



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING

May 19, 2021

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

This meeting will be held remotely in accordance with Governor Newsom Executive Order N-29-20.
See instructions on page two.

BOARD MEMBERS

Tim Maybee	President
Randy Jenco	Vice President
Linda Butler	Director
John Merchant	Director
Martin Pohll	Director

STAFF

Tom Hennig	General Manager
Paula O’Keefe	Director of Administration
Richard Shanahan	District General Counsel
Amelia Wilder	District Secretary
Tina Talamantes	Interim Security Supervisor
Ron Greenfield	Acting Director of Field Operations
Michelle Ammond	Interim Controller

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

May 19, 2021

REGULAR BOARD MEETING

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

This meeting will be held via ZOOM video conference only pursuant to Governor Newsom Executive Order N-29-20. You can join the conference by (1) logging on to <https://us02web.zoom.us/j/84571859332>, entering Meeting ID no. 845 7185 9332, and using the audio on your computer, or (2) dialing into 1-669-900-9128 and entering the meeting code 845 7185 9332. Those wishing to join with audio only can simply call the telephone number above and enter the code. Participants wishing to join the call anonymously have the option of dialing *67 from their phone. **PLEASE NOTE – MOBILE DEVICE USERS MAY NEED TO INSTALL AN APP PRIOR TO USE AND MAC AND PC DESKTOP AND LAPTOP USES WILL REQUIRE YOU TO RUN A ZOOM INSTALLER APPLICATION – PLEASE FOLLOW DIRECTIONS AS PROVIDED BY ZOOM. IT IS RECOMMENDED YOU ATTEMPT TO LOGIN AT LEAST 5 MINUTES BEFORE THE START OF THE MEETING.**

AGENDA

ESTIMATED RUNNING TIME 5:00

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

2. CONSIDER ADOPTION OF AGENDA **(Motion)**

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

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

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

A. Approval of Board Meeting and Committee Meeting Minutes

1. April 21, 2021 Regular Board Meeting Minutes
2. May 11, 2021 Special Personnel Committee Meeting Minutes
3. May 11, 2021 Special Improvements Committee Meeting Minutes
4. May 13, 2021 Special Communications and Technology Committee Meeting Minutes
5. May 13, 2021 Special Security Committee Meeting Minutes

6. *May 14, 2021 Special Finance Committee Meeting Minutes*

B. Approval of Bills Paid Listing

4. STAFF REPORTS (Receive and File)

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

5. REVIEW DISTRICT MEETING DATES/TIMES FOR JUNE 2021

- A. Personnel – June 1, 2021 at 7:30 a.m.
- B. Improvements – June 1, 2021 at 8:00 a.m.
- C. Finance – June 3, 2021 at 10:00 a.m.
- D. Communications – June 3, 2021 at 8:30 a.m.
- E. Special Board Meeting – Reserves – June 3, 2021 at 2:00 p.m.
- F. Security – June 3, 2021 at 10:00 a.m.
- G. Regular Board Meeting – June 16, 2021- Open Session at 5:00 p.m.

6. CORRESPONDENCE

7. COMMENTS FROM THE PUBLIC

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

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

8. RECEIVE AND FILE THE 2019-2020 ANNUAL RANCHO MURIETA COMMUNITY SERVICES DISTRICT AUDIT REPORT AND THE COMMUNITY FACILITIES DISTRICT #2014-1 AUDIT REPORT

(Receive and File) (10 min.)

9. REVIEW COMMUNITY FACILITIES DISTRICT 2014-1 BOND ACCOUNTING ADJUSTMENT RECOMMENDATIONS (Discussion/Action) (Motion) **(Roll Call Vote)**

10. DISCUSS FINANCIAL RESERVE STUDY AND RESERVE SPECIAL BOARD MEETING (Discussion)

11. DISCUSS STATUS AND TIMING FOR RESUMING IN-PERSON BOARD AND COMMITTEE MEETINGS (Discussion/Action) (Motion) **(Roll Call Vote)**

12. RESOLUTION R2021-01 APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2021-22, INCLUDING CAPITAL PROJECTS (20 min.) (Discussion/Action) (Motion) **(Roll Call Vote)** (Time is approximate but will not be conducted before 6:00 p.m.)

- A. Presentation by Staff
- B. Public Comment on the Fiscal Year 2021-22 Budget, Including Capital Projects
- C. Board Discussion of Resolution R2021-01, a Resolution Approving the Proposed Budget for Fiscal Year 2021-22, Including Capital Projects

13. PUBLIC HEARING TO INTRODUCE ORDINANCE O2021-01 INCREASING WATER, SEWER AND SOLID WASTE SERVICE CHARGES AND STORM DRAINAGE AND SECURITY SPECIAL TAXES (10 min.)

- A. Presentation by Staff
- B. The Board President will open the Public Hearing for public comment on Ordinance O2021-01, 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 and Chapter 16A of the District Code Relating to Drainage Tax; Amending Chapter 21 of the District Code Relating to Security tax; and Amending Chapter 31 of the District Code Relating to Solid Waste Collection and Disposal service charges
- C. The Board President will close the Public Hearing on Ordinance O2021-01
- D. Board Discussion/Introduction of Ordinance O2021-01. (Discussion/Action) (Motion) **(Roll Call Vote)**

14. REVIEW SECURITY SERVICES OPINION POLL TIMELINE (Discussion/Action)

15. CONSIDER APPROVAL OF VARIOUS JOB REVISIONS/SPECIFICATIONS (Discussion/Action) (Motion) **(Roll Call Vote)**

- A. Office Assistant I/II to Office Technician
- B. Accounting Assistant I/II to Accounting Technician
- C. Eliminating Controller Position and Replacing it with Accountant
- D. Eliminating Accounting Supervisor Position and Replacing it with Accounting Manager
- E. Revision of Director of Field Operations

16. DISCUSS WATER DELIVERY OPTIONS TO RANCHO MURIETA COUNTRY CLUB (Discussion/Action)

17. CONSIDER APPROVAL OF BID FROM M-3 CONSTRUCTION FOR EMERGENCY REPAIRS TO THE RIGHT BACK DRYING BED FOR A TOTAL OF \$64,532 CIP 21-10-1 (Discussion/Action) (Motion) **(Roll Call Vote)**

18. DIRECTOR COMMENTS/SUGGESTIONS

In accordance with Government Code 54954.2(a), directors and staff may make brief announcements or brief reports of their own activities. They may ask questions for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda.

19. ADJOURNMENT (Motion)

"In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 24 hours prior to a special 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."

In compliance with the Americans with Disabilities Act and Executive Order No. N-29-20, if you are an individual with a disability and you need a disability-related modification or accommodation to participate in this meeting or need assistance to participate in this teleconference meeting, please contact the District Office at 916-354-3700 or awilder@rmcsd.com. Requests must be made as soon as possible.

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is May 14, 2021. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.