



RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 JACKSON ROAD
RANCHO MURIETA, CA 95683
916-354-3700
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AGENDA

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

REGULAR BOARD OF DIRECTORS MEETINGS ARE HELD
3rd Wednesday of Each Month

REGULAR BOARD MEETING

February 20, 2013

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

BOARD MEMBERS

Gerald Pasek	President
Roberta Belton	Vice President
Betty Ferraro	Director
Paul Gumbinger	Director
Michael Martel	Director

STAFF

Edward R. Crouse	General Manager
Darlene Gillum	Director of Administration
Greg Remson	Security Chief
Paul Siebensohn	Director of Field Operations
Suzanne Lindenfeld	District Secretary

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT
REGULAR BOARD MEETING
FEBRUARY 20, 2013**

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

AGENDA

	RUNNING TIME
1. CALL TO ORDER - Determination of Quorum - President Pasek (Roll Call)	4:00
2. ADOPT AGENDA (Motion)	4:05
3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES (5 min.)	4:10
4. CLOSED SESSION <i>Under Government Code section 54956.9(a):</i> Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9: One Potential Case. <i>Conference with Legal Counsel – Existing Litigation Pursuant to Government Code section 54956.9(a).</i> Name of case: Rancho Murieta Community Services District v. Elk Grove Bilby Partners, LP, Sacramento County Superior Court Case No. 34-2011-00097778. <i>Under Government Code section 54956.8:</i> Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: CSGF Rancho Murieta, LLC, BBC Murieta Land, LLC, Murieta Retreats, LLC, PCCP CSGF RB PORTFOLIO, LLC Cosumnes River Land, LLC. Under Negotiation: Price and Terms.	4:15
5. OPEN SESSION <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. TIMED ITEMS as specifically noted, such as Hearings or Formal Presentations of community-wide interest, will not be taken up earlier than listed.</i>	
6. REPORT ACTION FROM CLOSED SESSION	5:00

- 7. COMMENTS FROM THE PUBLIC** 5:05
- The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcome, subject to reasonable time limitations for each speaker.*
- If you wish to address the Board at this time, 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. No action will be taken.*
- 8. CONSENT CALENDAR (Motion) (Roll Call Vote) (5 min.)** 5:10
- 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. January 16, 2013 Board Meeting
 - 2. January 31, 2013 Board Goal Workshop
 - b. Committee Meeting Minutes (Receive and File)**
 - 1. January 14, 2013 Safety Committee Meeting
 - 2. February 6, 2013 Personnel Committee Meeting
 - 3. February 7, 2013 Security Committee Meeting
 - 4. February 7, 2013 Finance Committee Meeting
 - 5. February 7, 2013 Improvements Committee Meeting
 - 6. February 8, 2013 Communication & Technology Committee Meeting
 - c. Approval of Bills Paid Listing**
- 9. STAFF REPORTS (Receive and File) (5 min.)** 5:15
- A.** General Manager's Report
 - b.** Administration/Financial Report
 - c.** Security Report
 - d.** Water/Wastewater/Drainage Report
- 10. CORRESPONDENCE (5 min.)** 5:20
- 11. TIMED ITEM - SECURITY DEPARTMENT ANNUAL REPORT – PRESENTATION BY GREG REMSON, SECURITY CHIEF (Discussion/Action) (15 min.) (Time is approximate but will not be conducted before 5:25 p.m.)** 5:25
- 12. REPORT BACK ON DISTRICT POLICY 2012-14, DUI ENFORCEMENT POLICY (Discussion/Action) (Motion) (Roll Call Vote) (5 min.)** 5:40
- 13. PROVIDE DIRECTION TO STAFF REGARDING USE OF SECURITY SURVEILLANCE CAMERAS (Discussion/Action) (Motion) (5 min.)** 5:45

14. **DISCUSS CHANGING SECURITY COMMITTEE MEETINGS TO A TWO (2) HOUR BLOCK** (Discussion/Action) **(Motion)** (5 min.) 5:50
15. **REVIEW DISTRICT CODE, CHAPTER 2, SECTION 8.0** (Discussion/Action) (5 min.) 5:55
16. **PRESENTATION AND REVIEW OF BROWN ACT (OPEN MEETING LAWS)** (Discussion/Action) (10 min.) 6:00
17. **DISCUSS AND CONSIDER AUDIO RECORDING ALL DISTRICT COMMITTEE MEETINGS AND CLOSED SESSIONS** (Discussion/Action) **(Motion)** (5 min.) 6:10
18. **DISCUSS AND CONSIDER VIDEO TAPING ALL DISTRICT BOARD MEETINGS** (Discussion/Action) **(Motion)** (5 min.) 6:15
19. **APPROVE EMPLOYEE MANUAL REVISION – JURY DUTY** (Discussion/Action) **(Motion)** (5 min.) 6:20
20. **APPROVE AUDITOR ROTATION SELECTION** (Discussion/Action) **(Motion)** (5 min.) 6:25
21. **APPROVE PROPOSAL FOR QUARTERLY AND ANNUAL GROUNDWATER MONITORING REPORTS AND SERVICES** (Discussion/Action) **(Motion)** (5 min.) 6:30
22. **REVIEW WATER TREATMENT PLANT HISTORY AND SERVICE AREAS** (Discussion/Action) (20 min.) 6:35
23. **APPROVE CHEMICAL PURCHASE CONTRACTS** (Discussion/Action) **(Motion)** (5 min.) 6:55
24. **APPROVE JB BOSTICK COMPANY INVOICE FOR 6B LIFT PAVING - RESERVES** (Discussion/Action) **(Motion)** (5 min.) 7:00
25. **APPROVE ATKINS NORTH AMERICA INVOICE – WELL AUGMENTATION** (Discussion/Action) **(Motion)** (5 min.) 7:05
26. **APPROVE TASK ORDER 13-02, DROUGHT TRACKER MODEL** **(Motion)** (5 min.) 7:10
27. **APPROVE IT SUPPORT SERVICES CONTRACT AWARD** (Discussion/Action) **(Motion)** (5 min.) 7:15
28. **REAFFIRM ANNUAL BOARD GOALS FOR 2013** (Discussion/Action) (5 min.) 7:20
29. **REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES** (Discussion/Action) **(Motion)** (5 min.) 7:25

30. MEETING DATES/TIMES FOR THE FOLLOWING: (5 min.)

7:30

Next Regular Board Meeting: March 20, 2013

Committee Meeting Schedule:

- ✚ Communications - Friday, March 1, 2013 at 9:00 a.m.
- ✚ Personnel - Wednesday, March 6, 2013 at 9:00 a.m.
- ✚ Improvements - Thursday, March 7, 2013 at 8:30 a.m.
- ✚ Finance – Thursday, March 7, 2013 at 9:30 a.m.
- ✚ Security - Thursday, March 7, 2013 at 10:30 a.m.
- ✚ Parks- Wednesday, April 3, 2011 at 4:00 p.m. at RMA
- ✚ Joint Security - Tuesday, April 23, 2013 at 9:00 a.m. at Murieta Village

31. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

7:35

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.

32. ADJOURNMENT (Motion)

7:40

"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 February 15, 2013. Posting locations are: 1) District Office; 2) Plaza Foods; 3) Rancho Murieta Association; 4) Murieta Village Association.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Regular Board of Directors Meeting

MINUTES

January 16, 2012

4:00 p.m. Closed Session - 5:00 p.m. Open Session

1. CALL TO ORDER/ROLL CALL

President Gerald Pasek called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Roberta Belton, Betty Ferraro, Paul Gumbinger, and Michael Martel. Also present were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

John Sullivan commented on his request for the District to issue Will Serve letters to Sacramento County so the Murieta Gardens' hotel project can proceed.

2. ADOPT AGENDA

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

3. SPECIAL ANNOUNCEMENTS AND ACTIVITIES

None.

4. BOARD ADJOURNED TO CLOSED SESSION AT 4:05 P.M. TO DISCUSS THE FOLLOWING ITEMS:

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

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code section 54956.9(a). Name of case: Rancho Murieta Community Services District v. Elk Grove Bilby Partners, LP, Sacramento County Superior Court Case No. 34-2011-00097778.

Under Government Code section 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms.

Under Government Code 54957: Public Employee Performance Review: General Manager.

5/6. BOARD RECONVENED TO OPEN SESSION AT 5:07 P.M. AND REPORTED THE FOLLOWING:

Under Government Code section 54956.9(a): Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9(a): One Potential Case. No reportable action.

Conference with Legal Counsel – Existing Litigation Pursuant to Government Code section 54956.9(a). Name of case: Rancho Murieta Community Services District v. Elk Grove Bilby Partners, LP, Sacramento County Superior Court Case No. 34-2011-00097778. No reportable action.

Under Government Code section 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms. No reportable action.

Under Government Code 54957: Public Employee Performance Review: General Manager. Received update on goals. No reportable action.

7. COMMENTS FROM THE PUBLIC

None.

8. CONSENT CALENDAR

Under Agenda item 8b2, Director Belton asked about the status of the November auto accident in which the suspect left the scene. Chief Remson stated the suspect will be charged with hit and run and failure to maintain a vehicle – both are misdemeanors.

Motion/Belton to adopt the consent calendar. **Second/Ferraro. ROLL CALL VOTE: Ayes: Pasek, Belton, and Ferraro. Noes: None. Abstain: Gumbinger and Martel.**

9. STAFF REPORTS

No discussion.

10. CORRESPONDENCE

None.

11. REPORT BACK ON DISTRICT POLICY 2012-14, DUI ENFORCEMENT POLICY

Ed Crouse gave a brief update on the District’s draft DUI enforcement policy. Director Martel requested this item be taken back to the Joint Security Committee for discussion. Director Martel also suggested Joint Security discuss use of video cameras. Director Gumbinger requested reducing the speed on Highway 16 between the North and South Entrances also be put on the Joint Security Committee agenda.

Director Belton commented on an article she read regarding Caltrans not wanting to provide road maintenance on Highway 16 between Grant Line Road and Folsom Boulevard.

12. APPROVE EMPLOYEE MANUAL REVISIONS

Darlene Gillum gave a brief summary of the revisions to the employee manual. Director Belton requested that the 10 day limit on jury duty be removed, leaving it unlimited. This request will go back to the Personnel Committee for discussion.

Motion/Gumbinger to approve the proposed Personnel Manual revisions. **Second/Ferraro. Ayes: Pasek, Belton, Ferraro, Gumbinger, and Martel. Noes: None.**

13. ADOPT DISTRICT POLICY 2013-01, DISTRICT POOL VEHICLE

Darlene Gillum gave a brief summary of Policy 2013-01 District Pool Vehicles.

Motion/Gumbinger to adopt District Policy 2013-01, District Pool Vehicle. **Second/Ferraro. ROLL CALL VOTE: Ayes: Pasek, Belton, Ferraro, Gumbinger and Martel. Noes: None.**

14. APPROVE PROPOSAL FOR MAIN LIFT NORTH WET WELL REHABILITATION

Paul Siebensohn gave a brief summary of the recommendation to approve the proposal for engineering services for the Main Lift North wet well rehabilitation.

Motion/Gumbinger to approve the proposal from HDR Engineering, Inc., for engineering services for Main Lift North wet well rehabilitation, in an amount not to exceed \$37,155. Funding to come from Sewer Replacement Reserves, CIP 12-04-2. **Second/Belton. Ayes: Pasek, Belton, Ferraro, Gumbinger and Martel. Noes: None.**

15. RECEIVE UPDATE ON LUCAS DEVICE FUND RAISING EFFORTS

Ed Crouse gave a brief update on the funding raising for the purchase of a Lucas Device for Sacramento Metro Fire Department, Station 59. Rancho Murieta Country Club raised approximately \$13, 500 and Murieta Village raised \$1,000. Another \$1,500 is needed. After a discussion the Board, by consensus, agreed not to donate any money towards the purchase of the Lucas Device.

16. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES

Director Ferraro stated she is interested in going to the CSDA annual conference.

Director Martel stated that he attended the CSDA New Director training and thought overall it was informative.

Reminder the of the Ethics training webinar in the District office on Wednesday, January 30, 2013 at 2:00 p.m. for Directors, managers and supervisors.

17. MEETING DATES/TIMES

No changes.

18. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

Chief Remson stated that the new Patrol Officer starts on January 26, 2013. The Patrol Officer out on a non-work related injury has a tentative return date of January 22, 2013. Sacramento County Sheriff's have been contacted regarding information on the vandalism and owner of the bike.

Director Martel commented on the District look into leasing a van for residents to use for commuting to the Sacramento downtown area. President Pasek stated that should be submitted for discussion at the Board Goal Workshop.

Director Martel commented on getting kids involved in patrolling areas of the community during the summer months. Director Ferraro stated that was looked at a few years back and none of the kids were interested in reporting other kids. This item will be put on the Joint Security Committee meeting agenda.

Director Belton commented on the need for more VIPS in the community.

Director Ferraro requested the Personnel Committee review Chapter 2, Section 8 of the District Code.

Ed Crouse gave a brief review of the December Presidents' meeting. Topics discussed included the new North Gate, DUI Policy, access to the back area, and the Lucas Device.

Ed stated that he and Darlene met with Sacramento County regarding the Murieta Gardens Hotel project and the water needs. No decision has been made at this time.

Ed stated he will be on vacation from January 17 – January 25, 2013. He will be back in the office on January 28, 2013.

20. ADJOURNMENT

Motion/Gumbinger to adjourn at 5:47 p.m. **Second/Martel. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel. Noes: None.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT
BOARD GOAL WORKSHOP
January 31, 2013 – 9:00 a.m.

1. CALL TO ORDER/ROLL CALL

President Gerald Pasek called the Board Goal Workshop meeting of the Board of Directors of Rancho Murieta Community Services District to order at 9:05 a.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Gerald Pasek, Roberta Belton, Betty Ferraro, Paul Gumbinger, and Michael Martel. Also present were Edward R. Crouse, General Manager/District Engineer; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District/Recording Secretary.

2. ADOPT AGENDA

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

3. COMMENTS FROM THE PUBLIC

John Sullivan stated that he and Mike Hamilton would like to make a comment before the Board goes to closed session.

4. REVIEW/DISCUSSION OF DISTRICT POLICY 2010-02

President Pasek gave a brief summary of what a goal is. A short discussion followed.

5. DEPARTMENT YEAR END UPDATES AND 2013 PROJECTIONS

Security Department

Accomplishments for 2012: replaced cameras and DVRs at both North and South Gates, installed license plate reader camera at North Gate, reviewed and updated patrol and gate operations procedures, replaced barcode reader transformer on the South Gate resident lane, hired two (2) full time and one (1) temporary Gate Officer, Patrol Officers attended State required training, Patrol Officers attended and assisted with community events, increased speeding and stop sign enforcement with RMA, cooperation with RMA Compliance, use of Sacramento County Sheriff Department (SSD) off-duty Deputies continued.

Goals for 2013: maximize technology, improve customer service and invest in employees.

Administration

Accomplishments for 2012: presented 3 year budget projection, evaluated water rates ratio between flat fee and volumetric usage rate, implemented process improvements for accounts payable, continued cross-training between Joyce, Susan, Debby and Darlene, issued request for proposal for IT support services, upgraded/replaced aging and/or broken workstations, brought new Security server on-line, identified on-line payment service, continued customer service focus with administration staff.

Goals for 2013: increase Administration Department efficiency and effectiveness, achieve excellence in customer service, and expand and improve IT environment.

Water/Wastewater/Drainage Department

Accomplishments for 2012: contracted engineering services to consolidate District drawings, wastewater PLC upgrade, wastewater facility fencing, wastewater facility paving, purchased dump truck, purchase new fleet truck, purchased new AWD utility cart, and ARC flash analysis at wastewater reclamation plant.

Goals for 2013: maintain and upgrade infrastructure, increase use of technology, maintain regulatory compliance, consolidate District drawings, dedicate computer for AutoCAD for management of District engineering and drawings, scan and network District easements, purchase sewer jetting equipment, purchase asset management software.

6. GOAL PLANNING

Review of 2012 Board Goals

Ed Crouse gave a brief review and status report on the 2012 Board Goals. During the review of the goals, a short Board dialogue ensued.

Review Strategic Plan Action Items

No review.

The Board took a break at 10:16 a.m. and resumed at 10:31 a.m.

Review of 2012 Dialogue Sheet

Each Director gave a brief summary of their item on the 2013 dialogue sheet, their intent, and desired outcome. These categories included Water/Wastewater, Security, Community Relations, RMA/RMCC Relations, Employee Relations, Development and District Board. During presentation of each goal suggestion, a short Board dialogue ensued.

