or (0.0%)**. Cost savings seen in salaries and wages and employee related costs were offset by higher-than-budgeted contract labor.

**Solid Waste Expenses**, year-to-date, are **above budget by \$2,784 or 0.6%**. This increase in the expenses is related to the mix of service (i.e., size of collection cart) versus the assumed mix used for budget development. There is also a corresponding overage in Solid Waste revenues.

**General Expenses**, year-to-date, are **below budget by \$40,296 or (4.0%)**. The variance to the budget is due primarily to the vacancy of the Director of Administration position, affecting both wages and employer costs. This variance is offset by legal and clerical (contract) services.

**Net Income:** Year-to-date unadjusted net income, before depreciation, is \$267,284. Net income/(Loss) adjusted for estimated depreciation expense is (\$637,604).

The YTD expected net operating income before depreciation, per the 2014-2015 budget is \$139,821.

**Rancho Murieta Community Services District**  
**Summary Budget Performance Report**  
**YTD THROUGH APRIL 2015**

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
<b>REVENUES</b>								
Water Charges	33.3%	\$1,963,040	32.6%	\$1,579,971	\$1,467,180	31.0%	(\$112,791)	(7.1%)
Sewer Charges	21.8%	1,286,784	22.1%	1,072,390	1,072,504	22.7%	114	0.0%
Drainage Charges	3.1%	183,456	3.2%	152,880	152,889	3.2%	9	0.0%
Security Charges	20.1%	1,183,210	20.3%	986,000	986,523	20.9%	523	0.1%
Solid Waste Charges	10.7%	631,830	10.9%	526,520	528,113	11.2%	1,593	0.3%
Other Income	2.0%	119,810	2.0%	98,330	86,025	1.8%	(12,305)	(12.5%)
Interest Earnings	0.0%	1,190	0.0%	1,170	2,596	0.1%	1,426	121.9%
Property Taxes	8.8%	519,960	8.9%	433,300	433,300	9.2%		0.0%
<b>Total Revenues</b>	<b>100.0%</b>	<b>5,889,280</b>	<b>100.0%</b>	<b>4,850,561</b>	<b>4,729,130</b>	<b>100.0%</b>	<b>(121,431)</b>	<b>(2.5%)</b>
<b>OPERATING EXPENSES</b>								
<b>Water/Sewer/Drainage</b>								
Wages	13.8%	810,420	13.8%	650,302	658,282	15.3%	7,980	1.2%
Employer Costs	7.0%	412,790	7.2%	338,599	330,435	7.7%	(8,164)	(2.4%)
Power	6.9%	406,913	6.7%	316,562	289,187	6.7%	(27,375)	(8.6%)
Chemicals	4.1%	240,200	3.7%	173,185	104,381	2.4%	(68,804)	(39.7%)
Maint & Repair	5.9%	345,470	5.7%	270,745	210,356	4.9%	(60,389)	(22.3%)
Meters/Boxes	0.9%	54,000	0.9%	43,000	26,286	0.6%	(16,714)	(38.9%)
Lab Tests	1.3%	74,250	1.2%	55,250	59,574	1.4%	4,324	7.8%
Permits	1.1%	65,600	1.2%	58,600	67,490	1.6%	8,890	15.2%
Training/Safety	0.3%	19,752	0.3%	15,912	13,628	0.3%	(2,284)	(14.4%)
Equipment Rental	0.9%	50,500	0.8%	38,850	54,104	1.3%	15,254	39.3%
Other	8.1%	474,144	7.8%	366,805	214,315	5.0%	(152,490)	(41.6%)
<b>Subtotal Water/Sewer/Drainage</b>	<b>50.2%</b>	<b>2,954,039</b>	<b>49.4%</b>	<b>2,327,810</b>	<b>2,028,038</b>	<b>47.1%</b>	<b>(299,772)</b>	<b>(12.9%)</b>
<b>Security</b>								
Wages	10.8%	637,600	10.9%	513,100	498,976	11.6%	(14,124)	(2.8%)
Employer Costs	6.1%	357,500	6.3%	294,850	289,871	6.7%	(4,979)	(1.7%)
Off Duty Sheriff Patrol	0.1%	6,000	0.1%	5,000	6,262	0.1%	1,262	25.2%
Other	1.6%	93,910	1.5%	72,119	89,790	2.1%	17,671	24.5%
<b>Subtotal Security</b>	<b>18.6%</b>	<b>1,095,010</b>	<b>18.8%</b>	<b>885,069</b>	<b>884,899</b>	<b>20.6%</b>	<b>(170)</b>	<b>0.0%</b>
<b>Solid Waste</b>								
CWRS Contract	9.3%	549,840	9.7%	458,200	460,906	10.7%	2,706	0.6%
Sacramento County Admin Fee	0.6%	34,920	0.6%	29,100	29,178	0.7%	78	0.3%
HHW Event	0.2%	12,000	0.0%			0.0%		0.0%
<b>Subtotal Solid Waste</b>	<b>10.1%</b>	<b>596,760</b>	<b>10.3%</b>	<b>487,300</b>	<b>490,084</b>	<b>11.4%</b>	<b>2,784</b>	<b>0.6%</b>
<b>General / Admin</b>								
Wages	9.4%	552,900	9.4%	442,300	331,074	7.7%	(111,226)	(25.1%)
Employer Costs	5.2%	305,000	5.3%	250,650	186,980	4.3%	(63,670)	(25.4%)
Insurance	1.3%	77,290	1.4%	64,404	68,036	1.6%	3,632	5.6%
Legal	0.5%	30,000	0.5%	25,000	66,544	1.5%	41,544	166.2%
Office Supplies	0.4%	22,800	0.4%	19,000	16,409	0.4%	(2,591)	(13.6%)
Director Meetings	0.3%	18,000	0.3%	15,000	12,800	0.3%	(2,200)	(14.7%)
Telephones	0.1%	4,800	0.1%	4,000	4,722	0.1%	722	18.1%
Information Systems	1.3%	79,400	1.4%	68,284	68,187	1.6%	(97)	(0.1%)
Community Communications	0.1%	5,900	0.1%	4,500	1,346	0.0%	(3,154)	(70.1%)
Postage	0.4%	22,202	0.4%	18,502	17,240	0.4%	(1,262)	(6.8%)
Janitorial/Landscape Maint	0.3%	17,820	0.3%	14,850	17,326	0.4%	2,476	16.7%
Other	1.8%	107,171	1.8%	84,071	108,091	2.5%	24,020	28.6%
<b>Subtotal General / Admin</b>	<b>21.1%</b>	<b>1,243,283</b>	<b>21.5%</b>	<b>1,010,561</b>	<b>898,755</b>	<b>20.9%</b>	<b>(111,806)</b>	<b>(11.1%)</b>
<b>Total Operating Expenses</b>	<b>100.0%</b>	<b>5,889,092</b>	<b>100.0%</b>	<b>4,710,740</b>	<b>4,301,776</b>	<b>100.0%</b>	<b>(408,964)</b>	<b>(8.7%)</b>
<b>Operating Income (Loss)</b>	<b>100.0%</b>	<b>188</b>	<b>100.0%</b>	<b>139,821</b>	<b>427,354</b>	<b>100.0%</b>	<b>287,533</b>	<b>205.6%</b>
<b>Non-Operating Expenses</b>								
Water Reserve Expenditure	0.0%		0.0%		12,384	61.2%	12,384	0.0%
Sewer Reserve Expenditure	0.0%		0.0%		5,513	27.2%	5,513	0.0%
Drainage Reserve Expenditure	0.0%		0.0%		2,352	11.6%	2,352	0.0%
<b>Total Non-Operating Expenses</b>	<b>0.0%</b>	<b></b>	<b>0.0%</b>	<b></b>	<b>20,249</b>	<b>100.0%</b>	<b>20,249</b>	<b>0.0%</b>
<b>Net Income (Loss)</b>	<b>100.0%</b>	<b>188</b>	<b>100.0%</b>	<b>139,821</b>	<b>407,105</b>	<b>100.0%</b>	<b>267,284</b>	<b>191.2%</b>

**Rancho Murieta Community Services District**  
**Budget Performance Report by FUND**  
**YTD THROUGH APRIL 2015**

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
<b>WATER</b>								
<b>REVENUES</b>								
Water Charges	98.5%	\$1,963,040	98.5%	\$1,579,971	\$1,467,180	97.9%	(\$112,791)	(7.1%)
Interest Earnings	0.0%	80	0.0%	80	1,689	0.1%	1,609	2,011.3%
Other Income	1.5%	29,460	1.5%	24,550	30,037	2.0%	5,487	22.4%
<b>Total Water Revenues</b>	<b>100.0%</b>	<b>1,992,580</b>	<b>100.0%</b>	<b>1,604,601</b>	<b>1,498,906</b>	<b>100.0%</b>	<b>(105,695)</b>	<b>(6.6%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	25.5%	437,630	25.6%	351,164	420,650	34.4%	69,486	19.8%
Employer Costs	13.0%	223,220	13.3%	183,003	209,586	17.2%	26,583	14.5%
Power	14.7%	252,702	14.5%	198,932	192,261	15.7%	(6,671)	(3.4%)
Chemicals	7.3%	124,500	7.3%	100,355	64,851	5.3%	(35,504)	(35.4%)
T&O - Chemicals/Treatment	3.0%	51,000	2.4%	32,400	16,674	1.4%	(15,726)	(48.5%)
Maint & Repair	9.4%	161,070	9.6%	131,245	105,658	8.6%	(25,587)	(19.5%)
Meters/Boxes	3.1%	54,000	3.1%	43,000	26,286	2.2%	(16,714)	(38.9%)
Lab Tests	2.1%	36,000	1.8%	25,000	8,425	0.7%	(16,575)	(66.3%)
Permits	1.9%	32,000	1.8%	25,000	25,566	2.1%	566	2.3%
Training/Safety	0.4%	7,500	0.5%	6,200	3,887	0.3%	(2,313)	(37.3%)
Equipment Rental	1.7%	30,000	1.5%	20,000	27,890	2.3%	7,890	39.5%
Other Direct Costs	17.9%	307,364	18.7%	257,303	120,084	9.8%	(137,219)	(53.3%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,716,986</b>	<b>100.0%</b>	<b>1,373,602</b>	<b>1,221,818</b>	<b>100.0%</b>	<b>(151,784)</b>	<b>(11.1%)</b>
<b>Water Income (Loss)</b>	<b>16.1%</b>	<b>275,594</b>	<b>16.8%</b>	<b>230,999</b>	<b>277,088</b>	<b>22.7%</b>	<b>46,089</b>	<b>20.0%</b>
<b>38.9% Net Admin Alloc</b>	<b>16.0%</b>	<b>275,492</b>	<b>16.0%</b>	<b>220,238</b>	<b>177,642</b>	<b>14.5%</b>	<b>(42,596)</b>	<b>(19.3%)</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>		<b>0.0%</b>		<b>12,384</b>	<b>1.0%</b>	<b>12,384</b>	<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>102</b>	<b>0.8%</b>	<b>10,761</b>	<b>87,062</b>	<b>7.1%</b>	<b>76,301</b>	<b>709.1%</b>
<b>SEWER</b>								
<b>REVENUES</b>								
Sewer Charges	98.4%	1,286,784	98.4%	1,072,390	1,072,504	98.8%	114	0.0%
Interest Earnings	0.0%	140	0.0%	140	101	0.0%	(39)	(27.9%)
Other Income	1.5%	20,190	1.5%	16,820	12,432	1.1%	(4,388)	(26.1%)
<b>Total Sewer Revenues</b>	<b>100.0%</b>	<b>1,307,114</b>	<b>100.0%</b>	<b>1,089,350</b>	<b>1,085,037</b>	<b>100.0%</b>	<b>(4,313)</b>	<b>(0.4%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	28.8%	316,060	30.2%	253,617	180,247	26.1%	(73,370)	(28.9%)
Employer Costs	14.7%	160,720	15.7%	131,918	94,772	13.7%	(37,146)	(28.2%)
Power	12.9%	141,021	12.9%	108,290	91,728	13.3%	(16,562)	(15.3%)
Chemicals	6.4%	70,300	5.0%	41,930	31,830	4.6%	(10,100)	(24.1%)
Maint & Repair	15.7%	172,500	15.4%	129,500	98,539	14.3%	(30,961)	(23.9%)
Lab Tests	3.5%	38,250	3.6%	30,250	51,149	7.4%	20,899	69.1%
Permits	2.6%	28,600	3.4%	28,600	36,098	5.2%	7,498	26.2%
Training/Safety	1.1%	12,200	1.1%	9,660	9,741	1.4%	81	0.8%
Equipment Rental	1.5%	16,000	1.7%	14,350	17,140	2.5%	2,790	19.4%
Other Direct Costs	12.9%	141,040	11.0%	92,202	79,560	11.5%	(12,642)	(13.7%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,096,691</b>	<b>100.0%</b>	<b>840,317</b>	<b>690,804</b>	<b>100.0%</b>	<b>(149,513)</b>	<b>(17.8%)</b>
<b>Sewer Income (Loss)</b>	<b>19.2%</b>	<b>210,423</b>	<b>29.6%</b>	<b>249,033</b>	<b>394,233</b>	<b>57.1%</b>	<b>145,200</b>	<b>58.3%</b>
<b>29.7% Net Admin Alloc</b>	<b>19.2%</b>	<b>210,336</b>	<b>20.0%</b>	<b>168,149</b>	<b>135,829</b>	<b>19.7%</b>	<b>(32,320)</b>	<b>(19.2%)</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>		<b>0.0%</b>		<b>5,513</b>	<b>0.8%</b>	<b>5,513</b>	<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>87</b>	<b>9.6%</b>	<b>80,884</b>	<b>252,891</b>	<b>36.6%</b>	<b>172,007</b>	<b>212.7%</b>
<b>DRAINAGE</b>								
<b>REVENUES</b>								
Drainage Charges	100.0%	183,456	100.0%	152,880	152,889	100.0%	9	0.0%
Interest Earnings	0.0%	50	0.0%	50	(8)	0.0%	(58)	(116.0%)
<b>Total Drainage Revenues</b>	<b>100.0%</b>	<b>183,506</b>	<b>100.0%</b>	<b>152,930</b>	<b>152,881</b>	<b>100.0%</b>	<b>(49)</b>	<b>0.0%</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	40.4%	56,730	40.0%	45,521	57,385	49.7%	11,864	26.1%
Employer Costs	20.6%	28,850	20.8%	23,678	26,077	22.6%	2,399	10.1%
Power	9.4%	13,190	8.2%	9,340	5,198	4.5%	(4,142)	(44.3%)
Chemicals	3.8%	5,400	4.0%	4,500	3,197	2.8%	(1,303)	(29.0%)
Maint & Repair	8.5%	11,900	8.8%	10,000	6,159	5.3%	(3,841)	(38.4%)
Permits	3.6%	5,000	4.4%	5,000	5,826	5.0%	826	16.5%
Equipment Rental	3.2%	4,500	4.0%	4,500	9,074	7.9%	4,574	101.6%
Other Direct Costs	10.5%	14,792	10.0%	11,352	2,500	2.2%	(8,852)	(78.0%)
<b>Operational Expenses</b>	<b>100.0%</b>	<b>140,362</b>	<b>100.0%</b>	<b>113,891</b>	<b>115,416</b>	<b>100.0%</b>	<b>1,525</b>	<b>1.3%</b>
<b>Drainage Income (Loss)</b>	<b>30.7%</b>	<b>43,144</b>	<b>34.3%</b>	<b>39,039</b>	<b>37,465</b>	<b>32.5%</b>	<b>(1,574)</b>	<b>(4.0%)</b>
<b>6.1% Net Admin Alloc</b>	<b>30.8%</b>	<b>43,200</b>	<b>30.3%</b>	<b>34,536</b>	<b>27,898</b>	<b>24.2%</b>	<b>(6,638)</b>	<b>(19.2%)</b>
<b>Reserve Expenditures</b>	<b>0.0%</b>		<b>0.0%</b>		<b>2,352</b>	<b>2.0%</b>	<b>2,352</b>	<b>0.0%</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(56)</b>	<b>4.0%</b>	<b>4,503</b>	<b>7,215</b>	<b>6.3%</b>	<b>2,712</b>	<b>60.2%</b>
<b>SECURITY</b>								
<b>REVENUES</b>								
Security Charges	95.5%	1,183,210	95.5%	986,000	986,523	96.5%	523	0.1%
Interest Earnings	0.0%	400	0.0%	400	342	0.0%	(58)	(14.5%)

**Rancho Murieta Community Services District**  
**Budget Performance Report by FUND**  
**YTD THROUGH APRIL 2015**

	<u>% of</u>	<u>Annual</u>	<u>% of</u>	<u>YTD</u>	<u>YTD</u>	<u>% of</u>	<u>YTD VARIANCE</u>	
	<u>Total</u>	<u>Budget</u>	<u>Total</u>	<u>Budget</u>	<u>Actuals</u>	<u>Total</u>	<u>Amount</u>	<u>%</u>
Other Income	4.5%	\$55,160	4.5%	\$45,960	\$35,502	3.5%	(\$10,458)	(22.8%)
<b>Total Security Revenues</b>	<b>100.0%</b>	<b>1,238,770</b>	<b>100.0%</b>	<b>1,032,360</b>	<b>1,022,367</b>	<b>100.0%</b>	<b>(9,993)</b>	<b>(1.0%)</b>
<b>EXPENSES (excluding depreciation)</b>								
Wages	58.2%	637,600	58.0%	513,100	498,976	56.4%	(14,124)	(2.8%)
Employer Costs	32.6%	357,500	33.3%	294,850	289,871	32.8%	(4,979)	(1.7%)
Equipment Repairs	0.4%	4,400	0.4%	3,670	1,435	0.2%	(2,235)	(60.9%)
Vehicle Maintenance	0.6%	6,700	0.6%	5,575	8,135	0.9%	2,560	45.9%
Vehicle Fuel	1.9%	20,550	2.0%	17,650	16,431	1.9%	(1,219)	(6.9%)
Off Duty Sheriff Patrol	0.5%	6,000	0.6%	5,000	6,262	0.7%	1,262	25.2%
Other	5.7%	62,260	5.1%	45,224	63,789	7.2%	18,565	41.1%
<b>Operational Expenses</b>	<b>100.0%</b>	<b>1,095,010</b>	<b>100.0%</b>	<b>885,069</b>	<b>884,899</b>	<b>100.0%</b>	<b>(170)</b>	<b>0.0%</b>
<b>Security Income (Loss)</b>	<b>13.1%</b>	<b>143,760</b>	<b>16.6%</b>	<b>147,291</b>	<b>137,468</b>	<b>15.5%</b>	<b>(9,823)</b>	<b>(6.7%)</b>
<b>20.3% Net Admin Alloc</b>	<b>13.1%</b>	<b>143,765</b>	<b>13.0%</b>	<b>114,930</b>	<b>92,972</b>	<b>10.5%</b>	<b>(21,958)</b>	<b>(19.1%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>(5)</b>	<b>3.7%</b>	<b>32,361</b>	<b>44,496</b>	<b>5.0%</b>	<b>12,135</b>	<b>37.5%</b>
<b>SOLID WASTE REVENUES</b>								
Solid Waste Charges	99.9%	631,830	99.9%	526,520	528,113	99.9%	1,593	0.3%
Interest Earnings	0.1%	400	0.1%	400	278	0.1%	(122)	(30.5%)
<b>Total Solid Waste Revenues</b>	<b>100.0%</b>	<b>632,230</b>	<b>100.0%</b>	<b>526,920</b>	<b>528,391</b>	<b>100.0%</b>	<b>1,471</b>	<b>0.3%</b>
<b>EXPENSES (excluding depreciation)</b>								
CWRS Contract	92.1%	549,840	94.0%	458,200	460,906	94.0%	2,706	0.6%
Sacramento County Admin Fee	5.9%	34,920	6.0%	29,100	29,178	6.0%	78	0.3%
HHW Event	2.0%	12,000	0.0%			0.0%		0.0%
<b>Operational Expenses</b>	<b>100.0%</b>	<b>596,760</b>	<b>100.0%</b>	<b>487,300</b>	<b>490,084</b>	<b>100.0%</b>	<b>2,784</b>	<b>0.6%</b>
<b>Solid Waste Income (Loss)</b>	<b>5.9%</b>	<b>35,470</b>	<b>8.1%</b>	<b>39,620</b>	<b>38,307</b>	<b>7.8%</b>	<b>(1,313)</b>	<b>(3.3%)</b>
<b>5.0% Net Admin Alloc</b>	<b>5.9%</b>	<b>35,410</b>	<b>5.8%</b>	<b>28,308</b>	<b>22,867</b>	<b>4.7%</b>	<b>(5,441)</b>	<b>(19.2%)</b>
<b>Total Net Income (Loss)</b>	<b>0.0%</b>	<b>60</b>	<b>2.3%</b>	<b>11,312</b>	<b>15,440</b>	<b>3.2%</b>	<b>4,128</b>	<b>36.5%</b>
<b>OVERALL NET INCOME(LOSS)</b>	<b>100.0%</b>	<b>188</b>	<b>100.0%</b>	<b>139,821</b>	<b>407,104</b>	<b>100.0%</b>	<b>267,283</b>	<b>191.2%</b>

## MEMORANDUM

Date: May 14, 2015  
To: Board of Directors  
From: Greg Remson, Security Chief  
Subject: Security Report for the Month of April 2015

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### OPERATIONS

Patrol Officer Scarzella attended the Easter Festivities at Stonehouse Park on April 4, 2015.

Patrol Officer Tompkins attended the Kiwanis Kid's Fishing Day at Lake Clementia on April 12, 2015 and the Law Enforcement and Emergency Services Open House at Sacramento Valley Conservancy's Deer Creek Hills Property on April 24, 2015.

Telephone interviews were held this week with potential Gate Officer candidates. In-person interviews will be scheduled next.

Sergeant Jim Bieg has retired from the Security Department after 15 years of exemplary service. We wish Jim the best in the future.

### INCIDENTS OF NOTE

April 11, Thursday, reported at 5:04 p.m. at Clementia Park boat dock. Report of possible drunk subjects. Three (3) 15 years old juveniles found with bottles of alcohol. All appeared to have been drinking. Parents notified and retrieved their children.

April 12, Friday, reported at 3:30 p.m. at Stonehouse Park, theft. Two (2) teens observed riding off on blue and pink razor scooters. Area checked clear.

April 18, Saturday, observed at 9:14 p.m. on Murieta Parkway. 19 year old resident contacted for speeding. Driver showed signs of alcohol impairment. California Highway Patrol (CHP) responded and arrested the driver for DUI, hit & run, possession of marijuana, driving while license suspended, blood/alcohol level over .08, and driving w/combined alcohol/drugs.

April 27, Monday, reported at 6:10 p.m. at Clementia Park. Reporting person concerned that subjects in a boat are intoxicated and may drive home after fishing. Subject was intoxicated and driven home by a sober friend.

During the month of April, District Security Patrol Officers also responded to complaints of loud parties, disturbances, and trespassing.

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

The meeting was held on April 6, 2015 at the Rancho Murieta Association (RMA) office. There were discussions on speed limit signs within the community, boats, fishing, and estate sales. There were hearings on property maintenance, park hours, speeding, and driveway parking. The next meeting is scheduled for May 4, 2015.

**NEW NORTH GATE**

The North Gate Project is nearing completion. The final gate operators/barcode readers/intercoms are in the process of being installed. Asphalt work will begin this week, with a projected completion date of the week on May 18, 2015. I am working with the gate operator/barcode reader vendor on some misreads. Hopefully, those can be corrected this week. Gate Officers are happy about having a new and more efficient gate to work in.

## MEMORANDUM

Date: May 13, 2015  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Water/Wastewater/Drainage Report

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

### **WATER**

Water Plant #1 is offline and under rehabilitation. Water Treatment Plant #2 is currently set at 1.3 million gallons per day (MGD), operating at an average production of 1.03 MGD to meet current water system demands. Total potable water production for April 2015 was approximately 31.82 (MG) or 95.2 acre-feet (af).

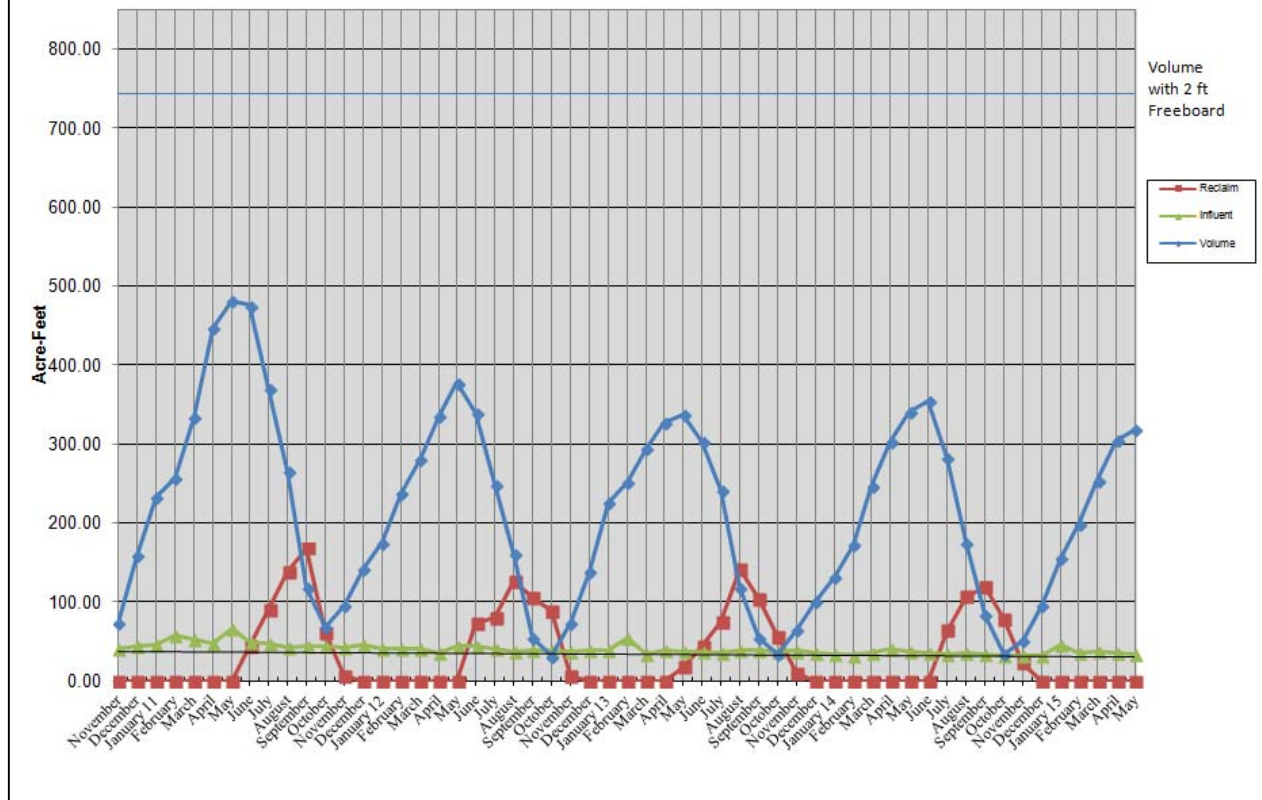
### **WATER SOURCE OF SUPPLY**

On April 6, 2015, the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs measured approximately 1,654.7 MG (5,078 AF) of which 1,490.8 MG (4,575 AF) is usable due to dead storage. For Calero and Chesbro Reservoirs alone, the storage measured 1,313.6 MG (4,031.5 AF), or 939.1 MG (2,580.8 AF) usable. For reference, a recent average year's production has been 580.1 MG (1,781 AF). The reservoirs are at 98.4 percent capacity as measured to the top of the reservoir stop logs mounted in the spillways.

### **WASTEWATER TREATMENT, COLLECTION AND RECLAMATION**

Influent wastewater flow averaged 0.366 million gallons a day, for a total of 11 MG, (33.7 AF) for the month of April. This is approximately 144 gpd per sewer connection. Secondary wastewater storage measured 102.9 MG (315.95 AF) on April 13, 2015 of which 85.6 MG (262.8 acre-feet) is usable volume. No tertiary recycled water was delivered the Rancho Murieta Country Club (RMCC) in April as the tertiary recycling plant is off more than likely until June. The graph below shows where our secondary storage is comparable to previous years, measured on the first Wednesday of each month.

## Volume of Secondary Wastewater in Reservoirs 2011-2015



### DRAINAGE / CIA DITCH

Staff is continuing to cut vegetation in the drainage system. Water is continuing to flow through the CIA ditch through a riparian right for downstream use on ranchland adjacent to the river.

### WATER METERING AND UTILITY STAFF WORK

Utility staff replaced fourteen (14) ¾" water meters and two (2) MXUs. Staff repaired three (3) water service line leaks this past month. Also completed twenty-four (24) underground service alerts (USAs), eleven (11) toilet rebate inspections and thirty-four (34) Utility Star service orders.

### AUGMENTATION WELL

This project is on hold and there is no new activity to report. The Grant deadline for completion is June 1, 2016.

### DEVELOPMENT

The development projects for the Murieta Inn and Retreats West are proceeding. Materials submittals for each project have been provided to the District as they relate to water, sewer, drainage, and recycled water for review and comment back for each submittal. The District will inspect the installation of these systems as they are installed for compliance with the District's standards as well as the sites for SWPPP compliance.

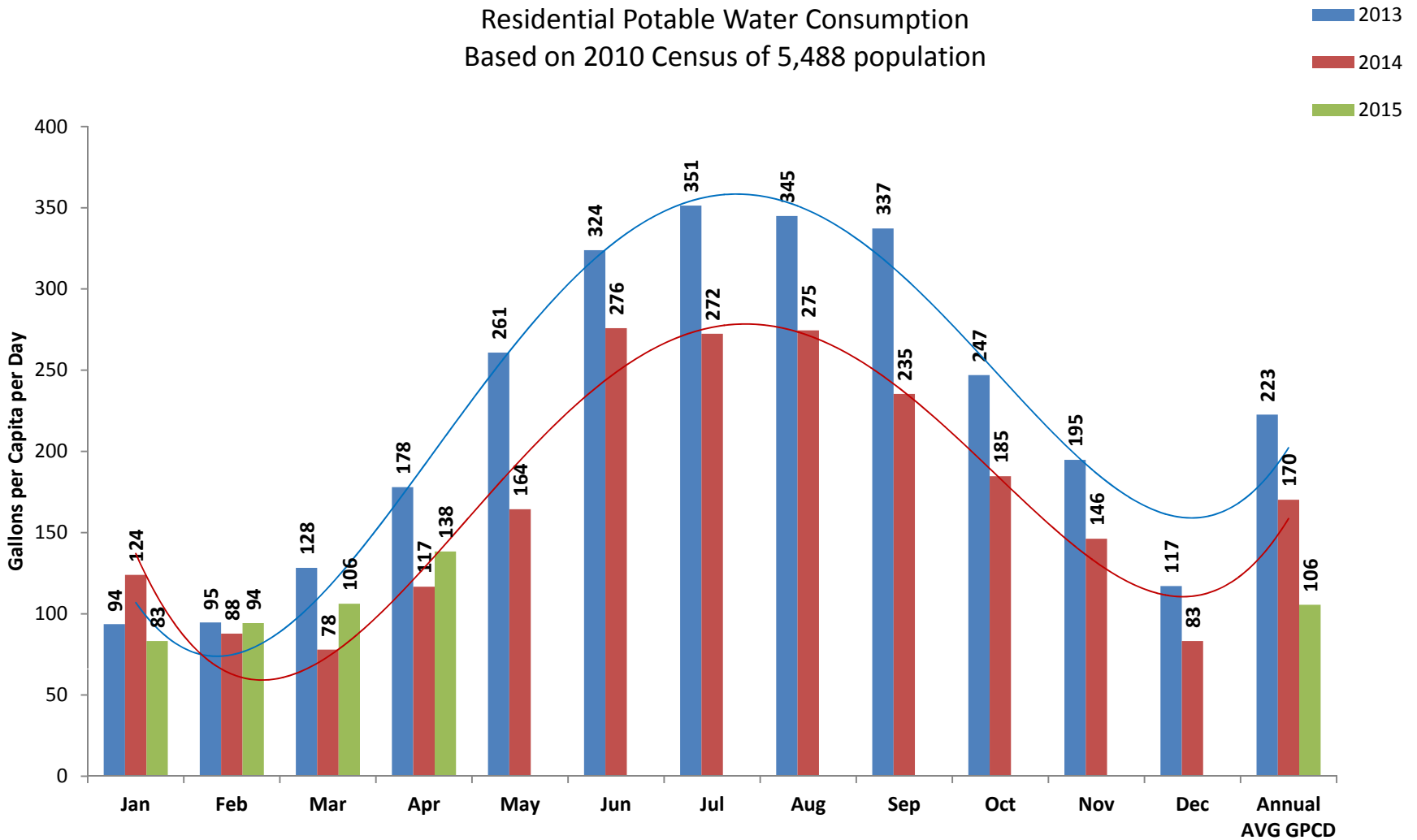


# Rancho Murieta - Gallons per Capita per Day

Comparison of 2013, 2014 and 2015

Residential Potable Water Consumption

Based on 2010 Census of 5,488 population



YTD Conservation achieved April 2014 versus 2013:

18%

2014 versus 2013 annual conservation:

24%

YTD Conservation achieved April 2015 versus 2013:

15%

**RESOLUTION 2015-07**

**IN HONOR OF JAMES BIEG**



**WHEREAS**, James (Jim) Bieg began his career with Rancho Murieta Community Services District as a Temporary Patrol Officer on February 19, 2000; and

**WHEREAS**, Jim became a full time Gate Officer on May 20, 2000; and

**WHEREAS**, Jim promoted to a Patrol Officer on January 27, 2001; and

**WHEREAS**, Jim promoted to Patrol Sergeant on April 30, 2005; and

**WHEREAS**, Jim has been an integral part of the success of the Community Services District, by providing invaluable insight and guidance; and

**WHEREAS**, Jim, through his easy going manner and sense of humor, has endeared himself with many friends and acquaintances in the District and Community; and

**WHEREAS**, Jim has always maintained a "can do" spirit when faced with the District's all inclusive and insatiable demands for his services; and

**WHEREAS**, Jim leaves us, after 15 years of conscientious service to the residents, fellow employees, and Board of Directors of the Rancho Murieta Community Services District.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Rancho Murieta Community Services District commends Jim Bieg for his many years of service to the community and the District, and wishes Jim a happy and fruitful future.

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Gerald Pasek, President

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Betty Ferrara, Vice President

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Paul Gumbinger, Director

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Michael Martel, Director

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Mark Pecotich, Director



(e) Residents shall refrain from watering their lawns and other outdoor landscapes during and within 48 hours after measurable rainfall.

## RESOLUTION NO. R2015-06

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT DECLARING A STAGE TWO WATER SHORTAGE CONDITION AND ADOPTING WATER USE RESTRICTIONS

**BE IT RESOLVED** by the Board of Directors of the Rancho Murieta Community Services District as follows:

1. **Recitals.** This resolution is made with reference to the following background recitals:

- (a) California and the Sacramento Valley are experiencing a serious multi-year drought. Consequently, on April 1, 2015, the Governor issued an Executive Order directing the State Water Resources Control Board ("SWRCB") to impose mandatory water usage restrictions to achieve a statewide twenty-five percent (25%) reduction in potable urban water usage through February 28, 2016.
- (b) The District's Water Shortage Contingency Plan sets forth the actions to be undertaken by the District during a water shortage. The plan groups water supply and conditions into five stages, with the "Normal Stage" used for normal water supply conditions and Stages 1 through 4 used for water shortage conditions of increasing severity.
- (c) California Code of Regulations, title 23, section 865(e) requires public water supply distributors like the District to limit their customers' outdoor irrigation of ornamental landscapes or turf with potable water to no more than two (2) days per week, or to implement other mandatory conservation measures intended to achieve a 20 percent (20%) reduction in water consumption by their customers relative to the amount consumed in 2013.
- (d) Pursuant to the Governor's April 1, 2015 Executive Order, the SWRCB further has issued proposed emergency water conservation regulations amending section 865(e) to require water supply distributors that do not limit their customers' outdoor irrigation of ornamental landscapes or turf with potable water to no more than two (2) days per week to, in the alternative, implement other mandatory conservation measures intended to achieve a twenty-five percent (25%) reduction in water consumption relative to the amount consumed in 2013.
- (e) Water Shortage Stage 2 is the stage in the District's Water Shortage Contingency Plan that restricts landscape irrigation to two (2) days per week and targets a service-wide water use reduction of up to twenty-five percent (25%) per average household or business, and it therefore is the stage that would meet section 865(e)'s existing requirements as well as the SWRCB's proposed emergency water conservation regulations.

(f) The District Board finds that it is necessary and appropriate to declare a Stage 2 water shortage condition and impose water usage restrictions to comply with the SWRCB's proposed emergency water conservation regulations, conserve the State's declining water supplies, and work towards achieving the water conservation goals set forth in the Governor's April 1, 2015 Executive Order.

2. **Authority.** This Resolution is adopted pursuant to Government Code section 61060, California Code of Regulations, title 23, section 865, District Code chapter 14 (Water Code), the District's Water Shortage Contingency Plan, and other applicable law.

3. **Water Shortage Declaration.** The Board of Directors declares and further determines and orders that a Stage 2 water supply condition exists and that the regulations and restrictions in this Resolution become operative.

4. **Water Use Restrictions.** The Board of Directors adopts the following regulations and restrictions on the delivery and consumption of water within the District. All District water customers shall comply with the following mandatory water conservation measures and restrictions:

(a) All Stage "Normal" and Stage 1 actions, as set forth in the District's Water Shortage Contingency Plan, shall remain in force.

(b) Landscape irrigation shall be limited to a maximum of two (2) days per week when necessary and no watering schedule increases (e.g., additional minutes) are permissible on designated watering days. Two (2) days per week watering is sufficient for landscapes in the Rancho Murieta community. Customers are to use cycle and soak watering with up to three (3) short watering cycles. Watering shall be based on the following schedule:

Group A – Murieta North	Mondays and Fridays (from midnight to 10:00 a.m.)
Group B – Murieta South, Murieta Village, Commercial	Tuesdays and Saturdays (from midnight to 10:00 a.m.)

(c) Restaurants shall serve water only upon specific request.

(d) Residents are strongly encouraged to reduce indoor water use by limiting showers, clothes washing and dish washing.

(e) Residents shall refrain from watering their lawns and other outdoor landscapes during and within 48 hours after measurable rainfall.

5. **Enforcement.** The General Manager is authorized and directed to enforce the water use restrictions in this resolution. For an ongoing violation of this resolution after receipt of a notice to comply, the District may terminate water service to the premises where the violation occurs.

6. **Fire and Emergencies.** Nothing in this resolution shall apply to the use of water for purposes of extinguishing fires or responding to other emergency conditions.

7. **Effective Date.** This resolution shall take effect immediately upon its adoption and will remain in effect until repealed or amended by the Board of Directors.

**PASSED AND ADOPTED** this 20th day of May 2015 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

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Gerald Pasek, President of the Board  
Rancho Murieta Community Services District

Attest:

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Suzanne Lindenfeld  
District Secretary

DRAFT

## MEMORANDUM

Date: May 15, 2015  
To: Board of Directors  
From: Darlene J. Gillum, General Manager  
Subject: Review of the Proposed 2015-16 Budget and Capital Projects

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### RECOMMENDED ACTION

Introduce Resolution 2015-08, waive the first reading and continue to the June 17, 2015 Board meeting for adoption.

### BACKGROUND

The purpose of this budget presentation is to receive community input on the budget as well as to receive Board direction addressing adjustments based on community input. The final budget will be adopted at the June 17, 2015 Board of Directors meeting.

It should be noted, that the budget previewed in March 2015 was the basis for rate adjustment notices to the community.

### *Budget Overview*

Staff began the budget process in January 2015 for the fiscal year 2015-16 budget. It has been an iterative process up until the most recent draft budget presented to the Finance Committee in May. Staff has continued to work on fine tuning the proposed 2015-16 budget in an effort to keep rate increases at a minimum while still providing the quality of services expected by the Rancho Murieta community.

### Revenue assumptions used in this proposed budget are:

1. Sacramento County property tax allocation is projected to increase \$8,520, approximately 1.6%, as a result of the County's increase in assessed value.
2. Growth of 16 new residential connections during the fiscal year.
3. The Murieta Inn, new commercial growth, is planned for April 2016.
4. Security and Drainage Special Taxes increase 2%.
5. Water consumption is estimated to continue at 2014 levels; reflecting that conservation continues but is not increased.
6. Solid Waste rate projections have been revised to approximately 1% based on preliminary contract cost increased provided by California Waste Recovery Systems that were half of staff's draft projections.
7. Approximately \$65,000 of Sacramento County property tax revenues are allocated to the Security Fund for the purpose of repaying borrowed reserves.



A comparison of the proposed rate increase by fund **WITH** a Property Tax allocation to the Security Fund is shown in the table below:

	<b>Current Rate 2014-2015</b>	<b>Proposed Rate WITH Property Tax allocation 2015-2016</b>	<b>Percent Increase over 2014-2015 Rates</b>
<b>Security</b>	\$26.93	\$27.47	2.0%
<b>Water</b>			5.45%
Base Charge	\$37.77	\$39.83	
Consumption/cubic foot	\$.0153	\$.0163	
WTP Debt Service Charge	\$6.00	\$6.00	
<b>Sewer</b>	\$45.32	\$46.53	2.67%
<b>Drainage</b>	\$4.73	\$4.82	2.0%
<b>Solid Waste</b>			1.1%
64 gallon container	\$20.65	\$20.88	

**Budget assumptions and cost impact by fund:**

<b>Security – Operating Budget Increase \$79,850</b>	<b>Cost Impact</b>
1. Tentative agreement with the union – 5% salary range adjustment	\$27,500
2. Tentative agreement with union – 2% reduction in District Employer Paid Member Contribution for PERS Classic members	(\$10,393)
3. Non-represented salary increase – 3% average	\$6,000
4. 2% reduction in District Employer Paid Member Contribution for non-represented PERS Classic members	(\$3,028)
5. PERS Employer contribution rate of 8.512% plus \$2,573/month for PERS Classic members (2014-15 rate was 13.322% / 2015-16 effective rate 14.073%)	\$6,354
6. Tentative agreement with the union – medical opt out \$350/mo	\$8,400
7. Medical premium / coverage change from 2014 -15	\$10,928
8. Medical premium increase 1/1/16 of 7%	\$10,531
9. Employer costs (taxes and insurance)	\$6,900
10. Telephones – increase due to new cell phones and plan	\$2,020
11. Power – increase for new North Gate power	\$4,600
12. Uniforms – tentative agreement with union on safety/work boots	\$1,700
13. Vehicle Fuel	(\$1,160)
14. Patrol Training	\$3,300
15. Patrol Equipment / Repairs	\$500
16. Security reserve collection of \$45,680	

<b>Water – Operating Budget Increase \$44,346</b>	<b>Cost Impact</b>
1. Tentative agreement with the union – 5% salary range adjustment and conversion to 6-step salary range (includes promotion of 1)	\$26,132
2. Tentative agreement with union – 2% reduction in District Employer Paid Member Contribution for PERS Classic members	(\$5,900)
3. Non-represented salary increase – 3% average	\$5,691
4. 2% reduction in District Employer Paid Member Contribution for non-represented PERS Classic members	(\$2,983)
5. PERS Employer contribution rate of 8.512% plus \$3,938/month for PERS Classic members (2014-15 rate was 13.322% / 2015-16 effective rate 14.073%)	\$7,382
6. Tentative agreement with the union – medical opt out \$350/mo	\$5,670
7. Medical premium / coverage change from 2014 -15	(\$585)
8. Medical premium increase 1/1/16 of 7%	\$2,417
9. Employer costs (taxes and insurance)	\$4,187
10. Performance Incentive Plan	\$2,700
11. Tentative agreement with the union – Standby Pay @ \$40/day	\$5,832
12. Power – Source of Supply – estimated reduction in SMUD surcharge & 2.5% rate increase	(\$40,400)
13. Power – Water Treatment – estimated increase for new WTP & 2.5% rate increase	\$89,800
14. Power – Transmission & Distribution – 2.5% rate increase	\$1,300
15. Dam Inspection – brought in line with 2013-14 actual	(\$2,980)
16. Taste & Odor Chemicals	(\$32,800)
17. Lab Tests – brought in line with 2013-14 actual	(\$8,000)
18. Taste & Odor Treatment (Ozone)	(\$11,000)
19. Equipment Rental – brought in line with 2014-15 actual	\$7,000
20. Post Repair Road Paving – brought in line with 2013 -14 actual	\$12,000
21. Vehicle Fuel - brought in line with last two years actual	(\$7,460)
22. Training / Safety – brought in line with 2014-15 actual	\$1,800
23. Regional Water Authority – brought in line with last two years actual	(\$6,420)
24. South Area Water Council	(\$6,000)
25. Telephones – increase due to new cell phones and plan	\$2,520
26. Vehicle Maintenance	(\$1,300)
27. Uniforms – tentative agreement with union on safety/work boots	\$1,980
28. Conservation	(\$15,000)
29. Memberships (RWA miscoded to this line item in 2014-15)	\$8,560

<b>Sewer – Operating Budget Increase \$39,240</b>	<b>Cost Impact</b>
1. Tentative agreement with the union – 5% salary range adjustment and conversion to 6-step salary range (includes promotion of 1)	\$18,873
2. Tentative agreement with union – 2% reduction in District Employer Paid Member Contribution for PERS Classic members	(\$4,260)
3. Non-represented salary increase – 3% average	\$4,110
4. 2% reduction in District Employer Paid Member Contribution for non-represented PERS Classic members	(\$2,154)
5. PERS Employer contribution rate of 8.512% plus \$3,938/month for PERS Classic members (2014-15 rate was 13.322% / 2015-16 effective rate 14.073%)	\$5,332
6. Tentative agreement with the union – medical opt out \$350/mo	\$4,095
7. Medical premium / coverage change from 2014 -15	(\$423)
8. Medical premium increase 1/1/16 of 7%	\$1,745
9. Employer costs (taxes and insurance)	\$3,024
10. Performance Incentive Plan	\$1,950
11. Tentative agreement with the union – Standby Pay @ \$40/day	\$4,212
12. Lab Tests – reduction due to new Master Reclamation Permit	(\$22,050)
13. Equipment Maintenance- brought in line with historical trend	\$13,750
14. Vehicle Fuel - brought in line with historical trend	\$2,210
15. Permits – brought in line with historical trend	\$6,500
16. Telephones – increase due to new cell phones and plan	\$1,700
17. Uniforms – tentative agreement with union on safety/work boots	\$900

<b>Drainage – Operating Budget Increase \$2,520</b>	<b>Cost Impact</b>
1. Tentative agreement with the union – 5% salary range adjustment and conversion to 6-step salary range (includes promotion of 1)	\$3,387
2. Tentative agreement with union – 2% reduction in District Employer Paid Member Contribution for PERS Classic members	(\$765)
3. Non-represented salary increase – 3% average	\$738
4. 2% reduction in District Employer Paid Member Contribution for non-represented PERS Classic members	(\$387)
5. PERS Employer contribution rate of 8.512% plus \$3,938/month for PERS Classic members (2014-15 rate was 13.322% / 2015-16 effective rate 14.073%)	\$957
6. Tentative agreement with the union – medical opt out \$350/mo	\$735
7. Medical premium / coverage change from 2014 -15	(\$76)
8. Medical premium increase 1/1/16 of 7%	\$313
9. Employer costs (taxes and insurance)	\$543
10. Performance Incentive Plan	\$350
11. Tentative agreement with the union – Standby Pay @ \$40/day	\$756
12. MS4 Permit	\$1,000
13. Power – brought in line with historical trend plus 2.5% rate increase	(\$3,390)
14. Chemicals – brought in line with historical trend	(\$3,000)
15. Improvements – available balance for projects	\$1,250

<b>Solid Waste – Operating Budget Increase \$6,490</b>	<b>Cost Impact</b>
1. CWRS Contract estimated rate increase of 1.5%	\$8,760
2. Sacramento County estimated rate increase of 2.0%	\$730
3. Household Hazardous Waste Event	(\$3,000)

<b>Admin (General Fund) – Operating Budget Decrease (\$38,250)</b>	<b>Cost Impact</b>
1. Tentative agreement with the union – 5% salary range adjustment and conversion to 6-step salary range (includes starting rate difference)	\$12,600
2. Tentative agreement with union – 2% reduction in District Employer Paid Member Contribution for PERS Classic members	(\$1,860)
3. 2% reduction in District Employer Paid Member Contribution for non-represented PERS Classic members	(\$7,792)
4. Reorganization Wage reduction & 3% non-represented salary increase combined effect	(\$49,000)
5. PERS Employer contribution rate of 8.512% plus \$3,938/month for PERS Classic members (2014-15 rate was 13.322% / 2015-16 effective rate 14.073%)	\$2,926
6. Medical premium / coverage change from 2014 -15	(\$12,000)
7. Medical premium increase 1/1/16 of 7%	\$3,912
8. Liability and Workers Comp Insurance Premium Increase	\$4,310
9. Legal Services	\$12,000
10. Telephones – increase due to new cell phones and plan	\$1,200
11. Consulting	(\$3,000)
12. Training / Safety – brought in line with historical trend	(\$1,200)
13. Power – 2.5% rate increase	\$240
14. Elections costs – removed for non-election year	(\$5,000)
15. Vehicle Maintenance – no vehicles in Admin	(\$1,000)

### **Sample Bill**

The attached Sample Bill shows the proposed rate adjustments according to the most recent budget draft (also attached). The average monthly increase for a residential metered lot, based on the above recommendations, is 3.48%.

### **Budget Summaries by fund**

Budget Summaries by fund are provided to aid in the comparison of changes in the 2015-16 proposed budget with the 2014-15 adopted budget and also the 2014-15 projected annual expenses.

### **Capital Project Listing**

The Capital Project Listing for FY15-16 is attached. There are no new projects added.

## RESOLUTION NO. R2015-08

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT APPROVING THE BUDGET FOR FISCAL YEAR 2014-15

**WHEREAS**, District departments have submitted estimates of budget requirements for Fiscal Year 2015-2016 and those estimates have been reviewed by the General Manager and Finance Committee; and

**WHEREAS**, the General Manager has submitted a proposed budget with the tabulations of the estimates together with proposed revisions to the Board of Directors; and

**WHEREAS**, the Board of Directors has reviewed and considered the proposed budget for Fiscal Year 2015-2016; and

**WHEREAS**, a public presentation and hearing were conducted for the budget for the Fiscal Year 2015-2016 on May 20, 2015 at 5:30 p.m. in the Board Room at 15160 Jackson Road, Rancho Murieta, California.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that (1) the proposed budget for Fiscal Year 2015-2016, as submitted by the District General Manager and as reviewed by the Board of Directors is a proper financial program for the budget period and constitutes the budget for 2015-2016; and (2) the District's 2015-2016 Budget is hereby adopted in the form as presented at this meeting and ordered filed with the County Auditor of Sacramento County in accordance with Sections 53901 and 61110 of the Government Code.

**PASSED AND ADOPTED** this 17<sup>th</sup> day of June 2015, by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Gerald Pasek, President of the Board  
Rancho Murieta Community Services District

[SEAL]

Attest:

---

Suzanne Lindenfeld, District Secretary

# SAMPLE BILL

## Rancho Murieta Community Services District

### Senario 2 Proposed Monthly Rates with Property Tax transfer to Sec

#### Average Monthly Customer Bill

#### Residential Metered Lot

Water	Average Usage in CF
Residential Base	
old rate Water Usage \$ .0153 per cubic foot	
new rate Water Usage \$ .0163 per cubic foot	
<b>Total Water</b>	
<b>WTP Debt Service Charge (interfund borrowing)</b>	
<b>Sewer</b>	
<b>Solid Waste ( avg. 64 Gallon Container)</b>	
<b>Security Tax (Maximum Tax Ceiling \$27.47)</b>	
<b>Drainage Tax (Maximum Tax Ceiling \$4.82)</b>	

Current Monthly Rates July 1, 2014	1700	Proposed Monthly Rates July 1, 2015	1700	\$ Change	% Change
\$ 37.77		\$ 39.83			
26.01		27.71			
\$ 63.78		\$ 67.54		3.76	5.9%
6.00		6.00		-	0.0%
45.32		46.53		1.21	2.7%
20.65		20.88		0.23	1.1%
26.93		27.47		0.54	2.0%
4.73		4.82		0.09	1.9%
<b>\$ 167.41</b>		<b>\$ 173.24</b>		<b>\$ 5.83</b>	

% Change over prior year

**3.48%**

#### Murieta Village Lot

Water	Average Usage in CF
Residential Base	
old rate Water Usage \$ .0153 per cubic foot	
new rate Water Usage \$ .0163 per cubic foot	
<b>Total Water</b>	
<b>WTP Debt Service Charge (interfund borrowing)</b>	
<b>Sewer</b>	
<b>Solid Waste ( avg. 64 Gallon Container)</b>	
<b>Security Tax (Maximum Tax Ceiling \$6.62)</b>	
<b>Drainage Tax (Maximum Tax Ceiling \$3.22)</b>	

	472		472		
\$ 37.77		\$ 39.83			
7.22		7.69			
\$ 44.99		\$ 47.52		2.53	5.6%
6.00		6.00		-	0.0%
45.32		46.53		1.21	2.7%
20.65		20.88		0.23	1.1%
6.49		6.62		0.13	2.0%
3.16		3.22		0.06	1.9%
<b>\$ 126.61</b>		<b>\$ 130.77</b>		<b>\$ 4.16</b>	

% Change over prior year

**3.29%**

#### Vacant or Unmetered Lot

<b>Security Tax (Maximum Tax Ceiling \$21.97)</b>	
* <b>Water Standby</b> \$10.00 PER YEAR	
* <b>Sewer Standby</b> \$10.00 PER YEAR	
<b>Drainage Tax (Maximum Tax Ceiling \$4.82)</b>	

21.54	21.97	2.0%
0.83	0.83	0.0%
0.83	0.83	0.0%
4.73	4.82	1.9%
<b>\$27.93</b>	<b>\$28.45</b>	

% Change over prior year

**1.86%**

\* This fee is billed annually at \$10.00 and is shown as a monthly rate for comparison purposes only.

denotes increase in rates



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

### BUDGET SUMMARY COMBINED FUNDS

	<i>Actual</i> 2013-14	<i>Adopted</i> <i>Budget</i> 2014-15	<i>Projected</i> 2014-15	<i>%</i> <i>Variance</i> 2014-15	<i>Proposed</i> <i>Budget</i> 2015-2016	<i>% Change</i> <i>Budget</i> 2014-15
<b>Revenues:</b>						
Service Charges	5,017,966	<b>5,248,330</b>	5,149,114	-1.9%	<b>5,421,980</b>	3.3%
Property Taxes	520,800	<b>519,960</b>	519,960	0.0	<b>528,480</b>	1.6%
Interest Earnings	1,239	<b>670</b>	1,250	86.5	<b>670</b>	0.0%
Other Charges / Reimbursements	120,233	<b>120,330</b>	109,184	-9.3	<b>117,170</b>	-2.6%
<b>Total Revenues:</b>	<b>5,660,237</b>	<b>5,889,290</b>	<b>5,779,507</b>	<b>-1.9%</b>	<b>6,068,300</b>	<b>3.0%</b>
<b>Expenditures:</b>						
<b>Total Operating Expenses:</b>	<b>5,626,446</b>	<b>5,889,332</b>	<b>5,800,048</b>	<b>-1.5%</b>	<b>6,023,525</b>	<b>2.3%</b>
<b>Security Reserve Collection:</b>	<b>0</b>	<b>47,820</b>	<b>47,820</b>	<b>0.0%</b>	<b>45,680</b>	<b>-4.5%</b>
<b>Initial Overage (Deficit)</b>	33,792	<b>(42)</b>	<b>(20,542)</b>	48243.6	<b>(905)</b>	2030.6
<b>Trans from Rate Stab. Fund</b>	<b>0</b>	<b>0</b>	<b>0</b>	0.0	<b>0</b>	0.0
<b>Transfer from Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	0.0	<b>0</b>	0.0
<b>Net Income (Loss)</b>	<b>33,792</b>	<b>(42)</b>	<b>(20,542)</b>	<b>48243.6</b>	<b>(905)</b>	<b>2030.6</b>
<b>Rate Transfers to Repl Reserves</b>	<b>417,000</b>	<b>450,450</b>	<b>450,450</b>	0.0	<b>421,099</b>	-6.5
<b>Add'l Transfers to Repl Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	0.0	<b>0</b>	0.0
<b>Inter-fund Borrowing Repayment</b>					<b>185,760</b>	
<b>Depreciation</b>	<b>1,104,507</b>	<b>1,125,288</b>	<b>1,084,722</b>	<b>-3.6%</b>	<b>1,088,474</b>	<b>0.3%</b>