After much dialogue, the following new goals were agreed to:

NEW GOAL
<i>Water/Wastewater/Drainage</i>
Evaluate methods of reducing SMUD charges, including use of solar
Establish water plant upgrade baseline, including capacity analysis
Update IWMP as appropriate with augmentation well supply
<i>Security</i>
Develop plan for security camera coverage of within the community
Evaluate alternative vehicles
Develop a long range plan to diminish the vandalism and burglary

Community Relations
<i>Consider expansion of committees to include public with special expertise</i>
EMPLOYEE RELATIONS
<i>Conduct employee evaluation of managers and supervisors (360° confidential review)</i>

John Sullivan commented on his draft of a Services and Fee Agreement as well as introduction of Mike Hamilton who distributed his FSA proposal deal points for the undeveloped property. He hopes to complete negotiation of the deal points within 30 to 45 days then turn it over to legal counsels to prepare the formal FSA.

7. BOARD ADJOURNED TO CLOSED SESSION AT 11:58 A.M. TO DISCUSS THE FOLLOWING ITEMS:

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

Under Government Code section 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms.

Under Government Code 54957: Public Employee Performance Review: General Manager.

8. BOARD RECONVENED TO OPEN SESSION AT 2:07 P.M. AND REPORTED THE FOLLOWING:

Under Government Code section 54956.9(a): Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation Pursuant to 54956.9(a): One Potential Case. No reportable action.

Under Government Code section 54956.8: Real Property Negotiations - Real Property APN 128-0080-067; APN 128-0080-068; APN 128-0080-069; APN 128-0080-076; and APN 128-0100-029. Real Property Agency Negotiator: Edward R. Crouse, General Manager. Negotiating Party: Rancho Murieta 670, LLC. Under Negotiation: Price and Terms. No reportable action.

Under Government Code 54957: Public Employee Performance Review: General Manager. No reportable action.

9. COMMENTS AND SUGGESTIONS FROM BOARD MEMBERS AND STAFF

Director Martel commented on his conversation with PTF regarding river access. This item will be added to the February Security Committee meeting agenda.

Director Belton commented on the Parks Committee meeting. Rancho Murieta Association (RMA) purchased the Escuela property in November 2012. RMA has no plans to pursue a community center.

10. ADJOURNMENT

Motion/Gumbinger to adjourn at 2:24 p.m. **Second/Ferraro. Ayes: Pasek, Belton, Ferraro, Gumbinger, Martel.**

Respectfully submitted,

Suzanne Lindenfeld
District Secretary

DRAFT

MEMORANDUM

Date: January 14, 2013
To: Edward R. Crouse, General Manager
From: Greg Remson, Safety Chairman
Subject: Safety Committee Meeting, January 14, 2013

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

NEW ACCIDENT REPORTS

None.

FACILITY INSPECTION REPORTS

None missing.

OTHER ITEMS

Fourth (4th) quarter awards were purchased.

ADJOURNMENT

The meeting adjourned at 1:58 p.m.

MEMORANDUM

Date: February 6, 2013
To: Board of Directors
From: Personnel Committee Staff
Subject: February 6, 2013 Personnel Committee Meeting

Director Ferraro called the meeting to order at 9:00 a.m. Present were Directors Ferraro and Gumbinger. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations, and Suzanne Lindenfeld, District Secretary.

COMMENTS FROM THE PUBLIC

None.

UPDATES

Employee Relations

Darlene Gillum reported that Joyce Czerwinsky is scheduled to return to work on March 14, 2013.

Paul Siebensohn reported that staff has begun their required annual training. A new intern will begin working on Monday. This is a three (3) month intern program through Folsom Lake College.

Chief Remson reported that the Security Patrol Officer out on a non-work related injury has been cleared and will be returning to work after passing his range qualification on Thursday. The Security Patrol Officer out on a work related injury has not been given a return date.

Ed Crouse reported he will be on vacation in April. He will be running the Boston Marathon.

Darlene gave a brief overview of the changes to payroll effective January 1, 2013. Any non-represented employee hired after January 1, 2013 falls under the new member plan of 2% at 62 and are required to pay one half (½) of the normal cost for retirement. Represented will remain under the current MOU until the next contract. Medical coverage increased by 8%.

Director Gumbinger asked if Directors are employees. Darlene stated that are considered employees only for tax purposes.

APPROVE EMPLOYEE PERSONNEL MANUAL REVISIONS

Darlene Gillum presented the suggested change to the Personnel Manual regarding the removal of the 10 day cap on jury duty and court appearances. The Committee agreed to send this to the Board for approval but a new manual will not be printed out until the next scheduled manual update in June 2013. **This item will be added to the February 20, 2013 Board meeting agenda.**

REVIEW DISTRICT CODE, CHAPTER 2, SECTION 8

Director Ferraro commented on her concerns that the Board was not conforming to District Code Chapter 2, Section 8, and requested it be put on the February Board meeting agenda as a reminder to the Board. No action is to be taken. By consensus, the Committee agreed. **This item will be added to the February 20, 2013 Board meeting agenda.**

DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

Director Gumbinger requested District Code Chapter 2, Section 4.00 be updated to remove reference to employee job descriptions and that the General Manager serves at the pleasure of the Board.

ADJOURNMENT

The meeting was adjourned at 9:38 a.m.

DRAFT

MEMORANDUM

Date: February 7, 2013
To: Board of Directors
From: Security Committee Staff
Subject: February 7, 2013 Security Committee Meeting

Director Belton called the meeting to order at 8:30 a.m. Present were Directors Belton and Martel. Present from District staff were Edward R. Crouse, General Manager; Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

COMMENTS FROM THE PUBLIC

None.

MONTHLY OPERATIONS REVIEW

Operations

Chief Remson gave a brief review of the monthly operations for the month of January 2013.

The North Gate had power issues over the weekend. After SMUD came out, the problem was the big breaker at the gazebo. The backup generator operated well for over 48 hours.

Incidents of Note

Chief Remson gave a brief overview of the incidents of note for the month of January 2013.

RMA Citations/Advisals

Chief Remson reported on the following Rancho Murieta Association (RMA) rule violation citations for the month of January, which included 15 stop signs and 11 overnight street parking. RMA rule violation admonishments and/or complaints for the month of January included 32 loose/off leash dogs, 25 open garage doors, and 5 barking dogs.

RMA Compliance/Grievance/Safety Committee Meeting

At the January 7, 2013 meeting, there was discussion on removing the outbound stop sign on Murieta Parkway at the 2nd Lago Drive and the rules for the Bicycle Pump Track. There were three (3) appearances regarding stop signs and driveway parking and two (2) letters regarding parking and barking dogs.

James L. Noller Safety Center

The Safety Center has been open most Mondays and Wednesdays from 10:00 a.m. to 2:00 p.m. VIPS Jacque Villa and Steve Lentz patrol the District as another set of "eyes and ears". Anyone who is interested in joining the VIPS program or would like information on the Neighborhood Watch program can contact the VIPS at the Safety Center office at 354-8509.

The Safety Center is also available to all law enforcement officers for report writing, meal breaks and any other needs that arise.

New North Gate

Nothing new to report.

JOINT SECURITY COMMITTEE MEETING

Director Belton commented on the minutes and her concerns regarding a motion having been made, seconded, and then acted upon without the issue coming to the Board of Directors for direction. The Joint Security Committee is an advisory committee only. Director Martel commented that if the Joint Security Committee is only an advisory committee then there is no use for the Committee and requested to see a legal opinion. A discussion followed.

Director Belton stated that the Board's role is to make policy, not to be involved in the day-to-day activities of the District. Director Martel stated that it should be.

Director Martel requested all committee meetings be recorded. **This item will be added to the February 20, 2013 Board of Directors meeting agenda.**

Director Martel also requested that the Security Committee meeting be scheduled for a two (2) hour period instead of the ½ hour.

DUI ENFORCEMENT UPDATE

Chief Remson reported that there is no change in Rancho Murieta Association and Rancho Murieta Country Club lack of support for the policy. **This item will be added to the February 20, 2013 Board of Directors meeting agenda.**

RIVER ACCESS UPDATE

Director Martel stated that President Pasek is contacting PTF to request they send a letter explaining their position on the river access restrictions.

SECURITY TECHNOLOGY WISH LIST

Chief Remson gave a brief overview of his suggestions for security surveillance cameras in the community. Director Martel stated he did not feel cameras are needed in the parks. After a short discussion, the Committee requested this item go to the Board for direction on developing a strategy plan for cameras in the community. **This item will be added to the February 20, 2013 Board of Directors meeting agenda.**

DIRECTOR & STAFF COMMENTS

Director Martel stated that the District needs policies on what staff does and how they respond to calls for service. Staff will forward the current policies to him.

ADJOURNMENT

The meeting adjourned at 9:08 a.m.

MEMORANDUM

Date: February 7, 2013
To: Board of Directors
From: Finance Committee Staff
Subject: February 7, 2013 Finance Committee Meeting

Director Pasek called the meeting to order at 9:12 a.m. Present were Directors Pasek and Belton. Present from District staff were Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

COMMENTS FROM THE PUBLIC

None.

ELK GROVE-BILBY PARTNERS, L.P. FORECLOSURE

Darlene Gillum stated that the writ of sale has been issued and the District is waiting for the sale of the property to be scheduled.

CREDIT CARD PROCESSING FEE UPDATE

Darlene stated that the new credit card processing program went live on February 4, 2013. A letter was sent out on Monday notifying residents. To date, ten (10) payments have been received through the new program. This credit card processing program will save the District around \$24,000 a year.

2013-2014 BUDGET PLANNING- REVIEW EXPENSES

Darlene Gillum gave a brief summary of the draft 2013-2014 budget projected expenses. This draft budget is based on projected expenses for the 2013-2014 fiscal year. The preliminary assumptions used included the following expenses: wage provisions of the OE3/District Memorandum of Understanding, medical insurance increase, PERS employer contribution increase, increases to life, dental and long term disability, reduction related to credit card processing fees, and no increase in workers compensation insurance. Unknowns at this time include solid waste adjustments, dental, life and long-term disability insurance premiums, and property insurance premiums. A question and answer period followed.

Director Pasek stated he would like staff to keep rate increases, if necessary, at or below the inflation rate.

The first draft of the budget will be presented at the March 2013 Finance Committee meeting. Prop 218 letters need to go out by April 1, 2013.

AUDITOR ROTATION

Darlene Gillum stated that the 5 year rule for auditor rotation begins this year, making 2018 the year for required rotation of auditor. The rotation calls for a change in the actual auditor not necessarily the firm. After a discussion, the Committee agreed to keep the same as long as we comply with the new regulation.

DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

No comment.

ADJOURNMENT

The meeting was adjourned at 9:33 a.m.

DRAFT

MEMORANDUM

Date: February 7, 2013
To: Board of Directors
From: Improvements Committee Staff
Subject: February 7, 2013 Committee Meeting Minutes

Director Pasek called the meeting to order at 9:12 a.m. Present were Directors Pasek and Gumbinger. Present from District staff were Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

COMMENTS FROM THE PUBLIC

None.

UPDATES

FINANCING AND SERVICES AGREEMENT

Darlene Gillum stated that the developer deposit has been replenished and no meetings have been scheduled at this time.

WATER USAGE FACTOR REVIEW

Darlene Gillum stated that staff will be meeting with Lisa Maddaus to review the administrative draft report. The report is scheduled to go to Committee in March 2013.

RECYCLED WATER FEASIBILITY STUDY

Darlene Gillum stated that staff will be meeting with Kevin Kennedy next week to review the draft of the report. The report is scheduled to go to Committee in March 2013.

APPROVE PROPOSAL FOR QUARTERLY AND ANNUAL GROUNDWATER MONITORING REPORTS AND SERVICES

Paul Siebensohn gave a brief summary of the recommendation to approve the proposal for quarterly and annual groundwater monitoring reports and services. This is done annually, as required by the Regional Water Quality Control Board Monitoring and Reporting Plan, 5-01-124. **This item will be added to the February 20, 2013 Board of Directors meeting agenda.**

APPROVE CHEMICAL PURCHASE CONTRACTS

Paul Siebensohn gave a brief summary of the recommendation to accept the proposals for chemical purchase contracts. A short discussion followed. **This item will be added to the February 20, 2013 Board of Directors meeting agenda.**

APPROVE JB BOSTICK COMPANY INVOICE FOR 6B LIFT PAVING - RESERVES

Paul Siebensohn gave a brief summary of the recommendation to approve payment of the invoice from JB Bostick Company for 6B lift paving work that has been completed. Funding to come from

Sewer Replacement Reserves. A short discussion followed. **This item will be on the February 20, 2013 Board of Directors meeting agenda.**

APPROVE ATKINS NORTH AMERICA INVOICE – WELL AUGMENTATION - RESERVES

Paul Siebensohn gave a brief summary recommendation to approve payment of the invoice from Atkins North America for completing a biological scan of the two (2) proposed well sites. Funding to come from Water Augmentation Supply Reserves. **This item will be added to the February 20, 2013 Board of Directors meeting agenda.**

APPROVE TASK ORDER 13-02, DROUGHT TRACKER MODEL

Darlene Gillum gave a brief summary of the recommendation to approve Task Order 13-02. A short discussion followed. Director Pasek asked if the rates for Maddaus Water Management charges are competitive. Paul Siebensohn stated that they were. **This item will be added to the February 20, 2013 Board of Directors meeting agenda.**

DIRECTORS' & STAFF COMMENTS/SUGGESTIONS

Director Pasek requested that at the February 20, 2013 Board of Directors meeting, Paul Siebensohn give a status report regarding where we are at on water storage in terms that the average consumer can understand.

ADJOURNMENT

The meeting was adjourned at 10:00 a.m.

MEMORANDUM

Date: February 8, 2013
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: February 8, 2013 Communication & Technology Committee Meeting

Director Ferraro called the meeting to order at 9:00 a.m. Present were Directors Ferraro and Martel. Present from District staff were Darlene Gillum, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Director of Field Operations; and Suzanne Lindenfeld, District Secretary.

COMMENTS FROM THE PUBLIC

None.

UPDATES

Director Martel commented on having the items President Pasek requested at the Board Goal Workshop to be on the agenda to begin working on them. Director Ferraro stated that one of the items was contacting Rancho Murieta Association regarding 2020 communication and education. Director Ferraro commented on her previous requests to the Board to be the liaison between the District and Rancho Murieta Association (RMA). Director Martel stated that subject was commented on at another Committee meeting. A discussion followed.

Darlene stated she will go back and review what items President Pasek requested go to the Communications & Technology Committee.

Director Martel commented on beginning to work on a plan for camera use throughout the community and that a policy needs to be in place regarding their use. Suzanne mentioned that security cameras were on the Security Committee agenda and can't be an action item under more than one (1) committee. Some discussion followed. Director Martel commented that the cameras should be moved to the Communications & Technology Committee because they relate to technology. Then Chief Remson should provide his wish list for cameras to Communications & Technology Committee on behalf of the Security Department.

APPROVE IT SUPPORT SERVICES CONTRACT AWARD

Darlene Gillum gave a brief summary of the recommendation to approve the contract with A Leap Ahead IT for IT services. The contract includes fixed price per month for general maintenance, fixed price per unit for laptops, desktops, servers, setup and delivery. This is a one (1) year contract. The contract also includes an evaluation and recommendation on upgrading the District's network to support future growth, which includes the use of video camera.

Director Ferraro asked what computers are up for replacement this year. Darlene stated that two (2) water department units, one (1) administration unit and the patrol vehicle unit are scheduled for replacement. The District replaces units every 3 to 5 years. Director Ferraro asked about Director Belton's laptop since it is an older one. Darlene stated that since it is only used once a month for Board meetings and it seems to be working fine, there currently is no plan to replace it. Director Martel stated that he uses his iPad so she can use his District laptop if needed.

Director Martel stated that RMA should not be charging the District for cable and internet hook up at the gates. A discussion followed.

Darlene Gillum stated that the conversation was getting off track from the agenda item.

Director Martel commented on working with RMA and using their fiber optic system for the installation of cameras throughout the community, vandalism in the community, RMA stating they knew nothing about the change in the river access, and his request to get an opinion from the Attorney General regarding actions at meetings and what really constitutes violating the Brown Act.

Suzanne stated that with the mention of the Brown Act, the Committee is getting off track and discussing items not on the agenda. Director Martel stated he was giving Director comments. Suzanne reminded the Committee that they are on Agenda Item 4, Approval of the IT Support Services Contract Award, which the discussion has veered away from. Darlene agreed.

Darlene asked if the Committee is in agreement to send this to the Board for approval. Director Ferraro said yes. Director Martel stated he did not know why it was going to Committee before the Board since the Committee was not involved in the process. Darlene explained that it is a staff level item but since the resulting contract exceeds the General Manager's approval limit it must go to the Board for approval and that most items go to a Committee prior to the Board for approval. **This item will be on the February 20, 2013 Board of Directors meeting agenda.**

PUBLIC OUTREACH

Videos

Director Martel asked why the Board meetings were not being video streamed on Ranchomurieta.com anymore. Director Ferraro stated that it is due to the time and lack of interest by the community.

Director Ferraro requested staff look into the feasibility of developing some outreach videos to be played on Channel 5, given to some of the community groups to use, and to provide to schools for education.