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

### BUDGET SUMMARY - SECURITY FUND

	<i>Actual</i>	<i>Adopted</i>		<i>%</i>	<i>Proposed</i>	<i>% Change</i>	<i>% Change</i>
	<i>2013-14</i>	<i>Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>Budget</i>	<i>Projected</i>	<i>Budget</i>
		<i>2014-15</i>	<i>2014-15</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2014-15</i>	<i>2014-15</i>
<b>Revenues:</b>							
<b>Residential Special Taxes</b>	1,017,011	<b>1,029,920</b>	1,030,385	0.0%	<b>1,075,930</b>	4.4%	4.5%
<b>Commercial Special Taxes</b>	168,580	<b>153,290</b>	153,290	0.0	<b>177,970</b>	16.1	16.1%
Late Charges	30,919	<b>36,000</b>	25,582	-28.9	<b>30,000</b>	17.3	-16.7%
Title Transfer Fees	5,700	<b>5,100</b>	5,325	4.4	<b>5,100</b>	-4.2	0.0%
Bar Code Income	7,587	<b>7,800</b>	7,700	-1.3	<b>7,800</b>	1.3	0.0%
Fines, Enforcement	2,100	<b>2,100</b>	2,100	0.0	<b>2,100</b>	0.0	0.0%
Special Events Permits	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0%
Interest Income	513	<b>400</b>	317	-20.8	<b>400</b>	26.2	0.0%
Property Taxes	0	<b>0</b>	0	0.0	<b>65,040</b>	100.0	100.0%
Misc	4,348	<b>4,160</b>	4,157	-0.1	<b>4,160</b>	0.1	0.0%
<b>Operating Revenues</b>	<b>1,236,758</b>	<b>1,238,770</b>	<b>1,228,856</b>	<b>-0.8%</b>	<b>1,368,500</b>	<b>11.4%</b>	<b>10.5%</b>
<b>Expenditures:</b>							
<b>Security Gates</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>Projected</b>	<b>Variance</b>	<b>15-16 Budget</b>	<b>Variance</b>	<b>Variance</b>
Wages	281,385	<b>288,300</b>	284,046	-1.5%	<b>302,900</b>	6.6%	5.1%
Employers Costs	180,759	<b>183,200</b>	182,544	-0.4	<b>188,500</b>	3.3	2.9%
Information Systems Maint	2,060	<b>2,800</b>	2,332	-16.7	<b>2,800</b>	20.0	0.0%
Equipment Repairs	16,240	<b>3,300</b>	2,160	-34.5	<b>3,300</b>	52.8	0.0%
Bar Codes	6,162	<b>5,000</b>	4,311	-13.8	<b>5,000</b>	16.0	0.0%
Telephones	3,190	<b>3,100</b>	3,473	12.0	<b>3,600</b>	3.7	16.1%
Building Maint	3,130	<b>3,250</b>	3,281	0.9	<b>3,250</b>	-0.9	0.0%
Power	2,246	<b>5,000</b>	7,537	50.7	<b>9,600</b>	27.4	92.0%
Uniforms	2,223	<b>2,400</b>	2,135	-11.0	<b>3,400</b>	59.2	41.7%
Supplies	309	<b>200</b>	175	-12.5	<b>200</b>	14.3	0.0%
Training/Safety	50	<b>600</b>	235	-60.8	<b>600</b>	155.3	0.0%
Other	3,447	<b>3,200</b>	6,955	117.4	<b>3,200</b>	-54.0	0.0%
<b>Subtotals</b>	<b>501,201</b>	<b>500,350</b>	<b>499,183</b>	<b>-0.2%</b>	<b>526,350</b>	<b>5.4%</b>	<b>5.2%</b>
<b>Security Patrol</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>Projected</b>	<b>Variance</b>	<b>15-16 Budget</b>	<b>Variance</b>	<b>Variance</b>
Wages	235,654	<b>260,300</b>	247,637	-4.9%	<b>277,000</b>	11.9%	6.4%
Employers Costs	124,827	<b>137,600</b>	136,753	-0.6	<b>166,200</b>	21.5	20.8%
Vehicle Fuel	19,366	<b>20,550</b>	18,821	-8.4	<b>19,390</b>	3.0	-5.6%
Off Duty Sheriff Patrol	3,762	<b>6,000</b>	6,262	4.4	<b>4,000</b>	-36.1	-33.3%
Vehicle Maint.	9,877	<b>6,700</b>	9,148	36.5	<b>9,600</b>	4.9	43.3%
Vehicle Lease	3,007	<b>5,970</b>	1,570	-73.7	<b>5,970</b>	280.4	0.0%
Information Systems Maint	7,982	<b>5,000</b>	5,523	10.5	<b>11,000</b>	99.2	120.0%
Training/Safety	1,890	<b>1,500</b>	2,028	35.2	<b>4,800</b>	136.7	220.0%
Safety Center	1,974	<b>1,920</b>	2,124	10.6	<b>2,110</b>	-0.7	9.9%
Uniforms	1,406	<b>2,400</b>	1,569	-34.6	<b>3,100</b>	97.6	29.2%
Telephones	2,146	<b>2,250</b>	2,541	12.9	<b>3,240</b>	27.5	44.0%
Equipment Repairs	521	<b>1,100</b>	372	-66.2	<b>1,600</b>	330.1	45.5%
Supplies	69	<b>300</b>	228	-24.1	<b>300</b>	31.7	0.0%
Other	420	<b>2,000</b>	2,411	20.5	<b>2,000</b>	-17.0	0.0%
<b>Subtotals</b>	<b>412,900</b>	<b>453,590</b>	<b>436,985</b>	<b>-3.7%</b>	<b>510,310</b>	<b>16.8%</b>	<b>12.5%</b>

## BUDGET SUMMARY - SECURITY FUND

	<i>Actual</i> 2013-14	<i>Adopted</i> <i>Budget</i> 2014-15	<i>Projected</i> 2014-15	<i>%</i> <i>Variance</i> 2014-15	<i>Proposed</i> <i>Budget</i> 2015-16	<i>% Change</i> <i>Projected</i> 2014-15	<i>% Change</i> <i>Budget</i> 2014-15
<b>Security Administration</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>Projected</b>	<b>Variance</b>	<b>15-16 Budget</b>	<b>Variance</b>	<b>Variance</b>
Wages	86,500	<b>89,000</b>	94,493	6.2%	<b>91,200</b>	-3.5%	2.5%
Employers Costs	31,910	<b>36,700</b>	35,390	-3.6	<b>31,700</b>	-10.4	-13.6%
Legal/Consulting	2,015	<b>3,500</b>	8,304	137.2	<b>3,500</b>	-57.8	0.0%
Supplies	5,811	<b>5,000</b>	6,049	21.0	<b>5,000</b>	-17.3	0.0%
Telephones	407	<b>430</b>	934	117.3	<b>960</b>	2.7	123.3%
Information System Maint	3,208	<b>2,240</b>	1,535	-31.5	<b>2,240</b>	46.0	0.0%
Training/Safety	687	<b>1,200</b>	1,363	13.6	<b>1,200</b>	-12.0	0.0%
Travel/Meetings	2,162	<b>800</b>	531	-33.6	<b>800</b>	50.6	0.0%
Uniforms	396	<b>400</b>	320	-20.0	<b>400</b>	25.0	0.0%
Bad Debts	50	<b>600</b>	150	-75.0	<b>0</b>	-100.0	-100.0%
Equipment Maint	3,883	<b>600</b>	685	14.1	<b>600</b>	-12.4	0.0%
Other	3,542	<b>600</b>	1,368	128.0	<b>600</b>	-56.1	0.0%
<b>Subtotals</b>	<b>140,570</b>	<b>141,070</b>	<b>151,122</b>	<b>7.1%</b>	<b>138,200</b>	<b>-8.6%</b>	<b>-2.0%</b>
<b>Operating Expenses</b>	1,054,671	<b>1,095,010</b>	1,087,290	-0.7%	<b>1,174,860</b>	8.1%	7.3%
General Fund Net Allocation	138,284	<b>143,760</b>	136,116	-5.3	<b>147,960</b>	8.7	2.9%
<b>Total Expenses</b>	<b>1,192,955</b>	<b>1,238,770</b>	<b>1,223,406</b>	<b>-1.2%</b>	<b>1,322,820</b>	<b>8.1%</b>	<b>6.8%</b>
<b>Initial Overage(Deficit)</b>	43,803	<b>(0)</b>	5,451	0.0%	<b>90</b>	-98.4%	608.0%
<b>Security Reserves</b>	<b>0</b>	<b>47,820</b>	<b>47,820</b>		<b>45,680</b>		
<b>Transfer from Rate Stab Resr</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>		
<b>Net Income (Loss)</b>	<b>43,803</b>	<b>47,820</b>	<b>53,271</b>	<b>11.4%</b>	<b>0</b>	<b>-100.0%</b>	<b>-100.0%</b>
Depreciation	33,379	<b>33,468</b>	28,717	-14.2%	<b>33,468</b>	16.5%	0.0%

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - WATER FUND

May 7, 2015

	Actual 2013-14	Adopted Budget 2014-15	Projected 2014-15	% Variance 2014-15	Proposed Budget 2015-16	% Change Projected 2014-15	% Change Budget 2014-15
<b>Revenues:</b>							
<b>Residential Sales</b>	1,613,832	1,767,340	1,673,496	-5.3%	1,792,290	7.1%	1.4%
<b>Commercial Sales</b>	170,428	186,950	179,029	-4.2	208,920	16.7	11.8%
<b>Other Sales</b>	8,651	8,410	8,676	3.2	8,410	-3.1	0.0%
<b>Availability Fees</b>	340	340	320	-5.9	320	0.0	-5.9%
Late Charges	15,355	18,000	13,721	-23.8	15,800	15.2	-12.2%
Telephone Line Contracts	5,475	5,460	5,570	2.0	5,600	0.5	2.6%
Meter Installation Fees	0	0	2,352	0.0	6,800	189.1	0.0%
Interest Income	245	80	841	951.4	80	-90.5	0.0%
Inspection Fees	0	0	633	0.0	2,150	239.8	0.0%
Project Reimbursement	0	0	139	0.0	0	-100.0	0.0%
Other	7,952	6,000	12,504	108.4	4,500	-64.0	-25.0%
<b>Operating Revenues</b>	<b>1,822,276</b>	<b>1,992,580</b>	<b>1,897,281</b>	<b>-4.8%</b>	<b>2,044,870</b>	<b>7.8%</b>	<b>2.6%</b>

### Expenditures:

<b>Water Source of Supply</b>	13-14 Actual	14-15 Budget	Projected	Variance	15-16 Budget	Variance	Variance
Wages	18,903	10,540	20,723	96.6%	17,750	-14.3%	68.4%
Employers Costs	11,039	5,340	10,988	105.8	8,570	-22.0	60.5%
Power	104,002	128,500	129,668	0.9	88,100	-32.1	-31.4%
Dam Inspection	35,795	38,150	37,383	-2.0	34,516	-7.7	-9.5%
Chemicals - Routine	2,572	6,500	4,157	-36.1	6,500	56.4	0.0%
Chemicals - Taste & Odor	39,708	40,000	16,427	-58.9	7,200	-56.2	-82.0%
Maint/Repairs	8,180	10,000	19,809	98.1	10,000	-49.5	0.0%
Equipment Rental	4,058	3,000	7,584	152.8	3,000	-60.4	0.0%
Supplies	291	600	150	-75.0	600	300.0	0.0%
Other	250	250	250	0.0	250	0.0	0.0%
<b>Subtotals</b>	<b>224,798</b>	<b>242,880</b>	<b>247,138</b>	<b>1.8%</b>	<b>176,486</b>	<b>-28.6%</b>	<b>-27.3%</b>

<b>Water Treatment</b>	13-14 Actual	14-15 Budget	Projected	Variance	15-16 Budget	Variance	Variance
Wages	164,441	121,560	176,239	45.0%	195,300	10.8%	60.7%
Employers Costs	75,171	61,590	78,925	28.1	94,270	19.4	53.1%
Power	77,179	85,500	78,095	-8.7	175,300	124.5	105.0%
Chemicals	90,982	118,000	90,041	-23.7	118,000	31.1	0.0%
Maint/Repairs	57,769	45,070	49,078	8.9	45,070	-8.2	0.0%
Lab Tests	28,390	36,000	20,859	-42.1	28,000	34.2	-22.2%
Equipment Rental	8,165	8,000	8,000	0.0	8,000	0.0	0.0%
Taste & Odor Treatment	15,329	11,000	17,671	60.6	0	-100.0	-100.0%
Supplies	500	500	505	0.9	500	-0.9	0.0%
Other	500	500	500	0.0	500	0.0	0.0%
<b>Subtotals</b>	<b>518,426</b>	<b>487,720</b>	<b>519,912</b>	<b>6.6%</b>	<b>664,940</b>	<b>27.9%</b>	<b>36.3%</b>

<b>Water Transmission &amp; Distr</b>	13-14 Actual	14-15 Budget	Projected	Variance	15-16 Budget	Variance	Variance
Wages	192,189	194,500	210,485	8.2%	177,540	-15.7%	-8.7%
Employers Costs	92,600	98,540	99,446	0.9	85,700	-13.8	-13.0%
Maint/Repairs	36,275	48,000	35,454	-26.1	48,000	35.4	0.0%
Meters/Box/Valve	50,430	54,000	48,310	-10.5	54,000	11.8	0.0%
Power	41,832	38,700	41,855	8.2	40,000	-4.4	3.4%
Equipment Rental	25,309	19,000	28,355	49.2	26,000	-8.3	36.8%
Post Repair Road Paving	35,035	24,000	44,650	0.0	36,000	-19.4	50.0%
Supplies	4,416	4,000	3,939	-1.5	4,000	1.5	0.0%
Other	5,780	8,200	5,200	-36.6	8,200	57.7	0.0%
<b>Subtotals</b>	<b>483,865</b>	<b>488,940</b>	<b>517,695</b>	<b>5.9%</b>	<b>479,440</b>	<b>-7.4%</b>	<b>-1.9%</b>

## BUDGET SUMMARY - WATER FUND

May 7, 2015

	<i>Actual</i> 2013-14	<i>Adopted</i> Budget 2014-15	<i>Projected</i> 2014-15	<i>%</i> Variance 2014-15	<i>Proposed</i> Budget 2015-16	<i>% Change</i> Projected 2014-15	<i>% Change</i> Budget 2014-15
<b>Water Administration</b>	<b>13-14 Actual</b>	<b>14-15 Budget</b>	<b>Projected</b>	<b>Variance</b>	<b>15-16 Budget</b>	<b>Variance</b>	<b>Variance</b>
Wages	99,939	<b>111,030</b>	91,776	-17.3%	<b>88,770</b>	-3.3%	-20.0%
Employers Costs	46,140	<b>57,750</b>	58,090	0.6	<b>44,350</b>	-23.7	-23.2%
Permits	22,581	<b>32,000</b>	30,323	-5.2	<b>32,000</b>	5.5	0.0%
Equipment Maint	11,673	<b>8,000</b>	21,662	170.8	<b>8,000</b>	-63.1	0.0%
Legal/Consulting	48,136	<b>60,500</b>	59,769	-1.2	<b>60,500</b>	1.2	0.0%
Vehicle Fuel	10,379	<b>18,860</b>	10,335	-45.2	<b>11,400</b>	10.3	-39.6%
Training/Safety	11,647	<b>7,500</b>	10,735	43.1	<b>9,300</b>	-13.4	24.0%
Regional Water Authority	4,836	<b>11,420</b>	0	-100.0	<b>5,000</b>	0.0	-56.2%
Central Ground Water Authority	6,000	<b>6,000</b>	6,000	0.0	<b>6,000</b>	0.0	0.0%
South Area Water Council	0	<b>6,000</b>	0	-100.0	<b>0</b>	0.0	-100.0%
Supplies	4,980	<b>5,500</b>	5,471	-0.5	<b>5,500</b>	0.5	0.0%
Telephones	7,049	<b>7,080</b>	9,327	31.7	<b>9,600</b>	2.9	35.6%
Information Systems Maint	5,920	<b>6,660</b>	3,883	-41.7	<b>6,660</b>	71.5	0.0%
Vehicle Maint.	13,807	<b>21,300</b>	20,237	-5.0	<b>20,000</b>	-1.2	-6.1%
Tools	9,743	<b>4,000</b>	12,310	207.8	<b>4,000</b>	-67.5	0.0%
CIA Ditch Operations	275	<b>3,500</b>	980	-72.0	<b>3,500</b>	257.3	0.0%
Uniforms	4,301	<b>3,000</b>	3,044	1.5	<b>4,980</b>	63.6	66.0%
Conservation	50,535	<b>65,000</b>	29,170	-55.1	<b>50,000</b>	71.4	-23.1%
Travel/Meetings	1,577	<b>1,800</b>	2,264	25.8	<b>1,800</b>	-20.5	0.0%
Copier Maintenance	0	<b>300</b>	<b>300</b>	0.0	<b>300</b>	0.0	0.0%
Memberships	2,472	<b>2,390</b>	10,445	337.0	<b>10,950</b>	4.8	358.2%
Bad Debts	500	<b>500</b>	500	0.0	<b>500</b>	0.0	0.0%
Building Maint	1,601	<b>1,650</b>	1,703	3.2	<b>1,650</b>	-3.1	0.0%
Nonroutine Maint/Repair	89,110	<b>50,000</b>	36,811	-26.4	<b>50,000</b>	35.8	0.0%
Other	10,449	<b>6,000</b>	3,822	-36.3	<b>6,000</b>	57.0	0.0%
<b>Subtotals</b>	<b>463,648</b>	<b>497,740</b>	<b>428,959</b>	<b>-13.8%</b>	<b>440,760</b>	<b>2.8%</b>	<b>-11.4%</b>
<b>Operating Expenses</b>	1,690,737	<b>1,717,280</b>	1,713,704	<b>-0.2%</b>	<b>1,761,626</b>	<b>2.8%</b>	<b>2.6%</b>
<b>Reserve Expenditures</b>	14,784	<b>0</b>	12,384		<b>0</b>		
General Fund Net Alloc	264,987	<b>275,490</b>	260,832	-5.3	<b>283,530</b>	8.7	2.9%
<b>Total Expenses</b>	<b>1,970,509</b>	<b>1,992,770</b>	<b>1,986,919</b>	<b>-0.3%</b>	<b>2,045,156</b>	<b>2.9%</b>	<b>2.6%</b>
<b>Initial Overage(Deficit)</b>	(148,232)	<b>(190)</b>	(89,639)	46990.9%	<b>(287)</b>	-99.7%	50.5%
<i>Transfer from Fund Balance</i>	0	<b>0</b>	0		<b>0</b>		
<i>Transfer from Rate Stab Resr</i>	0	<b>0</b>	0		<b>0</b>		
<b>Net Income (Loss)</b>	<b>(148,232)</b>	<b>(190)</b>	<b>(89,639)</b>		<b>(287)</b>		
Depreciation	482,203	<b>492,000</b>	482,897	-1.9%	<b>481,840</b>		
<b>Replacement Reserves and Debt Service Summary</b>							
Interfund Borrowing Repayment					<b>185,760</b>		
Water Reserves Collected					<b>212,248</b>		

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - SEWER FUND

May 7, 2015

	<i>Actual</i> 2013-14	<i>Adopted</i> Budget 2014-15	<i>Projected</i> 2014-15	<i>%</i> Variance 2014-15	<i>Proposed</i> Budget 2015-16	<i>% Change</i> Projected 2014-15	<i>% Change</i> Budget 2014-15
<b>Revenues:</b>							
<b>Residential Service</b>	1,122,216	<b>1,165,290</b>	1,165,059	0.0%	<b>1,204,610</b>	3.4%	3.4%
<b>Commercial Service</b>	115,076	<b>121,100</b>	121,635	0.4	<b>126,590</b>	4.1	4.5%
<b>Availability Fees</b>	400	<b>400</b>	400	0.0	<b>390</b>	-2.5	-2.5%
Late Charges	15,465	<b>18,000</b>	13,721	-23.8	<b>15,800</b>	15.2	-12.2%
Interest Income	413	<b>140</b>	89	-36.6	<b>140</b>	57.6	0.0%
Project Reimbursement	2,190	<b>2,190</b>	2,190	0.0	<b>2,190</b>	0.0	0.0%
Inspection Fees	0	<b>0</b>	380	0.0	<b>2,150</b>	466.4	0.0%
Other	3,059	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
<b>Operating Revenues</b>	<b>1,258,819</b>	<b>1,307,120</b>	<b>1,303,473</b>	<b>-0.3%</b>	<b>1,351,870</b>	<b>3.7%</b>	<b>3.4%</b>

### Expenditures:

<b>Sewer Collection</b>	<i>13-14 Actual</i>	<i>14-15 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>15-16 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	99,669	<b>113,460</b>	96,246	-15.2%	<b>124,280</b>	29.1%	9.5%
Employers Costs	47,673	<b>57,480</b>	48,757	-15.2	<b>59,990</b>	23.0	4.4%
Power	13,263	<b>15,020</b>	14,519	-3.3	<b>14,700</b>	1.2	-2.1%
Maint/Repairs	59,253	<b>40,000</b>	38,476	-3.8	<b>40,000</b>	4.0	0.0%
Equipment Rental	2,206	<b>6,000</b>	8,017	33.6	<b>6,000</b>	-25.2	0.0%
Supplies	1,075	<b>3,300</b>	2,022	-38.7	<b>3,300</b>	63.2	0.0%
Other	0	<b>1,000</b>	1,000	0.0	<b>1,000</b>	0.0	0.0%
<b>Subtotals</b>	<b>223,139</b>	<b>236,260</b>	<b>209,037</b>	<b>-11.5%</b>	<b>249,270</b>	<b>19.2%</b>	<b>5.5%</b>

<b>Sewer Treatment &amp; Disposal</b>	<i>13-14 Actual</i>	<i>14-15 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>15-16 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	122,395	<b>153,980</b>	117,412	-23.7%	<b>186,420</b>	58.8%	21.1%
Employers Costs	60,986	<b>78,010</b>	61,576	-21.1	<b>89,980</b>	46.1	15.3%
Power	128,688	<b>126,000</b>	120,919	-4.0	<b>126,000</b>	4.2	0.0%
Maint/Repairs	62,467	<b>75,000</b>	63,672	-15.1	<b>75,000</b>	17.8	0.0%
Chemicals	64,633	<b>70,300</b>	66,380	-5.6	<b>70,300</b>	5.9	0.0%
Lab Tests	35,356	<b>38,250</b>	61,587	61.0	<b>16,200</b>	-73.7	-57.6%
Supplies	150	<b>900</b>	1,311	45.6	<b>900</b>	-31.3	0.0%
Equipment Rental	15,811	<b>10,000</b>	11,046	10.5	<b>10,000</b>	-9.5	0.0%
Sludge Removal Off Site	7,325	<b>7,000</b>	10,072	43.9	<b>7,000</b>	-30.5	0.0%
<b>Subtotals</b>	<b>497,811</b>	<b>559,440</b>	<b>513,975</b>	<b>-8.1%</b>	<b>581,800</b>	<b>13.2%</b>	<b>4.0%</b>

## BUDGET SUMMARY - SEWER FUND

May 7, 2015

	<i>Actual</i> 2013-14	<i>Adopted</i> Budget 2014-15	<i>Projected</i> 2014-15	<i>%</i> Variance 2014-15	<i>Proposed</i> Budget 2015-16	<i>% Change</i> Projected 2014-15	<i>% Change</i> Budget 2014-15
<b>Sewer Administration</b>							
Wages	42,032	<b>48,620</b>	37,935	-22.0%	<b>35,510</b>	-6.4%	-27.0%
Employers Costs	18,118	<b>25,230</b>	16,865	-33.2	<b>17,730</b>	5.1	-29.7%
Equipment Maint	30,388	<b>17,500</b>	36,700	109.7	<b>31,250</b>	-14.9	78.6%
Vehicle Fuel	14,736	<b>12,280</b>	14,713	19.8	<b>14,490</b>	-1.5	18.0%
Permits	30,046	<b>28,600</b>	35,191	23.0	<b>35,100</b>	-0.3	22.7%
Legal/Consulting (Engineer)	46,574	<b>80,000</b>	77,641	-2.9	<b>80,000</b>	3.0	0.0%
Training/Safety	15,339	<b>12,200</b>	12,580	3.1	<b>12,200</b>	-3.0	0.0%
Supplies	4,273	<b>4,200</b>	3,885	-7.5	<b>4,200</b>	8.1	0.0%
Information Systems Maint	4,008	<b>5,010</b>	3,580	-28.5	<b>5,010</b>	39.9	0.0%
Vehicle Maint.	4,080	<b>6,000</b>	7,184	19.7	<b>6,000</b>	-16.5	0.0%
Tools	6,211	<b>4,200</b>	16,606	295.4	<b>4,200</b>	-74.7	0.0%
Telephones	6,238	<b>6,300</b>	7,262	15.3	<b>8,000</b>	10.2	27.0%
Uniforms	4,445	<b>3,400</b>	3,428	0.8	<b>4,300</b>	25.4	26.5%
Travel/Meetings	1,642	<b>2,000</b>	2,539	27.0	<b>2,000</b>	-21.2	0.0%
Building Maint	1,561	<b>1,650</b>	1,670	1.2	<b>1,670</b>	0.0	1.2%
Copier Maintenance	510	<b>800</b>	615	-23.1	<b>800</b>	30.0	0.0%
Memberships	479	<b>400</b>	1,431	257.7	<b>400</b>	-72.0	0.0%
Bad Debts	300	<b>600</b>	600	0.0	<b>0</b>	-100.0	-100.0%
Sewer General Fine	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
Nonroutine Maint/Repair	37,739	<b>40,000</b>	36,524	-8.7	<b>40,000</b>	9.5	0.0%
Other	5,192	<b>2,000</b>	2,481	24.1	<b>2,000</b>	-19.4	0.0%
<b>Subtotals</b>	<b>273,910</b>	<b>300,990</b>	<b>319,430</b>	<b>6.1%</b>	<b>304,860</b>	<b>-4.6%</b>	<b>1.3%</b>
<b>Operating Expenses</b>	994,861	<b>1,096,690</b>	1,042,442	-4.9%	<b>1,135,930</b>	9.0%	3.6%
<b>Reserve Expenditures</b>	29,631	<b>0</b>	0		<b>0</b>		
General Fund Net Allocation	202,317	<b>210,340</b>	199,144	-5.3	<b>216,470</b>	8.7	2.9%
<b>Total Expenses</b>	<b>1,226,808</b>	<b>1,307,030</b>	<b>1,241,587</b>	<b>-5.0%</b>	<b>1,352,400</b>	<b>8.9%</b>	<b>3.5%</b>
<b>Initial Overage(Deficit)</b>	32,011	<b>90</b>	61,886	68709.2%	<b>(530)</b>	-100.9%	-689.2%
<i>Transfer from Misc Reserve:</i>	0	<b>0</b>	0		<b>0</b>		
<i>Transfer from Rate Stab Res</i>	0	<b>0</b>	0		<b>0</b>		
<b>Net Income (Loss)</b>	<b>32,011</b>	<b>90</b>	<b>61,886</b>		<b>(530)</b>		
Depreciation	588,925	<b>599,820</b>	573,108	-4.5	<b>573,164</b>	0.0	-4.4

### Replacement Reserves and Debt Service Summary

Sewer Reserves Collected

208,851

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - DRAINAGE FUND

May 7, 2015

	<i>Actual</i> 2013-14	<i>Adopted</i> <i>Budget</i> 2014-15	<i>Projected</i> 2014-15	<i>%</i> <i>Variance</i> 2014-15	<i>Proposed</i> <i>Budget</i> 2015-16	<i>% Change</i> <i>Projected</i> 2014-15	<i>% Change</i> <i>Budget</i> 2014-15
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### Revenues:

<b>Residential Special Taxes</b>	150,788	<b>153,650</b>	153,676	0.0%	<b>156,730</b>	2.0%	2.0%
<b>Commercial Special Taxes</b>	29,208	<b>29,810</b>	29,789	-0.1	<b>30,400</b>	2.1	2.0%
Interest Income	68	<b>50</b>	3	-94.9	<b>50</b>	1845.5	0.0%
Inspection Fees	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
Other	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
<b>Operating Revenues</b>	<b>180,063</b>	<b>183,511</b>	<b>183,467</b>	<b>0.0%</b>	<b>187,180</b>	<b>2.0%</b>	<b>2.0%</b>