Director Martel directed Suzanne to be sure to put the comment she made regarding the Brown Act and being off track in the minutes. Suzanne stated she would.

Director Martel commented on audio recording all Committee meetings and requested that videotaping of all Board meetings go to the Board for discussion. Director Ferraro mentioned that

staff had looked at this previously but the Board did not go forward with it due to the cost and the lack of interest by the community. **This item will be on the February 20, 2013 Board of Directors meeting agenda.**

DIRECTOR & STAFF COMMENTS/SUGGESTIONS

Darlene Gillum stated that despite all the outreach the District did over the last 3 to 4 months regarding the new credit card payment program, many residents called saying they were never notified. Director Martel said that he feels staff did enough.

Director Martel stated that he feels staff does a good job on the Pipeline.

Paul Siebensohn stated that he feels the District needs to do a “rebranding” which includes getting a new logo. This would separate us more from RMA. Chief Remson stated that a staff member suggested that a few years ago. Suzanne stated that she had suggested it at the Management Action Committee but it was dismissed.

Paul also commented on Murieta Village residents flushing items down their toilets: cell phones, towels, adult diapers, pill bottles, needles, etc. Director Martel suggested sending a letter to them. Chief Remson stated that the Village has their own Channel 5 and maybe something should be put on that as reminder.

ADJOURNMENT

The meeting was adjourned at 9:50 a.m.

MEMORANDUM

Date: February 13, 2013
To: Board of Directors
From: Darlene Gillum, Director of Administration
Subject: Bills Paid Listing

Enclosed is the Bills Paid Listing Report for **January 2013**. 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
Carrillo Enterprises	Multiple Street Repairs, Sand and Rock	\$10,233.65	Operating Expense
Hunt and Sons	Diesel Fuel	\$6,442.90	Operating Expense
SMUD	Monthly Utilities	\$19,408.86	Operating Expense
USA Blue Book	Maintenance & Repair Supplies	\$9,096.98	Operating Expense
California Waste Recovery Systems	Solid Waste Contract	\$44,597.43	Operating Expense
Cummins West	6B Lift Generator	\$21,779.51	Reserve Expenditure
Golden State Risk Management Authority	3 rd Quarter Workers Comp and Liability	\$25,852.00	Operating Expense
Groeniger & Company	Surge Tank Vaults, Supplies	\$6,119.00	Operating Expense

Rancho Murieta Community Services District
Bills Paid Listing for January 2013

Ck Number	Date	Vendor	Amount	Purpose
CM26144	1/4/2013	Administrative Professional Today	\$89.00	Annual Subscription
CM26145	1/4/2013	Aramark Uniform Services	\$176.98	Uniform Service - Water
CM26146	1/4/2013	Arnolds For Awards	\$18.30	Director Name Plate
CM26147	1/4/2013	Blue Gavel Press	\$129.33	Cal/OSHA Compliance Guide
CM26148	1/4/2013	California Public Employees' Retirement Sys	\$34,026.43	Payroll
CM26149	1/4/2013	CWEA	\$80.00	Certificate Renewal
CM26150	1/4/2013	Carrillo Enterprises	\$10,233.65	Multiple Street Repairs, Sand & Rock
CM26151	1/4/2013	Brian Chenoweth	\$1,500.00	IT Support
CM26152	1/4/2013	County of Sacramento Voter Reg	\$4,327.00	General Election 11/6/12
CM26153	1/4/2013	Cummins West	\$770.22	MLN Generator Maintenance
CM26154	1/4/2013	Deluxe Business Checks and Solutions	\$283.22	Supplies
CM26155	1/4/2013	Department of Fish and Game	\$520.50	Carp Stocking Permits
CM26156	1/4/2013	Edward R. Bacon Company, Inc.	\$270.00	Equipment Rental
CM26157	1/4/2013	Employment Development Department	\$2,731.86	Payroll
CM26158	1/4/2013	Express Office Products, Inc.	\$941.11	Office Supplies
CM26159	1/4/2013	Folsom Lake Fleet Services	\$53.26	Maintenance #520
CM26160	1/4/2013	Gold Country Regional Chapter of CSDA	\$40.00	Seminar
CM26161	1/4/2013	Groeniger & Company	\$2,953.97	Maintenance & Repair Supplies
CM26162	1/4/2013	Guardian Life Insurance	\$4,948.92	Payroll
CM26163	1/4/2013	Hunt and Sons	\$6,442.90	Diesel Fuel
CM26164	1/4/2013	Irrigation Consultation & Evaluation	\$960.25	Water Wise House Calls
CM26165	1/4/2013	J B Bostick Company	\$3,600.00	Street Repair
CM26166	1/4/2013	Lisa Wood Design	\$845.84	Conservation Banners
CM26167	1/4/2013	Zachary J. Morey	\$250.00	District Claim #2012-06
CM26168	1/4/2013	Nationwide Retirement Solution	\$1,693.23	Payroll
CM26169	1/4/2013	NORMAC	\$300.02	Maintenance & Repair Supplies
CM26170	1/4/2013	Operating Engineers Local Union No. 3	\$540.87	Payroll
CM26171	1/4/2013	PERS Long Term Care Program	\$138.76	Payroll
CM26172	1/4/2013	Prodigy Electric	\$3,204.30	6B Lift Generator Pad
CM26173	1/4/2013	Rancho Murieta Country Club	\$500.00	Holiday Luncheon
CM26174	1/4/2013	Roto Rooter Service & Plumbing	\$879.95	Equipment Rental
CM26175	1/4/2013	S. M. U. D.	\$19,408.86	Monthly Utilities
CM26176	1/4/2013	Sacramento Metropolitan Air Quality Mgt. Di	\$654.00	6B Generator Permit Fee
CM26177	1/4/2013	Safety Center, Inc.	\$310.00	Training
CM26178	1/4/2013	Sierra Office Supplies	\$375.71	Letterhead
CM26179	1/4/2013	TASC	\$188.07	Voided
CM26180	1/4/2013	Tesco Controls, Inc.	\$468.80	MLN Emergency Repair
CM26181	1/4/2013	USA Blue Book	\$9,096.98	Maintenance & Repair Supplies
CM26182	1/4/2013	Vision Service Plan (CA)	\$489.26	Payroll
CM26183	1/4/2013	W.W. Grainger Inc.	\$818.78	Maintenance & Repair Supplies
CM26184	1/4/2013	Watchdogs Surveillance	\$326.06	North Gate Camera

Rancho Murieta Community Services District
Bills Paid Listing for January 2013

Ck Number	Date	Vendor	Amount	Purpose
CM26185	1/4/2013	Kamps Propane, Inc.	\$1,229.48	Propane Tank - 6B Generator
CM26186	1/4/2013	P. E. R. S.	\$39,214.32	Payroll
CM26187	1/7/2013	B.S.I.S.	\$35.00	Guard Card Renewal
ACH	1/7/2013	EFTPS	\$9,926.88	Bi-Weekly Payroll Taxes
CM26188	1/18/2013	A&D Automatic Gate and Access	\$360.85	Repair Gate Arm - South Gate
CM26189	1/18/2013	Accounting & Association Software Group	\$1,087.50	Year-End Support
CM26190	1/18/2013	Ace Hardware	\$450.50	Supplies
CM26191	1/18/2013	Action Cleaning Systems	\$1,235.11	Monthly Cleaning Service
CM26192	1/18/2013	Allied Waste Services #922	\$347.29	Container Service
CM26193	1/18/2013	American Express	\$2,401.01	Monthly Bill
CM26194	1/18/2013	AmeriPride Services, Inc.	\$337.90	Uniforms
CM26195	1/18/2013	Applications By Design, Inc.	\$125.00	Security Data Backup
CM26196	1/18/2013	Aramark Uniform Services	\$176.98	Uniform Service - Water
CM26197	1/18/2013	California Waste Recovery Systems	\$44,597.43	Solid Waste Monthly Contract
CM26198	1/18/2013	Caltronics Business Systems	\$1,272.89	Admin Copier
CM26199	1/18/2013	CLS Labs	\$1,666.00	Monthly Lab Tests
CM26200	1/18/2013	Costco Wholesale	\$1,294.80	Monthly Supplies
CM26201	1/18/2013	Cummins West	\$21,779.51	6B Generator
CM26202	1/18/2013	DynaMetric	\$435.14	Software
CM26203	1/18/2013	Employment Development Department	\$3,125.53	Payroll
CM26204	1/18/2013	Express Office Products, Inc.	\$398.73	Office Supplies
CM26205	1/18/2013	Ford Motor Credit Company LLC	\$234.78	Security Vehicle Lease Payment
CM26206	1/18/2013	Gallery & Barton	\$1,726.13	Legal Consulting
CM26207	1/18/2013	GSRMA	\$25,852.00	3Q Workers Comp & Liability
CM26208	1/18/2013	Groeniger & Company	\$6,119.90	Surge Tank Vaults, Supplies
CM26209	1/18/2013	Hach Company	\$1,365.92	Maintenance & Repair Supplies
CM26210	1/18/2013	McMaster-Carr Supply Co.	\$144.56	Maintenance & Repair Supplies
CM26211	1/18/2013	Nationwide Retirement Solution	\$1,693.23	Payroll
CM26212	1/18/2013	Operating Engineers Local Union No. 3	\$520.56	Payroll
CM26213	1/18/2013	PERS Long Term Care Program	\$138.76	Payroll
CM26214	1/18/2013	Plug It Products Corp.	\$821.17	Supplies
CM26215	1/18/2013	Public Agency Retirement Services	\$200.00	Trust Admin Fees
CM26216	1/18/2013	Rancho Murieta Association	\$284.47	Landscaping, Cable, Internet
CM26217	1/18/2013	Romo Landscaping	\$385.00	Landscaping
CM26218	1/18/2013	Roto Rooter Service & Plumbing	\$289.95	Maintenance
CM26219	1/18/2013	Sacramento Bee	\$465.92	Patrol Officer Advertisement
CM26220	1/18/2013	Sacramento County Sheriff's Dept.	\$371.49	Off-duty Sheriff Program
CM26221	1/18/2013	Sierra Office Supplies	\$1,280.71	Supplies
CM26222	1/18/2013	Sprint	\$570.55	Monthly Cell Phone
CM26223	1/18/2013	TASC	\$55.50	Payroll
CM26224	1/18/2013	TASC	\$188.07	Voided

**Rancho Murieta Community Services District
Bills Paid Listing for January 2013**

Ck Number	Date	Vendor	Amount	Purpose
		CFD#1 Bank of America Checking		
CM2668	1/4/2013	Bank of America	\$17.58	CFD#1 Admin Fees
CM2669	1/4/2013	NBS	\$2,053.99	CFD#1 Admin Fees
CM2670	1/18/2013	CoreLogic Solutions, LLC.	\$165.00	CFD#1 Admin Fees
		TOTAL	\$2,236.57	
		EL DORADO PAYROLL		
Payroll (El Dorado)				
Checks: # CM10931 to CM10946 and Direct Deposits: DD06137 to DD6192			\$ 106,503.12	Payroll
ACH	1/31/2013	National Payment Corp	\$132.68	Payroll
		TOTAL	\$106,635.80	

MEMORANDUM

Date: February 15, 2013
To: Board of Directors
From: Edward R. Crouse, General Manager
Subject: General Manager's Report

The following are highlights since our October Board Meeting.

Employee Relations

Paul hired an unpaid student intern from Folsom Lake College (FLC) Water & Wastewater Certificate Program. We envision keeping the intern through the spring semester. If all goes well, this may be the beginning of our using student interns at the District. Darlene worked with our insurance carrier and FLC's Risk Manager on liability issues.

Finance/IT

Darlene has been meeting with the other managers bi-weekly to work through preliminary budgets. Drafts are completed with projected expenditures through the end of FY 12/13.

Darlene presented her recommendation for our new Network & IT maintenance consultant to the Communications and Technology committee. In fact, even prior to her presentation, the recommended consultant came in early, to prospectively get a peek at our facilities and get a better lay of the land.

Security

The Security Patrol Officer out due to a non-work related injury is back to work, but another Patrol Officer is out with a minor work related injury. We hope to have him back by the end of February. Greg is adjusting shifts and using off-duty Sacramento Sheriff's Department (SSD) Officers for double coverage when needed.

Greg hired Steven Nunez to fill the vacancy caused by Patrol Officer Fuentes' resignation to enroll in POST training. Welcome aboard, Officer Nunez!

Water

Water production for January, stayed flat 0.6 mgd, with Plant 1 off line for annual maintenance and repairs. Once the work at Plant 1 is complete, we will take Plant 2 off line and restart Plant 1.

As reported last month, river flows continue to allow us to use two (2) diversion pumps. Because of our starting to pump in early in December, we are far ahead of schedule with the reservoir storage volume nearing 4,400 AF, just below the full volume of 4,700 AF.

Division of Safety of Dams completed their annual inspection and left us with a clean report, although they identified several book-keeping items to complete which will assist them in keeping a more visual and electronic record of our monitoring data.

Wastewater

Due to the drier weather, our flows to the wastewater plant dropped to normal levels. Our winter carry over storage is about 250 AF, well below our storage capacity of 728 AF.

Paul's crews completed several sewer collection repairs due to pipe breaks and joint offsets generally thought to have been caused by settlement, poor back fill containing rocks, and tree root influence.

Drainage

All drainage work is on hold for the season, except for pre-storm inspections and storm response call outs.

Solid Waste

Nothing new to report on operations.

Engineering

FSA negotiations

While the developer deposit account for attorney fees has been replenished, we are not moving forward at this time. There appears to be continued disagreement between members of the 670 group on some of the FSA terms as well as our continued dialogue with Murieta Gardens regarding will serves.

Augmentation Well

Test hole drilling is on hold due to site access limitations, because of soft soils.

Recycled Water Feasibility Study

We received the administrative draft report and will be meeting with Kevin Kennedy, AECOM, on February 15, 2013 to review comments and address next steps.

Recycled Water Standards

Kevin Kennedy, AECOM, restarted his work on preparing recycled water transmission and irrigation standards to serve commercial and residential projects. We should be receiving draft standards and details soon.

Water Usage Factors

Lisa Maddaus, Maddaus Water Management, completed her administrative draft Tech Memorandum for our review. We had several meetings to review comments and address new issues, although we still plan to present the Tech Memo at the March Board meeting.

PTF FSA negotiations

Although PTF recently presented their suggested deal points for the FSA for the remaining undeveloped lands, we have not moved forward with any meetings due, in part, to the current developer dialogues regarding will serves and protracted 670 Group FSA negotiations, as well as the need to get a developer deposit agreement in place with PTF.

MEMORANDUM

Date: February 13, 2013
 To: Board of Directors
 From: Darlene Gillum, Director of Administration
 Subject: Administration/Financial Reports

Enclosed is a combined financial summary report for **January 2013**. 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:

		12 month rolling % increase	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Residences	0.0		2512	2512	2512	2512	2513	2513	2513					
		Weighted average	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cubic Feet	1974		2991	3140	3063	2232	976	668	751					
Gallons per day	492		746	783	764	556	243	167	187					
Planning Usage GPD	583													

Lock-Offs

For the month of January there were 22 lock-offs.

Aging Report – Delinquent accounts total \$68,455 which is 14.5% of the total accounts receivable balance of \$470,835. Past due receivables, as a percent of total receivables, remained stable since December.

Summary of Reserve Accounts as of January 31, 2013 – The District’s reserve accounts have increased \$331,106 year to date since July 1, 2012. The increase is due to the reserve amounts collected in the Water and Sewer base rates and interest earned. The District has expended \$236,922 of reserves since the beginning of the fiscal year, which started July 1, 2012. The total amount of reserves held by the District as of January 31, 2013 is \$8,675,932. Please see the Reserve Fund Balances table below for information by specific reserve account.

Reserve Fund Balances

<i>Reserve Descriptions</i>	<i>Fiscal Yr Beg Balance July 1, 2012</i>	<i>YTD Collected & Interest Earned</i>	<i>YTD Spent</i>	<i>Period End Balance Jan 31, 2013</i>
Water Capital Replacement (200-2505)	2,534,416	121,646	(19,646)	2,636,416
Sewer Capital Replacement (250-2505)	2,710,606	161,981	(72,422)	2,800,165
Drainage Capital Replacement (260-2505)	50,015	74	(21,275)	28,814
Security Capital Replacement (500-2505)	51,164	87	(0)	51,251
Sewer Capital Improvement Connection (250-2500)	3,996	7	(0)	4,003
Capital Improvement (xxx-2510)	437,939	1,859	(47,731)	392,067
Water Supply Augmentation (200-2511)	2,548,492	8,817	(75,848)	2,481,461
Water Debt Service Reserves (200-2512)	80,192	36,353	(0)	116,545
Sewer Debt Service Reserves (250-2512)	162,628	278	(0)	162,906
Rate Stabilization (200/250/500-2515)	2,300	4	(0)	2,304
Total Reserves	8,581,748	331,106	(236,922)	8,675,932

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 December 31, 2012		
1-Month	3-Months	1-Year
1.41%	1.26%	11.16%

Financial Summary Report (year to date through January 31, 2013):

Revenues:

- Water Charges**, year-to-date, are **above** budget \$12,225 or **1.1%**
- Sewer Charges**, year-to-date, are **above** budget \$1,604 or **0.2%**
- Drainage Charges**, year-to-date, are **below** budget \$281 or **(0.3%)**
- Security Charges**, year-to-date, are **below** budget \$110 or **0%**
- Solid Waste Charges**, year-to-date, are **above** budget \$532 or **0.1%**

Total Revenues, which include other income, property taxes and interest income year-to-date, are **above** budget \$43,756 or **1.3%**. Revenue areas that exceeded budget are primarily Water Charges, Title Transfer Fees, Reconnect Charges and Late Charges. Year to date residential Water usage has exceeded budget projections by 3.4% and year to date commercial Water usage is below budget projections by (8.5)%.