### Expenditures:

	13-14 Actual	14-15 Budget	Projected	Variance	15-16 Budget	Variance	Variance
Wages	47,116	<b>56,730</b>	67,689	19.3	<b>62,140</b>	-8.2	9.5%
Employers Costs	22,141	<b>28,850</b>	30,758	6.6	<b>30,100</b>	-2.1	4.3%
MS4 Permit	4,864	<b>5,000</b>	5,826	16.5	<b>6,000</b>	3.0	20.0%
Power	11,099	<b>13,190</b>	8,685	-34.2	<b>9,800</b>	12.8	-25.7%
Chemicals	1,868	<b>5,400</b>	2,363	-56.2	<b>2,400</b>	1.6	-55.6%
Maint/Repairs	6,539	<b>11,900</b>	13,047	9.6	<b>11,900</b>	-8.8	0.0%
Equipment Rental	1,411	<b>4,500</b>	9,574	112.8	<b>4,500</b>	-53.0	0.0%
Improvements	12,000	<b>11,040</b>	11,040	0.0	<b>12,290</b>	11.3	11.3%
Legal/Consulting	1,000	<b>2,000</b>	2,816	40.8	<b>2,000</b>	-29.0	0.0%
Uniforms	200	<b>200</b>	200	0.0	<b>200</b>	0.0	0.0%
Tools	3,065	<b>400</b>	893	123.3	<b>400</b>	-55.2	0.0%
Bad Debts	0	<b>0</b>	0	0.0	<b>0</b>	0.0	0.0%
Other	361	<b>1,100</b>	1,118	1.6	<b>1,100</b>	-1.6	0.0%
<b>Subtotals</b>	<b>111,662</b>	<b>140,310</b>	<b>154,008</b>	<b>9.8%</b>	<b>142,830</b>	<b>-7.3%</b>	<b>1.8%</b>
<b>Operating Expenses</b>	111,662	<b>140,310</b>	154,008	9.8%	<b>142,830</b>	-7.3%	1.8%
<b>Reserve Expenditures</b>	18,922	<b>0</b>	0		<b>0</b>		
General Fund Net Allocation	41,553	<b>43,200</b>	40,902	-5.3	<b>44,460</b>	8.7	2.9%
<b>Total Expenses</b>	<b>172,137</b>	<b>183,510</b>	<b>194,910</b>	<b>6.2%</b>	<b>187,290</b>	<b>-3.9%</b>	<b>2.1%</b>
<b>Net Income (Loss)</b>	<b>7,925</b>	<b>0</b>	<b>(11,443)</b>	<b>0.0%</b>	<b>(110)</b>	<b>-99.0%</b>	<b>100.0%</b>



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - SOLID WASTE FUND

May 7, 2015

	<i>Actual</i> 2013-14	<i>Adopted</i> <i>Budget</i> 2014-15	<i>Projected</i> 2014-15	<i>%</i> <i>Variance</i> 2014-15	<i>Proposed</i> <i>Budget</i> 2015-16	<i>% Change</i> <i>Projected</i> 2014-15	<i>% Change</i> <i>Budget</i> 2014-15
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### Revenues:

<b>Solid Waste Charges</b>	621,437	<b>631,830</b>	633,359	0.2%	<b>639,420</b>	1.0%	1.2%
Other	385	<b>400</b>	297	-25.8	<b>300</b>	1.1%	-25.0%
<b>Operating Revenues</b>	<b>621,822</b>	<b>632,230</b>	<b>633,656</b>	<b>0.2</b>	<b>639,720</b>	<b>1.0%</b>	<b>1.2%</b>

### Expenditures:

	<i>13-14 Actual</i>	<i>14-15 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>15-16 Budget</i>	<i>Variance</i>	<i>Variance</i>
CWRS Contract	544,782	<b>549,840</b>	552,318	0.5%	<b>558,600</b>	1.1%	1.6%
Sac. County Admin. Fee	34,657	<b>34,920</b>	34,992	0.2	<b>35,650</b>	1.9%	2.1%
Consulting/Legal	1,407	<b>0</b>	0	0.0	<b>0</b>	0.0%	0.0%
HHW Event	12,000	<b>12,000</b>	12,000	0.0	<b>9,000</b>	-25.0%	-25.0%
Bad Debts	0	<b>0</b>	0	0.0	<b>0</b>	0.0%	0.0%
<b>Total Expenses</b>	<b>592,846</b>	<b>596,760</b>	<b>599,310</b>	<b>0.4</b>	<b>603,250</b>	<b>0.7%</b>	<b>1.1%</b>
<b>Operating Expenses</b>	592,846	<b>596,760</b>	599,310	0.4	<b>603,250</b>	0.7%	1.1%
General Fund Net Allocation	34,060	<b>35,410</b>	33,526	-5.3	<b>36,440</b>	8.7%	2.9%
<b>Total Expenses</b>	<b>626,906</b>	<b>632,170</b>	<b>632,836</b>	<b>0.1</b>	<b>639,690</b>	<b>1.1%</b>	<b>1.2%</b>
<b>Net Income (Loss)</b>	<b>(5,085)</b>	<b>60</b>	<b>820</b>	<b>1266.3</b>	<b>30</b>	<b>-96.3%</b>	<b>-50.0%</b>



# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## BUDGET SUMMARY - GENERAL FUND

May 7, 2015

	<i>Actual</i>	<i>Adopted</i>		<i>%</i>	<i>Proposed</i>	<i>% Change</i>	<i>% Change</i>
	<i>2013-14</i>	<i>Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>Budget</i>	<i>Projected</i>	<i>Budget</i>
		<i>2014-15</i>	<i>2014-15</i>	<i>2014-15</i>	<i>2015-16</i>	<i>2014-15</i>	<i>2014-15</i>
<b>Revenues:</b>							
Property Taxes	520,800	519,960	519,960	0.0%	463,440	-10.9%	-10.9%
Title Transfer Fees	11,550	12,000	9,500	-20.8	9,600	1.1	-20.0%
Project Reimbursement	4,948	0	0	0.0	0	0.0	0.0%
Interest	178	120	210	74.8	120	-42.8	0.0%
CIA Ditch Admin Service Charges	1,800	1,800	1,800	0.0	1,800	0.0	0.0%
Other	1,225	1,200	1,304	8.7	1,200	-8.0	0.0%
<b>Total Operating Revenues</b>	<b>540,500</b>	<b>535,080</b>	<b>532,774</b>	<b>-0.4%</b>	<b>476,160</b>	<b>-10.6%</b>	<b>-11.0%</b>

**Expenditures:**

	<i>13-14 Actual</i>	<i>14-15 Budget</i>	<i>Projected</i>	<i>Variance</i>	<i>15-16 Budget</i>	<i>Variance</i>	<i>Variance</i>
Wages	507,214	552,900	449,599	-18.7%	505,100	12.3%	-8.6%
Director Meeting Stipends	13,600	18,000	15,900	-11.7	18,000	13.2	0.0%
Employers Costs	264,092	305,000	242,644	-20.4	302,200	24.5	-0.9%
Liability Insurance	64,610	77,290	81,635	5.6	86,400	5.8	11.8%
Information Systems Maintenance	84,676	79,400	79,706	0.4	79,400	-0.4	0.0%
Community Communications	8,550	5,900	3,196	-45.8	5,900	84.6	0.0%
Legal	29,230	30,000	68,278	127.6	42,000	-38.5	40.0%
Office Supplies	28,916	22,800	20,858	-8.5	22,800	9.3	0.0%
Building/Grounds Maintenance	16,769	17,820	20,203	13.4	17,820	-11.8	0.0%
Postage	21,941	22,200	21,185	-4.6	22,200	4.8	0.0%
Telephones	4,716	4,800	5,363	11.7	6,000	11.9	25.0%
Contingency	12,219	11,000	11,000	0.0	11,000	0.0	0.0%
Audit	14,300	14,300	13,500	-5.6	14,300	5.9	0.0%
Consulting	40,120	6,600	1,698	-74.3	3,600	112.0	-45.5%
Memberships	9,683	9,860	8,994	-8.8	9,860	9.6	0.0%
Training/Safety	4,238	6,000	3,172	-47.1	4,800	51.3	-20.0%
Power	8,299	8,460	8,644	2.2	8,700	0.6	2.8%
Meetings	9,674	9,000	10,785	19.8	9,000	-16.5	0.0%
Director Expense Reimbursement	6,655	6,600	4,586	-30.5	6,600	43.9	0.0%
Vehicle Fuel	2,914	0	0	#DIV/0!	0	0.0	0.0%
Equipment Maint	1,903	2,000	1,790	-10.5	2,000	11.7	0.0%
Election Costs	0	5,000	1,818	-63.6	0	-100.0	100.0%
Mail Machine Lease	2,803	2,800	3,259	16.4	2,800	-14.1	0.0%
Copy Machine Maintenance	20,530	18,250	19,581	7.3	18,250	-6.8	0.0%
Vehicle Maint	829	1,000	0	-100.0	0	0.0	0.0%
Clerical Services	35,906	0	93,470	0.0	0	-100.0	0.0%
Other	7,317	6,300	12,428	97.3	6,300	-49.3	0.0%
<b>Total Operating Expenses</b>	<b>1,221,702</b>	<b>1,243,280</b>	<b>1,203,294</b>	<b>-3.2%</b>	<b>1,205,030</b>	<b>0.1%</b>	<b>-3.1%</b>

**Overage(Deficit)** (681,201) **(708,200)** (670,520) **-5.3%** **(728,870)** **8.7%** 2.9%

2015 - 2016 Capital Improvement Projects List

Project Number	Est Qtr	Project Description	Budget Amount	Funding Source	Life Years	Status
<b>Water / Sewer Department</b>						
1	01-03-1	Geographical Information System (GIS)	100,000	Capital Improvement Reserves	N/A	
2	03-06-2	Security Access System - Water & Wastewater Facilities	40,000	Replacement Reserves - Water / Sewer	10	
3	05-06-1	Granlees Site Access Restriction Improvements	100,000	Capital Improvement Reserves	20	
4	08-05-1	WTP Paint & Exterior Siding Repair	30,000	Replacement Reserves - Water	20	In process
5	08-07-1	Bobcat Compact Track Loader	54,000	Replacement Reserves - Water & Sewer		
6	10-05-1	Excavate Sediment out of Calero	20,000	Replacement Reserves		
7	11-03-1	Fueling Station	40,000	Replacement Reserves - borrow & repay	10	
8	12-01-2	Dump Truck	100,000	Capital Improvements Reserves (Water/Sewer)		In process
9	13-01-2	Hole 13 Culvert Replacement	25,000	Replacement Reserves - Drainage		In process
10	13-02-2	WWRP Filter PLC Replacement	125,000	Replacement Reserves - Sewer		
11	14-01-2	MLN Generator	125,000	Replacement Reserves - Sewer	20	
12	14-02-1	Granlees Forebay Repairs	130,000	Replacement Reserves - Water		
13	14-01-1	Backhoe	70,000	Capital Improvement Reserves - Water & Sewer	10	In process
<b>Department Subtotal</b>			<b>\$ 959,000</b>			
<b>Security Department</b>						
14	05-12-3	Wireless Network Site Survey, Acquisition & Startup Costs	100,000	Capital Improvement Reserves	15	
15	14-01-3	Two Way Radio Replacement	12,000	Replacement Reserves - Security	5	
16	14-02-3	Spare Gate Operator	7,000	Replacement Reserves - Security	5	
<b>Department Subtotal</b>			<b>\$ 119,000</b>			
<b>Admin Department</b>						
17	04-12-4	Records Storage Vault	20,000	Capital Improvement Reserves	25	
18	10-07-4	Electronic Document Management System	25,000	Unrestricted Cash		
19	10-08-4	Email Exchange Server	20,000	Unrestricted Cash		On hold
20	14-01-4	Board Room Audio System Upgrade	12,000	Replacement Reserves - Admin	5	Complete
<b>Department Subtotal</b>			<b>\$ 77,000</b>			
<b>2015-16 Grand Totals</b>			<b>\$1,155,000</b>			

Project number consists of AA-BB-C  
 AA - The year the project is to begin  
 BB - The actual project number assigned for the current year  
 C - The department requesting the project  
 1 - Water  
 2 - Sewer / Drainage  
 3 - Security  
 4 - Admin

## MEMORANDUM

Date: May 15, 2015  
To: Board of Directors  
From: Darlene Gillum, General Manager  
Subject: Review of 2015-16 Proposed Rate and Special Tax Adjustments

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### RECOMMENDED ACTION

Introduce Ordinance O2015-01, an Ordinance of the Rancho Murieta Community Services District, amending Chapter 14 of the District Code relating to Water Service Charges; amending Chapter 15 of the District Code relating to Sewer Service Charges; amending Chapter 16 of the District Code relating to Drainage Service Charges; amending Chapter 16A of the District Code relating to Drainage Special Tax; amending Chapter 21 of the District Code relating to Security Special Tax; and amending Chapter 31 of the District Code relating to Solid Waste Collection and Disposal Service Charges, waive the full reading of the Ordinance and continue to the June 17, 2015 Board meeting for adoption.

### BACKGROUND

The purpose of this rate adjustment hearing is to receive community input on the rate adjustments as well as to receive Board direction addressing adjustments based on community input.

The budget previewed in March was the basis for rate adjustment notices to the community.

To formally adopt new rates, various chapters of the District Code will be changed by approving the attached Ordinance 2015-01, which reflects the rates associated with the March draft budget.

### *Rate Adjustment Overview*

Staff is recommending the following increases to the Water, Sewer and Solid Waste enterprise funds and the Security and Drainage special tax rates based on the May budget draft (these rates are lower than those published in Ordinance 2013-01 and lower than the Prop 218 notice rates):

### WATER

The proposed 2015-16 monthly bill increase for an average consumption residential metered lot is projected to be \$3.76 or 5.9%.

	Current Rate 2014-15	Proposed 2015-16
Base Charge (w/o reserve contribution)	\$31.38	\$33.22
Reserve Contribution	\$6.39	\$6.39
<b>Total Base Charge</b>	<b>\$37.77</b>	<b>\$39.83</b>
Debt Service Charge (repay internal borrowing)	\$6.00	\$6.00
Usage Charge (per cf)	\$.0153	\$.0163
<ul style="list-style-type: none"> <li>Non-residential customers are charged one base charge per month per meter plus the reserve contribution times their Water EDU (equivalent dwelling unit) value plus usage</li> </ul>		

### SEWER

The proposed 2015-16 monthly bill increase for a residential metered lot is projected to be \$1.21 or 2.67%.

	Current Rate 2014-15	Proposed 2015-16
Base Charge (w/o reserve contribution)	\$39.01	\$40.22
Reserve Contribution	\$6.31	\$6.31
<b>Total Base Charge</b>	<b>\$45.32</b>	<b>\$46.53</b>
<ul style="list-style-type: none"> <li>Non-residential customers are charged the base charge plus the reserve contribution times their Sewer EDU (equivalent dwelling unit) value</li> </ul>		

### DRAINAGE

The proposed 2015-16 monthly bill increase for a residential metered lot is projected to be \$.09 or 1.9%.

Developed Property	Current Rate 2014-15	Proposed 2015-16	Max Rate 2015-16
<b>Residential (per lot)</b>			
Metered	\$4.73	\$4.82	\$4.82
Unmetered	\$4.73	\$4.82	\$4.82
The Villas	\$3.16	\$3.22	\$3.22
Murieta Village	\$3.16	\$3.22	\$3.22
<b>Non-Residential (per acre)</b>			
1 Retail	\$23.642	\$24.115	\$24.115
2 Industrial/Whse	\$25.118	\$25.620	\$25.620
3 Light Industrial	\$19.207	\$19.591	\$19.591
4 Office	\$22.164	\$22.607	\$22.607
5 Landscape (golf course/park sites)	\$4.433	\$4.522	\$4.522
6 Murieta Equestrian Center	\$1.711	\$1.745	\$1.745
7 RMCC (club house and parking)	\$0.000	\$0.000	\$0.000
8 Airport	\$1.970	\$2.009	\$2.009
9 Geyer Property	\$14.775	\$15.071	\$15.071
<b>Undeveloped Property</b>			
Residential & Non-Residential	\$2.790	\$2.846	\$2.846

### SECURITY

The proposed 2015-16 monthly bill increase for a residential inside-gate metered lot is projected to be \$0.54 or 2.0%.

Developed Property	Current Rate 2014-15	Proposed 2015-16	Max Rate 2015-16
<b>Residential (per lot)</b>			
Inside Gates			
Metered	\$26.93	\$27.47	\$27.47
Unmetered	\$21.54	\$21.97	\$21.97
Outside Gates	\$6.49	\$6.62	\$6.62
<b>Non-Residential (per Building square foot)</b>			
1 Highway Retail	\$.2426	\$.2475	\$.2475
2 Other Retail/comm.	\$.0262	\$.0267	\$.0267
3 Industrial/Whse/Lt Industrial	\$.0571	\$.0582	\$.0582
4 Office	\$.0137	\$.0140	\$.0140
5 Institutional	\$.0137	\$.0140	\$.0140
6 Public Utility	\$.0435	\$.0444	\$.0444
7 Murieta Equestrian Center	\$.0040	\$.0041	\$.0041
8 RMCC	\$.0683	\$.0697	\$.0697
9 Airport	\$.0173	\$.0176	\$.0176
<b>Undeveloped Property (per acre)</b>			
Inside Gates	\$22.7785	\$23.2341	\$23.2341
Outside Gates	\$3.39.45	\$3.4624	\$3.4624

### SOLID WASTE

The proposed 2015-16 monthly bill increase for a 64 gallon container is projected to be \$.23 (\$.21 for the container and \$.02 for the Sacramento County Surcharge) or 1.1%, related to operational cost increases per contract with California Waste Recovery Services.

	Current Rate 2014-15	Proposed 2015-16
38 gallon container (T38)	\$17.75	\$17.94
64 gallon container (T64)	\$19.46	\$19.67
96 gallon container (T96)	\$28.97	\$29.27
Extra Cart (38 gallon)	\$7.88	\$8.10
Extra Cart (64 gallon)	\$9.94	\$10.09
Extra Cart (96 gallon)	\$21.12	\$21.44
Extra Recycle Cart	\$6.37	\$6.47
Extra Yard Waste Cart	\$6.37	\$6.47
Yard Waste Exemption	(\$2.00)	(\$2.00)
Sac County Surcharge	\$1.19	\$1.21

The average increase in the monthly bill for a residential metered lot is approximately 3.48% as a result of these recommended rate increases.

## ORDINANCE NO. O2015-01

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT, AMENDING CHAPTER 14 OF THE DISTRICT CODE, RELATING TO WATER SERVICE CHARGES; AMENDING CHAPTER 15 OF THE DISTRICT CODE RELATING TO SEWER SERVICE CHARGES; AMENDING CHAPTER 16A OF THE DISTRICT CODE RELATING TO DRAINAGE SPECIAL TAX; AMENDING CHAPTER 21 OF THE DISTRICT CODE RELATING TO SECURITY SPECIAL TAX; AND AMENDING CHAPTER 31 OF THE DISTRICT CODE RELATING TO SOLID WASTE COLLECTION AND DISPOSAL SERVICE CHARGES**

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

SECTION 1. Purpose and Authority. The purposes of this ordinance are to (a) increase the District water, sewer and solid waste collection and disposal service charges in order to reflect and provide for operation, maintenance and other cost increases due to inflation, increased regulatory costs, increased costs of supplies, services, labor and benefits, and other factors, and (b) increase the District drainage special tax and security special tax to implement the voter-authorized annual adjustments. This ordinance is adopted pursuant to California Constitution articles XIII C, section 2, and XIII D, section 6, Government Code sections 61115, 61121 and 61123, District Ordinances Nos. 98-1 and 98-2, and other applicable law.

SECTION 2. Findings. The Board of Directors finds and determines as follows:

(a) As calculated and demonstrated in the 2015-16 District budget, the increased service charges implemented by this ordinance have been fixed in amounts sufficient to pay the operating expenses of the District's water, sewer and solid waste operations, provide for and fund repairs and replacement of utility system works and equipment, provide for increased costs of regulatory compliance, fund financial reserves, and, pay debt service and other costs.

(b) The increased service charges are reasonably related to, and do not exceed, the District's cost of providing each of the services.

(c) The revenues derived from the service charges do not exceed the funds required to provide the services and will not be used for any purpose other than the listed services.

(d) The amount of the service charges imposed on each customer's parcel does not exceed the proportional cost of the particular service attributable to that parcel.

(e) The District water, sewer and solid waste services are services that are actually used by and immediately available to the owner of each customer parcel.

(f) No portion of these service charge increases are imposed for general governmental services.

(g) As calculated and demonstrated in the 2015-16 District budget, the increased drainage and security special taxes implemented by this ordinance have been fixed in amounts as calculated and determined consistent with the annual tax adjustments as set forth in District Code chapters 16A and 21 and as authorized by the voters at the time of the approval of the special taxes.

(h) The establishment, modification, structuring, restructuring and approval of the service charges and taxes as set forth in this ordinance are necessary and appropriate to continue to meet

the District's costs for operation and maintenance, supplies and equipment, financial reserves, and capital replacement needs, and to maintain a satisfactory level of services within the District service area.

(i) The District Board of Directors has conducted a duly noticed public hearing on the proposed service charge increases in accordance with California Constitution article XIII D, section 6, and the Board did not receive a majority protest against any of the proposed service charge increases.

SECTION 3. Service Charge and Tax Adjustments; District Code Amendments.

I) The Water Code, Chapter 14, Section 7.00 Rates and Charges is amended as follows:

Section 7.05 Rates for Metered Service.

(a) General metered service shall be as follows:

MONTHLY CHARGES

Total Basic Service Charge \$39.83/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot \$ 0.0163/cu. ft.

Debt Service Charge \$ 6.00/mo

(b) Metered service to residential lots at Murieta Village shall be as follows:

MONTHLY CHARGES

Total Basic Service Charge \$39.83/mo

Usage charge per cubic foot:

Basic volumetric rate per cubic foot \$ 0.0163/cu. ft.

Debt Service Charge \$ 6.00/mo

(c) Non-Residential metered service shall be as follows:

MONTHLY CHARGES

Basic Service Charge for non-residential shall be based on an EDU basis

Monthly Charges

Basic Service Charge for non-residential metered service shall be calculated on number of meters and an EDU basis for each customer multiplied by the Basic Service Charge reflected in Section 7.05(a) above.

Usage charge per cubic foot:

Basic volumetric rate per cubic foot \$ 0.0163/cu. ft.

Debt Service Charge for non-residential metered service shall be calculated on number of meters and an EDU basis for each customer multiplied by the Debt Service Charge reflected in Section 7.05(a) above.

II) The Sewer Code, Chapter 15, Section 7.00 Rates and Charges, is amended as follows:

Section 7.03 Rates and Charges for Service. The monthly service charge for each premise receiving sewer service from the District shall be:

Residential or other premises, each unit

Base rate	\$40.22 per month
Reserve contribution	<u>\$ 6.31 per month</u>
Total monthly service charge	\$46.53 per month

Murieta Village, per unit

Base rate	\$40.22 per month
Reserve contribution	<u>\$ 6.31 per month</u>
Total monthly service charge	\$46.53 per month

Non-Residential

Monthly service charge for non-residential sewer service shall be calculated on an EDU basis for each customer multiplied by the residential service charge.

III) The Drainage Code, Chapter 16, Section 7.00 Rates and Charges, is amended as follows:  
Section 7.01 Rates and Charges: Drainage charges for operation and maintenance of the District's system shall be as set forth in Chapter 16A, Section 3.00.

The Drainage Code, Chapter 16A, Section 3.00 Drainage Tax, is amended as follows:  
 Section 3.00 Rates and Charges for Operation and Maintenance of the District's system shall be:

Commencing July 1, 2015, property within the District shall be assessed a monthly drainage tax as follows. The maximum monthly tax rates shown reflect annual adjustments, per Section 5.00.

<u>LAND USE</u>		<u>Monthly Special Tax Rates Fiscal Year 2015-16</u>	<u>Monthly Special Tax Rates Maximum Ceiling Rate Year 2015-16</u>
<b>DEVELOPED PROPERTY</b>			
Residential			
-Metered Developed	Per Lot	\$ 4.82	4.82
-Unmetered Developed	Per Lot	\$ 4.82	4.82
-The Villas	Per Lot	\$ 3.22	3.22
-Murieta Village	Per Lot	\$ 3.22	3.22
Non-Residential			
-Retail	Per Acre	\$ 24.115	24.115
-Industrial/Warehouse	"	\$ 25.620	25.620
-Light Industrial	"	\$ 19.591	19.591
-Office	"	\$ 22.607	22.607
-Landscaped Areas (golf course & park site)	"	\$ 4.522	4.522
-Murieta Equestrian Center	"	\$ 1.745	1.745
-RMCC (club house & parking)	"	\$ 0.000	0.000
-Airport	"	\$ 2.009	2.009
-Geyer Property	"	\$ 15.071	15.071
<b>UNDEVELOPED PROPERTY</b>			
<b>Uses Drainage System</b>			
-Residential and Non-Residential	Per Acre	\$ 2.846	2.846



IV) The Security Code, Chapter 21, Section 5.00 Security Tax, is amended as follows:  
 Commencing July 1, 2015, property within the District shall be assessed a monthly security tax as follows. The maximum tax rates shown reflect annual adjustments, per Section 5.00:

		Monthly Special Tax Rates Fiscal Year 2015-16	Monthly Special Tax Rates Maximum Ceiling Rate Year 2015-16
<b>DEVELOPED PROPERTY</b>			
Residential			
Inside Gates			
- Metered	Per Lot	\$ 27.47	27.47
- Unmetered	Per Lot	\$ 21.97	21.97
Outside Gate	Per Lot	\$ 6.62	6.62
Non-Residential			
- Highway Retail	Per Building Sq. Ft.	\$ 0.2475	0.2475
- Other Retail/Commercial	"	\$ 0.0267	0.0267
- Industrial/Warehouse/Lt Industrial	"	\$ 0.0582	0.0582
- Office	"	\$ 0.0140	0.0140
- Institutional	"	\$ 0.0140	0.0140
- Public Utility	"	\$ 0.0444	0.0444
- Equine Complex	"	\$ 0.0041	0.0041
- RMCC	"	\$ 0.0697	0.0697
- Airport	"	\$ 0.0176	0.0176
<b>UNDEVELOPED PROPERTY</b>			
- Inside Gates	Per Acre	\$23.2341	23.2341
- Outside Gates	Per Acre	\$ 3.4624	3.4624

V) The Solid Waste Collection and Disposal Code, Chapter 31, Section 4.0 Collection Rates, is amended as follows:

Section 4.03 Collections Rates. The monthly service charge shall be:

(1) Garbage Collection Services

38 gallon cart	\$ 17.94
64 gallon cart	\$ 19.67
96 gallon cart	\$ 29.27

(2) Additional Garbage Carts

38 gallon cart	\$ 8.10
64 gallon cart	\$ 10.09
96 gallon cart	\$ 21.44

(3) Additional Recycling Cart (in excess of 1 recycled cart)

38 gallon cart	N/A
64 gallon cart	\$ 6.47
96 gallon cart	\$ 6.47

(4) Additional Green Waste Cart (in excess of 2 green waste carts)

38 gallon cart	N/A
64 gallon cart	\$ 6.47
96 gallon cart	\$ 6.47
(6) Sacramento County Surcharge	\$ 1.21

SECTION 4. Superseder. This ordinance supersedes prior inconsistent District ordinances, resolutions, policies, rules, and regulations concerning the subject matter of this ordinance.

SECTION 5. Effective Date. This ordinance shall take effect 30 days after its adoption.

SECTION 6. Severability. If any section or provision of this ordinance or the application of it to any person, transaction or circumstance is held invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this ordinance that can be given effect without the invalid or unenforceable provision, and to this end the provisions of this ordinance are declared to be severable.

SECTION 7. Publication. The District Secretary is directed to publish this ordinance once in a newspaper of general circulation published in the District within 15 days after the adoption of the ordinance.

**INTRODUCED** by the Board of Directors on the 20<sup>th</sup> day of May, 2015.

**PASSED AND ADOPTED** by the Board of Directors of the Rancho Murieta Community Services District, Sacramento County, California, at a meeting held on June 17, 2015, by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

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Gerald Pasek, President of the Board  
Rancho Murieta Community Services District

[seal]

**ATTEST:**

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Suzanne Lindenfeld, District Secretary

## MEMORANDUM

Date: May 11, 2015  
To: Board of Directors  
From: Finance Committee Staff  
Subject: Consider Approval of 2014-15 Audit Proposal

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### RECOMMENDED ACTION

To approve the proposal from Larry Bain, CPA, An Accounting Corporation, for preparation of audit reports (for the District and for the Community Facilities District Number 2014-1) for the fiscal year 2014-15, in an amount not to exceed \$17,500. Funding to come from the 2015-16 General Administration Operating Budget in the amount of \$13,500 for the District and \$4,000 from the CFD No. 2014-1.

### BACKGROUND

The audit covers the District wide Financial Statements and Community Facilities District Number 2014-1 (CFD No. 2014-1) Financial Statements.

The Board of Directors unanimously approved to continue the District's relationship with Larry Bain, CPA, An Accounting Corporation at the February 2013 Board meeting. Attached is the engagement letter to perform the 2014-15 financial audit for the District and the CFD #2014-1. His proposal anticipates that the audit will commence on September 1, 2015 and that the draft audit report will be issued in October 2015.

**The Finance Committee recommends approval.**

# LARRY BAIN, CPA

## AN ACCOUNTING CORPORATION

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2148 Frascati Drive, El Dorado Hills, CA 95762 / 916.601-8894  
[lbain@sbcglobal.net](mailto:lbain@sbcglobal.net)

April 17, 2015

Board of Directors  
Rancho Murieta Community Services District  
15160 Jackson Road  
Rancho Murieta, CA 95683

We are pleased to confirm our understanding of the services we are to provide Rancho Murieta Community Services District for the fiscal years ended June 30, 2015. We will audit the financial statements of the business-type activities and the aggregate discretely presented component units, including the related notes to the financial statements, which comprises the basic financial statements of Rancho Murieta Community Services District as of and for the fiscal years ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Rancho Murieta Community Services District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Rancho Murieta Community Services District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis

We have also been engaged to report on supplementary information other than RSI that accompanies Rancho Murieta Community Services District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) The Schedules of Operating Revenues for the Water, Sewer, Drainage, Solid Waste and Security Funds

**Audit Objective**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with modified cash basis of accounting. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Rancho Murieta Community Service District's financial statements. Our report will be addressed to governing board of Rancho Murieta Community Services District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unqualified (unmodified), we will discuss the reasons

# LARRY BAIN, CPA

## AN ACCOUNTING CORPORATION

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with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the business-type activities of the Rancho Murieta Community Services District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the

# LARRY BAIN, CPA

## AN ACCOUNTING CORPORATION

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reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Rancho Murieta Community Services District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

# LARRY BAIN, CPA

## AN ACCOUNTING CORPORATION

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### **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The workpapers for this engagement are the property of Larry Bain, CPA and constitute confidential information. However, we may be requested to make certain workpapers available to regulatory agencies pursuant to authority given to it by law or regulations. If requested, access to such workpapers will be provided under the supervision of Larry Bain, CPA. Furthermore, upon request, we may provide photocopies of selected workpapers to the regulatory agency. The regulatory agency may intend, or decide; to distribute photocopies or information contained therein to others, including to governmental agencies.

We expect to begin our audit on September 1, 2015 and to issue our reports no later than October 2015. Larry Bain is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$13,500 for the District audit and \$4,000 for the CFD 2014-1 audit. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 45 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

# LARRY BAIN, CPA

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We appreciate the opportunity to be of service to Rancho Murieta Community Services District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Larry Bain, CPA  
An Accounting Corporation

**RESPONSE:**

This letter correctly sets forth the understanding of Rancho Murieta Community Services District.

By: \_\_\_\_\_

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

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



## MEMORANDUM

Date: May 11, 2015  
To: Board of Directors  
From: Security Committee Staff  
Subject: Consider Approval of the District's Surveillance Camera Implementation, Integration, and Expansion Plan

---

### RECOMMENDED ACTION

Adopt the District's Surveillance Camera Implementation, Integration, and Expansion Plan.

### BACKGROUND

The Security Department, in an effort to use updated technology throughout the District to enhance public safety, has developed a Surveillance Camera Implementation, Integration, and Expansion Plan. The use of surveillance cameras can help deter criminal acts, unwanted activity, be used for prosecution and restitution, and enhance patrol operations.

Since the draft plan was submitted to the Security Committee for comment in 2013, I have met with various surveillance camera vendors and received suggestions and input from business owners, Board and Committee members and other community members. I have also participated in "field trips" to Mule Creek State Prison and the Natomas Park Master Association to observe their surveillance cameras systems.

After speaking with five (5) security camera vendors, two (2) submitted proposals for a community wide system. One of the plans was very detailed and expensive, using a microwave system. One was a standard system using Rancho Murieta Association (RMA) cable and wireless to cover areas without power, telephone or cable.

My recent focus has been on getting information and costs on a surveillance camera viewing system that can be used at the North and South gates and the patrol vehicle laptop. This would allow businesses to connect to the District's system to allow surveillance viewing. This would not be a full time monitoring system where the cameras are watched at all times. This viewing system would be used to "spot check" businesses and areas, observe areas when the Security Department is notified of in-progress incidents, and for after the fact viewing of an incident.

Individual private entities will use their own camera vendor to assess their individual needs, including type of cameras, and to use a system that is compatible with the District's system. Any costs for acquiring, installing, operation and maintenance of surveillance cameras and related software and hardware would be the responsibility of each property owner or entity.

The District would have no responsibility or guarantee for 24 hour monitoring, recording of video, camera operation and maintenance, vandalism to equipment, or incidents that occur under a surveillance camera view.

**The Security Committee recommends adoption.**



*“Serving Our Community”*

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Rancho Murieta Community Services District  
Security Department

**Preliminary  
(DRAFT)**

**Surveillance Camera  
Implementation, Integration, and Expansion Plan**

May 2015

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## **EXECUTIVE SUMMARY**

District Security Patrol Officers cannot be in all areas at all times within the District. Surveillance cameras will be used to enhance patrol operations, with the ability to monitor multiple areas within the District and use the patrol resources more efficiently. The use of surveillance cameras will help keep the community a safe and comfortable place to live, work, and play. The use of surveillance cameras is part of the District's Security Strategic Plan.

One of the District Security Department's goals is to decrease crime and unwanted activities within the District. The use of surveillance cameras can act as a deterrent and assist the District's Security Department and outside law enforcement in identifying those responsible for crimes and unwanted activities. Surveillance cameras have been used in the past to identify suspects who have committed crimes and Rancho Murieta Association (RMA) rule violations.

The District reserves the right to install and maintain video recording devices for surveillance purposes in public and work areas for specific management and business reasons, such as security, monitoring, and protection from vandalism, misuse, abuse, and theft. Visual recording devices may also be used at special events, parks, and other facilities. The additional protection provided by visual surveillance devices is helpful in maintaining lawful and safe use, as well as protecting the District's property.

## **1. ISSUES/PROBLEMS**

Unwanted activities, including RMA rule violations and crimes such as vandalism, theft and malicious mischief have been occurring within the District. Unwanted activity occurs throughout the community, with the vast majority of these incidents occurring within the main residential areas. Security Patrol Officers, along with Sacramento Sheriff's Deputies (SSD), strive to prevent and deter these issues by patrolling the District in marked, visible patrol vehicles.

## **2. SOLUTIONS/OPTIONS**

### **a. Add additional surveillance cameras throughout the District.**

Implement a system that allows viewing of surveillance video by Security Patrol Officers in the field and in the North and South Gates. This would aid Security Patrol Officers and Security Gate Officers in viewing areas for unwanted activity and allow better use of patrol resources.

### **b. Increase video viewing at North and South Gates and Security Patrol laptop.**

The Gate Officers' primary duty is to follow the Gate Policy. This, along with other requirements, does not allow the District Security Officers to constantly monitor surveillance video. To assist the Patrol and Gate Officers, an offsite, third party monitoring and alert or notification system could be in place to notify Patrol and Gate Officers of any activity caught by a surveillance camera. This could be accomplished by a flashing screen or beeping notification to alert the Gate and Patrol Officers for response.

### **c. Integrate new and existing systems throughout the District.**

This would include the ability to view surveillance video at the North and South Gates and the Security Patrol laptop computer. Some new and existing systems have proprietary software. These will need to be integrated with the Gate and Patrol computers to allow a seamless and easy to use system. This will provide event-driven surveillance video, reducing the need for Patrol and Gate Officers to constantly monitor video screens, and can be used in concert with third party monitoring.

## **3. PRESENT SURVEILLANCE CAMERA LOCATIONS**

Presently, surveillance cameras are located at the North and South Gates, Stonehouse Park, Riverview Park, Water Treatment Plant, Wastewater Reclamation Plant, Rancho Murieta Country Club (RMCC), Rancho Murieta Airport, Rancho Murieta Country Store, OE3 Joint Apprenticeship, and various commercial properties.

## **4. PROPOSED SURVEILLANCE CAMERA LOCATIONS**

The new locations are properties and facilities that are susceptible to theft and vandalism. Additional areas are parks and public areas that are not only susceptible to theft and vandalism, but also where public safety issues can be monitored. Reference Exhibit A for proposed specific locations for surveillance camera installation.

- District
  - Cosumnes River Pump Station- Cosumnes River at Granlees Dam
  - Water Tank- Lone Pine Drive
  - Water Tank- Van Vleck Ranch
  - South Gate upgrade
- Rancho Murieta Association
  - Laguna Joaquin Park- Gazebo, North residential
  - Clementia Park- Lake Clementia
  - Granlees Beach- Cosumnes River
  - Lake Calero/Chesbro/Bass Lake- North back area
  - Pedestrian Bridge- Cosumnes River, 2<sup>nd</sup> Green North, and 2<sup>nd</sup> Fairway South
- Commercial businesses
  - Primarily outside locations
- Street Light Poles
  - To provide street view- Murieta Drive/Lone Pine Drive/Cantova Way
- Portable/Moveable Cameras
  - Street light poles
  - Trees
  - Streets/intersections
  - Parks
- Existing surveillance camera locations may be enhanced by additional cameras and/or upgraded cameras.
- The District may choose to monitor public and work areas with security cameras or other recording devices. In doing so, the District will comply with all State and Federal laws. The public and employees should not expect privacy from visual recording by others in public areas. Employees should not expect video privacy in work-related areas except restrooms and locker rooms.

## **5. MONITORING**

An outside company may be used to monitor surveillance video or an additional Security Officer could be hired to monitor surveillance video. The cost for either would be divided among those using the system.

## **6. COST AND RESPONSIBILITY**

Individual private entities will be responsible for acquiring, operating and maintaining their individual systems that could be compatible with the District's viewing system. The District would have no responsibility or guarantee for monitoring, recording, camera operation, vandalism to equipment, or incidents that occur under surveillance camera view.

Each entity would use their own camera vendor to assess their individual needs, including type of cameras, and to use a system that is compatible with the District's system. Any costs for acquiring, installing, operation and maintenance of surveillance cameras and related software and hardware would be the responsibility of each property owner or entity. The District will not provide surveillance cameras and related software and hardware to any property owner or entity.

## **7. POLICY**

A policy will be written, in compliance with applicable State and federal laws, once the Plan has been finalized. The policy will address use, viewing, access, and direction concerning the context, procedures and protocols which allows the use of visual recording devices. It is the intent of this policy to focus on protocols in the use of video surveillance devices while maintaining an equitable balance and competing interest between protecting the privacy rights of individuals and protections provided by video security surveillance.

## **8. PROCEDURE**

Procedures will be written, once the Plan has been finalized, to address use, viewing, access, and direction concerning the context, procedures and protocols which allows the use of visual recording devices.

## **9. FUNDING**

Based on estimates received, the cost for the District's viewing system is approximately \$25,000, which includes software, hardware, monitors and unknowns.

The cost for additional cameras for District property is estimated at \$30,000, depending on amount of cameras and their capabilities.

Operation and maintenance costs could cost up to \$10,000 a year for upgrades and replacements.

At this time, no funds have been identified or budgeted.

## **10. SCHEDULE**

Once a vendor has been selected, acquisition and installation of the District's viewing system should be no more than four (4) months.



**EXHIBIT A - SCHEDULE/BUDGET**

<b>Location</b>	<b>Priority</b>	<b>Target Date</b>	<b>Budget</b>
<b>District Facilities/Operations</b>			
North Gate	High	In progress	\$50,278.76
South Gate(upgrade)	Medium	Available funding	\$5,000
Water Treatment Plant (upgrade)	High	Available funding	\$2,000
Cosumnes River Pump Station-Granlees Dam	Medium	Available funding	\$5,000
Water Tank-Van Vleck Ranch	Medium	Available funding	\$5,000
Water Tank-Lone Pine Drive	Medium	Available funding	\$5,000
Water Tank-Rio Oso Drive	Medium	Available funding	\$5,000
Wastewater Reclamation Plant (upgrade)	Medium	Available funding	\$5,000
Sewer Pumping Stations (11 total)	Medium	Available funding	\$20,000
Main Lift North			“
Cantova			“
FAA			“
3B			“
Alameda			“
Starter Shack			“
6B			“
6A			“
Main Lift South			“
Crest			“
Greens			“
Monitoring System	High	Available funding	\$25,000
<b>Public Access Points</b>			
Jackson Road at Lone Pine Drive	High	Available funding	\$5,000
Jackson Road at Murieta Drive	High	Available funding	\$5,000
Murieta Drive at Lone Pine Drive	High	Available funding	\$5,000
Murieta Drive at Poncho Conde Circle	High	Available funding	\$5,000
Murieta Drive at Cantova Way	High	Available funding	\$5,000
Cantova Way (mid-point and/or west end)	High	Available funding	\$5,000
<b>Operations and Maintenance-Annual</b>		Available funding	\$10,000
<b>Total Cost Estimate (see note below)</b>			<b>\$167,278.76</b>

*Note: Costs are estimates and could be more or less depending on the availability of power, poles, type of cameras, additional required equipment and storage needs.*

## MEMORANDUM

Date: May 11, 2015  
To: Board of Directors  
From: Security Committee Staff  
Subject: Consider Adoption of District Policy 2015-05, Body-Worn Cameras and Video System

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### **RECOMMENDED ACTION**

Adopt District Policy 2015-05, Body-Worn Video System. This policy supersedes District Policy 2012-04.

### **BACKGROUND**

District Policy 2012-04 was adopted on May 16, 2012. This policy outlines the purpose, objectives, District responsibilities, Sergeant responsibilities, Patrol Officer responsibilities, media duplication, and storage of the District's body-worn video system. This Policy has been updated to clarify that all Patrol Officers are required to wear the body-worn video system at all times when on duty. Use/activation of the body-worn video system shall follow the requirements of this policy. District Patrol Officers will receive training in the appropriate use of the body-worn video system. Attached is the policy with the changes/updates in tracked change mode.

This Policy will be updated as needed, when new camera systems are put in use.

**The Security Committee recommends adoption.**

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Security	<b>Policy #</b> 2015-05
<b>Title:</b>	<del>In-Car</del> /Body-Worn <u>Cameras and</u> Video System	

## PURPOSE

To provide Rancho Murieta Community Services District's (District) Security Patrol Officers (Patrol Officers) and Security Department with the necessary procedures, policies and responsibilities for use of the ~~in-car~~/body-worn video system's ~~use~~ as well as the management, storage and retrieval of audio/video material recorded by ~~in-car~~/body-worn video. Recorded data serves a dual purpose to the District by protecting both Patrol Officers and citizens.

## POLICY STATEMENT

~~The use of a n in-car/body worn camera and video system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct.~~ Patrol Officers assigned the use of ~~these devices~~ body-worn camera and video systems will adhere to the operational objectives, policies, responsibilities and procedures outlined herein in this policy so as to maximize the effectiveness and utility for the ~~in-car~~/body-worn video system and the integrity of evidence and related video documentation. District employees who violate this policy will be subject to disciplinary action, up to and including termination.

## OBJECTIVES

The District's Security Department has adopted the use of ~~in-car~~/body-worn video systems to accomplish the following objectives:

1. To enhance Patrol Officer safety and accountability.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the Patrol Officer's ability to document and review statements and actions for both internal reporting requirements and for investigations.
4. To provide an impartial measurement for self-critique, evaluation, performance, and professionalism.
5. To capture visual and audio evidence/information for use in current and future investigations and proceedings to protect against false accusations.

## DISTRICT RESPONSIBILITIES

1. The District shall provide one personal body-worn camera for each Patrol Officer. Patrol Officers will use only District owned and issued body-worn camera systems.
2. The District will ~~Issue and~~ provide Patrol Officers and Sergeants with training on use of ~~in-car~~ body-worn cameras and video systems.
32. The District will ~~A~~approve media viewing and duplication devices.

## OFFICER RESPONSIBILITIES

1. Patrol Officers will wear the body-worn camera when on patrol. The camera shall be worn and used in the manner specified in training.

Unless it is unsafe or impractical to do so, or mechanical issues impede the use of the camera, Patrol Officers shall activate the camera prior to making contact in any of the following incidents: (a) enforcement encounter when there is a reasonable suspicion that the person is or was involved in criminal activity, a violation of law or HOA covenants, conditions and restrictions (CCRs), or other misconduct; (b) when responding to a dispatched call; (c) when investigating any incident, claim, violation or wrongdoing; (d) when responding to a traffic collision; and (e) ~~when in pursuit on foot; and, (fe) when contact with a person becomes adversarial after the initial contact (not covered by the above categories) is made.~~ use body worn video system as a means of documenting all citizen contact..

However, the camera should not be activated (a) in private places such as a restroom, locker room, dressing room, or hospital room, and (b) when the individual is partially or completely unclothed. A Patrol Officer may choose not to activate the camera (a) ~~when communicating with crime victims or witnesses who are concerned about retaliation if they are seen as cooperating with law enforcement,~~ (b) ~~when interviewing victims of rape, abuse, or other sensitive crimes, or~~ (c) ~~when interviewing witnesses and members of the community who wish to secretly or covertly anonymously report or discuss criminal activity or other wrongdoing in their neighborhood, or when having a casual non-enforcement conversation with a member of the public..~~

If a Patrol Officer is in doubt about whether to activate the camera, the officer should record the incident.

2. Unless the Patrol Officer is in a public gathering or in other circumstances where there clearly is no expectation that the communication could be considered private, the Patrol Officer shall inform the other individual or individuals that they are being recorded. The notice should be given when the camera is first activated so that there is a recording of it. If the other party on camera expressly declines or refuses to consent to be recorded, then the Patrol Officer shall deactivate the camera.

- ~~3. The audio recording microphone is in the camera. For those vehicles equipped with an in-car camera, when using the in-car video system and the Patrol Officer gets out of the vehicle, both front windows will be rolled down to aid in audio recording.~~
34. When the ~~in-car~~/body-worn video system is activated to document an ~~event~~incident, it will not be deactivated until the ~~event—incident or encounter~~ has been concluded, the officer has left the scene, or a supervisor has authorized (on camera) that a recording may cease.
- ~~4. If a Patrol Officer fails to activate the camera when he or she should have, fails to record the entire incident, or interrupts the recording, the officer shall document why a recording was not made, was interrupted, or was terminated. Submitting a report and explanation will not necessarily avoid discipline if it appears that the officer violated this policy.~~
- ~~5. Body-worn video system recordings shall be noted on the Dispatch Card that is generated for all calls for service.~~
54. When necessary to help ensure accuracy and consistency of accounts for written reports, Patrol Officers should contact the Patrol Sergeant or the Security Chief and request to review the recording.
65. Patrol Officers will not erase, alter, reuse, modify, edit, duplicate, share, distribute, or tamper with any ~~in-car or~~/body-worn video system recording or storage device without prior written authorization of the Patrol Sergeant or Security Chief.
67. Patrol Officers will notify the Patrol Sergeant or Security Chief when the ~~in-car or~~/body-worn video system has captured a felony, DUI, any event requested as evidence by a peace officer, or any other significant ~~event~~incident.
- ~~7.~~
8. ~~9.~~ Patrol Officers shall operate the ~~in-car and~~/body-worn cameras and video systems in accordance with the manufacturer's guidelines, departmental policy and training.
109. Patrol Officers shall inspect the ~~in-car~~/body-worn camera and video system at the beginning of each shift to ensure that the equipment is functioning according to manufacturer's guidelines. The equipment is the responsibility of individual officers and will be used with reasonable care to ensure proper functioning.

101. Patrol Officers shall immediately report any malfunction, damage or theft of ~~the in-car/~~body-worn video system to the Patrol Sergeant or Security Chief so that a repair or replacement unit may be provided.
112. To reduce the risk of damage, original recordings shall not be viewed in any equipment other than the equipment authorized by the Security Chief.
132. ~~In-car/~~Body-worn cameras and systems will be stored in the designated area, and will not be left inside an unattended patrol vehicle.
143. ~~The District shall provide one personal body-worn video system for each Patrol Officer. Patrol Officers will use only District owned and issued in-car/body-worn camera systems.~~
154. Each Patrol Officer is responsible for his/her District assigned body-work video system. There shall be no borrowing of equipment between Patrol Officers.
165. Body-worn cameras shall be used only in conjunction with patrol-related duties, and they shall not be used to record communications with other Security Department personnel (except with the permission of the Patrol Sergeant or Security Chief) or when on break or otherwise engaged in personal activities.

## SERGEANT RESPONSIBILITIES

1. Sergeant shall be responsible for installing unrecorded media (memory cards), when applicable, into all District ~~in-car/~~body-worn video systems in accordance with number 2 below and removing all recorded media from District ~~in-car/~~body-worn video systems.
2. Sergeant shall assign identification numbers to all unrecorded media (memory cards), when applicable. The Sergeant shall record the identification number, along with the date issued; the Officer issued to, date submitted, officer submitting the media, and any evidence for which the media is held in the Chain of Custody Log.
3. When an incident arises that requires the immediate retrieval of the recording, the Patrol Sergeant, Security Chief or designee shall remove the memory card when applicable. ~~and t~~The Security Chief shall transfer the recording to the Security Chief's computer video storage file on the District's Security Server and make an appropriate notation in the Chain of Custody Log.
  - a. Upon downloading, the Security Chief or designee shall flag the entry as evidence to ensure that it will not be inadvertently deleted after the one year retention period (per Government Code, Section 53160) for thirty (30) day purging of the unnecessary video.

4. Security Chief or Sergeant shall conduct periodic reviews to:
  - a. Ensure the equipment is being used in accordance with policy and procedures.
  - b. Report and correct any Patrol Officer discrepancies in the use of the ~~in-car~~/body-worn video system.
  - c. Make recommendations for revision to the policy, ~~and/or~~ procedures, officer training or equipment needed.
  - d. Inspect for equipment damage, loss or misuse and to report and investigate the cause.
  - e. Assess Patrol Officer performance.
5. Minor Patrol Officer misconduct or infractions (non-criminal) discovered during a routine review of recorded material generally should be viewed as training and counseling opportunities and not as a cause for a routine disciplinary actions. However, S should the behavior or action be serious or become habitual after being formally ~~previously~~ addressed, the appropriate disciplinary or corrective action shall be implemented and documented against the appropriate personnel.

#### **NOTICES**

1. ~~All Vehicles shall have appropriate signage or use of in-car/body-worn video system.~~
2. \_\_\_\_\_

#### **MEDIA DUPLICATION**

1. All cameras, equipment, recorded media, recorded images and audio/video recordings are the property of the District. Accessing, copying, distributing, using or releasing video or audio files ~~Dissemination~~ outside of the agency ~~District or for non-Security Department purposes~~ is strictly prohibited without specific written authorization from the Security Chief or General Manager.
2. Requests to review or copy video/audio recordings made under the Public Records Request Act shall be made through the Security Chief. Each request will be evaluated and responded to on a case-by-case basis. If a recording is to be released, Only the those ~~incident or~~ incidents specifically requested shall be duplicated. The District reserves the right to decline a request for the following records: investigatory or security files compiled by the District for law enforcement or licensing purposes; any record where, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record; records concerning confidential crime victim,



sexual assault or child abuse images or recordings; and, any other record exempt from disclosure under the Public Records Act.

3. To prevent damage to or the alteration of the original recorded media, it shall not be moved or copied to, viewed in, or otherwise inserted into any non-District approved computer or other device.
4. When possible and practical, a second copy of the original recorded media stored in evidence shall be used for viewing by investigators, staff, training personnel, etc., to preserve the original media in pristine condition.
5. At the conclusion of court proceedings ~~and~~/or investigations or as otherwise authorized, all copies shall be submitted back to the Security Chief for retention.
6. A Patrol Officer may review video footage of an incident in which he or she was involved prior to making a statement or being interviewed or examined about the incident.

#### **MEDIA STORAGE, RETENTION AND DESTRUCTION**

1. ~~Recorded data from the in-car and /body-worn video systems shall be retained in the Security Chief's office for a minimum of one year (as required by Government Code section 53160)thirty (30) days.~~  
1.—
2. ~~After one yearthirty (30) days, if the data is not evidence in or otherwise needed for training, a pending disciplinary matterreviews, pending criminal, law enforcement, or civil lawsuit, claim or other proceeding, other investigative or law enforcement purposes, or pending linked to a citizen complaint, the General Manager, with the District General Counsel's written consent, is authorized to data may be destroyed and or erased the to ensure ample storage of future data within the computer system ~~with Security Chief's authorization.~~~~
3. Recorded data from ~~in-car~~/body-worn video system shall not be destroyed ~~and~~/or erased without the General Manager's Security Chief's approval.

<b>Approved by Rancho Murieta Community Services District's Board of Directors</b>	
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## Body-Worn Camera Estimated Costs

	Cost
<b>Taser Axon Body</b>	
\$400 each	
Presently have 3	
Need additional 4 to assign to each officer	\$1,600
<b>Dock/Charger</b>	
7 @ \$250	\$1,750
Dock/Charger "seats"	
\$470 annually	1@ \$470
\$180 annually	6@ \$1,080
<b>Storage costs</b>	
\$1.50/GB	Estimate 4K to 7K
<b>Start-up first year</b>	10K
<b>Recurring annual cost storage</b>	4K to 7K
<b>Recurring annual cost "seats"</b>	\$1,550
<b>Camera replacement every 2 1/2 to 3 yrs</b>	\$2,800

## MEMORANDUM

Date: May 11, 2015  
To: Board of Directors  
From: Security Committee Staff  
Subject: Consider Approval of Safety Center Facilities Use Agreement with Sacramento County

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### **RECOMMENDED ACTION**

Approve the Safety Center Facilities Use Agreement with Sacramento County.

### **BACKGROUND**

The District originally entered into a lease agreement in April 2005 with Sacramento County for their periodic use of the Safety Center in support of the VIPS program, and to provide a location for Sacramento County Sheriff's Deputies, California Highway Patrol (CHP), and other emergency service agencies to complete paperwork and other tasks when needed. The original lease was for a 10 year term, which ended April 30, 2015.

John Rocha, Real Estate Officer with Sacramento County, expressed the County Sheriff's Department's interest in maintaining their use of the Safety Center and provided a draft renewal Facilities Use Agreement. The terms of the renewal agreement are consistent with the terms of the previous lease agreement. The draft agreement attached has been reviewed by the District's General Counsel.

**The Security Committee recommends approval.**

2015

## FACILITIES USE AGREEMENT

THIS FACILITIES USE AGREEMENT (hereinafter referred to as "Agreement") is effective as of May 1, ~~2014~~, by and between the RANCHO MURIETA COMMUNITY SERVICES DISTRICT, a special district (hereinafter referred to as "Licensor") and the COUNTY OF SACRAMENTO, a political subdivision of the State of California (hereinafter referred to as "Sponsor" or "Licensee").

### BACKGROUND

**A. Ownership.** Licensor is the owner of 15160 Jackson Road, which is more particularly described in Exhibit "A", and situated in Rancho Murieta, California, hereinafter referred to as the "Premises".

**B. License.** Sponsor desires a license to use a portion of the Premises as a Community Safety Center (hereinafter referred to as "Safety Center"), collectively referred to hereinafter as the "Facility": a mutually agreed area of approximately 144 square feet, as more particularly shown on Exhibit "B" attached hereto and made a part hereof by reference, together with the non-exclusive right to use the common area of the building identified as "VIPS Location and Common Area Office Space" as well as the conference room of the building identified as "Conference Room", including the exclusive right to parking spaces numbered 22, 23, and 24, in the attached Exhibit "B", and the non-exclusive right to use all the other parking spaces (other than spaces numbered 22, 23, and 24) as identified. The Licensor is willing to grant to Sponsor a license to use the Facility as a Safety Center on the following terms and conditions as contained herein.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are acknowledged, and intending to be legally bound hereby, Licensor and Sponsor agree as follows:

**1. Permission.** Licensor hereby grants to Sponsor a license to use the Facility, which is located at 15160 Jackson Road, Rancho Murieta, California, 95683, as a Safety Center, and in accordance with the provisions of this Agreement.

**2. Term.** The term of this license (hereinafter referred to as "Term") shall commence on May 1, 2015, and shall terminate at 12:00 o'clock midnight, local time, on the last day of the calendar month which completes five (5) full years from the commencement date.

**3. Early Termination.** Notwithstanding anything to the contrary contained herein, either party reserves the right to terminate this Agreement upon thirty (30) days prior written notice to the other party, which termination shall not be effective until after the twelfth (12<sup>th</sup>) month of the Term.

**4. Access and Use Rights.** This grant of license provides for exclusive use of the Facility by Sponsor as a Safety Center. Sponsor's use of the Facility shall be exercised in a manner that does not interfere with Licensor's other use or occupation of the Premises or Licensor's other real or personal property. Sponsor's use of the Facility shall at all times be lawful and in compliance with all applicable governmental (i.e. State, local, federal) statutes, laws, requirements and regulations. *Licensor shall have the right to use the Facility for its own purposes when not in use by Sponsor.*

**5. Facility Condition.** Sponsor has inspected and accepts the Facility in "as is" condition, and agrees that Licensor shall have no responsibility for or due to the condition of the Facility to Sponsor or to any of Sponsor's invitees or guests. Sponsor acknowledges that it is licensing the Facility without any warranty or representation by Licensor as to the condition of the Facility or its fitness for Sponsor's Safety Center.

Pursuant to California Civil Code §1938, LESSOR states that the Leased Premises:

\_\_\_\_\_ Have not undergone an inspection by a Certified Access Specialist (CASp).

\_\_\_\_\_ Have undergone an inspection by a CASp and it was determined that the Leased Premises met all applicable construction-related accessibility standards pursuant to California Civil Code §55.51 et seq.

\_\_\_\_\_ Have undergone an inspection by a CASp and it was determined that the Leased Premises did not meet all applicable construction-related accessibility standards pursuant to California Civil Code §55.51 et seq.