Expenses: Year-to-date total operating expenses are below budget \$174,032 or 5.7%. Year-to-date operational reserve expenditures total \$85,966. 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 \$122,873 or (15.0%), prior to reserve expenditures. Areas running over budget are Power, Hazardous Waste Removal and Vehicle Maintenance. Wages and Employer Costs are under budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the projected budget allocations. Chemicals, Taste & Odor Chemicals, Maintenance & Repairs, Legal, Permits, Dam Inspections, Conservation and Training/Safety are running below budget. Year-to-date, \$36,711 of expenses have been incurred from reserves expenditures.

Sewer Expenses, year-to-date, are below budget by \$9,235 or (1.6%), prior to reserve expenditures. Areas running over budget are Power, Maintenance & Repair, Lab Tests, Permits, Consulting and Hazardous Waste Removal. Wages and Employer Costs are over budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the projected budget allocations. Areas running below budget are Chemicals, Training/Safety and Other Direct Costs (which includes: Legal, Vehicle Maintenance, Fuel, Tools, and IT Systems Maintenance). Year-to-date, \$27,980 of expenses have been incurred from reserves expenditures.

Drainage Expenses, year-to-date, are below budget by \$14,811 or (19.0%). Wages and Employer Costs are over budget primarily due to the variance between the actual allocation of labor charges between Water, Sewer and Drainage and the projected budget allocations. All other areas, except Permits, are running below budget.

Security Expenses, year-to-date, are below budget by \$10,430 or (1.8%). Areas running over budget are Vehicle Maintenance and Other expenses (which includes Office Supplies, IT Systems Maintenance (related to installation of the new Security Server), Legal, and Miscellaneous Expense (related to a District Claim)). Employer Costs are running under budget due to actual elected medical benefits running below budgeted medical benefits. However, with the recent turnover in both Gate and Patrol personnel, elected benefits will begin to exceed budgeted medical benefits and it is projected that this under-run will become an over-run by year end.

Solid Waste Expenses, year-to-date, are over budget by \$12,043 or 3.5%. This over-run is related to the Household Hazardous Waste Event.

General Expenses, year-to-date, are below budget by \$28,724 or (4.3%). The largest area running over budget is Janitorial/Landscape Maintenance, which is related to maintenance and repair of the lawn irrigation system and landscape. Clerical Services, Travel/Meetings, Office Supplies (related to District information brochures), Copy Machine Maintenance, Director Expenses/Reimbursements and Other expenses (related to credit card processing fees) are also running over budget. Insurance, Legal, Director Meetings, Vehicle Fuel, IT Systems

Maintenance, Community Communication and Postage are the largest areas running below budget.

Net Income: Year-to-date unadjusted net income, before depreciation, is \$358,649. Net income/(Loss) adjusted for estimated depreciation expense of \$651,772 is (\$293,123).

The YTD expected net operating income before depreciation, per the 2012-2013 budget, is \$226,827. The actual net operating income is \$217,788 higher than the budget expectation due to revenue running \$43,756 over budget and total operating expenses running under budget \$174,032.

Rancho Murieta Community Services District
Summary Budget Performance Report
YTD THROUGH JANUARY 2013

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE	
							Amount	%
REVENUES								
Water Charges	31.4%	\$1,733,950	33.2%	\$1,096,273	\$1,108,498	33.1%	\$12,225	1.1%
Sewer Charges	22.5%	1,243,734	21.9%	725,270	726,874	21.7%	1,604	0.2%
Drainage Charges	3.2%	176,908	3.1%	103,201	102,920	3.1%	(281)	(0.3%)
Security Charges	21.2%	1,167,898	20.6%	681,275	681,165	20.3%	(110)	0.0%
Solid Waste Charges	11.1%	610,981	10.8%	356,405	356,937	10.7%	532	0.1%
Other Income	1.5%	84,375	1.5%	48,169	77,912	2.3%	29,743	61.7%
Interest Earnings	0.0%	1,700	0.0%	876	919	0.0%	43	4.9%
Property Taxes	9.1%	501,840	8.9%	292,740	292,740	8.7%		0.0%
Total Revenues	100.0%	5,521,386	100.0%	3,304,209	3,347,965	100.0%	43,756	1.3%
OPERATING EXPENSES								
Water/Sewer/Drainage								
Wages	13.8%	759,406	13.3%	409,501	416,714	14.4%	7,213	1.8%
Employer Costs	6.5%	356,819	6.5%	200,702	194,064	6.7%	(6,638)	(3.3%)
Power	5.9%	323,910	5.7%	175,506	178,935	6.2%	3,429	2.0%
Chemicals	4.8%	265,010	4.9%	150,600	88,239	3.0%	(62,361)	(41.4%)
Maint & Repair	6.3%	350,570	6.2%	190,245	161,854	5.6%	(28,391)	(14.9%)
Meters/Boxes	1.0%	55,000	0.9%	28,250	23,764	0.8%	(4,486)	(15.9%)
Lab Tests	1.4%	78,250	1.3%	38,750	31,746	1.1%	(7,004)	(18.1%)
Permits	1.1%	62,540	1.4%	41,920	41,290	1.4%	(630)	(1.5%)
Training/Safety	0.4%	23,340	0.5%	14,065	3,714	0.1%	(10,351)	(73.6%)
Equipment Rental	0.8%	43,000	1.0%	30,350	24,804	0.9%	(5,546)	(18.3%)
Other	7.1%	392,160	6.3%	194,072	161,917	5.6%	(32,155)	(16.6%)
Subtotal Water/Sewer/Drainage	49.1%	2,710,005	47.9%	1,473,961	1,327,041	45.7%	(146,920)	(10.0%)
Security								
Wages	11.1%	613,100	10.8%	332,500	330,379	11.4%	(2,121)	(0.6%)
Employer Costs	6.4%	351,300	6.4%	197,150	185,012	6.4%	(12,138)	(6.2%)
Insurance	0.1%	4,500	0.1%	2,625		0.0%	(2,625)	(100.0%)
Off Duty Sheriff Patrol	0.1%	6,000	0.1%	3,500	2,368	0.1%	(1,132)	(32.3%)
Other	1.9%	102,930	1.9%	58,923	66,508	2.3%	7,585	12.9%
Subtotal Security	19.5%	1,077,830	19.3%	594,698	584,267	20.1%	(10,431)	(1.8%)
Solid Waste								
CWRS Contract	9.7%	533,520	10.1%	311,220	312,225	10.8%	1,005	0.3%
Sacramento County Admin Fee	0.6%	33,960	0.6%	19,810	19,280	0.7%	(530)	(2.7%)
HHW Event	0.2%	12,000	0.4%	12,000	23,568	0.8%	11,568	96.4%
Subtotal Solid Waste	10.5%	579,480	11.1%	343,030	355,073	12.2%	12,043	3.5%
General / Admin								
Wages	9.1%	502,500	8.9%	274,600	277,149	9.5%	2,549	0.9%
Employer Costs	5.0%	275,200	5.1%	156,350	153,914	5.3%	(2,436)	(1.6%)
Insurance	1.0%	54,060	1.0%	31,535	26,199	0.9%	(5,336)	(16.9%)
Legal	0.5%	25,000	0.5%	14,000	11,497	0.4%	(2,503)	(17.9%)
Office Supplies	0.3%	19,200	0.4%	11,200	13,531	0.5%	2,331	20.8%
Director Meetings	0.3%	18,000	0.3%	10,500	6,300	0.2%	(4,200)	(40.0%)
Telephones	0.1%	4,320	0.1%	2,520	2,594	0.1%	74	2.9%
Information Systems	1.7%	95,400	2.1%	65,067	29,351	1.0%	(35,716)	(54.9%)
Community Communications	0.1%	5,900	0.1%	3,150	915	0.0%	(2,235)	(71.0%)
Postage	0.4%	21,780	0.4%	12,705	10,740	0.4%	(1,965)	(15.5%)
Janitorial/Landscape Maint	0.3%	16,800	0.3%	9,800	24,216	0.8%	14,416	147.1%
Other	2.1%	116,790	2.4%	74,266	80,563	2.8%	6,297	8.5%
Subtotal General / Admin	20.9%	1,154,950	21.6%	665,693	636,969	21.9%	(28,724)	(4.3%)
Total Operating Expenses	100.0%	5,522,265	100.0%	3,077,382	2,903,350	100.0%	(174,032)	(5.7%)
Operating Income (Loss)	100.0%	(879)	100.0%	226,827	444,615	100.0%	217,788	96.0%
Non-Operating Expenses								
Water Reserve Expenditure	0.0%		0.0%		36,711	42.7%	36,711	0.0%
Sewer Reserve Expenditure	0.0%		0.0%		27,980	32.5%	27,980	0.0%
Drainage Reserve Expenditure	0.0%		0.0%		21,275	24.7%	21,275	0.0%
Total Non-Operating Expenses	0.0%		0.0%		85,966	100.0%	85,966	0.0%
Net Income (Loss)	100.0%	(879)	100.0%	226,827	358,649	100.0%	131,822	58.1%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH JANUARY 2013

	% of Total	Annual Budget	% of Total	YTD Budget	YTD Actuals	% of Total	YTD VARIANCE Amount %	
WATER								
REVENUES								
Water Charges	98.7%	\$1,733,950	98.8%	\$1,096,273	\$1,108,498	98.0%	\$12,225	1.1%
Interest Earnings	0.0%		0.0%		94	0.0%	94	0.0%
Other Income	1.3%	22,055	1.2%	12,866	22,249	2.0%	9,383	72.9%
Total Water Revenues	100.0%	1,756,005	100.0%	1,109,139	1,130,841	100.0%	21,702	2.0%
EXPENSES (excluding depreciation)								
Wages	27.3%	410,082	26.9%	221,131	213,408	30.6%	(7,723)	(3.5%)
Employer Costs	12.8%	192,679	13.2%	108,380	100,415	14.4%	(7,965)	(7.3%)
Power	10.9%	164,450	9.7%	79,921	84,088	12.0%	4,167	5.2%
Chemicals	8.7%	130,300	8.6%	70,840	59,100	8.5%	(11,740)	(16.6%)
T&O - Chemicals/Treatment	4.1%	61,000	4.7%	38,850	15,114	2.2%	(23,736)	(61.1%)
Maint & Repair	11.0%	166,070	11.6%	94,995	64,858	9.3%	(30,137)	(31.7%)
Meters/Boxes	3.7%	55,000	3.4%	28,250	23,764	3.4%	(4,486)	(15.9%)
Lab Tests	2.7%	40,000	2.1%	17,500	7,413	1.1%	(10,087)	(57.6%)
Permits	2.1%	32,000	2.1%	17,500	9,267	1.3%	(8,233)	(47.0%)
Training/Safety	0.6%	9,140	0.7%	6,015	1,958	0.3%	(4,057)	(67.4%)
Equipment Rental	1.4%	21,500	1.8%	15,000	12,019	1.7%	(2,981)	(19.9%)
Other Direct Costs	14.8%	222,550	14.9%	122,753	106,858	15.3%	(15,895)	(12.9%)
Operational Expenses	100.0%	1,504,771	100.0%	821,135	698,262	100.0%	(122,873)	(15.0%)
Water Income (Loss)	16.7%	251,234	35.1%	288,004	432,579	62.0%	144,575	50.2%
38.9% Net Admin Alloc	16.7%	250,948	17.5%	143,679	131,161	18.8%	(12,518)	(8.7%)
Reserve Expenditures	0.0%		0.0%		36,711	5.3%	36,711	0.0%
Total Net Income (Loss)	0.0%	286	17.6%	144,325	264,707	37.9%	120,382	83.4%
SEWER								
REVENUES								
Sewer Charges	98.8%	1,243,734	98.8%	725,270	726,874	98.3%	1,604	0.2%
Interest Earnings	0.0%	180	0.0%	105	77	0.0%	(28)	(26.7%)
Other Income	1.2%	14,550	1.2%	8,484	12,547	1.7%	4,063	47.9%
Total Sewer Revenues	100.0%	1,258,464	100.0%	733,859	739,498	100.0%	5,639	0.8%
EXPENSES (excluding depreciation)								
Wages	27.7%	296,166	27.8%	159,705	172,828	30.5%	13,123	8.2%
Employer Costs	13.0%	139,160	13.6%	78,273	79,464	14.0%	1,191	1.5%
Power	13.5%	143,960	15.0%	86,235	86,882	15.4%	647	0.8%
Chemicals	7.4%	79,310	7.5%	43,260	22,407	4.0%	(20,853)	(48.2%)
Maint & Repair	16.2%	172,500	15.3%	88,250	94,258	16.7%	6,008	6.8%
Lab Tests	3.6%	38,250	3.7%	21,250	24,333	4.3%	3,083	14.5%
Permits	2.5%	26,540	4.2%	24,420	27,171	4.8%	2,751	11.3%
Training/Safety	1.3%	14,200	1.4%	8,050	1,756	0.3%	(6,294)	(78.2%)
Equipment Rental	1.5%	16,000	1.8%	10,350	10,577	1.9%	227	2.2%
Other Direct Costs	13.3%	141,510	9.6%	55,194	46,076	8.1%	(9,118)	(16.5%)
Operational Expenses	100.0%	1,067,596	100.0%	574,987	565,752	100.0%	(9,235)	(1.6%)
Sewer Income (Loss)	17.9%	190,868	27.6%	158,872	173,746	30.7%	14,874	9.4%
29.7% Net Admin Alloc	17.9%	191,598	19.1%	109,698	100,141	17.7%	(9,557)	(8.7%)
Reserve Expenditures	0.0%		0.0%		27,980	4.9%	27,980	0.0%
Total Net Income (Loss)	-0.1%	(730)	8.6%	49,174	45,625	8.1%	(3,549)	(7.2%)
DRAINAGE								
REVENUES								
Drainage Charges	99.8%	176,908	99.9%	103,201	102,920	100.0%	(281)	(0.3%)
Interest Earnings	0.2%	280	0.1%	146	49	0.0%	(97)	(66.4%)
Total Drainage Revenues	100.0%	177,188	100.0%	103,347	102,969	100.0%	(378)	(0.4%)
EXPENSES (excluding depreciation)								
Wages	38.6%	53,158	36.8%	28,665	30,478	48.4%	1,813	6.3%
Employer Costs	18.1%	24,980	18.0%	14,049	14,185	22.5%	136	1.0%
Power	11.3%	15,500	12.0%	9,350	7,965	12.6%	(1,385)	(14.8%)
Chemicals	3.9%	5,400	4.0%	3,150	429	0.7%	(2,721)	(86.4%)
Maint & Repair	8.7%	12,000	9.0%	7,000	2,738	4.3%	(4,262)	(60.9%)
Permits	2.9%	4,000	0.0%		4,852	7.7%	4,852	0.0%
Equipment Rental	4.0%	5,500	6.4%	5,000	2,208	3.5%	(2,792)	(55.8%)
Other Direct Costs	12.4%	17,100	13.6%	10,625	173	0.3%	(10,452)	(98.4%)
Operational Expenses	100.0%	137,638	100.0%	77,839	63,028	100.0%	(14,811)	(19.0%)
Drainage Income (Loss)	28.7%	39,550	32.8%	25,508	39,941	63.4%	14,433	56.6%
6.1% Net Admin Alloc	28.6%	39,352	28.9%	22,531	20,568	32.6%	(1,963)	(8.7%)
Reserve Expenditures	0.0%		0.0%		21,275	33.8%	21,275	0.0%
Total Net Income (Loss)	0.1%	198	3.8%	2,977	(1,902)	-3.0%	(4,879)	(163.9%)
SECURITY								
REVENUES								
Security Charges	96.6%	1,167,898	96.6%	681,275	681,165	94.9%	(110)	0.0%
Interest Earnings	0.1%	640	0.0%	325	438	0.1%	113	34.8%

Rancho Murieta Community Services District
Budget Performance Report by FUND
YTD THROUGH JANUARY 2013

	% of Annual		% of YTD		YTD		YTD VARIANCE	
	Total	Budget	Total	Budget	Actuals	Total	Amount	%
Other Income	3.3%	\$39,970	3.3%	\$23,317	\$36,111	5.0%	\$12,794	54.9%
Total Security Revenues	100.0%	1,208,508	100.0%	704,917	717,714	100.0%	12,797	1.8%
EXPENSES (excluding depreciation)								
Wages	56.9%	613,100	55.9%	332,500	330,379	56.5%	(2,121)	(0.6%)
Employer Costs	32.6%	351,300	33.2%	197,150	185,012	31.7%	(12,138)	(6.2%)
Insurance	0.4%	4,500	0.4%	2,625		0.0%	(2,625)	(100.0%)
Equipment Repairs	0.4%	4,400	0.4%	2,569	2,289	0.4%	(280)	(10.9%)
Vehicle Maintenance	0.6%	6,700	0.7%	3,900	7,759	1.3%	3,859	98.9%
Vehicle Fuel	1.9%	20,460	2.0%	11,685	10,067	1.7%	(1,618)	(13.8%)
Off Duty Sheriff Patrol	0.6%	6,000	0.6%	3,500	2,368	0.4%	(1,132)	(32.3%)
Other	6.6%	71,370	6.9%	40,769	46,394	7.9%	5,625	13.8%
Operational Expenses	100.0%	1,077,830	100.0%	594,698	584,268	100.0%	(10,430)	(1.8%)
Security Income (Loss)	12.1%	130,678	18.5%	110,219	133,446	22.8%	23,227	21.1%
20.3% Net Admin Alloc	12.2%	130,957	12.6%	74,979	68,447	11.7%	(6,532)	(8.7%)
Total Net Income (Loss)	0.0%	(279)	5.9%	35,240	64,999	11.1%	29,759	84.4%
SOLID WASTE REVENUES								
Solid Waste Charges	99.9%	610,981	99.9%	356,405	356,937	99.9%	532	0.1%
Interest Earnings	0.1%	600	0.1%	300	261	0.1%	(39)	(13.0%)
Total Solid Waste Revenues	100.0%	611,581	100.0%	356,705	357,198	100.0%	493	0.1%
EXPENSES (excluding depreciation)								
CWRS Contract	92.1%	533,520	90.7%	311,220	312,225	87.9%	1,005	0.3%
Sacramento County Admin Fee	5.9%	33,960	5.8%	19,810	19,280	5.4%	(530)	(2.7%)
HHW Event	2.1%	12,000	3.5%	12,000	23,568	6.6%	11,568	96.4%
Operational Expenses	100.0%	579,480	100.0%	343,030	355,073	100.0%	12,043	3.5%
Solid Waste Income (Loss)	5.5%	32,101	4.0%	13,675	2,125	0.6%	(11,550)	(84.5%)
5.0% Net Admin Alloc	5.6%	32,256	5.4%	18,468	16,859	4.7%	(1,609)	(8.7%)
Total Net Income (Loss)	0.0%	(155)	-1.4%	(4,793)	(14,734)	-4.1%	(9,941)	207.4%
OVERALL NET INCOME(LOSS)	100.0%	(680)	100.0%	226,923	358,695	100.0%	131,772	58.1%

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

CASH BALANCE AS OF JANUARY 31, 2013

INSTITUTION	YIELD	BALANCE
CSD FUNDS		
<i>EL DORADO SAVINGS BANK</i>		
SAVINGS	0.05%	\$ 263,845.47
CHECKING	0.03%	\$ 128,509.75
PAYROLL	0.03%	\$ 61,061.22
<i>PREMIER WEST BANK</i>		
EFT	N/A	\$ 88,688.14
<i>LOCAL AGENCY INVESTMENT FUND (LAIF)</i>		
UNRESTRICTED		\$ -
RESTRICTED RESERVES	0.30%	\$ 5,275,476.92
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
OPERATION ACCOUNT	0.14%	\$ 3,592,986.18
<i>UNION BANK</i>		
PARS GASB45 TRUST (balance as of 12/31/12)		\$ 321,678.24
TOTAL		\$ 9,732,245.92

BOND FUNDS

COMMUNITY FACILITIES DISTRICT NO. 1 (CFD)

<i>BANK OF AMERICA</i>		
CHECKING	N/A	\$ 815,165.26
<i>CALIFORNIA ASSET MGMT (CAMP)</i>		
SPECIAL TAX	0.14%	\$ 8,293.91
<i>US BANK</i>		
SPECIAL TAX REFUND	0.00%	\$ -
BOND RESERVE FUND/ SPECIAL TAX FUND	0.00%	\$ 726,685.00
TOTAL		\$ 1,550,144.17
TOTAL ALL FUNDS		\$ 11,282,390.09

The investments comply with the CSD adopted investment policy.

PREPARED BY: *Darlene Gillum*
Director of Administration

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Greg Remson, Security Chief
Subject: Security Report for the Month of January 2013

OPERATIONS

The Security Patrol Officer who was out on a non-work related injury has returned to work.

The newly hired Security Patrol Officer has completed gate training and has begun patrol training with Sergeant Bieg.

A Security Patrol Officer sustained a knee injury last week while on a call for service. Hopefully he will return in a few weeks. I am using overtime, off-duty Sacramento Sheriff Department Deputies, and myself to cover the shifts.

During January there were five (5) golf cart thefts. All of the carts have been recovered. It appears that the carts are being used for transportation from one area to another and then abandoned.

INCIDENTS OF NOTE

January 4, Friday, theft. There were two (2) reports of golf carts taken from driveways. The first was from the Villas and the second was from Colbert Drive.

January 7, Monday, vandalism and malicious mischief. De La Cruz, Seguridad Drive, North Course, Rio Oso, Via Sereno. Three (3) juveniles on bicycles were observed in the area and fled from Patrol Officer. Damage was done to landscaping lights, signs, and an irrigation box. Various items were thrown into the street, green waste can knocked over, and a vehicle in a driveway tampered with. A bicycle was recovered, but not claimed. SSD reports were filed. Two (2) names of juveniles were anonymously provided to Security. A SSD Deputy and Security Patrol Officer contacted the parents and juveniles, who denied involvement.

January 8, Tuesday, theft. Lindero Lane. Two (2) potted plants were found missing from the porch.

January 17, Thursday, theft. Sonora Drive. Gas taken from a vehicle.

January 18, Friday, theft. Zancada. About five (5) days ago a bicycle was taken from the side of the house. No match with the bicycles Security presently has.

January 24, Thursday, theft. Trinidad Drive. A golf cart was taken from an open garage. The cart was later recovered on De La Cruz.

January 26, Saturday, theft. Clementia Circle. A golf cart was taken from in front of a home. The cart was later recovered in Villas.

January 27, Sunday, theft. Mini-Storage on Cantova Way. A boat, trailer and two (2) ATVs were taken over the prior three (3) days. No sign of forced entry. Report filed with CHP.

January 28, Sunday, theft. Villas. A golf cart was taken early the past Sunday.

January 29, Monday, theft. Via Del Cerrito. Cash was taken from a purse left in a vehicle. No sign of forced entry.

January 29, Monday, attempted theft. Nueva Drive. A female got out of a cart and attempted to drive off in the victim's cart. The cart stalled and the subject then left in the original cart.

During the month of January, District Security Patrol Officers also responded to complaints of disturbances, door bell ditching, and toilet paper jobs.

RANCHO MURIETA ASSOCIATION COMPLIANCE/GRIEVANCE/SAFETY COMMITTEE MEETING

The meeting was held on January 7, 2013. There was discussion on removing the outbound stop sign on Murieta Parkway at the 2nd Lago Drive and the rules for the Bicycle Pump Track. There were three (3) appearances regarding stop signs and driveway parking, and two (2) letters regarding parking and barking dogs. The next meeting will be on February 4, 2013.

JOINT SECURITY COMMITTEE MEETING

The Joint Security Committee Meeting was held on Tuesday, January 22, 2013 at the RMA building. See the attached draft minutes.

JAMES L. NOLLER SAFETY CENTER

The Safety Center has been open most Mondays and Wednesdays from 10:00 a.m. to 2:00 p.m. VIPS Jacque Villa and Steve Lentz continue patrolling the District as another set of "eyes and ears".

The Safety Center is also available to all law enforcement officers for report writing, meal breaks and any other needs that arise.

Anyone who is interested in joining the VIPS program or would like information on the Neighborhood Watch program can contact the VIPS at the Safety Center office at 354-8509.

NEW NORTH GATE

RMA and PTF representatives are working on finalizing the gate plan and location. There is no construction start date.

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Paul Siebensohn, Director of Field Operations
Subject: Water/Wastewater/Drainage Report

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

Water

Water Treatment Plant #2 production flow is set at 0.6 million gallons per day (MGD) and Plant #1 production is at off for a total of 0.6 MGD. Total potable water production for January 2013 was approximately 19.17 million gallons (MG) or approximately 58.8 acre-feet. A total of 1.00" of rainfall was recorded for the month January, below the past ten year average of 2.86".

Maintenance at the Water Treatment Plant this past month included: replaced meter totalizer batteries; inspected the Plant 1 filter under drain, which is ok; received a sodium hydroxide delivery of 1,000 gallons of 30% product; replaced seals on carbon feeder gear box; replaced damaged valve on eyewash station; removed Plant 2 drum screen cover and replacing 2.5" spray plumbing that had failed; new wear shoes from JBI had incorrect holes drilled into them – staff worked with Viking Chain and they replaced wear shoes which then staff installed on Plant #1's chain-of-flights; installed new flocculator shaft guards on both water treatment plants; cleaned plant 1 filter influent trough and removed sludge buildup; cleaned up alum and zinc storage room; replaced alum pump discharge plumbing; replaced camera system monitor and recording unit; jar tested to optimize coagulant feed, minor adjustment made to polymer; pumped down septic storage tank (dumped into WWRP pond 1); cleaned chlorine residual analyzers; and tested chlorine leak sensors.

Water Source of Supply

We are doing well with our water diversion from the Cosumnes River. On February 6, 2013, the combined raw water storage for Calero, Chesbro, and Clementia Reservoirs measured 4,381 acre-feet (1,427.5 MG), compared to 3,452.8 acre-feet (1,125 MG) at this time last year, approximately 928 acre-feet (302.4 MG) fuller. For perspective, the District typically produces 1,800 acre-feet through the Water Treatment Plants each year. As of this report, there are 114 days left in the pumping season.

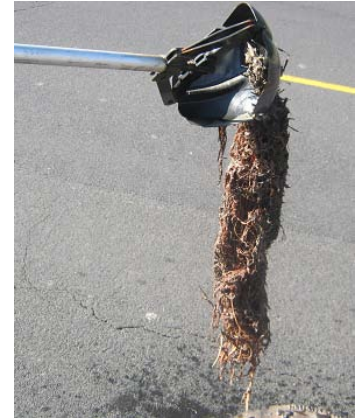
The Department of Water Resources, Division of Safety of Dams conducted their annual review of the District's dams on January 13, 2013. They reported that vegetation and dam management were excellent. To do's from the inspection are to have our previous dam monument surveys graphed for movement, produce 10 year running graphs for all subdrain flows and piezometer information levels, and an engineer's review of data in relation to safety of dams. To graph the dam's movement per their request, the existing survey data consisting of Northing's and Easting's

needs to be converted to plot points. A preliminary quote from our surveyor to provide the Northing and Easting conversions and graph them was \$9,860. I will be contacting other engineering firms for competitive quotes.

Wastewater

Influent wastewater flow averaged 0.442 million gallons or a total of 13,707,188 gallons, 41.94 acre-feet, for the month of January. A total of 251 acre-feet of secondary wastewater was measured in the secondary storage reservoirs on February 6, 2013, compared to 244 at this time last year.

Staff is continuing sewer collection system maintenance by cleaning and inspecting known problem areas. Photo on right shows a root ball removed by staff at 1 Park Lago that came from a nearby tree.



Photos of before and after repair of "Unit 1 sewer lateral B" near Lindero Lane

After public notification and coordination with the Rancho Murieta Association (RMA), we repaired sewer line "Unit 1 - lateral B" on January 9, 2013. We identified and repaired a two inch hole in the top portion of a Unit 1 sewer gravity flow pipe. It was found after plugging the upstream sewer flows and then running a sewer camera in the line. This hole may have allowed rocks and soil to fall into the pipe and allow debris to bind up to the point of backing up the sewer line. This section of pipe was also located under a very large, non native oak tree which was pressing down on the pipe creating a low spot or "belly" in the line. This tree was removed by cooperation with the Rancho Murieta Association (RMA).

Staff needed to service the pumps at the Cantova sewer lift station twice this past month due to debris plugging them up. Debris found in the lift station included towels, syringes, pill bottles, cleaning wipe, and eyedroppers among others. I will be writing the Murieta Village a letter requesting communication to their residents to not use their toilets for disposal of garbage.



District staff cleaning out around a problematic sewer manhole with minor root intrusion from a Redwood tree. This is in a District easement between 7 Park Terreno and Guadalupe Drive.

Drainage

Staff is no longer cutting vegetation in the drainage system as we are in the rainy season. The goal is to leave the drainage during the rainy season in a natural state to catch, filter, and slow the velocity of stormwater runoff as part of Best Management Practices (BMPs) for stormwater control.

Water metering

Water meter maintenance completed in January included replacement of twenty (20) water meters and ten (10) MXUs. Utility staff repaired two (2) water service line leaks, along with completed nineteen (19) Utility Star Work Orders, and marked out eighteen (18) USAs as well.

Other Projects:

- The Well Augmentation project is on hold until the weather clears up to allow the drilling rig access to the test hole areas without getting stuck in the mud. Once we begin the project again we will need to reapply to the County for a drilling permit and re-confirm easement access with the property owners.
- The Main Lift North wet well rehabilitation project is beginning by cleaning and preparing the sewer pumping station's wet wells, as well coordinating to set up a sewer bypass around the station, to safely allow HDRs inspector to evaluate the wet wells. The inspection is scheduled for February 21, 2013.
- Utility staff sewer camera'd and cleaned over 7,000 feet of sewer lines this past month as part of sewer line preventative maintenance.
- The project to raise the siphon vault at Chesbro is planned to occur on the week of February 25, 2013, if all goes well.
- Due to a power pole being knocked down during the heavy storms in late November at Calero's East Dam, staff trenched a conduit to replace the power pole. They worked with SMUD and permitting through the Sacramento County to make this repair. Power was reconnected February 6, 2013.



Trenching to run new power supply to Calero's East Dam Subdrain

SECURITY

YEAR IN REVIEW



PRESENTATION

By

Greg Remson

Security Chief

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Security Committee Staff
Subject: DUI Enforcement Policy Update

RECOMMENDED ACTION

Receive update and provide direction to staff.

BACKGROUND

A written request was sent to the Rancho Murieta Association (RMA) Board of Directors asking for a written response including comments, suggestions and support of the District's draft DUI policy. The District also requested that RMA adopt a non-architectural rule requiring drivers to stop for a Security Patrol Officer who displays flashing amber lights.

Ed Crouse attended the RMA Board meeting on November 20, 2012 to provide clarification and answer any questions regarding the policy. After discussion, the RMA Board unanimously voted not to support the policy and not to adopt a non-architectural rule.

RMA sent a letter to the District, dated December 3, 2012 regarding the DUI issue. The letter stated in summary that the RMA Board feels that the District's current policies "sufficiently address DUIs in the community". The letter also states that the RMA Board voted not to adopt a new RMA Non-Arch Rule regarding the Security Department's use of amber lights.

To date, both RMA and the Rancho Murieta Country Club (RMCC) are not in support of the District's draft DUI policy, and feel the Security Department's present enforcement methods are sufficient.

The Security Committee reviewed the information to date, including the RMA and RMCC written correspondence which is not in support of the draft DUI policy. Director Martel requested the draft policy be added to the January 22, 2013 Joint Security Committee.

The Security Committee recommended no action be considered at the District's January Board meeting and suggested delaying consideration of the Policy until February, following a report back from the Joint Security Committee meeting.

The Joint Security Committee met on January 22, 2013 at the RMA office. There were no changes or updates from RMA or RMCC. Both are still not in support of the draft DUI policy.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # 2012-14
Title:	Suspected DUI Vehicle Stop Policy	

PURPOSE

The District discourages the operation of any motor vehicle while under the influence of alcohol or drugs. The purpose of this policy is to set forth guidelines for driving under the influence (“DUI”) preventions, stops, and arrests by the District’s Security Patrol Officers.

It is not the intent of this policy to restrict the residents’ or their guests’ responsible use of alcoholic beverages at their homes, community events or at the Country Club. Although Security Patrol Officers may be present at community events or at the Country Club as part of their routine patrol rounds, this policy is not intended to authorize DUI check-points, stake outs, or poaching (i.e. lie and wait) at the community events or at the Country Club.