**6. Damage to Facility.** Sponsor agrees that it shall utilize the Facility for the safe exercise of its intended use, with the cost of operating the Safety Center to be borne solely by Sponsor, in accordance with the provisions of this Agreement. Sponsor shall at all times deliver the Facility to Licensor in substantially the same condition as existed immediately prior to Sponsor's use. Sponsor agrees that if its use of the Facility causes damage to the Facility or any Licensor real or personal property, Sponsor shall be responsible for the full cost to repair the damage. Licensor shall invoice, and Sponsor shall reimburse Licensor the full cost outlined in the invoice in a lump sum payment within thirty (30) days of receipt of invoice, unless other mutually acceptable arrangements are made.

**7. Facility Repairs and Improvements.** Sponsor shall not make any repairs, or install any improvements or make any alterations without the Licensor's consent.

(a) **Repairs.** Upon Sponsor's request for a repair to the Facility, Licensor will dispatch the required repairman within a reasonable timeframe. There will be no cost to Sponsor for repairs to the Facility unless the cause of the repair was due to Sponsor's negligent use of the Facility. In the event it is determined that the repair is due to Sponsor's negligent use of the Facility, Licensor shall perform the necessary repairs and invoice Sponsor for the full cost of the repair. Sponsor shall reimburse Licensor the full cost outlined in the invoice in a lump sum payment within thirty (30) days of receipt of invoice, unless other mutually acceptable arrangements are made.



**(b) Improvements and Alterations.** Upon Sponsor's request for an improvement or alteration to the Facility, Licensor will provide a written estimate for all requested work prior to work commencing, or authorize Sponsor to obtain its own cost estimate, and contract a vendor, for Sponsor's improvement or alteration requirements. In the event Licensor provides the written estimate, upon completion of the improvement or alteration, Licensor shall invoice Sponsor for the full cost of the work. Sponsor shall reimburse Licensor the full cost outlined in the invoice in a lump sum payment within thirty (30) days of receipt of invoice, unless other mutually acceptable arrangements are made.

**(c) Contacts.** To request repairs, improvements, and alterations, please contact Licensor using the following contact method:

Telephone: (916) 354-3700

## **8. Risk of Hazards.**

**(a)** Sponsor shall not use or allow the Facility or any part thereof to be used or occupied for any purpose other than as a Safety Center, nor for any unlawful purpose, and Sponsor shall not allow any act to be done or condition to exist in the Facility or any part thereof or any article to be brought thereon, which may be dangerous, unless safeguarded as required by law, or which may make void or voidable any insurance then in force or required under this Agreement.

**(b)** Sponsor shall carefully survey the Facility for any dangerous conditions or hazards prior to each separate time it enters and exits the Facility, and shall be responsible for notifying Licensor promptly of any conditions that Sponsor deems to present a danger or hazard.

**9. Licensor's Responsibilities.** Licensor shall comply with the following service requirements:

**(a) Access.** Licensor shall provide Sponsor with keys and security alarm codes, if needed, for Facility access.

**(b) Metered and Hourly Services and Utilities.** Licensor shall pay for the following services and utilities charged to the Facility as described below:

- **Gas & Electricity.** Licensor shall pay gas and electricity utility charges for heating, cooling, lighting, and operation of all office equipment, including computers, used in the Facility, at Licensor's sole cost and expense.

- **Waste Removal.** Licensor shall furnish regular and adequate garbage, waste and recyclable material removal services to the Facility, at Licensor's sole cost and expense.

- **Sewer/Septic System and Water.** Licensor shall furnish sewer/septic system and water service to the Facility, at Licensor's sole cost and expense.

- **Janitorial Service.** Licensor shall provide all necessary janitorial service as described in Exhibit "C", attached hereto and incorporated herein by this reference.

- **Pest Control.** Licensor shall provide all structural and non-structural pest control service for the Facility, at Licensor's sole cost and expense.

- **Landscaping and Parking Lot Maintenance.** Licensor shall provide all landscape and parking lot maintenance.

- **Mechanical Systems Maintenance.** Licensor shall inspect, service, maintain, and repair the HVAC systems of the Facility, at Licensor's sole cost and expense.

- **Facility Maintenance.** Licensor shall keep the Facility in good order, repair, and tenantable condition at all times during the Term; including, but not limited to: the roof, ceiling, interior and exterior walls and doors, glazing, flooring, plumbing, water pipes, hot water heater, kitchen appliances, alarm systems, fire extinguishers, lighting (including, but not limited to, bulbs, tubes, fixtures, lens covers, ballasts, emergency lights, security lights and exterior lights), heating, ventilating and air conditioning units, toiletry dispensers, graffiti removal, at Licensor's sole cost and expense.

**10. Sponsor's Responsibilities.** Sponsor, as part of the Safety Center, shall provide non-emergency services to the Rancho Murieta community as follows:

- (a) **Safety Center Operation.** Sponsor shall operate the Safety Center at its sole cost and expense, on Mondays and Wednesdays from 10:00 AM to 2:00 PM, excluding County holidays.

- (b) **Public Services.** Sponsor shall provide the following services from the Facility as part of the Safety Center operation: taking "non-dispatch" crime reports, fingerprinting, vacation watches, community event participation, and accessibility to crime prevention programs, among others, at Sponsor's sole cost and expense.

- (c) **Office Equipment.** Sponsor shall, at Sponsor's sole cost and expense, provide its own equipment necessary for the operation of the Safety Center, including but not limited to: phones, computers, and printers.

**11. Furniture.** Licensor and Sponsor understand and agree that certain furniture currently exist in the Facility, along with certain additional fixtures and furnishings. At Sponsor's discretion, Sponsor is entitled to use all such items, in their present state, during the period of this Agreement at no additional cost. Sponsor obtains no ownership right or interest in said furniture, fixtures, and furnishings remaining in the Facility after occupancy, and may not unilaterally later dispose of any such items.

**12. Insurance.**

(a) Licensors agrees that it shall, during the full term of this Agreement and at its own expense, keep the Premises and any structural improvements on the Premises insured in sufficient amounts against loss or damage by fire and other casualty commonly covered by standard fire and all risk coverage insurance including flood coverage. Valuation shall be on a replacement cost basis. Licensors does hereby release and waive on behalf of itself and its insurer by subrogation or otherwise, all claims against Sponsor on account of any fire or other casualty insured against whether or not such fire or other casualty shall have resulted in whole or in part from the negligence of Sponsor.

(b) Sponsor agrees that it shall, during the full term of this Agreement and at its own expense, keep its contents, non-structural improvements and personal property located in the Facility fully insured against loss or damage by fire or other casualty, commonly covered by standard fire and all risk coverage insurance including flood coverage. Valuation shall be on a replacement cost basis. Sponsor does hereby release and waive on behalf of itself and its insurer by subrogation or otherwise, all claims against the Licensors on account of any fire or other casualty insured against whether or not such fire or other casualty shall have resulted in whole or in part from the negligence of the Licensors.

(c) Licensors shall maintain property damage and public liability insurance covering the Premises. Liability insurance coverage shall be not less than One Million Dollars (\$1,000,000) combined single limit per occurrence for injury or property damage.

(d) Licensors shall furnish a certificate substantiating the fact the Licensors has taken out the insurance herein set forth for the period covered by the Agreement with an insurance carrier(s) with an A.M. Best financial rating of not less than A-:VII and authorized to do business in the State of California. Licensors's insurance policy required by this Agreement shall maintain all insurance coverages and limits in place at all times and provide Sponsor with evidence of each policy's renewal ten (10) days in advance of its anniversary date.

*Sponsor Acknowledges and accepts that Licensors is insured through a risk-sharing insurance pool that provides a combination of self-insurance and purchased insurance coverage.*

(e) Licensors is required by this Agreement to immediately notify Sponsor if they receive a communication from their insurance carrier or agent that any required insurance is to be canceled, non-renewed, reduced in scope or limits or otherwise materially changed. Licensors shall provide evidence that such cancelled or non-renewed or otherwise materially changed insurance has been replaced or its cancellation notice withdrawn without any interruption in coverage, scope or limits. Failure to maintain required insurance in force shall be considered a material breach of the Agreement.

(f) The certificate of insurance shall be filed with the County of Sacramento, not less than 10 days prior to the date of occupancy by Sponsor.

(g) Sponsor is self-insured for liability and shall furnish Licensors a letter confirming this upon request.

(h) Sponsor and Licensor shall be solely responsible for payment of any deductible in their respective insurance or self-insurance programs, in the event of a claim.

(i) The insurance and self-insurance coverage limits to be maintained by Sponsor and Licensor hereunder shall not limit Sponsor's or Licensor's liability under this Agreement.

(j) Notification of Claim. If any claim for damages is filed with Licensor or if any lawsuit is instituted against Licensor, that arise out of or are in any way connected with Licensor's performance under this Agreement and that in any way, directly or indirectly, contingently or otherwise, affect or might reasonably affect Sponsor, Licensor shall give prompt and timely notice thereof to Sponsor. Notice shall not be considered prompt and timely if not given within thirty (30) days following the date of receipt of a claim or ten (10) days following the date of service of process of a lawsuit.

**13. Negation of Partnership.** Nothing in this Agreement shall be deemed or construed as creating a relationship of principal and agent, partnership, joint venture, or landlord and tenant, between the parties, it being understood that nothing contained in this Agreement, or any acts of the parties hereto, shall be deemed to create any relationship other than an independent contractor relationship between Licensor and Sponsor.

**14. Licensor's Right of Entry.** In addition to Licensor's express or implied right of entry under any other provision of this Agreement, Sponsor shall permit Licensor to enter the Facility at all reasonable times for the purposes of, but not limited to:

(a) Inspecting the Facility to determine whether Sponsor has complied or is complying with the provisions of this Agreement;

(b) Exercising any matters pursuant to applicable law or governmental regulations; and

(c) Carrying out any purpose necessary, incidental or connected with the performance of any Licensor obligation under this Agreement.

**15. Indemnification.**

(a) Notwithstanding any contrary provision in this Agreement, Sponsor shall defend, indemnify and hold harmless Licensor, its officers, directors, agents, employees and volunteers from and against any and all demands, claims, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, sustained by any person or to any property in, on or about the Premises caused in whole or in part by a wrongful or negligent act or omission of Sponsor or anyone directly employed by Sponsor, its agents, invitees, guests, or volunteers.

(b) Licensor shall defend, indemnify and hold harmless Sponsor, its officers, directors, agents, employees and volunteers from and against any and all demands, claims, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, sustained by



any person or to any property in, on or about the Premises caused in whole or in part by a wrongful or negligent act or omission of Licensor or anyone directly employed by Licensor, its agents, invitees, guests, or volunteers.

(c) It is the intention of Sponsor and Licensor that, where comparative fault is determined to have been contributory, principles of comparative fault will be followed and each party shall bear the proportionate cost of any damage attributable to the fault of that party, its employees, agents, invitees, guests, or volunteers.

(d) The above provisions shall survive the expiration or termination of this Agreement.

**16. Amendments.** This Agreement sets forth all of the promises, conditions and understandings between Licensor and Sponsor relating to the Facility. There are no promises, conditions and understandings, either oral or written, between Licensor and Sponsor other than those set forth in this Agreement. No subsequent modification or agreement with respect to the terms of this Agreement shall be effective, unless such subsequent modification or agreement is in writing executed by both Sponsor and Licensor. No oral representation, whenever made, by any official or employee of Sponsor shall be effective to modify the provisions of this Agreement. This Agreement shall be binding upon the parties hereto, their successors and assigns.

**17. Written Communication and Notice.** All notices from either party to the other under this Agreement shall be in writing and sent by nationally recognized overnight delivery service or by United States certified or registered mail, postage prepaid with receipt obtained, addressed to the other party at the address provided below, or such other address as the party to receive the notification may subsequently designate by written notice to the other:

To Sponsor at:

County of Sacramento  
Sheriff's Department  
711 G Street  
Sacramento, CA 95814  
Phone: (916) 874-5115

To Licensor at:

Rancho Murieta Community  
Services District  
P.O. Box 1050  
Rancho Murieta, CA 95683  
Phone: (916) 354-3700

*General  
Manager*

With a copy to:

County of Sacramento  
Real Estate Division  
Lease Management Section  
3711 Branch Center Road  
Sacramento, CA 95827  
Phone: (916) 876-6200

**18. Invalid and Unenforceable Provisions.** If any provision of this Agreement or the application thereof to any party or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, and the application of such provision to parties or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each remaining provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

**19. Signature Authority.** Each of the persons signing below represents and warrants that he/she has the authority to legally bind the party on whose behalf he/she signs.

**20. Construction.** Headings at the beginning of each paragraph and subparagraph are solely for the convenience of the parties and are not a part of the Agreement. Whenever required by the context of this Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. It is agreed and acknowledged by the parties hereto that the provisions of this Agreement have been arrived at through negotiation, and that each of the parties has had a full and fair opportunity to revise the provisions of this Agreement and to have such provisions reviewed by legal counsel. Therefore, the normal rule of construction that any ambiguities are to be resolved against the drafting party shall not apply in construing or interpreting this Agreement. All exhibits referred to in this Agreement are attached and incorporated by this reference.

**21. Termination of Existing Lease.** Upon commencement of this Agreement, the Lease approved by the County of Sacramento Board of Supervisors on April 5, 2005, by Resolution 2005-0383 shall terminate.

*(Remainder of page intentionally left blank)*

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

SPONSOR/LICENSEE:

COUNTY OF SACRAMENTO, a political  
subdivision of the State of California

By: \_\_\_\_\_  
Director of General Services, or his/her  
designee under delegation of authority  
Sacramento County Code, Chapter  
2.62.035

REVIEWED AND APPROVED BY COUNTY COUNSEL:

By: \_\_\_\_\_  
Deputy County Counsel

APPROVED AS TO TERMS AND CONDITIONS:

By: \_\_\_\_\_  
Scott R. Jones, Sheriff  
Sheriff's Department

LICENSOR:

RANCHO MURIETA COMMUNITY SERVICES DISTRICT,  
a special district

By: \_\_\_\_\_  
Darlene Gillum  
General Manager

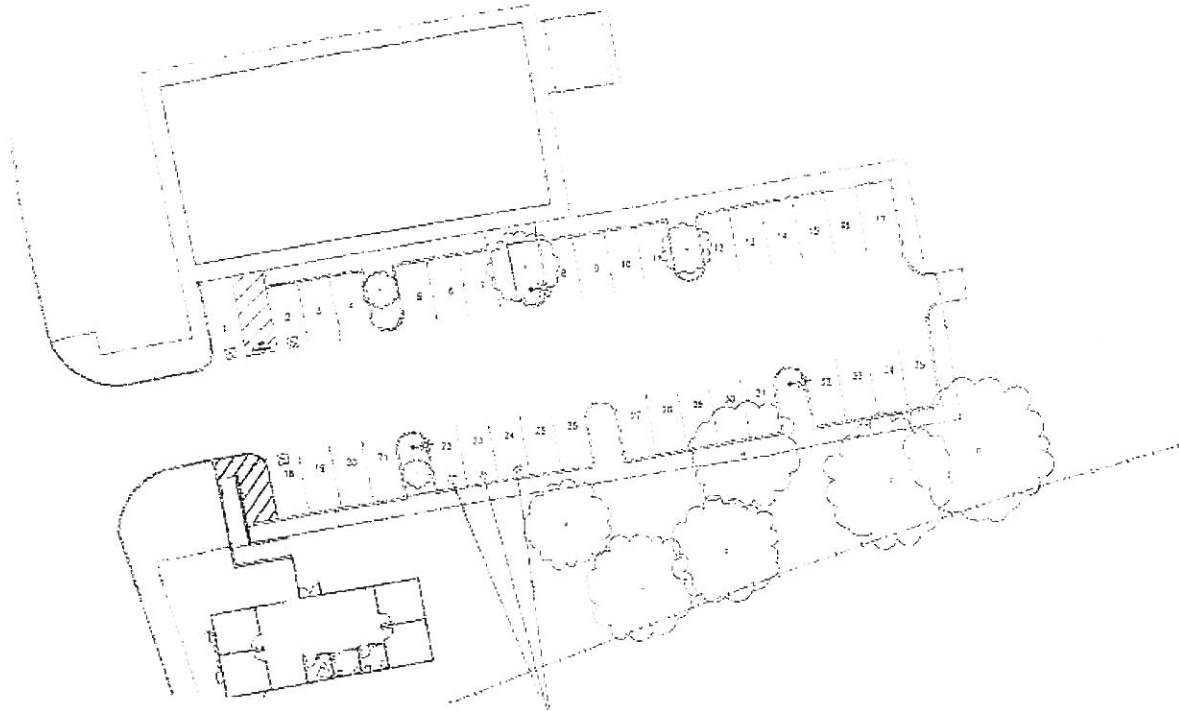
**EXHIBIT 'A'**  
**Legal Description**

A portion of the following described real property:

POR PCLS 7A & 8 PM 12-47 LYING SELY OF LN DESC AS BEG AT A PT LOC N 88 DEG 53' 11" E 450.23 FT; TH N 66 DEG 06' 00" E 65.45 FT FR SW COR OF SD PCL 8; TH FR SD POB N 36 DEG 22' 17" E 1510.45 FT TO A PT ON THE NELY BDY LN OF SD LOTS EXC POR LYING ELY OF FOL DESC LN BEG AT A PT LOC N 89 DEG 29' 28" E 2122.13 FT FR COR COMMON TO SECS 2, 3 10 & 11 OF T7N R8E; TH FR POB N 01 DEG 32' 28" W 611.05 FT TO PT IN WLY R/W OF JACKSON RD AND POE ALSO EXC BEG AT MOST NLY COR SD PCL; TH FR POB S 69 DEG 01' 13" W 157.28 FT; TH S 48 DEG 09' 57" E 595.29 FT; TH S 75 DEG 57' 50" E 194.20 FT TO PT IN SLY R/W JACKSON RD; TH NE ALG SD R/W TO POB ALSO EXC POR IN JACKSON RD DEEDED TO STATE OF CA IN OR BK 901204 PG 1173 AND BK 920616, PG 520 CONTG 143.50 AC

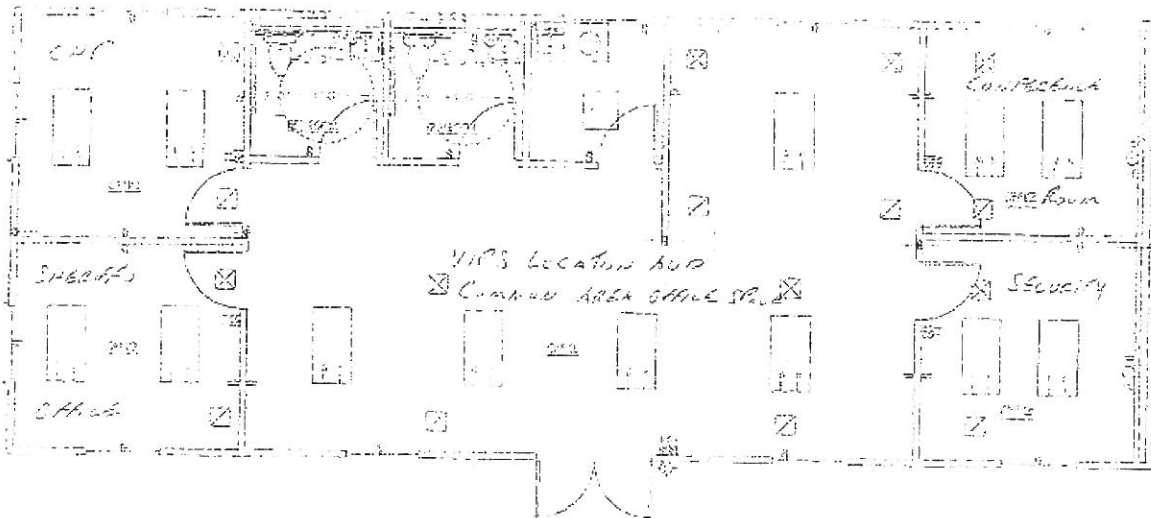
Commonly referred to as 15160 Jackson Road, Rancho Murieta, CA 95683  
APN: 128-0080-115-0000

**EXHIBIT 'B'**  
**Site Plan**



SPACES 22, 23, & 24 ARE EXCLUSIVE PARKING FOR SPONSOR  
SPACES 1-21, & 25-35 ARE NON-EXCLUSIVE PARKING

**Floor Plan**





**EXHIBIT 'C'**  
**Janitorial Service**

Janitorial service to include the following at least weekly:

1. Empty all waste containers (change lining when necessary)
2. Dust all services
3. Vacuum all carpet areas
4. Sweep and mop all linoleum floors
5. Clean and sanitize restrooms





## MEMORANDUM

Date: May 15, 2015  
To: Board of Directors  
From: Darlene J. Gillum, General Manager  
Subject: Review of the First Draft of the North Gate Use Agreement

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### **RECOMMENDED ACTION**

No action needed – discussion only.

### **BACKGROUND**

Attached for review and discussion is the first draft of the North Gate Use Agreement and Greg Vorster's initial comments. The Rancho Murieta Association's Board of Directors will review the first draft at their Board Meeting on Tuesday, May 20, 2015.

*USE AGREEMENT*

**RANCHO MURIETA NORTH SECURITY GATE LEASE**

*Use Agreement*

This ~~Lease~~ is entered into this \_\_\_\_\_ 1, 2015, between Rancho Murieta Community Services District, a local government agency ("**District**"), and Rancho Murieta Association, a California nonprofit corporation ("**Association**"), who agree as follows:

*Use Agreement*

1. **Recitals.** This ~~Lease~~ is made with reference to the following background recitals:

1.1. Association owns the new and relocated north security/guard station located at the entrance to Rancho Murieta North (the "**North Gate**") and underlying real property. The North Gate and adjacent land covered by this ~~Lease~~ are shown on the attached Exhibit A (the "**Property**").

1.2. District operates and maintains a security department and employs security personnel to protect the life and property of Rancho Murieta residents and property owners. As part of this service, District security personnel for many years have staffed and operated, and plan to continue to staff and operate, the North Gate.

1.3. The District-Association arrangement regarding the North Gate has not previously been memorialized in a lease or other agreement. By this ~~Lease~~, the parties desire to memorialize their arrangement regarding Association ownership of, and District operation of, the North Gate, concurrent with Association's completion of construction of the new North Gate.

2. **Grant of Lease.** Subject to the terms and conditions set forth below, Association leases the Property to District, and District leases the Property from Association.

3. **Term.** The term of this Lease will be \_\_\_\_ years commencing on the date set forth above and, unless sooner terminated or extended as provided below, terminating on \_\_\_\_\_. The parties may agree in writing to earlier terminate the Lease. The parties may agree in writing to extend the Lease term.

4. **Use of Property.** The Property may be used by District for the operation and management of a security gate and security services and for other uses incident or related to those uses. Except as provided by section 11, District will have the exclusive use and control of the Property. District will not use or permit the Property to be used for any other purpose, without the prior written consent of Association. District will not maintain, commit or permit the maintenance or commission of any nuisance or waste on the Property.

5. **North Gate Operation Services.** District agrees to operate and staff the North Gate on a full-time basis (i.e., 24 hours a day, 365 days a year). Services will include monitoring, controlling and registering the guests, vendors, service providers, contractors, country club users, realtors, and other invitees and visitors of Rancho Murieta North residents and property owners.

6. **Consideration.** As consideration for this Lease, District will provide the services described in section 5. There will be no rent paid for this Lease.

**7. Compliance with Laws.** The parties will comply with all applicable federal, state and local statutes, ordinances, regulations and other laws relating to the Property and its use and occupancy.

**8. Property Improvements.** District will not make any structural alterations or construction on the Property or install any real property fixtures to or on the Property without the prior written consent of Association, which consent will not be unreasonably withheld. Any District construction work relating to improvement of the Property will be performed in a good and workmanlike manner, and will comply with all applicable federal, state and local laws, codes and building and other permit requirements. District will keep the Property free and clear from any and all liens, stop notices, claims and demands for work performed, materials furnished or operations conducted by District on the Property. Except for any District repair that may be required under section 9.3, nothing in this Lease will require District to undertake any structural alteration, construction or improvement on the Property.

**9. Property Maintenance and Upkeep.**

9.1. Association at its sole cost and expense will keep and maintain the North Gate structure and improvements and Property in good, safe, sanitary, habitable and usable condition and repair, including, but not limited to, the following: repair and replacement (as needed) of the structural parts of the North Gate building (which include the foundation, flooring, walls, roof, windows (including window coverings), gutters and downspouts, heating/ventilation/air-conditioning equipment, pavement, and electrical, plumbing, sewage, cabling and utility systems); repainting; repair and replacement of the gate arms, gate operators, barcode readers, surveillance cameras and related equipment; and, repair and replacement of other equipment, fixtures and improvements on the Property.

Association at its sole cost and expense also will operate, care for, repair and replace (as needed) the landscaping and irrigation and storm drainage systems on the Property. *In addition, Association will at its sole cost and expense provide routine maintenance as shown in Exhibit B.*

9.2. If Association fails to make with reasonable promptness any repairs, replacement or maintenance that are the obligation of Association, District, upon at least 20 days prior written notice and demand to Association, may (but will not be required to) cause the same to be put in good order, condition and repair. Association will pay to District the reasonable cost and expense of the repairs, replacement or maintenance that District performs on Association's behalf within 30 days after receipt by Association of an itemized statement accompanied by invoices for the repair, replacement, maintenance and other charges.

9.3. District at its sole cost and expense will keep and maintain the interior of the North Gate and Property grounds around the North Gate in good, safe, sanitary and clean condition; however, District's obligation will not extend to any area of Association responsibility described in section 9.1. District will repair any damage to the Property caused by District or District's employees. *In addition, District at its sole cost and expense will provide routine maintenance as shown in Exhibit B.*

9.4. If District fails to make with reasonable promptness any repairs or maintenance that are the obligation of District, Association, upon at least 20 days prior written notice and demand to District, may (but will not be required to) enter the Property and cause the same to be put in good order, condition and repair. District will pay to Association the reasonable cost and expense of the repairs or maintenance that Association performs on



District's behalf within 30 days after receipt by District of an itemized statement accompanied by invoices for the repair, maintenance and other charges.

**10. Surrender of Property.** On termination of this Lease, District will promptly surrender and deliver the Property to Association in as good condition as it was in at the time of District's initial occupancy, excepting ordinary wear and tear.

**11. Access by Association.** Association, and its employees and agents, will have the right to enter the Property at all reasonable times, and at any time during an emergency, for the purposes of inspecting the Property to determine whether District is complying with this Lease, doing other lawful acts that may be necessary or appropriate to protect Association's interest in the Property, or performing Association's duties related to this Lease.

**12. Utilities and Taxes.** Association will pay all of the following: (a) charges and fees for the furnishing of water service, sewer service, electricity service, telephone service, Internet service, garbage pickup and disposal, and other public utilities and services to the Property; and (b) all real property taxes, assessments and standby charges levied or assessed against the Property by a governmental entity, and including any taxes or charges that may be assessed or imposed upon or against the leasehold estate or possessory interest created by this Lease. District will pay any taxes, assessments and other charges levied or imposed by any governmental entity on the District-owned furniture or other personal property placed in the Property. All such fees, charges, taxes and assessments will be paid as they become due and payable.

### **13. Damage and Destruction.**

13.1. Insured Loss. If the Property is damaged or destroyed by fire or by any other risk occurrence insured by Association's property insurance, then Association forthwith will proceed to repair and restore the Property on substantially the same plans and design that existed immediately before the damage or destruction, and Association will diligently proceed to complete the repairs and restoration.

#### 13.2. Uninsured Loss.

13.2.1. If the Property is damaged or destroyed by a risk occurrence not insured by Association's property insurance and if the extent of the damage or destruction is less than 25% of the replacement cost of the Property, then Association forthwith will proceed to repair and restore the Property on substantially the same plans and design that existed immediately before the damage, and Association will diligently proceed to complete the repairs and restoration.

13.2.2. If the Property is damaged by a risk occurrence not insured by Association's property insurance and if the extent of the damage or destruction is more than 25% of the replacement cost of the Property, then Association may decide and elect whether to repair and restore the Property. Association will notify District about its election in writing within 60 days following the date of the damage or destruction. If Association elects to repair and restore the Property, then Association forthwith will proceed to repair and restore the Property on substantially the same plans and design that existed immediately before the damage or destruction, and Association will diligently proceed to complete the repairs and restoration. If Association elects not to repair and restore the Property, then this Lease will

terminate at the end of the 60-day period and the parties will meet and confer in good faith concerning the future repair and operation of the North Gate.

13.3. **District Personal Property.** If any District personal property is damaged or destroyed by fire or by any other risk occurrence insured by Association's property insurance, then Association will adjust the loss and settle all claims with its insurer and obtain and remit to District the insurance proceeds recovery to the extent provided for by the Association property insurance policy. If the insurance proceeds are inadequate to pay the cost of the personal property repair, replacement or restoration, District will bear the deficiency. Except for any property insurance proceeds received under the Association's property insurance, District will be responsible for the repair, replacement or restoration of any damaged or destroyed District personal property and Association will not be required to repair, replace or restore that property.