POLICY AND GUIDELINES

Security Patrol Officers are responsible for protecting lives and property within the District by seeking to prevent offenses from occurring within the District. A Security Patrol Officer’s primary responsibility is to observe and report incidents to law enforcement authorities. Security Patrol Officers are not responsible for law enforcement activities. The District discourages the operation of any motor vehicle while under the influence of alcohol or drugs.

If a Security Patrol Officer observes a person dangerously operating a motor vehicle that the Security Patrol Officer reasonably believes to be under the influence of alcohol or drugs, and the Security Patrol Officer reasonably believes that the operation of the motor vehicle presents an imminent threat to public safety or property, the California Highway Patrol will immediately be notified to respond for assistance. The Security Patrol Officer may attempt to encourage the driver of the vehicle to voluntarily stop the vehicle by flashing the security patrol vehicle’s hazard lights when it is reasonably safe to do so. The Security Patrol Officer cannot compel the vehicle to stop and is not authorized to engage in any vehicular pursuit of the vehicle or attempt other action to force the vehicle to stop. If the driver of the vehicle does not voluntarily stop the Security Patrol Officer may continue to follow the vehicle when reasonably safe to do so. There will be no hot pursuits.

Should the driver of a vehicle suspected of DUI voluntarily stop upon a request of a Security Patrol Officer, the Security Patrol Officer should attempt to determine whether the driver is intoxicated or under the influence of drugs based on objective manifestations of the driver including, without limitation, slurred speech, unsteady on feet, bloodshot watery eyes, smell of alcohol, incoherent, and/or the presence of open alcoholic beverage containers in vehicle. If the Security Patrol Officer feels that the driver is intoxicated or under the influence of drugs, the Security Patrol Officer, already having notified the California Highway Patrol and sought assistance, may make a citizen’s arrest of the driver,

using the reasonable force necessary to make the arrest if the Security Patrol Officer reasonably believes that allowing the driver to continue to operate the vehicle would present an imminent threat to public safety or property.

This policy shall apply only to areas of the District within the security gates.

Approved by Rancho Murieta Community Services District's Board of Directors	
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DRAFT

August12, 2012

To: Ed Crouse, General Manager, CSD

From: Bob Wright, President, RMCC

RE: CSD Board Agenda, April 15, 2012, Security DUI

Dear Ed,

The Rancho Murieta Country Club is quite concerned in regards to expanding the security staff responsibilities to include "suspected" drunken driving.

Our membership, by far and away, use their golf carts from their homes and the Country Club. More than 1,000 members (residents) utilize the Club and imbibe in alcoholic beverages to some degree. They feel safe not having to worry about getting a designated driver, etc., because they are "within the gates" and can drive their carts home safely without the fear of being pulled over on an untrained suspicion.

You should be aware that our staff takes action when they determine a customer has had too much (often too much before they come into the Club) and actually quite often drive them home or arrange for someone else to take them home.

We already receive complaints, real and/or perceived that the Security Patrol lies in wait just off RMCC property looking for someone to pull over. I wonder do they do the same at Stonehouse Park or Lake Clementia during festivities.

California Highway Patrol Officers are highly trained and experienced in determining if a driver of an automobile acts in a suspicious manner. I believe that it is more than a quantum leap for our Security Staff to do the same. Further, would their action, by contacting the CHP, result in a report to the DMV thereby going on their record. In a golf cart???

I also believe the Board should fully vet those persons who are insisting on some CSD Board action for this police type enforcement.

Make no mistake, that no one wants drunken drivers (alcohol OR drugs) running rampant on our streets in their automobiles. We do appreciate the Security Staff for all that they do, however, putting them in a police-type role would be very tenuous for them and CSD. By creating a strict police policy that would erase the safe feeling of living in Rancho Murieta within the gates is not a solution.

Respectfully,

Bob Wright



Rancho Murieta Association

RECEIVED

DEC 10 2012

Rancho Murieta
Community Services District

December 3, 2012

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

RE: RMCS D's Proposed DUI Vehicle Stop Policy

Dear Board Members,

At the request of the District, the RMA Board of Directors reviewed and discussed RMCS D's proposed DUI Vehicle Stop Policy. At the November 20, 2012 Board meeting, the RMA Board voted not to adopt a rule regarding the use of amber lights.

Additionally, while the RMA Board of Directors does not support driving under the influence, the Board believes the policies currently in place and RMCS D's Security staff sufficiently address DUIs in the community.

Sincerely,

A handwritten signature in blue ink that reads "Danise Hetland".

Danise Hetland, SPHR
Interim General Manager

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Security Committee Staff
Subject: Provide Direction to Staff Regarding Use of Security Surveillance Cameras

RECOMMENDED ACTION

Provide direction to staff regarding use of security surveillance cameras.

BACKGROUND

At the January Security Committee meeting, Director Martel requested Chief Remson provide, at the February Committee meeting, a summary of the needs and uses of the Security Department regarding security surveillance cameras throughout the community. Below is summary provided to the Committee. Director Martel requested this matter be sent to the Board of Directors for discussion.

To help deter crime and malicious mischief and to assist the District's Security Department and outside law enforcement in identifying those responsible, additional surveillance cameras and equipment are needed.

The purposes of the surveillance cameras are to act as a deterrent to crime and other unwanted activity, provide a record of activity, and to be used in the prosecution of and/or restitution.

Most surveillance camera systems are "stand alone" systems and not consistently monitored. They are checked after an incident is discovered. Some systems can be viewed at the gates and over the internet.

Currently, surveillance cameras are used at both the North and South Gates, Stonehouse Park, Riverview Park, the Gazebo, the water treatment plant, wastewater reclamation plant, Rancho Murieta Country Club, and some commercial properties.

The existing surveillance cameras have already proved useful in identifying suspects of vandalism at Stonehouse Park and Riverview Park, which ultimately led to restitution by the suspects.

Recommended additional locations for surveillance cameras include Clementia Park, Bass Lake, Granlees Pump Station/Granlees Beach, Murieta Plaza, Murieta Village, Equine Center, and other businesses along with streets and intersections.

The Security Department's "wish list" of equipment includes permanent cameras in strategic locations, portable cameras to deploy in problem areas, additional laptop for Security Patrol vehicles to monitor surveillance cameras in the field, flat screen monitor's for North and South Gates to monitor surveillance video, permanent in-car video cameras, body worn cameras for each District Patrol Officer, license plate reader camera at the South Gate, new North Gate integration, and use of fiber cable, internet and wireless.

The cost, repair and maintenance responsibility for the cameras should be shared between individual property owners/business, the District, Rancho Murieta Country Club, Rancho Murieta Association, and other homeowner associations in the community.

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Security Committee Staff
Subject: Discuss Changing Security Committee Meetings to a Two (2) Hour Block

RECOMMENDED ACTION

Provide direction to staff regarding changing Security Committee meetings to a two (2) hour block.

BACKGROUND

At the February 7, 2013 Security Committee meeting, Director Martel requested the Board consider changing the Security Committee meeting from a half (1/2) hour block to a two (2) hour block.

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Personnel Committee Staff
Subject: Review District Code Chapter 2, Section 8

RECOMMENDED ACTION

This item is for discussion, no action or direction is anticipated.

BACKGROUND

At the January 16, 2013 District Board meeting, Director Ferraro requested the Personnel Committee review District Code Chapter 2, Section 8, Rules of Order for Board and Committee Meetings.

At the February 6, 2013 Personnel Committee meeting, Director Ferraro commented on her concern that the Board is not following District Code, Chapter 2, Section 8, especially at the December 10, 2013 Special Board meeting. Director Ferraro also commented on the Board being lax on following the proper procedure when making and seconding motions, in that Directors are cut off from making comments/discussing and then action is taken; and when the Board President repeats a motion, it is not worded the same as the Motion made.

Director Ferraro also commented Section 5.08 regarding Roberts Rules of Order and requested clarification as to when they come into effect.

Director Ferraro stated that her understanding is that all Directors are equal and should be held accountable as such by the rest of the Board of Directors.

After a short discussion, the Committee agreed to send this to the Board for review at the February 20, 2013 Board meeting. No action is required.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

DISTRICT CODE
CHAPTER 2

BOARD OF DIRECTORS RULES AND PROCEDURES



Amended September 15, 2010 by
Ordinance 2010-04

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DISTRICT CODE

CHAPTER 2 RULES AND PROCEDURES OF THE BOARD OF DIRECTORS OF THE RANCHO MURIETA COMMUNITY SERVICES DISTRICT

SECTION 1.00 Board of Directors

1.01 Authority of the Board

The Board of Directors is the governing body of the District. The Board shall act only at its regular meetings, regular adjourned meetings, special meetings or emergency meetings.

1.02 Officers

At the regular meeting in December following a general election, the Directors shall elect one of their members President of the Board and another of the members Vice President of the Board. Term of office for each shall be two (2) years. The elected President or the Vice President may succeed him or herself in office once, for two (2) terms or four (4) years in office. Should the President or Vice President vacate his or her office prior to the end of the prescribed two-year term, a replacement shall be appointed by the Directors to complete the term of the replaced officer. (amended by Ordinance 2010-04)

SECTION 2.00 Duties of the Board of Directors

2.01 Presiding Officer

The President shall preside at all meetings of the Board. The Vice President shall preside at all meetings of the Board in the absence of the President. If both the President and Vice President are absent, the Directors in attendance shall select a Director to preside over the meeting.

2.02 Duties of the President

The President of the Board shall preserve order and decorum and shall decide questions of order, subject to appeal to the Board of Directors. The President from the chair may place a motion before the Board, second a motion and vote irrespective of the existence of an otherwise tie vote.

The President shall act as spokesperson for the Board with respect to its actions and policies, and those of the District. This provision, however, shall not preclude any other member of the Board from making appropriate comments within the scope of his or her position.

The President, or any member of the Board or staff person so designated, shall represent the Board where it is appropriate or desirable for the District to appear, at meetings of other public agencies, private entities, before public or private groups, or on other public or private occasions. However, this provision shall not limit the attendance of any Director or authorized officer or employee of the District in conformance with the requirements of the Brown Act.

The President shall work through the General Manager, counsel or other officer of the District to obtain such information as may be necessary and appropriate to assist the Board in its deliberations, and may direct staff to implement the policies and decisions of the Board. Except as provided herein, or except as approved by the Board, individual members of the Board shall not act independently to direct staff in the performance of their duties.

2.03 Duties of the Vice President

The Vice President shall act if the President is absent or unable to act and shall exercise all of the powers of the President on such occasions.

2.04 Authority of Individual Board Members

All powers of the District shall be exercised and performed by the Board as a body. Individual Board Members, except as provided in this Code or otherwise authorized by the Board, shall have no independent power to act for the District, or the Board, or to direct staff of the District.

SECTION 3.00 Employees and Consultants

3.01 Principal Employees

The Board shall, as necessary, appoint a General Manager and a District Secretary. The General Manager may also act as District Secretary, but no Director shall be appointed as General Manager or District Secretary. The General Manager, District Secretary or a third party may also be appointed as the Finance Officer.

3.02 Compensation

The Board may also appoint and employ, fix the compensation of, and prescribe the duties and authorities of other officers, employees, attorneys, engineers, and other professional consultants as necessary or convenient for the business of the District.

SECTION 4.00 Duties of Employees

4.01 Duties of General Manager

The General Manager shall be responsible for all of the following:

- a. The Implementation of the policies established by the Board of Directors for the operation of the District.

- b. The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employee relations system established by the Board of Directors.
- c. The supervision of the District's facilities and services.
- d. The supervision of the District's finances.

4.02 Duties of District Secretary

The District Secretary shall prepare and mail or send by electronic media to each person entitled thereto copies of agendas, minutes of the preceding meeting, and notice of meetings. The District Secretary shall prepare minutes for adoption by the Board of Directors setting forth all actions taken by the Board and shall preserve minutes and other records of actions of the governing Board. Upon Board Action, a recording secretary may be appointed to record and transcribe the minutes of meetings.

SECTION 5.00 Meetings: Time, Place and Manner

5.01 Time

The time for regular meetings of the Board of Directors of the Rancho Murieta Community Services District shall be the third Wednesday of each month with open session beginning at 5:00 p.m.; provided, however, if such meeting date shall fall upon a legal holiday, the regular meeting shall be held on the next ensuing full business day or to a specified date. Motion and approval by Board majority can reset the regular meeting to accommodate member travel schedules, illness, or other cause. (Amended by Resolution 2003-03)

5.02 Place

The place of meetings of the Board of Directors shall be in the Board Room of the Rancho Murieta Community Services District Administration Building, located at 15160 Jackson Road, Rancho Murieta, California, unless otherwise designated by the Board of Directors.

5.03 Recording

The proceedings of all regular and special Board meetings shall be recorded by audiotape and/or electronic media. Recordings shall be retained for a period of 10 years. Video and audio taping of regular or special meetings shall conform to sections 54953.5§ & 54953.6§ of the Brown Act.

5.04 Special Meetings

The time, place, and manner of calling all other meetings of the Board of Directors shall be undertaken as prescribed in the Ralph M. Brown Act. (Government Code Sections 54950 et.seq.)

5.05 Adjourned Meetings

A majority vote by the Board of Directors may terminate any meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place.

5.06 Compliance with Brown Act

All meetings of the Board of Directors and Committees shall be open and public and all persons shall be permitted to attend any public meeting of the Board of Directors except as provided by law; provided, however, that closed sessions may be held when permitted by law.

5.07 Secret Ballots

Secret ballots are not allowed.

5.08 Meetings

All public meetings shall be conducted in compliance with the provisions of this Chapter and where not otherwise addressed, in compliance with "Robert's Rules of Order".

SECTION 6.00 Agendas

6.01 Setting of Agenda

The General Manager, in consultation with the Board President, shall set the agenda. Committee recommendations on topics to be updated on the agenda shall be given to the General Manager. Individual Directors may request items to be placed on the agenda by notifying the General Manager of their request, no later than 2:00 p.m. five (5) business days prior to the meeting date.

6.02 Consent Calendar

Agendas of Board meetings shall incorporate a consent calendar listing items of a routine nature not normally requiring discussion.

The following is a listing of consent calendar items, which may be amended from time to time by the direction of the Board of Director or by the General Manager and the District Secretary, as they deem appropriate.

Approval of Minutes

Receive and File or Reference Correspondence

Receive and File:

General Manager's Report

Field Operations Report

Administrative Reports

Security Department Reports

Approval of Bills Paid Listing

Informational Items

Approval of the consent calendar shall take place by a **motion** and a **second** of the Board and passed by a **roll call vote** indicating a majority vote.

6.03 Distribution

The District Secretary shall prepare an agenda for each regular Committee meeting and shall post and mail or send by electronic media the agenda to persons entitled thereto at least 72 hours prior to the meeting. The District Secretary shall prepare an agenda for each special meeting and post this agenda 24 hours prior to the meeting.

6.04 Additional Distribution

Agendas shall be mailed or sent by electronic media to any person who has on file a written request to receive agendas, after the District has received payment of the appropriate fees to cover either faxing or mailing of said agendas.

6.05 Request to Appear

Any person who desires to address the Board at length on a matter, which is not on the agenda, shall make a request to do so to the District Secretary at least forty-eight hours in advance of the posting of the agenda (five (5) business days before the meeting). This provision shall not prevent any person from addressing the Board at a time designated therefore on the agenda.

6.06 Agenda Change

The Board can add an item to the agenda with a 2/3 vote of the Board if the body determines that the matter in question constitutes an emergency or for other cause permitted under section 54954.2(b) of the "Brown Act".

6.07 Public Comment on Agenda Items

Any member of the public may address the Board on any item on the agenda at the time that item is being considered by the Board. Speakers will be limited to three (3) minutes per agenda item as monitored by the District Secretary. Additional time may be extended by the President. Speakers shall not be allowed to "split" their time, nor shall they be permitted to "reserve" all or any portion of their allotted time. If any person fails or refuses to abide by these rules, the President, after warning the speaker, may declare that the speaker is disrupting, disturbing or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room.

6.08 Public Comment on Items Not on the Agenda

Any member of the public may address the Board on any item of interest to the public that is within the subject matter jurisdiction of the District that is not on the agenda, subject to the time limits and restrictions for public comments on agenda items. No action shall be taken on any item not appearing on the agenda unless

authorized in accordance with the procedures set forth in Section 54954.2 of the Brown Act. The Board shall not engage in debate, dialogue, or take action on any matter brought to its attention under public comment, except to refer the matter to staff or to determine that the matter should be included on a future agenda for consideration and action.

6.09 Manner of Addressing the Board by an Individual

A member of the public addressing the Board may give his or her name – in an audible tone of voice for the record. All remarks shall be addressed to the Board as body, not to any individual Director. No person, other than a Director, General Manager or District Counsel, and the person having the floor, shall be permitted to enter into any general discussion without the permission of the President.

6.10 Manner of Addressing the Board By A Group of Persons

Whenever members of the public wish to address the Board on the same subject matter, it shall be proper for the President to request that a spokesperson be chosen by the group to address the Board and, in case additional matters are to be presented at the time by any member of that group, to limit the number of persons so addressing the Board, so as to avoid repetition before the Board. The President may set a time limit for each side of an issue.

Government Code 54957.9 permits the legislative body to clear the room if the meeting is willfully interrupted so as to render further conduct of the meeting unfeasible.

6.11 Correspondence to the Board

All written or electronic correspondence addressed to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response.

SECTION 7.00 Minutes

7.01 Minutes

The District Secretary shall keep minutes of regular and special meetings of the Board. In addition, the Secretary shall mail or send by electronic media copies of the proposed minutes to the Board President for review. Copies of said minutes shall be made for distribution to each member of the Board with the agenda for the next regular Board meeting.

7.02 Storage

The official minutes of the regular and special meetings of the Board shall be kept in a fire-proof vault or in fire-resistant, locked cabinets.

Minutes of the Board of Director meetings shall be public records open to inspection by the public. The Secretary shall make copies available to any person who has a written request therefore as outlined in District Policy 2010-01.

SECTION 8.00 Rules of Order for Board and Committee Meetings

Action items shall be brought before and considered by the Board by a motion in accordance with this policy.

8.01 Obtaining the Floor

Any member of the Board desiring to speak should address the President and upon recognition by the President, may address the subject under discussion.

8.02 Motions

Any member of the Board, including the President, may make or second a motion. A motion shall be brought and considered when a member of the Board makes a motion and another Director seconds the motion. The motion is then open to discussion and debate. After the matter has been fully discussed and debated, the President will call for the vote.

8.03 Motion to Amend

A main motion may be amended before it is voted on, either by the consent of the members of the Board who moved and seconded, or by a new motion and second.

8.04 Motion to Postpone

A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority of the Board.

8.05 Motion to Refer to Committee

A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

8.06 Motion to Close Debate and Vote Immediately

As provided above, any member of the Board may move to close debate and immediately vote on a main motion.

8.07 Motion to Adjourn

A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

8.09 Decorum

The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or

persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise interrupting the meeting or hearing.

SECTION 9.00 Actions and Decisions

9.01 Method of Action

The Board shall act only by ordinance, resolution or motion, in accordance with District Policy 2008-01, Guideline for Adopting Ordinances and Policy 2008-02, Guideline for Adopting Resolutions.

9.02 Majority – Quorum

The majority of the Board shall constitute a quorum for the transaction of business.

9.03 Majority Vote Required

No ordinance, resolution or motion shall be passed or shall become effective without the affirmative vote of at least a majority of the members of the Board.

9.04 Recordation of Vote Exceptions

For action taken by motion without the unanimous vote of all Directors present voting, the names of the Ayes and Noes shall be entered in the minutes. For passage of all ordinances and resolutions, the names of the Ayes, Noes, Abstain and Absent shall be entered into the minutes of the Board.

9.05 Enacting Clause of Ordinances

The form of enacting clause of all ordinances passed by the Board shall be: "Be it ordained by the Board of Directors of the Rancho Murieta Community Services District as follows".

9.06 Execution of Ordinances

All ordinances shall be signed by the President and attested by the District Secretary.

SECTION 10.00 Deviations

10.01 Deviations

No deviation from or failure to follow the procedures set forth in this Code shall invalidate any action or decision of the Board of Directors unless such deviation or failure has substantially prejudiced the rights of an interested person.

SECTION 11.00 Records

11.01 Records

Public records of the Rancho Murieta Community Services District shall be open to inspection as provided in the California Public Records Act, and District Policy 2010-01, as amended if applicable.

SECTION 12.00 Committees

12.01 Standing Committees

1. Improvements Committee
2. Finance Committee
3. Personnel Committee
4. Security Committee
5. Parks Committee
6. Communication & Technology Committee
7. Regional Water Authority (RWA)

12.02 General Rules Governing Committees

- a. The President of the Board of Directors shall appoint members of the Board of Directors to serve on these Standing Committees.
- b. No more than two Directors of the Board shall serve on any one Committee. Other Directors may attend Committee meetings as observers in accordance with the Brown Act, but have no authority to participate in any way in Committee discussions.
- c. Committees should focus on matters, which typically require extensive research and review, but should not operate in such a way that they make management decisions better left to paid staff.
- d. A Committee may take no action. Recommendations for formal action of the Board of Directors are made in the Committee reports.
- e. Any Committee that is appointed by action of the Board of Directors and/or has members of the public serving on the Committee shall then come under the posting requirements of the Brown Act and shall be open to the public.
- f. The meetings of Standing Committees shall be held when called by the Chair or other Director member.
- g. Duties and Functions: At the time the President forms the Standing Committee, he/she shall give instructions of the duties for each Committee. Additional duties and functions may be delegated by the President, as the needs arise.
- h. The Committee shall give a report at the regular meeting of the Board of Directors and if a need to take action should arise, the Committee shall bring a recommendation to the Board of Directors at any duly noticed meeting. The Committee Chairman shall notify the General Manager of items to be placed on the agenda

where action is needed, if possible, one week prior to the meeting.

12.02a Improvements Committee

The Improvements Committee shall study, advise, and make recommendations with regard to:

- a. Plans, specifications, and bids.
- b. The initiation, scheduling, contracting, and performance of construction programs and work, capital improvements, and the equipment or materials to be sued, replaced, disposed of, or salvaged.
- c. The operation, protection, and maintenance of plants and facilities, and delivery.
- d. Construction claims.
- e. Employment of engineering consultants and related consultants.
- f. Energy matters in general.
- g. Annexations; reorganizations and other matters for consideration by LAFCO.
- h. Facility expansions due to development.
- i. Other operational or engineering matters.
- j. Other matters as directed by the Board.

The Committee also shall have authority to:

- a. Make inspection trips of District facilities.
- b. Address any legal matters affecting the District within the Committee's area of interest.
- c. Approve purchase orders for emergency services/repairs up to \$10,000.00.

12.02b Finance Committee

The Finance Committee shall study, advise, and make recommendations with regards to:

- a. Preparation of preliminary budgets and recommendations for other Committees' consideration.
- b. Disposition and investment of reserve funds.
- c. Investment policy conformance.
- d. Adoption or changes of fees and rates.

- e. Insurance to be carried.
- f. Reports of auditors and financial statements.
- g. Employment of financial or insurance consultants.
- h. Form and contents of accounts, financial reports, and financial statements.
- i. Employment of auditors at any time and for general or special audits.
- j. Contents of auditors' periodic and annual reports.
- k. Audit of monthly expenditures.
- l. Other matters as directed by the Board.

12.02c Personnel Committee

The Personnel Committee shall study, advise, and make recommendations with regards to:

- a. The form of the District's organization and the flow of authority and responsibility.
- b. Periodic independent reviews and studies of the organization, the classification of positions, job duties, salaries, and salary ranges; and preparation and submittal of annual recommendation for employee salaries and benefits to the Finance Committee for consideration in budget preparation.
- c. Relations between the District and its employees including all matters affecting wages, hours, pension plans and other employee benefits, and other terms and conditions of employment and matters included within the employee relations resolution.
- d. Areas of special concern to the District and its employees, including, but not limited to, equal employment opportunity, affirmative action, and the health and safety of employees.
- e. Policies and rules regarding the employment, discipline, and discharge of District officers and employees.
- f. Individuals who serve in positions requiring Board approval, (i.e. General Manager, District Engineer, District Secretary, etc.)
- g. Any legal matters affecting the District within the Committee's areas of interest.

- h. Employment of personnel consultants.
- i. Other matters as directed by the Board.

12.02d Security Committee

The Security Committee shall study, advise, and make recommendations with regards to:

- a. Physical facilities, operations and policies relating to Gate and Patrol functions.
- b. Public safety and health issues affecting the community.
- c. Special events affecting public safety.
- d. Interface with the Homeowners Association representatives regarding security.
- e. Special event permits, which require Board approval.
- f. Other matters as directed by the Board.

12.02e Parks Committee

The Parks Committee shall study, advise, and make recommendations with regards to:

- a. Representation on the Parks Committee established as a result of the Park Development Agreement.
- b. The District's involvement relating to public community parks within Rancho Murieta.
- c. Utilization of District property as it relates to parks.
- d. Other parks matters as directed by the Board.

12.02f Communication & Technology Committee

The Communication and Technology Committee shall be concerned with:

- a. Assuring that information regarding the affairs of the District is adequately and appropriately communicated to its constituents and the public at large.
- b. Using technology to create efficient and effective uses to better serve the District and its customers.

The Committee shall study, advise and make recommendations with regard to:

Communication Focus:

- a. Developing the District's Communication Plan

- b. Defining the goal, frequency, message, audience and costs of the various communication methods used by the District.
- c. Assisting staff with planning of (to include but not limited to):
 - 1. Personal Appearances
 - 2. Pipeline
 - 3. Bill Stuffers
 - 4. Channel 5
 - 5. Newsprint Coverage
 - 6. Brochures
 - 7. Field Trips/Open House
 - 8. Web Page
- d. Responding on behalf of the Board, as appropriate and timely, through staff, to requests from various District membership organizations (i.e., CSDA, ACWA, Regional Water Authority) for political and/or legislative support, either in a letter writing campaign or de minimis financial support.

Technology Focus:

- a. Research, evaluate and recommend technology improvements, both software and hardware.
- b. Recommend policies and procedures relating to technology and District's use thereof.
- c. Liaise and consult with other community organizations regarding available technology.

12.02f Regional Water Authority (RWA)

The mission of the Regional Water Authority is to serve and represent the regional water supply interests, and to assist the Members of the Regional Authority in protecting and enhancing the reliability, availability, affordability and quality of water resources.

The activities of the Regional Water Authority are to:

- a. Assist, where appropriate, in the voluntary consolidation of the services provided by existing industry/trade associations and water utility support groups within the Regional Authority.
- b. Develop and provide subscription-based (i.e., that are paid for by participating Members) support services, projects and programs of mutual interest for Members, or groups of Members, and certain other subscribers.
- c. Facilitate discussion of and action on matters of regional priority and interest.

- d. Coordinate and implement regional water master planning, grant-funding acquisition, and related planning efforts.
- e. Provide a unified voice to advocate and respond to legislative, regulatory and policy matters of importance to the region's water supply.

The District shall appoint two representatives, who shall be either a representative from the Board, executive staff representatives or a combination thereof, either of whom may cast a single vote on behalf of the District. The Authority prefers that one representative be from the Member's governing body, and that one representative be from the Member's executive staff.

12.03 Ad Hoc Committees

Ad hoc Committees may be created by the Board of Directors to undertake special assignments on behalf of the Board. An ad hoc Committee shall exist for a specified term or until its special assignments are completed, whichever comes first, but its existence may be extended for an added term or added assignments by action of the Board. Unless otherwise specified, members of an ad hoc Committee shall be appointed by the President of the Board and shall serve at the President's pleasure.

12.04 Special Committees

Special Committees may be created by the Board of Directors to undertake special assignments on behalf of the Board. A Special Committee shall continue in existence indefinitely. Unless otherwise specified, members of a Special Committee shall be appointed by the President of the Board and shall serve at the President's pleasure.

12.05 Subcommittees

Subcommittees may be created by any Standing Committee of the Board of Directors to undertake specific assignments on behalf of the Committee. The Standing Committee creating a Subcommittee shall establish such term, as it deems desirable. Unless otherwise specified, members of a Subcommittee shall be appointed by the Chairman of the Subcommittee's parent Committee and shall serve at the President's pleasure.

SECTION 13.00 Board Conduct

13.01 Conflict of Interest

No Director shall make, participate in or in any way attempt to use his or her official position to influence a decision on any issue when prohibited from doing so by the Political Reform Act of 1974 (Government Code Section 81000, et. Seq.), or any other law. A Director shall, when an agenda item is called, declare that he or she has a conflict of interest, state what the conflict of interest is, and shall remove him or herself from the Board room during the

discussion. The Director's removal shall be noted on the record by the District Secretary, who shall also note the Director's return when the item is completed.

13.02 Ethics

Directors shall at all times comply with the District's Ethics Policy for Board of Directors (Policy 2005-06). Directors shall comply with the requirements of Government Code Section 53235 by receiving at least two hours of training in general ethics principles and ethics laws relevant to District service every two years and shall file with the District Secretary a copy of the certificate verifying the completion of such training.

13.03 Decorum

- a. Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- b. Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.
- c. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should not create barriers to the implementation of said action.
- d. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
- e. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.
- f. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through the General Manager.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # 2005-6
Title:	Ethics Policy for Board of Directors	

1. Purpose and Scope

The purpose of this policy is to comply with SB 135 and maintain the highest standards of ethics from its Board members and its employees. The proper operation of the District requires decisions and policy to be made in the proper channels of government structure, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible towards the public. Accordingly, it is the policy of the District that Board members and District employees will maintain the highest standard of personal honesty and fairness in carrying out their duties. This policy sets forth the minimum ethical standards to be followed by the Board members of Rancho Murieta Community Services District.

2. Responsibilities of Public Office

Board members are obligated to uphold the Constitution of the United States and the Constitution of the State of California. Board members will comply with applicable laws regulating their conduct, including conflict of interest and financial disclosure laws. Board members will work in cooperation with other public officials unless prohibited from so doing by law or officially recognized confidentiality of their work. (Government Code Section 1360; Article 20, Section 3 of the California Constitution.)

All Board members need to take at least two (2) hours of ethics training every two years and receive a certificate of completion. New Board members need to complete the training within one (1) year of taking office. The District must keep records indicating when each Board member has completed the training and who provided the training for five years.

3. Fair and Equal Treatment

Board members will not, in the performance of their official functions, discriminate against any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual preference, medical condition or disability. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group on similar circumstances. (See, e.g., Article 1, Section 31 of the California Constitution; Age Discrimination in Employment Act of 1967; Americans with Disabilities Act of 1990; Fair Employment and Housing Act; Rehabilitation Act of 1973; Title VII of the Civil Rights Act of 1964; Labor Code Section 1102.1.)

4. Proper Use and Safeguarding of District Property and Resources

Except as specifically authorized, a Board member will not use or permit the use of District owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board member will not ask or require a District employee to perform services for the personal convenience or profit of a Board member or employee. Each Board member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard District property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on the District's behalf, in accordance with the District's policy for reimbursement of expenses of Board members (District's Travel/Reimbursement Policy, No. 2000-01).

5. Use of Confidential Information

A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.

This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts to a district attorney or grand jury that are necessary to establish the alleged illegality of an action taken by the District, (2) expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the President of the Board or the full Board, to provide the Board an opportunity to cure an alleged violation.

A Board member who willfully and knowingly discloses, for financial gain, confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code Section 1098 (Government Code Section 54963).

6. Conflict of Interest

A Board member will not have a financial interest in a contract with the District, or be purchaser at a sale by the District or a vendor at a purchase made by the District, unless the Board member's participation was authorized under Government Code Section 1090. A Board member will not participate in the discussion, deliberation or vote on a matter before the Board, or in anyway attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code Section 81000, and following, relating to conflicts of interest. Generally, a Board member has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by the Fair Political Practices Commission's regulations) that is distinguishable from the effect on the public generally on (a) a business entity in which the Board member has a direct or indirect investment of \$2,000 or more, (b) real property in which the Board member has a direct or indirect investment interest worth \$2,000 or more, (c) a source of income of

the Board member amounting to \$500 or more within 12 months before the Board decision, (d) a source of gifts to a Board member amounting to \$320 or more within 12 months before the Board decision, or (e) a business entity in which the Board member holds a position as a Board member, trustee, officer, partner, manager or employee. An “indirect interest” means any investment or interest owned by the spouse or dependent child of the Board member, or the Board member’s spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent interest or greater. A Board member will not accept gifts or honoraria that exceed the limitations specified in the Fair Political Practices Act or FPPC regulations. The dollar limitations referred to in this section are revised from time to time by the FPPC (Government Code Section 87103).

If a member of the Board believes that he or she may be disqualified from participation in the discussion, deliberations or vote on a particular matter due to conflict of interest, the following procedure will be followed: (a) if the Board member becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Board member will notify the District’s General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Board member to discuss the potential conflict with the General Manager before the meeting, or if the Board member does not become aware of the potential conflict until during the meeting, the Board member will immediately disclose the potential conflict during the Board meeting, so that there can be a determination whether it is a disqualifying conflict of interest; and (c) upon a determination that there is a disqualifying conflict of interest, the Board member will not participate in the discussion, deliberation or vote on the matter for which a conflict of interest exists, which will be so noted in the Board minutes.

A Board member will not recommend the employment of a relative by the District. In addition, a Board member will not recommend the employment of a relative to any person known by the Board member to be bidding for or negotiating a contract with the District.

A Board member who knowingly asks for, accepts or agrees to receive any gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code Section 70 (Government Code Section 1090, and following, and 81000, and following).