13.4. **Abatement of District Services.** If the Property is uninhabitable or unusable during the period of any Property repair or restoration, the obligation of District to provide services under section 5 will be abated during the period of such repair or restoration.

**14. Condemnation.** If title and possession of the Property are taken under the power of eminent domain by any public or quasi-public agency or entity, this Lease will terminate as of the date of actual physical possession of the Property is taken by the agency or entity. Any just compensation, damages or other payment for the taking of the Property will be awarded to and be the sole property of Association.

## **15. Indemnification.**

15.1. District will indemnify, defend, protect and hold harmless Association and its officers, employees and agents from and against any and all liability, loss, damage, expense, penalties, and costs (including attorney fees, investigation costs and litigation costs) of every nature arising out of or in connection with: (a) the death or injury of any person or persons, or the damage to or destruction of any personal or real property, that is caused or allegedly caused by some act or omission of District or a District employee or contractor; or (b) District's failure to perform or otherwise comply with any provision of this Lease; but excepting any such loss or damage caused by the sole negligence or willful misconduct of Association.

15.2. Association will indemnify, defend, protect and hold harmless District and its officers, employees and agents from and against any and all liability, loss, damage, expense, penalties, and costs (including attorney fees, investigation costs and litigation costs) of every nature arising out of or in connection with: (a) the death or injury of any person or persons, or the damage to or destruction of any personal or real property, that is caused or allegedly caused by either the condition of the Property or some act or omission of Association or an Association employee or contractor; (b) any construction or improvement work performed by Association on the Property; or (c) Association's failure to perform or otherwise comply with any provision of this agreement; but excepting any such loss or damage caused by the sole negligence or willful misconduct of District.

These indemnification provisions will survive the termination of this Lease with respect to any occurrence or event occurring prior to the termination.

**16. Restriction against Assignment.** District will not sublet, encumber, assign or otherwise transfer this Lease, or any right or interest in this Lease, or any right or interest in the Property, without first obtaining the written consent of Association.

**17. General Provisions.**

17.1. Entire Agreement. The parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement of the terms of their contract concerning the subject matter addressed in the Agreement. This Agreement supersedes all prior oral or written negotiations, representations, contracts or other documents that may be related to the subject matter of this Agreement, except those other documents that may be expressly referenced in this Agreement.

17.2. Construction and Interpretation. The parties agree and acknowledge that this Agreement has been arrived at through negotiation, and that each party has had a full and fair opportunity to revise the terms of this Agreement. Consequently, the normal rule of construction that any ambiguities are to be resolved against the drafting party will not apply in construing or interpreting this Agreement.

17.3. Waiver. The waiver at any time by any party of its rights with respect to a default or other matter arising in connection with this Agreement will not be deemed a waiver with respect to any subsequent default or matter.

17.4. Severability. If any part of this Agreement is held to be void, invalid, illegal or unenforceable, then the remaining parts will continue in full force and effect and be fully binding, so long as the rights and obligations of the parties are not materially and adversely affected.

17.5. Amendment. This Agreement may be modified or amended only by a subsequent written agreement approved and executed by both parties. Amendment by District requires approval by its Board of Directors at a noticed public meeting.

17.6. Governing Law and Venue. Except as otherwise required by law, this Agreement will be interpreted, governed by, and construed under the laws of the State of California. The County of Sacramento will be venue for any state court litigation and the Eastern District of California will be venue for any federal court litigation concerning the enforcement or construction of this Agreement.

17.7. Notices. Any notice, demand, invoice or other communication required or permitted to be given under this Agreement must be in writing and delivered either (a) in person, (b) by prepaid, first class U.S. mail, (c) by facsimile transmission with delivery to the other party confirmed by a successful-delivery confirmation receipt if the document also is sent within two days by prepaid, first class U.S. mail, or (d) by a nationally-recognized commercial overnight courier service that guarantees next day delivery and provides a receipt. Such notices, etc. will be addressed as follows:

District:	Association:
General Manager Rancho Murieta Community Services District 15160 Jackson Road P.O. Box 1050 Rancho Murieta, CA 95683	General Manager Rancho Murieta Association 7191 Murieta Parkway Rancho Murieta, CA 95683

Notice given as above will be deemed given (a) when delivered in person, (b) three days after deposited in prepaid, first class U.S. mail, (c) upon receipt of the facsimile machine successful-delivery confirmation, or (d) on the date of delivery as shown on the overnight courier service receipt. Any party may change its contact information by notifying the other party of the change in the manner provided above.

\_\_\_\_\_  
 RANCHO MURIETA COMMUNITY  
 SERVICES DISTRICT

\_\_\_\_\_  
 RANCHO MURIETA ASSOCIATION

By: \_\_\_\_\_  
 Darlene J. Gillum  
 General Manager

By: \_\_\_\_\_  
 Greg Vorster  
 General Manager

**EXHIBIT A**  
**Rancho Murieta North Gate and Adjacent Land Leased by RMCS D**



**EXHIBIT B**  
**ROUTINE MAINTENANCE SERVICES AND SCHEDULE**

Association's Routine Maintenance Services

1. Exterior window cleaning – Not less than quarterly in the months of January, April, July, and October
2. Leaf and debris blowing – Leaves and debris will be blown away from the building (including the generator enclosure) and entry and exit lanes weekly
3. Exterior building walls – The exterior of the building will be kept clear of bugs and spider webs by sweeping of the exterior walls and soffits on a monthly basis

District's Routine Maintenance Services

1. Interior cleaning – The following cleaning services will be performed on a weekly basis:
  - a. Dust all surfaces
  - b. Empty all waste containers
  - c. Vacuum all carpet areas, if any
  - d. Sweep and mop all linoleum floors
  - e. Dust blinds, if any, as needed
  - f. Clean and sanitize restrooms
2. Pest control – Monthly pest control spraying around the exterior building perimeter



# Rancho Murieta Association

May 5, 2015

Darlene Gillum  
General Manager  
Rancho Murieta Community  
Services District  
15160 Jackson Road  
Rancho Murieta, CA 95683

RE: Proposed North Gate Lease

Dear Darlene,

This letter is a follow-up to our meeting on May 1, 2015 regarding the North Gate lease agreement. Following are comments:

- **Paragraph 6. Consideration**

- As a governmental agency, does the District have to pay fair market rate rent? In past dealings with CSD, the District has been required to charge fair market rates as a public agency. Does the opposite apply when the District is receiving a service?
- Secondly, would paying rent in place of paying the operational cost of the building be more advantageous to CSD in recovering costs from all who benefit from the facilities, such as The Villas, Murieta Village, Rancho Murieta Country Club (including golf tournaments and events, and The Gardens? RMA members should not bear 100% of the operational costs and all who benefit should share in the costs. CSD is in a better position to recover costs than RMA. We have had discussions with CSD concerning charging more for bar codes. Perhaps paying rent or operational costs would help justify those fees.

- **Paragraph 9.1 Property Maintenance**

- RMA has always will continue to maintain the structural elements including the foundations, walls, roof, windows, gutters and downspouts, pavement and roadway, and exterior paint. CSD, as is customary in commercial leases, would be responsible for interior paint, flooring, sewer back-ups, HVAC maintenance, interior wiring and cabling, window coverings, gate arms and operators, intercoms, cameras, generator, and the repair and replacement of all improvements installed by CSD including computers, printers and monitors.

- **Paragraph 12 Utilities and Taxes**
  - Again, as is customary in commercial leases, CSD would pay for telephone, internet, TV, sewer, water, garbage disposal and that portion of electrical service for the building, gate operations, and camera operations.
  
- **Paragraph 13 Insurance**
  - RMA will provide insurance for structures and CSD is to insurance personal property including cameras, computers, furnishings, gate controllers and gate arms.

These comments are my thoughts – the RMA Board of Directors has not had an opportunity to review the proposed lease as we only received it on April 30. At some point in the process, RMA will want to have legal counsel review the lease, with particular attention to the indemnification clauses.

Sincerely,



Greg Vorster, PCAM, CCAM, CMIA  
General Manager

## MEMORANDUM

Date: May 15, 2015  
To: Board of Directors  
From: Security Committee Staff  
Subject: Review New Gate Policy

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### RECOMMENDED ACTION

No action - review and comment on Draft Gate Policy.

### BACKGROUND

With the construction of the new North Gate and additional development in progress, the present Rancho Murieta Association (RMA) Gate Policy needed to be reviewed and updated. A meeting was held in March regarding updating the policy. In attendance were representatives from the District, RMA, The Villas, and the Retreats. Discussions included access times, bar code responsibilities and issuance; providing bar codes to vendors, and tracking bar codes. The policy's language and content has been updated and clarified to help with ease of understanding. This is a first draft for the District and RMA Boards and representatives of The Villas, Rancho Murieta Country Club, and the Retreats to review and comment.

Since the Security Committee meeting, RMA had additional comments/changes. Those are in red.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

<b>Category:</b>	Security	<b>Policy #</b> 2015-07
<b>Title:</b>	Gate Policy	

## PURPOSE

Entrance into the Rancho Murieta Association (RMA) (North and South), Rancho Murieta Country Club (RMCC), and the Villas at Rancho Murieta (Villas) is gained through gates for each side of the community. The gates are staffed 24/7 by the Rancho Murieta Community Services District's Security Department. Visitors must be processed by the Gate Officer staffing the entrance gates to access the community.

## POLICY

Bar code decals can be used to allow access into the community. When a vehicle with an active bar code decal enters the bar code lane a laser reader reads the bar code decal and opens the gate arm, allowing access into the community.

Only individuals who own or lease property within RMA, own or lease property within the Villas at Rancho Murieta, own or lease property in Murieta Village, or are non-resident members of the Rancho Murieta Country Club may apply for a bar code decal.

Individuals who wish to obtain a bar code must provide the following documents: valid driver's license; grant deed or lease agreement or proof of Rancho Murieta Country Club membership; and vehicle registration. If a vehicle does not have a license plate, a bar code decal will be issued that will be deactivated within 90 days if a permanent license plate number is not supplied to the South gate.

Once the bar code application has been approved by RMA, the bar code decal can be obtained from the South Gate. Bar code decals ~~are~~ will be affixed to the rear passenger side of a vehicle by the Gate Officer. ~~When a vehicle with an active bar code decal enters the bar code lane a laser reader reads the bar code decal and opens the gate arm, allowing access into the community.~~

### A. BAR CODE DECAL REQUIREMENTS

- 1) Vehicles owned by residents who live in Rancho Murieta North and South shall be registered with Rancho Murieta Community Services District (District) and shall display the RMA approved bar code decal on the designated area of the vehicle.
- 2) Residents who are unable to affix a bar code decal to their vehicle will use the visitor lane at all times. The resident may be required to provide identification to the Gate Officer.

3) Rancho Murieta Association residents will be issued a black and white colored bar code decal. All other RMA-approved groups/associations that are granted access by RMA, shall be issued colored bar code decals as illustrated below:

- a. Rancho Murieta Country Club non-resident members — orange
- b. Murieta Village— green

4) If it is discovered that the resident has vehicles registered to his/her lot which he/she no longer owns, the District will delete the sold/transferred vehicles from the resident's car registry and deactivate the bar code.

5) Residents entering without a bar code decal will be required to enter through the visitor lane. The resident will be issued a guest pass and may be required to provide identification to the Gate Officer.

B. RESIDENT/PROPERTY OWNER ACCESS

RMA residents and property owner's registered vehicles will be provided a bar code decal for up to three (3) vehicles for access through the bar code lanes at the North and South Gates. Additional bar codes will be available for an additional fee. If any additional bar codes are required, the fee will be billed to the property owner's District account or may be paid by check or money order. No cash will be accepted at any time.

C. RESIDENT RENTER OR LESSEE ACCESS

Residents who are renting or leasing homes inside the North or South community will be permitted to purchase a bar code decal for each of their registered vehicles. This fee shall be paid by check or money order only. No cash will be accepted at any time.

D. VISITOR ACCESS

The visitor lane will be used:

- 1) By guests, vendors, and all non-bar coded vehicles
- 2) To conduct business with the Gate Officer
- 3) When a resident/property owner is driving or is an occupant of a vehicle without a bar code decal

The Gate Officer will record the following information:

- 1) The date and time that the pass was issued
- 2) Name of the guest
- 3) License number of the vehicle
- 4) Type of pass – construction, vendor, guest, real estate, etc.
- 5) Destination of the guest

## E. UNAUTHORIZED VEHICLES

All motor homes, trucks or cars that are pulling trailers, boats, horse trailers, or other unauthorized vehicles must enter through the visitor lane. A 24-hour pass will be issued. The resident will be allowed three (3) passes per 30-day period. Each pass must be issued at least 24 hours apart. (i.e., Non-consecutive days)

RMA requires that all boats (eight (8) feet in length or over) launched and being operated on Rancho Murieta reservoirs/lakes must obtain either an RMA daily use permit pass and have one (1) copy of the pass on the dash of the vehicle towing the boat on the day of use or have an RMA annual decal affixed to the port (left) side of the bow of the boat.

## F. RESIDENTS' GUEST ACCESS

Guests of RMA property owners and tenants will be allowed access by entering through the visitors' lane and obtaining a guest pass.

- 1) Residents **SHALL ALWAYS** call the gate in advance or provide a list to the gate for larger groups for entry using the resident's PIN number.
- 2) Guests that are on a resident's permanent guest list will be allowed access at any time without notifying the resident. (See item #8 below) Residents may maintain a permanent guest list with a maximum of eight (8) names.
- 3) The resident may authorize temporary guest(s), vendors and workers who are not on the permanent guest list, by calling the Gate Officer.
- 4) Guest(s) driving an "unauthorized vehicle" will be issued one (1) 24-hour pass if staying overnight. They will be allowed three (3) passes per 30-day period, but each pass must be issued at least 24 hours apart. (i.e., Non-consecutive days)
- 5) Approved non-RMA members and drivers of vehicles without bar code decals shall be issued a guest pass when attending a community event. Guest passes are subject to the limitations in Section D, above.
- 6) A minor/dependent or adult living with a resident may authorize guest access if he/she provides the PIN to the Gate Officer.
- 7) Residents are responsible for their guests' behavior while they are in the community. Any violations of the RMA governing documents by a guest will be assessed to the resident's RMA account.

## G. RANCHO MURIETA COUNTRY CLUB ACCESS

Guests of RMCC members will be issued an orange pass that allows them to drive to and from the gate to the Country Club. RMCC will notify the District Security Department at least one (1) week prior to any golf tournaments or scheduled events. Anyone entering Rancho Murieta on a RMCC pass found to be at a location other than the Country Club will be required to leave and RMCC will be notified.

- 1) Non-resident RMCC members maybe allowed to purchase one (1) bar code per registered vehicle. Non-resident RMCC members will have access



through the gate only during RMCC hours and club events. Access to the Country Club is via Alameda Drive.

- 2) Guests of non-resident RMCC members must be accompanied by the member.
- 3) Vendors and deliveries going to RMCC are permitted entrance to the Club at any time.

#### H. CONSTRUCTION ACCESS

A construction pass will be issued (Monday thru Friday from 7:00 a.m. to 7:00 p.m. and Saturdays from 8:00 a.m. to 5:00 p.m.) to contractors. This will allow access through the visitor lane gate during construction days and hours only, and will permit parking at the job site specifically noted on the construction pass. Anyone entering Rancho Murieta on a construction pass found to be at an unauthorized location will be required to leave and the owner will be cited. Construction workers are not allowed to use any RMA facility.

No construction passes are issued on Sunday or on the following holidays:

- New Year's Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Day

#### I. VENDOR ACCESS

All landscapers, vendors, deliveries, service calls, routine maintenance, household employees, etc. will be allowed access through the visitor lane between the hours of 7:00 a.m. and 7:00 p.m. Monday through Friday, and 8:00 a.m. to 5:00 p.m. Saturday. This pass permits parking at the residence where the service is being performed. If anyone entering Rancho Murieta with a vendor pass is found at an unauthorized location, they will be required to leave and the owner will be cited.

Vendor hours do not apply to caregivers, medical personnel and/or medical delivery, house sitters or babysitters if arrangements have been made with the Gate Officer prior to entry.

#### J. REAL ESTATE ACCESS

Licensed realtors will be given a real estate pass to show listed properties. The realtor may be required to show identification to the Gate Officer.

Properties for sale by owner are allowed. A prospective buyer will then be given a real estate pass to a specific property only. Entry to see unspecified properties is not allowed.



Open Houses may only be held on Saturdays and Sundays from 1:00 p.m. to 5:00 p.m. Visitors to open houses are permitted to enter without prior authorization. The Gate Officer will issue a real estate pass.

K. MURIETA VILLAGE

Murieta Village residents will be permitted to purchase up to three (3) green bar code decals. Guests of a Murieta Village resident must be accompanied by the resident to access any RMA property.

L. THE VILLAS AT RANCHO MURIETA

Residents of the Villas have access through the North Gate to the Villas property only.

M. FUTURE HOMEOWNER ASSOCIATIONS

This section intentionally left blank at this time.

N. LAW ENFORCEMENT AND FIRE PERSONNEL

All law enforcement officers and fire personnel will be allowed to enter the gate at any time in the performance of their duty. No pass is required.

O. OFFICERS OF THE COURT

Process servers, those repossessing vehicles, bail agents, or officers of the court will be given a guest pass to a specific location when they present the proper authorization and identification to the Gate Officer or present a court order and identification to the Gate Officer. Service may occur at any time of day or night.

P. DELIVERY VEHICLES DISPLAYING COMPANY NAME

Any delivery vehicles, excluding contractor or sub-contractor trucks, which are identified by large markings on both sides of the vehicle, will not require a pass. UPS, Sears, Federal Express, Operating Engineers, cement trucks, lumber trucks, etc.

Q. SOLICITORS

Solicitors will not be permitted entrance at any time.

R. POLITICAL CANDIDATES

Political candidates with proper identification will be permitted to walk their precinct during daylight hours only. Campaign workers or volunteers are not allowed access.

S. EMPLOYEE ACCESS

RMA, the District, and RMCC will supply the Security Department with a list of their regular employees. Employees are required to follow RMA's governing documents. If a violation occurs, the employer will be notified.

<p><b>Approved by Rancho Murieta Community Services District's Board of Directors</b></p>	
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DRAFT

## MEMORANDUM

Date: May 11, 2015  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Approval of Proposal for Purchase of Dump Truck

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### RECOMMENDED ACTION

Approve the proposal from Downtown Ford for the purchase of a new dump truck, in an amount not to exceed \$55,076.76. Funding to come 50% from Water Capital Improvement Reserves and 50% from Sewer Capital Improvement Reserves, CIP 12-01-2.

### BACKGROUND

The Board previously approved the purchase of a dump truck for the amount of \$55,163.27. Upon proceeding to procure the dump truck, it was discovered that the bid provided was for a vehicle suspension that was not the same as on the other bids that were provided. Therefore, we revised our bid sheet and put it out to bid again. The request for proposal sheet with requested specifications was distributed to eight (8) area Ford dealerships, posted in the Sacramento Bee, and our website, for a new Ford F-550 (or equal to) two wheel drive dump truck. Total cost to include a tool box and applicable taxes and licensing. Only two (2) proposals were received. The low bid came from Downtown Ford. I called Downtown Ford to confirm the bid met our specifications, which they confirmed. Table of bids shown below.

Dealership	Bid Amount
Elk Grove Ford	No response
Folsom Lake Ford	No response
Harrold Ford	\$60,226.57
Big Valley Ford	No response
Future Ford	No response
<b>Downtown Ford</b>	<b>\$55,076.76</b>
Geweke Ford	No response
Auburn Ford	No response

Previously, staff researched various rental companies, dealerships, and the internet to find a suitable 5 yard dump truck capable of hauling wet soil and rock, typical of what we haul from excavations. To avoid requiring a California Class B commercial driver's license, staff only looked at dump trucks weighing less than 26,000 lbs with no air brakes, that meet California emission standards. After looking at used dump trucks with no success, due to California emission standards, we looked at new trucks.

The dump truck that is being recommended would serve as a dual purpose truck with sides that can fold down to load it and use it as a flat bed. Obtaining a dump truck would allow staff to haul material as necessary for District work (e.g., spoils from and fill material for water leak repairs, sewer repairs, drainage maintenance and solids handling from water and wastewater facilities), as well as being able to tow heavy equipment. It would provide an appropriate dump truck vs. current flatbed, which will help expedite projects and response time vs. renting, and be a long term asset to the District.

**The Improvements Committee recommends approval.**

**REQUESTED PROPOSAL TO SUPPLY VEHICLE  
TO  
RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

Return a completed quote by April 28, 2015 by 3:00pm to be considered

**Truck will have a minimum of the following**

- 1) 2014 or newer Ford F-550 XL 4x2, 6.7L Diesel Engine, Automatic Transmission, Color to be White
- 2) Air Conditioning
- 3) Extra Heavy Service Suspension, Payload Plus Upgrade Package (19,500 GVWR)
- 4) Cab Steps
- 5) Tow Command Electric Brake Controller
- 6) One Spare Tire
- 7) Supply one of each Shop and Parts Manuals
- 8) **Rugby Eliminator FDS-11-4 (dump bed) Color to be Black**
  - a) 17" Fold Down Sides
  - b) Single Coal Chute
  - c) Spreader Apron
  - d) Floor Crossmembers to be 12" on Center
  - e) Pull Tarp
- 9) Class 5 Receiver Hitch, 7 Prong RV Trailer Plug
- 10) 36"X18"X18" Under body Frame Mounted Tool Box (color to be black)
- 11) Tail and Marker Lamps To Be LED

Government Discount Code "QU286"

50997

Dealer Set Up Fees

0

Sales Tax (% 8)

4079.76

Licensing Fees

"E" plates

Registration Fees

**Total Direct Purchase Price**

55076.76

Date 4/28/15

Dealer: Downtown Ford

**Quote Good Through**

By: [Signature]

Minimum 45 Days for Processing

6/15/2015

Print Name: Bill Fell

Phone: 916 442 6931 X 200

Contact, Ron Greenfield at [rgreenfield@rmcsd.com](mailto:rgreenfield@rmcsd.com) Ph.916 354-3700  
Paul Siebensohn at [psiebensohn@rmcsd.com](mailto:psiebensohn@rmcsd.com) Ph. 916 354-3700

## MEMORANDUM

Date: May 11, 2015  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Approval of Inspection Costs for Water Treatment Plant Expansion Project

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### RECOMMENDED ACTION

Approve the proposal from Youngdahl Consulting Group, Inc., for inspection services relating to the Water Treatment Plant Expansion Project in an amount not to exceed \$10,964. Funding to come from Water Replacement Reserves.

### DISCUSSION

As part of the work necessary to complete the Water Treatment Plant Expansion Project, Youngdahl Consulting Group Inc. is providing special inspection services to review the components and construction of steel and concrete structures for compliance per the HDR design specifications. This additional inspection is required due to the structural steel having been fabricated out of state and the quantity of visits for epoxy and concrete sampling and testing exceeded the original estimate. This is in addition to the inspection services previously approved by the Board on July 16, 2014 in the amount of \$34,547.

**The Improvements Committee recommends approval.**



## CHANGE ORDER

<b>NAME OF PROJECT</b>	Water Treatment Expansion	<b>PROJECT NO.</b>	E03049.002P	
<b>LOCATION</b>	15160 Jackson Highway, Rancho Murieta, CA	<b>DATE</b>	24 April 2015	
<b>CLIENT NAME</b>	Rancho Murieta Community Services District	<b>PREPARED BY</b>	RSM	C
<b>ADDRESS</b>	P.O. Box 1050, Rancho Murieta, CA 95683			
<b>AUTHORIZED BY</b>	Mr. Paul Siebensohn	<i>CHANGE ORDER FOR ADDITIONAL SERVICES</i>		

Dear Mr. Siebensohn,

At your request, Youngdahl Consulting Group, Inc. is providing you this Contract Change Order to provide additional services for the Water Treatment Expansion project.

<b>CURRENT CONTRACT AMOUNT</b>	<b>\$34,547.00</b>
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ITEM	SCOPE OF WORK	ESTIMATED ADDITIONAL COST
1.0	Structural steel was fabricated out of state, quantity of visits for epoxy and concrete sampling and testing exceeded our estimate.	\$10,964.00
SUBTOTAL OF CHANGE ORDER		\$10,964.00

<b>NEW PROJECT AMOUNT TOTAL</b>	<b>\$45,511.00</b>
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All work done pursuant to this project will be subject to the Terms and Conditions of the existing signed contract between Rancho Murieta Community Services District and Youngdahl Consulting Group, Inc., dated June 4, 2014. If you have any questions we would be pleased to discuss them with you.

Thank you for giving us the opportunity to submit this Change Order. We look forward to continuing to serve you on this project. If this Change Order meets your approval please sign in the space provided and return back to our office.

**YOUNGDAHL CONSULTING GROUP, INC.**

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT**

\_\_\_\_\_  
AUTHORIZING SIGNATURE  
JOHN YOUNGDAHL, P.E.  
PRESIDENT  
No. C60224

\_\_\_\_\_  
AUTHORIZING SIGNATURE

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## MEMORANDUM

Date: May 11, 2015  
To: Board of Directors  
From: Improvements Committee Staff  
Subject: Consider Pre-Approval of Purchase of Backhoe

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### RECOMMENDED ACTION

Waive the requirements of District Code, Chapter 4, Section 5.02 and pre-approve an amount not to exceed \$70,000, inclusive of taxes, for the purchase of a used backhoe. Funding to come 50% from Water Capital Replacement Reserves and 50% from Sewer Capital Replacement Reserves, CIP #14-01-1.

### BACKGROUND

A Backhoe-loader would provide District staff with a necessary and often utilized tool for making underground repairs, redefining drainage ditches, loading and unloading materials, etc., and provide long term cost savings to the District versus renting or contracting. On average, the District has previously spent \$68,850 a year for contracted backhoe services. With District staff operating a backhoe, it is estimated that the District will spend approximately \$31,000 a year on backhoe rental. Therefore, having our own backhoe would have a payback within two (2) years depending on purchase cost and maintenance. It would allow staff to complete tasks in the District's water, sewer, and drainage systems without any delays during which a major water leak, sewer backup, or drainage backup may be occurring.

We are requesting preapproval to purchase a used backhoe because purchasing a used piece of equipment is generally subject to the seller wanting to sell their equipment immediately for the best price they can receive. The seller is also interested in receiving immediate payment. Our required process of soliciting bids and taking approvals to the Board leaves us out of competition for purchasing used equipment. Often, by the time we can proceed with the purchase, the equipment is already sold. We are also requesting that District Code Chapter 4, Division 5.02 be waived as the formal solicitation process is generally not conducive to the purchase of used equipment. District staff will search for the used backhoe and will use due diligence in determining that the purchase is in the best interest of the District.

The photo to the right is a typical backhoe loader.

**The Improvements Committee recommends approval.**





## MEMORANDUM

Date: May 15, 2015  
To: Board of Directors  
From: Darlene J. Gillum, General Manager  
Subject: Quarterly Review of 2015 Board Goals

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### **RECOMMENDED ACTION**

No action needed - receive update.

### **BACKGROUND**

Attached is the 2015 Board Goals along with an update on the progress of goals during the first quarter of 2015.

**BOARD GOALS 2015**  
01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	<b>WATER</b>					
	Review and update the 2011 Strategic Plan based on 2015 goals established					
	Complete WTP expansion on time and within budget					
	Ensure alternative supply and/or treatment is available if WTP expansion schedule is delayed				Temporary filtration on-site and schedule to be operational 05/18/2015	
	Complete augmentation well project					2 <sup>nd</sup> bid release in February 2015, did not attract any bidders
	Closely monitor number of connections as we near qualifying as an Urban Water Supplier (3,000 connections) in the next few years					
	Participate in/with regional agencies, associations, etc. to stay informed at the regional and state level of water issues				Attending Regional meetings and participating in RWA initiative	
	Update long term maintenance plan and indentify estimated cost of future repairs/ replacements - Reserve Study					
	Evaluate ways to increase efficiency, reduce costs, and find alternative funding for specific projects - grants				Scheduled to attend RWA grant meeting on May 26, 2015	

**BOARD GOALS 2015**  
01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	<b>WASTEWATER</b>					
	Continue to coordinate with developers on development schedule and impact to amount of wastewater produced-develop facility update/ expansion schedule and plan accordingly; leveraging existing recycled water system				Paul working with developers and Kevin Kennedy	
	Conduct rate study for development of recycled water rates					
	Develop process/ procedure for recycled water permit issuance					
	Evaluate alternative methods of using reclaimed water such as indirect potable reuse					
	Coordinate with current users on use of reclaimed water and what the new WDR means				Paul working with RMCC	
	Participate in/with regional agencies, associates, etc., to stay informed at the regional and state level of wastewater issues					
	Update long term maintenance plan and identify estimated cost of future repairs/ replacements					
	Evaluate ways to increase					

**BOARD GOALS 2015**  
01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	efficiency, reduce costs and find alternative funding for specific projects					
	Develop reclaimed water plan					
	<b>DRAINAGE</b>					
	Evaluate drainage culverts and review/update maintenance schedule as needed					
	Update long term maintenance plan and identify estimated cost of future repairs/replacements					
	Evaluate ways to increase efficiency, reduce costs and find alternative funding for specific projects					
	<b>SECURITY</b>					
	Develop long term Security Master Plan					
	Develop Security Camera Plan and policy				Adopting Plan at May 20, 2015 Board meeting	
	Investigate the process for placing initiative on ballot for increasing Security Tax escalation constraints				Initial contact made with consultant who provide other consultants' names due to their retirement.	
	<b>SOLID WASTE</b>					
	Evaluate the need for					

## BOARD GOALS 2015

01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	sponsoring a community household hazardous waste collection event					
	Improve communications to the community of changes to pickup schedule and special items allowed for collection					
	Evaluate ways to increase efficiency, reduce costs, and find alternative funding for specific projects					
	Research availability and cost of commercial collections				Initial contact made with CWRS - next step is to conduct rate comparison	
	<b>COMMUNITY RELATIONS</b>					
	Evaluate the use of social media in communicating with the community				Suzanne attending classes and developing ideas for use at District	
	Seek training opportunities for District employees on improving communication skills and techniques					
	Leverage local news sources to communicate effectively					
	Community workshops, visit schools, community meetings				Presented to Kiwanis Club in April 2015, Plan to hold 4 community meetings	
	Research use of internship for communication/				Initial contact made to FLC - not ready with appropriate project and mentoring f intern.	

## BOARD GOALS 2015

01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	community outreach					
	<b>RMA/RMCC RELATIONS</b>					
	Work towards developing a partnership-type relationship with RMA and RMCC that acknowledges and respects each entity's area of authority and responsibility				Building relationships with RMA, RMCC - Presidents' Meetings.	
	Develop/review/ document agreements, policies, and procedures so that all entities understand their obligations/responsibility on certain issues (i.e. gate policy, Parks Committee, recycled water use, water use, etc.)				Gate Policy - draft Parks Committee - review	
	Evaluate ways to increase efficiency, reduce costs and find alternative funding for specific projects					
	<b>EMPLOYEE RELATIONS</b>					
	Develop a relationship with employees that is respectful and inclusive of their opinions, ideas, and suggestions of ways to make the District a sought out place of employment					
	Identify areas for training and growth for employees					

**BOARD GOALS 2015**  
01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	Hold recurring meetings with employees and ensure employees scheduled for all shifts have access to meetings to exchange information and ideas					
	<b>DEVELOPMENT</b>					
	Monitor development plans and evaluate impact on District's provision of services					
	Participate in Parks Committee meetings and ensure the District's role in the community parks is fulfilled					
	Effectively monitor and manage the District's CFD 2014-1 continuing disclosure responsibilities					
	Evaluate ways to increase efficiency, reduce costs, and find alternative funding for specific projects					
	<b>DISTRICT/BOARD</b>					
	Effectively execute the duties and responsibilities of the District as authorized by government and District Code in the provision of services to the community					
	Evaluate "best use" of 10 acre parcel (i.e. solar					

**BOARD GOALS 2015**  
01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	farm, etc.)					
	Use of solar power panels - Admin., Bldg, WTP, etc.				Solar City - mtg on May 12, 2015 working on proposal for	
	Reduction of gas (vehicle) costs - share use with RMA and RMCC - use of electric vehicles'					
	Expedite augmentation wells availability	Jan. 2014	Sept. 2014		Wells on-line - deliverable	Going out for rebid of drilling services late January 2015
	Establish a process for tracking/showing water availability as long as the drought continues	Jan 2014		100%	On website	
	Establish a process for indicating conservation goals	Jan 2014		100%	On website	
	Monitor and report Development issues/progress via routine reports to the BOD (GM status report)	Jan 2014	ongoing			
Paul/ Consultant	Determine the max additional capacity that could be gained from deepening Calero Reservoir and estimate cost to accomplish	Jan 2014	July 2014		Tech memo	No progress to date due to water level in reservoir.
	Develop legal innovative concepts for additional financing for support of "District Security"	Jan 2014	Dec 2014		Built in transfer of property tax revenue to Security in 2015-16 budget	
Greg/Darlene	Develop for BOD approval a security fee application policy and near term (5 yr) plan	Jan 2014	Dec 2014		Memo/Policy	Pushed out to 2015
	Complete a formal					



**BOARD GOALS 2015**  
01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
Darlene/Paul	reserve study (outside agency) and provide recommendations relative to excess if any and long term annual funding needs	Jan 2014		100%	Final report accepted by Board in March 2015	

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**BOARD GOALS 2015**  
01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	Negotiate long term OE-3 labor contract prior to expiration of the existing incorporating objectives established by the BOD	Jan 2014		100%	Completed in March 2015	
	Evaluate New Ways to Use PTF Swap Parcel	Jan. 2001	Jan. 2010		Presented memo to Improvements Committee	Discuss need at annual workshop
	Increase technology for new gate	Jan. 2005	July 2006	HOLD	Meet with N. Gate Planning Committee Submitted "wish" list	Working through security strategic plan without upgrades to gates; utilize ABDI upgrades as appropriate
	Identify Water Treatment Plant replacement alternatives	Jan. 2009	July 2009	100%	Completed July 2009	
	Update Strategic Plan	July 2009	Jan 2010			
	Identify Conservation efforts to comply 2020	July 2009	July 2010	100%	Completed October 2010	
	Evaluate non-director representative on committees	Jan 2009	Jan 2010	100%	Completed February 2009	
	Identify 3 tangible cost saving ideas from Ad Hoc report	Jan 2009	Jan 2010	100%	Completed 2009	
	Evaluate ways to address PERS cost increases	Jan 2009	Jan 2010		Maintain status quo	Union contract negotiations
	Adopt Policy on Process for Submittal of Board Goals	Feb 2010	Feb 2010	100%	Completed and Board adopted February 2010	
	Develop 5- Year Financial Plan	Jan 2010	April 2010	100%	Completed May – Presented to Finance Committee	
	Proceed with IWMP recommendations					
	<ul style="list-style-type: none"> <li>▪ Develop direction for future studies and policy</li> </ul>	Jan 2011	June 2011	100%	Adopted recycled water policy	

**BOARD GOALS 2015**  
01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	changes					
	<ul style="list-style-type: none"> <li>Pursue CDPH approval of Clementia Reservoir for drinking water supply in times of drought</li> </ul>	Jan 2011		100%	Paul S was successful in obtaining CDPH positive opinion regarding use of Clementia during drought via email	
	<ul style="list-style-type: none"> <li>Refine water shortage contingency plan to better define timing of drought stages, related to reservoir levels, early warning forecasts, etc.</li> </ul>	March 2012	Sept. 2012	100%	Completed September 14, 2012	
	<ul style="list-style-type: none"> <li>Select appropriate augmentation projects, size, including prudent reserve set the new fee</li> </ul>	Sept. 2012	March 2013		Augmentation Well Project – drilled 2 test holes; proceeding with test hole A Augmentation need/size reduced by adoption of Recycled Water for future development	Re-evaluate Augmentation project budget for determining appropriate WSA reserve fee.
	<ul style="list-style-type: none"> <li>Re-engineer WTP and WWRP phase planning as well as recycled water transmission and storage facilities</li> </ul>	Sept. 2012	March 2013	100%	Completed Title XVI Feasibility Study – AECOM, K. Kennedy – Nov 2013	
	Begin Education Component of 2020 Plan	Jan 2011			Working with RMA on Landscape Ordinance and ARC Committee rules	
	Independent study of employee compensation and Pay-For-Performance	Jan 2011		100%	Completed May 2011, employee evaluation update	New evaluation form being phased in for April 2014

**BOARD GOALS 2015**  
01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	Program				completed July 2012	
	Develop policy for employee appreciation and recognition	Jan 2011		100%	Completed August 2011	
	Update Strategic Plan by end of 2011	Jan 2011		100%	Completed September 2011	
					Replaced with item from Feb 2013	
	Revise Policy 2010-10 to include negative and positive news/information	Feb 2012		100%	Adopted policy March 21,2012	
	Re-start Parks Committee meetings	Feb 2012		100%	Meetings began in 2012	
	Evaluate methods of reducing SMUD charges including use of solar	Feb 2013	12/31/13		SMUD data provided to Sunlight & Power in June 2013	Pending response from vendor
	Establish water plant upgrade baseline, including capacity of analysis	Feb 2013	8/31/13	100%	WTP1 expansion and upgrade plans (including capacity sizing) completed – Dec 2013	
	Update IWMP as appropriate with augmentation well supply	Feb 2013	12/31/13			Pending drilling/development of augmentation well(s) to provide well supply capacity
	Develop plan for security camera coverage within the community	Feb 2013	12/31/13		Draft plan developed December 2013	Pending establishment of ad-hoc committee for additional input and review
	Evaluate use of alternative vehicles	Feb 2013	6/30/13	100%	Write-up completed	
	Develop long range plan to diminish the vandalism and burglary	Feb 2013	10/31/13			Draft in process - rolled into Security Camera Plan
	Consider expansion of committees to include public with special expertise	Feb 2013	7/31/13		Staff researching requirements – discussed at November 2013 Board Meeting	Further discussion with Personnel Committee in January 2014

**BOARD GOALS 2015**  
01/30/2015

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	Conduct employee evaluations of managers and supervisors (360° review confidential)	Feb 2013	9/30/13	100%	Evaluation completed – Oct 2013	Staff working on District-wide response/improvement plan – to be presented to Board in January

Color Key: **New Goal**    **Carryover Goal**

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## MEMORANDUM

Date: May 14, 2015  
To: Board of Directors  
From: Paul Siebensohn, Director of Field Operations  
Subject: Receive Water Treatment Plant Expansion Project Update

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### RECOMMENDED ACTION

No action required - receive update.

### UPDATE

The project is continuing. Completed work includes: running power supply to the effluent pump station and setting of the effluent pumps and control valves; completed installation, compaction and backfill of the effluent discharge line and meter; process water and lab supply line installations; erection of the canopy structure I-beams; setting of the generator and completing electrical connections; and continued installation of membrane system piping; to name a few.

Contractors KG Walters, Bockman Woody, JD Pasquetti, and River City Painting have performed outstandingly up to this point coordinating and working diligently in tightly shared areas to try to keep the project on its current schedule. However, Martin's Metals, the subcontractor for KG Walters that is erecting the canopy, needs approximately an additional ten (10) days to complete their work due to underestimating the time needed. There is also a potential timing issue between the commissioning activities of TESCO Controls and GE which may add a 1-2 week push on the schedule. The current schedule projects that the installation of the membrane cassettes will occur on August 17, 2015 and production of effluent to occur on September 22, 2015. Contractors continue to work from sunup to sundown. The schedule remains as compressed as it can be without creating significant cost adders to the project.

The GE Field Services Representatives are onsite with the temporary filtration system to begin the commissioning activities. We are in the process of updating the GE Operations and Maintenance manual to be site specific for our application for submittal to the Department of Drinking Water to finalize an approval letter for its operation.

As time allows, staff will be receiving training for the operation and needed maintenance for the temporary filtration system, as well as for the new generator and power transfer switchgear.

Recent project photos are shown below.





*Installation of power and pumps at Effluent Pump station*



*New Generator installed*



*Membrane permeate pumps and beginning of piping installations*



*Erection of Canopy structure*





*Slide gates at Flash Mix structure in foreground, Erection of Canopy structure background*



*Canopy Structure framing nearly completed*



*Temporary Filtration System being set in place*

**HARD CONSTRUCTION COSTS (via Roebbelen)**

Project Construction Summary								Source of Funding		
Contractor	Work Type	Contract Amount	% Billed to Date	Amount Billed to Date	Amount Billed This Month	Contract Amount Remaining	CSD \$4.358 million	R&B LOC \$4.136 million	CFD 2014 \$3.818m Ph 1 \$0.540m Ph 2	
Roebbelen Construction Management Services	General Conditions	781,205	75%	585,904	39,060	195,301	207,410	196,864	181,630	
River City Painting	Painting	291,000	11%	30,825	13,005	260,175	10,912	10,357	9,556	
GE Technology	Membrane Supplier	2,173,800	90%	1,949,043	-	224,757	689,961	654,878	604,203	
JD Pasquetti	Sitework	555,659	63%	349,625	16,712	206,034	123,767	117,474	108,384	
Roebbelen Construction	Fencing	53,640	30%	16,078	-	37,562	5,692	5,402	4,984	
KG Walters Construction	Mechanical & Plumbing	4,893,000	84%	4,101,134	423,399	791,866	1,451,801	1,377,981	1,271,352	
Bockmon & Woody Electric	Electrical	2,370,266	92%	2,186,250	234,900	184,016	773,933	734,580	677,738	
Marquee	Fire Protection	42,500	15%	6,375	-	36,125	2,257	2,142	1,976	
<b>Total Initial Construction Contracts (with 534,318 Contingency = 11,695,388)</b>		<b>11,161,070</b>	<b>83%</b>	<b>9,225,234</b>	<b>727,075</b>	<b>1,935,836</b>	<b>3,265,733</b>	<b>3,099,679</b>	<b>2,859,822</b>	
<b>Change Order Summary</b>										
<b>APPROVED CHANGE ORDERS:</b>										
Max Contract Change Order Amount		534,318								
Shared Completed Change Orders (Invoiced/Paid)		136,399					48,285	45,830	42,284	
CSD Only Completed Change Orders (Invoiced/Paid)*		5,816					5,816			
Approved Change Orders (Not Invoiced)		103,273								
<b>Total Completed/Approved CO</b>		<b>245,488</b>								
<b>Amount CO remaining</b>		<b>288,830</b>								
<b>PROPOSED CHANGE ORDERS:</b>		40,283								
<b>Amount CO remaining</b>		<b>248,547</b>								
<i>(if Proposed COs are approved)</i>										
<b>OTHER:</b>										
Bay Area Coating Consulting Services	**Contingency amt outside of Roebbelen contract (approved BOD 11/19/15)	15,000	7%	980	588	14,020	347	329	304	
* CSD Only Change Orders are in addition to the CSD share of \$4.358m										
<b>Total Adjusted Construction Contracts (hard costs + CO's)</b>		<b>11,421,558</b>				<b>Total Billed to Date</b>	<b>3,320,181</b>	<b>3,145,838</b>	<b>2,902,410</b>	

**SOFT CONSTRUCTION COSTS (CSD Direct Expenses to be shared equally)**

Service Cost Summary							Source of Funding		
Item	Company/Agency	Estimated Soft Cost	Contract/Actual Soft Cost	Amount Billed to Date	Amount Billed This Month	Contract Amount Remaining	CSD	R&B LOC	CFD 2014
							\$4.358 million	\$4.136 million	\$3.818m Ph 1 \$0.540m Ph 2
Preconstruction CM Assistance	Roebbelen CMS	49,049	49,049	49,049		-	17,363	16,480	15,205
Design Engineering	HDR Engineering	240,000	239,982	239,982		-		239,982	
CEQA NOI/MND	HDR Engineering	40,000	71,070	63,559		7,511	5,583	53,088	4,889
Design Geotech	Youngdahl and Associates	3,000	2,600	2,600		-	920	874	806
Construction Engineering Assistance	HDR Engineering	150,000	276,328	183,710		92,618	65,033	61,727	56,950
Special Construction Inspection	Youngdahl and Associates	50,000	34,547	34,449		98	12,195	11,575	10,679
Misc Fees				709		-	251	238	220
SMUD Service	SMUD	5,000	31,632	31,632		-	11,198	10,628	9,806
Generator Permit	Sac County Air Quality Mgmt	5,000	5,000	-		5,000			
State Clearinghouse for CEQA	State of CA	3,000	3,000	-		3,000			
Fish & Wildlife Agency Permits	State of CA	2,000	2,000	921		1,079	326	309	286
Ca Dept Health Review	State of CA	5,000	5,000	-		5,000			
Road Mitigation	RMA	8,000	12,000	12,000		-	4,248	4,032	3,720
CSD Admin, Legal and Engr. (max per FSA)	CSD	50,000	50,000	50,000		-	19,084	18,114	16,712
CSD Admin, Legal and Engr. (CSD only)				53,911		-	53,911		
<b>Total</b>		<b>610,049</b>	<b>782,208</b>	<b>722,522</b>		<b>-</b>	<b>190,113</b>	<b>417,047</b>	<b>119,273</b>

**Grand Total (Construction and soft costs)**

**12,477,596**

**10,090,951**

Additional Info	
Total Retainage to Date:	370,919

Total Hard/Soft Costs	3,510,294	3,562,885	3,021,683
Less: Funds Received		(2,645,520)	(2,358,245)
Pending Draw Request		0	(1,097,230)
<b>Total Outstanding Amount</b>		<b>917,366</b>	<b>(433,792)</b>

**\*\*CFD 2014-1 Draw Amount Based on Cashflow per FSA**

# Change Order Detail

## Shared Cost Change Orders (Split between CSD/CFD#1/CFD2014-1):

### Completed (Shared) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
1	COMPLETE	Remove proj contingency from trade contr	\$ -	\$ -
2	COMPLETE	JDP - Drying bed extension shotcrete	\$ 5,648.00	\$ -
3	COMPLETE	KGW/JDP - FM change of material	\$ 2,888.00	\$ -
4	COMPLETE	JDP - 2" Conduit for Fiber	\$ 26,264.00	\$ -
5	COMPLETE	JDP - CLSM trench at lower yard	\$ 3,300.00	\$ -
6	COMPLETE	JDP - drying bed clean out	\$ 1,882.00	\$ -
7	COMPLETE	Boring of 2" FM (IBA)	\$ -	\$ -
8	COMPLETE	RFI #024, replace corroded FCA	\$ 6,623.00	\$ -
9	COMPLETE	RFI #009, TW Booster pump station slab	\$ 6,029.00	\$ -
10	COMPLETE	ASI #01, check valve/concrete fillet	\$ 7,018.00	\$ -
11	COMPLETE	NAOH added slab at tank yard	\$ 4,091.00	\$ -
14	COMPLETE	RFI #28, conduit & chem trench vault conflict	\$ 11,700.00	\$ -
15	COMPLETE	SWPPP Maintenance	\$ -	\$ -
16	COMPLETE	16" Water Main Repair	\$ 7,000.00	\$ -
17	COMPLETE	Addl gunite for drying bed extension	\$ 2,946.00	\$ -
18	COMPLETE	KGW - Door 302 added lockset	\$ 345.00	\$ -
19	COMPLETE	Zenon - GE dimension Clar.Support Grate	\$ 2,815.00	\$ -
21	COMPLETE	RFI #19, Transformer Relocation	\$ 1,542.00	\$ -
23	COMPLETE	Temp Power Switchover	\$ 3,070.00	\$ -
24	DELETION	RFI #024, deleted ARV at sta 227+47	\$ (5,008.00)	\$ -
26	COMPLETE	SWPPP Maintenance	\$ -	\$ -
27	DELETION	Upper Tank Yard Pad Prep	\$ (492.00)	\$ -
30	COMPLETE	RFI #060, relocate 12" line for stair conflt	\$ 1,725.00	\$ -
35	COMPLETE	RFI #041, CIP Line Relocation	\$ 5,561.00	\$ -
36	COMPLETE	GE Upgraded Maintenance Table	\$ 5,013.00	\$ -
38	COMPLETE	CIP Heater Control MCC	\$ 4,415.00	\$ -
39	COMPLETE	FS Structural Consulting	\$ 1,093.00	\$ -
40	COMPLETE	Additional Spare Parts	\$ 2,600.00	\$ -
43	COMPLETE	RCMS Trailer Power Hookup	\$ -	\$ -
47	COMPLETE	Generator Pad Size Changes	\$ 8,317.00	\$ -
57	COMPLETE	SWPPP Maintenance	\$ -	\$ -
59	COMPLETE	RFI #75, Added Cable Tray	\$ 1,852.00	\$ -
60	COMPLETE	AER (E) Fan Demo and Plywood Vents	\$ 5,860.00	\$ -
63	COMPLETE	R&R Siding at West Side Plant 1	\$ 2,120.00	\$ -
64	COMPLETE	Additional Painting Control Room Ceiling & Walls	\$ 2,230.00	\$ -
69	COMPLETE	RFI #084, Pump Station Bar Beams	\$ 286.00	\$ -
			<b><u>\$ 128,733.00</u></b>	<b><u>\$ -</u></b>

Non-Completed (Shared) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
29	PENDING	RFI #070 Pnuematic Valve Buyout	\$ 2,700.00	\$ 2,700.00
37	PENDING	1 1/2" LIT at Membrane Basin	\$ 1,345.00	\$ 1,345.00
45	PENDING	1" Motorized Ball Valves for Chlorination Equip	\$ 9,585.00	\$ 9,585.00
52	PENDING	BWW & reject Flow Meters	\$ 26,653.00	\$ 26,653.00
56	PENDING	Damaged Bollards During Excavation (IBA)	\$ -	\$ -
70	APPROVED	Paint (E) Chlorine Room	\$ 3,280.00	\$ 3,280.00
			<u>\$ 43,563.00</u>	<u>\$ 43,563.00</u>

**CSD-Only Change Orders:**

Completed (CSD-Only) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
25	COMPLETE	Drying Bed cleanout and sand infill (CSD only)	\$ 13,482.00	\$ -

Non-Completed (CSD-Only) Change Orders:

<u>#</u>	<u>Status</u>	<u>Description</u>	<u>Amt</u>	<u>Remaining</u>
34	APPROVED	Plant 2 SLC Ethernet connection (CSD only)	\$ 8,527.00	\$ 8,527.00
12	APPROVED	Siding Replacement-Hardie Board (CSD only)	\$ 91,466.00	\$ 91,466.00
			<u>\$ 99,993.00</u>	<u>\$ 99,993.00</u>

# MEMORANDUM

Date: May 14, 2015  
 To: Board of Directors  
 From: Paul Siebensohn, Director of Field Operations  
 Subject: Receive Conservation Update

## RECOMMENDED ACTION

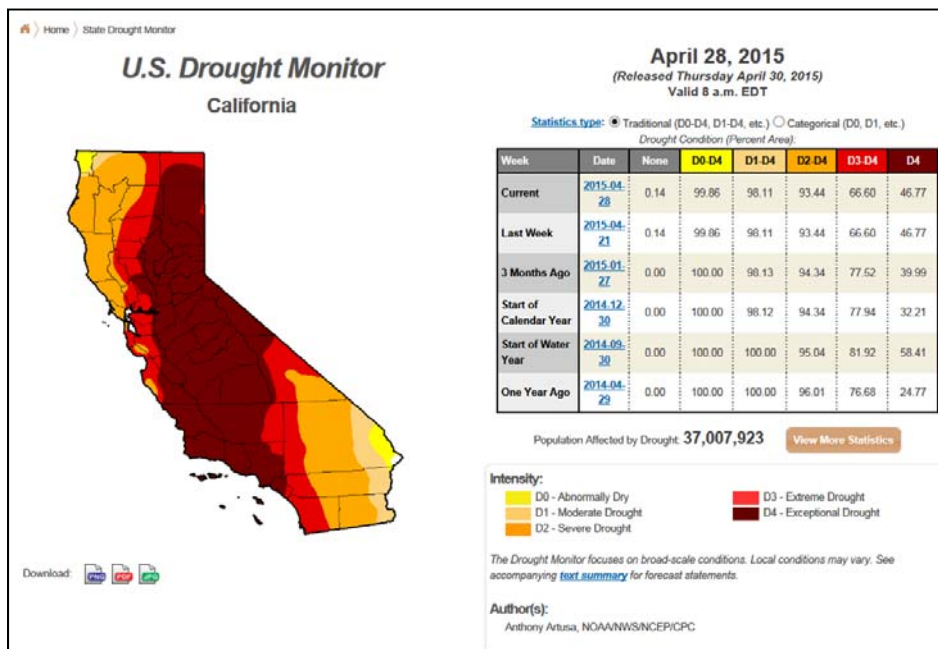
No action required - receive update.

## UPDATE

Water Treatment Plant Production flow for this past April is approximately down 22.9% vs. April of 2013.

We received Notices to Curtail Diversions for nine (9) of our appropriative water rights and had to register compliance through the Department of Water Resources online system. As luck would have it, we just managed to top off our reservoirs one more time due to the recent rainfall and timing to comply with the Notices. The District is continuing to comply with the State's mandates for water conservation.

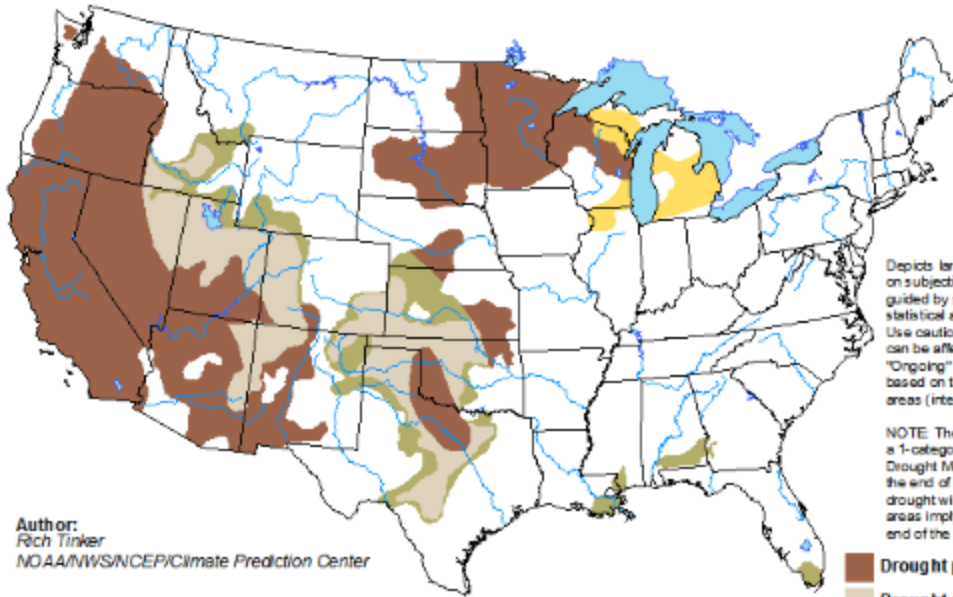
The Water Conservation schedule is still in effect and staff is continuing to monitor the community for compliance. Calendar year to date, 169 conservation tags have been issued. The drought is hitting the State hard and the outlook remains horrible, shown by the US Drought Monitor and US Seasonal Drought Outlook below. We remain in the worst possible drought categories.





# U.S. Seasonal Drought Outlook Drought Tendency During the Valid Period





Valid for April 16 - July 31, 2015  
Released April 16, 2015



Depicts large-scale trends based on subjectively derived probabilities guided by short- and long-range statistical and dynamical forecasts. Use caution for applications that can be affected by short lived events. "Ongoing" drought areas are based on the U.S. Drought Monitor areas (intensities of D1 to D4).

NOTE: The tan areas imply at least a 1-category improvement in the Drought Monitor intensity levels by the end of the period, although drought will remain. The green areas imply drought removal by the end of the period (D0 or none).

Author:  
Rich Tinker  
NOAA/NWS/NCEP/Climate Prediction Center

-  Drought persists/intensifies
-  Drought remains but improves
-  Drought removal likely
-  Drought development likely



<http://go.usa.gov/hHTe>



## MEMORANDUM

Date: May 15, 2015  
To: Board of Directors  
From: Darlene J. Gillum, General Manager  
Subject: Water Conservation Presentation

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### RECOMMENDED ACTION

Provide input to staff.

### BACKGROUND

President Pasek and Darlene Gillum, General Manager, will be holding four (4) community meetings to discuss water in Rancho Murieta. They are scheduled for:

Thursday, May 28, 2015 at 7:00 p.m. at the District Administration Building  
Tuesday, June 2, 2015 at 7:00 p.m. at the Rancho Murieta Association Building  
Saturday, June 6, 2015 at 10:00 a.m. at the District Administration Building  
Saturday, June 13, 2015 at 10:00 a.m. at the Rancho Murieta Association Building

Topics to be covered are:

1. Where does RM water come from?
2. Drought impacts on water supply
3. State drought mandates
4. RM residential usage (in gallons per person per day)
5. Development impacts on water supply
6. WTP Expansion update and improved water quality

Staff is asking for input on the topics to be discussed.

## CONFERENCE/EDUCATION SCHEDULE

Date: May 14, 2015  
To: Board of Directors  
From: Suzanne Lindenfeld, District Secretary  
Subject: Review Upcoming Conference/Education Opportunities

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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)**

General Manager Leadership Summit	July 12-14, 2015	TBA
Board Secretary/Clerk Conference	October 18-20, 2015	Lake Tahoe, CA

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

No Information Currently Available on Upcoming Conferences.

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

2015 Spring Conference & Exhibition	May 5-8, 2015	Sacramento
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### **AMERICAN WATER WORKS ASSOCIATION (AWWA)**

No Information Currently Available on Upcoming Conferences.