7. Soliciting Political Contributions

Board members are prohibited from soliciting political funds or contributions at District facilities. A Board member will not accept, solicit or direct a political contribution from any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before the District. A Board member will not use the District’s seal, trademark, stationary, or other indicia of the District’s identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law.

8. “Revolving Door” Policy

- a. For a period of one year after leaving office, Board members will not represent for compensation non-governmental entities before the District with regard to any issues over which that officer had decision-making authority during the three years prior to leaving office.

- b. For purposes of this section, “represent” will mean for compensation to actively support or oppose a particular decision in a proceeding by lobbying in person the officers or employees of the District or otherwise acting to influence the officers of the District.
- c. These restrictions will not apply to representation of not-for-profit charitable entities before the District.
- d. These restrictions may be waived in specific cases by a two-thirds vote of the District’s Board members.
- e. Nothing in this section is intended or will be applied to prevent a former Board member from participating in meetings of the Board in the same manner as other members of the public (See, for example, Government Code Section 54954.3).

9. Board-General Manager Relationship

The Board sets the policy for the District.

The District’s General Manager serves at the pleasure of the Board. The Board will provide policy direction and instructions to the General Manager on matters within the authority of the Board by majority vote of the Board during duly-convened Board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other District employees, except as it pertains to the functions of the Finance Officer and District consultants, including the District auditor. Members of the Board will refrain from making requests directly to District employees (rather than to the General Manager) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding District operations from District employees.

10. Improper Activities and the Reporting of such Activities: Protection of “Whistle Blowers”

The General Manager has primary responsibility for (1) ensuring compliance with the District’s Personnel Manual, and ensuring that District employees do not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the General Manager is operating the District according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligations to the public and the District by disclosing to the General Manager to the extent not expressly prohibited by law, improper activities within their knowledge. Board members will not interfere with the General Manager’s responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.

A Board member will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Board member or District employee of any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger

to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a Board member or District employee.

A Board member will not use or threaten to use any official authority or influence to effect any action as a reprisal against a District Board member or District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the General Manager, or (2) a Board member, if the complaint involves the conduct of the General Manager, who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the General Manager (or the Board in case of a complaint against the General Manager) will take appropriate action consistent with the District's Personnel Manual and applicable law (Labor Code Section 1102.5 and following, and Government Code Section 53296).

11. Compliance with the Brown Act

The Board members will fully comply with the provisions of the State's open meeting law for public agencies (the Brown Act). The Board has adopted Board of Directors Rules and Procedures, Chapter 2 of the District Code to guide the Board in ensuring that Board decisions are made during meetings of the Board that are open to the public, in compliance with the Brown Act.

12. Board Expense Reimbursement

The Board members will fully comply with the provision of the District's Travel/Reimbursement Policy as amended from time to time.

13. Board Compensation

Board members shall receive remuneration in accordance with **Resolution 2003-15** as amended from time to time, periodically reviewed and adopted. Changes in the compensation of the Board will require the approval of the Board during an open meeting of the Board held within sixty days prior to the effective date of change.

14. Candidate's Statement

A Board member will not include false or misleading information in a candidate's statement for a general District election filed pursuant to section 13307 of the Election Code. (Elections Code section 13313.)

15. Violation of Ethics Policy

A perceived violation of this policy by a Board member should be referred to the President of the Board or full Board members for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to the

District, including but not limited to: (a) verbal public censure at a Board meeting (b) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (c) injunctive relief, or (d) referral of the violation to the District Attorney and/or the grand jury.

16. Code of Conduct

In order to assist in the governance of the behavior between and among Board members, the following rules shall be observed.

- a. The dignity, style, values and opinions of each Board member shall be respected.
- b. Responsiveness and attentive listening in communication is encouraged.
- c. The needs of the District's constituents should be the priority of the Board members.
- d. The primary responsibility of the Board members is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- e. Board members should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.
- f. Board members should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues are to be avoided.
- g. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board takes action, Board members should commit to supporting said action and not to create barriers to the implementation of said action.
- h. Board members should practice the following procedures:
 1. In seeking clarification on informational items, Board members may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
 2. In handling complaints from residents and property owners of the District, said complaints should be referred directly to the General Manager.
 3. In handling items related to safety, concerns for safety or hazards should be reported to the General Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance.
 4. In presenting items for discussion at Board meetings, the Board member shall identify the item for discussion at the appropriate time on the agenda.
 5. In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager.

i. When approached by District personnel concerning specific District policy, Board members should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

j. The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

k. When responding to constituent requests and concerns, Board members should be courteous, responding to individuals in a positive manner and routing their questions through the General Manager and/or responsible management personnel.

l. Board members should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

m. Board members should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

n. Board members are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

o. The duties of the President are identified in Chapter 2 of the District Code. His/her power and authority do not exceed that of any other Board member, except as defined in Chapter 2.

Approved by CSD Board of Directors	11-16-05
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MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Edward R. Crouse, General Manager
Subject: Presentation and Review of Brown Act (Open Meeting Laws)

RECOMMENDED ACTION

Review Brown Act open meeting laws.

BACKGROUND

President Pasek and Director Martel requested the Board review the Brown Act, open meeting laws, at the February 20, 2013 Board meeting. Jonathan Hobbs, District's legal counsel, will provide the presentation.

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: Discuss and Consider Audio Recording all District Committee Meetings and Closed Sessions

RECOMMENDED ACTION

Provide direction to staff regarding the recording of all Committee meetings and Closed Session.

BACKGROUND

At the February 8, 2013 Communication & Technology Committee meeting, Director Martel requested the Board discuss audio recording all District Committee meetings and Closed Sessions, as the minutes are the perception of what took place and not what was actually said. Director Martel believes the recordings allow anyone to go back and review what actually took place.

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Communication & Technology Committee Staff
Subject: Discuss and Consider Videotaping all District Board Meetings

RECOMMENDED ACTION

Provide direction to staff regarding videotaping all District Board meetings.

BACKGROUND

At the February 8, 2013 Communication & Technology Committee meeting, Director Martel requested the Board discuss videotaping all District Board meetings.

Director Ferraro stated that the Board has discussed and considered this in the past but did not go forward with it due to the cost, upgrades needed to the District's IT system, and lack of interest by the community.

Darlene Gillum and Suzanne Lindenfeld researched any committee and/or Board discussion/action regarding videotaping District board meetings. Darlene and Suzanne were unable find where the Board sent this item to a committee for research and a recommendation. Attached is what was found, dating back to April of 2003.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Regular Board of Directors Meeting

MINUTES

December 13, 2006

3:00 p.m. – Closed Session

5:00 p.m. - Open Session

OATH OF OFFICE: Ed Crouse, District Secretary, administered the Oath of Office to elected Directors Bobbi Belton, Robert Kjome and Richard Taylor. This was conducted at the outset of the meeting in order to establish the necessary quorum.

Ed Crouse welcomed the newly installed directors and presented each with a certificate from the Sacramento County Department of Voter Registration.

1. CALL TO ORDER/ROLL CALL

Edward Crouse, District Secretary, called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 3:03 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Bobbi Belton, Bob Kjome, Dick Taylor, Wayne Kuntz, and Bill White. Also present were Ed Crouse, General Manager; Les Tyler, Director of Administration; Greg Remson, Security Chief; Joe Majarucon, Director of Field Operations; and Suzanne Lindenfeld, Recording Secretary.

2. RESOLUTION 2006-17, RESOLUTION DECLARING THE RESULTS OF THE NOVEMBER 7, 2006 ELECTION

Motion/Kuntz to approve Resolution 2006-17, a Resolution declaring the results of the November 7, 2006 election. **Second/White. Roll Call Vote: Ayes: Belton, Kjome, Kuntz, Taylor, White.**

3. ELECTION OF BOARD OFFICERS

Edward Crouse, District Secretary, called for nomination for President.

Director White nominated Director Kuntz for President, seconded by Director Taylor. The vote was 5-0 for Director Kuntz.

President Kuntz called for nominations for Vice President.

Director White nominated Director Taylor for Vice President, seconded by Director Belton. The vote was 5-0 for Director Taylor.

4. EMPLOYEE PROMOTIONS – CERTIFICATIONS

None.

5. BOARD ADJOURNED TO CLOSED SESSION at 3:18 P.M. TO DISCUSS THE FOLLOWING ITEMS:

Under Government Code 54956 (a): Conference with Legal Counsel – Existing Litigation – Cease and Desist Order.

Under Government Code 54957.6: Conference with Labor Negotiator: Gene Bell.

6/7. BOARD RECONVENED TO OPEN SESSION AT 5:04 P.M. AND REPORTED THE FOLLOWING:

Under Government Code 54956 (a): Conference with Legal Counsel – Existing Litigation – Cease and Desist Order. Received update from Legal Counsel. No action taken.

Under Government Code 54957.6: Conference with Labor Negotiator: Gene Bell. Received update from Labor Negotiator. No action taken.

8. ADOPT AGENDA

Director White acted as the official timekeeper.

Motion/Taylor to adopt the agenda. **Second/Kjome. Ayes: Kuntz, Taylor, Belton, Kjome, White.**

9. RESOLUTION 2006-18, IN HONOR OF MARY BRENNAN, CSD DIRECTOR

Motion/Kjome to approve Resolution 2006-18, in honor of Mary Brennan, CSD Director.

Second/Belton. Roll Call Vote: Kuntz, Taylor, Belton, Kjome, White.

10. RESOLUTION 2006-19, IN HONOR OF JOHN MERCHANT, CSD DIRECTOR

Motion/Belton to approve Resolution 2006-19, in honor of John Merchant, with the change of years served. **Second/White. Roll Call Vote: Kuntz, Taylor, Belton, Kjome, White.**

11. PRESENTATION OF PLAQUES TO OUTGOING DIRECTORS

President Kuntz presented each outgoing Director with an engraved plaque and invited them to share their thoughts on their terms in office.

Mary Brennan said that it has been a pleasure working for the community and the District. Mary then thanked everyone.

13. COMMENTS FROM THE PUBLIC (Taken Out of Order)

Ted Hart, Lot 825, thanked John Merchant for all his years of service and congratulated the new and returning Board members. Mr. Hart commented on his concerns regarding the Integrated Water Master Plan and submitted a letter. Mr. Hart's concerns include the CSD water permit he believes may have been drafted by the Pension Trust Fund. Mr. Hart requested a written response.

Don Sams, lot 3127, congratulated the newly elected Board members.

11. PRESENTATION OF PLAQUES TO OUTGOING DIRECTORS COMMENTS (continued)

John Merchant congratulated the newly elected Directors. Mr. Merchant spoke regarding things that the Board accomplished over the last 4 years; some of the problems the District has faced over the last 4 years; Security; development; his vision for the District; issues the District will be facing and wishes and suggestions for the future Board(s).

12. COMMITTEE ASSIGNMENTS

All directors had previously submitted their requests for various committee assignments. With consideration for the requests, President Kuntz made the following committee assignments:

Security Committee:	Wayne Kuntz, Bobbi Belton
Finance Committee:	Dick Taylor, Bobbi Belton
Improvements Committee:	Wayne Kuntz, Bob Kjome
Personnel Committee:	Bill White, Bob Kjome
Parks Committee:	Dick Taylor, Bob Kjome (alternate)
Communication & Technology Committee:	Dick Taylor, Bill White
Joint Security Committee:	Bobbi Belton, Bill White
Regional Water Authority:	Wayne Kuntz, Dick Taylor (alternate)
LAFCo:	Wayne Kuntz

14. CONSENT CALENDAR

Motion/Taylor to accept the Consent Calendar. **Second/Kjome. Roll Call Vote: Ayes: Kuntz, Taylor, Belton, Kjome, White.**

15. STAFF REPORTS

Under agenda item 15a, Director Belton asked if the letter to RMA requesting reimbursement for legal expenses for the pedestrian bridge has been sent. Ed Crouse stated the letter was sent to RMA earlier in the week. Director Taylor asked if the Rancho Murieta Country Club has submitted their request for reimbursement. Ed Crouse stated that RMCC would be re-submitting their request, as the first one was lost in transit. Director Taylor asked if this was the appropriate forum to discuss the District's intent on submitting a request for reimbursement from Park funds. Ed Crouse stated that the item be included on the January Board meeting agenda for discussion. By consensus, the Board agreed to add this item to the January Board meeting agenda.

Under agenda item 15 b, Director Taylor asked when the District would be receiving the property tax funds from the County. Les Tyler stated that the first installment should be received in January 2007. The second installment should be in July.

Under agenda item 15 d, President Kuntz asked about the levels in the wastewater reclamation plant. Joe Majarucon stated that as of today, there is 480-acre feet.

Under agenda item 15 d, under Water Plant, Director Belton asked for identification of the big-ticket items. Joe Majarucon stated that there is none on the horizon for the water plant. Staff is still working on the Rio Oso Tank Project.

16. CORRESPONDENCE

Ed Crouse stated that in the spring, staff would be sending out a Request for Proposal (RFP) for new auditors. The contract with the current auditors ends once the 2005-06 audit is completed.

17. APPROVE PROPOSAL FROM HYDROSCIENCE ENGINEERS, INC. FOR WASTEWATER RECLAMATION PLANT EXPANSION AND FINANCING PLAN

Ed Crouse gave a brief summary of the recommendation to approve the proposal from HydroScience Engineers, Inc. (HSe) for Wastewater Reclamation Plant Expansion and Financing Plan. A short discussion followed.

Motion/Taylor to approve the proposal from HydroScience Engineers, Inc., (HSe) for engineering services for the preparation of the Wastewater Reclamation Plant Expansion and Financing Plan required by the 2006 Cease and Desist Order, in an amount not to exceed \$28,245. Funding to come from borrowing from the Sewer Capital Replacement Reserves and to be reimbursed by future rate increases and/or future fund balance carryovers in the Sewer Fund Operation. **Second/White. Ayes: Kuntz, Taylor, Belton, Kjome, White.**

18. APPROVE SEWER LINE REPAIRS ON GUADALUPE

Joe Majarucon gave a summary of the recommendation to approve the proposal from Doug Veerkamp for sewer line repairs on Guadalupe. A short discussion followed.

Motion/White to approve the proposal from Doug Veerkamp for sewer line repairs on Guadalupe, in an amount not to exceed \$56,104. The bid amount from Doug Veerkamp is for \$48,820. However, staff has added a 15% contingency. Funding to come from Sewer Replacement Reserves. **Second/Kjome. Ayes: Kuntz, Taylor, Belton, Kjome, White.**

19. CEASE AND DESIST ORDER UPDATE

Ed Crouse stated that RMCC has been working on their diversion project. RMCC, CSD and RMA will be meeting next week to review the preliminary plans.

The first round of sampling for the Groundwater Monitoring and Sampling has been completed. The results will be submitted February 2, 2007. The Groundwater Monitoring will continue on a monthly basis for 10 more months, at which time a statistical analysis will be conducted and submitted to the Regional Board. This project is ahead of schedule. The sprinklers continue to be operated in an effort to lower the storage levels.

The CSD Board just approved the Expansion and Financing Plan, which needs to be completed by July of 2008. One of the issues discussed in the plan will be financing for infrastructure. In the early 1990's, the CSD Board adopted the policy that all major infrastructure will be paid for by development.

On December 11, 2006, the District received a Notice of Violation from the Regional Board for 3 items related to last year's release of recycled water to RMCC. First, encroaching on the 2 feet of freeboard, which was recognized back when the CDO was issued. Second, the total volume of wastewater that was received on a yearly basis from July 2005 to July of 2006. The CDO put a limit of 198 million gallons; with the rains, we received 199.4 million gallons (less than 1%). Third, in April CSD fired up the reclamation plant and delivered recycled water to RMCC in violation of a zero discharge. There was also some concern regarding monitoring reporting inconsistencies. Staff will be meeting with the Regional Board next Wednesday, with RMCC, to get clarification. There are also weekly meetings scheduled with staff and HSe on how to respond to the Regional Board and how to address any issues this spring. A written response is due January 15, 2007. A discussion followed.

20. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES

Bobbi Belton and Bob Kjome will be attending the CSDA Board Member Training in January and Ethics Training in February.

21. SET MEETING DATES/TIMES FOR THE FOLLOWING COMMITTEES:

- | | | | |
|--------------------------------|-----------------|------------------|--------------|
| ➤ Com. & Tech. | (Taylor/White) | January 5, 2007 | (8:30 a.m.) |
| ➤ Personnel | (White/Kjome) | January 5, 2007 | (9:30 a.m.) |
| ➤ Security | (Kuntz/Belton) | January 9, 2007 | (8:30 a.m.) |
| ➤ Finance | (Taylor/Belton) | January 9, 2007 | (9:30 a.m.) |
| ➤ Improvements | (Kuntz/Kjome) | January 9, 2007 | (10:30 a.m.) |
| ➤ Board Goal Planning Workshop | | January 23, 2007 | (8:30 a.m.) |

22. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

Director Belton stated that she would like to see the Board meetings televised. Director White stated that he would not support that as televising is costly and there are two reporters at each meeting. A short discussion followed.

Director Kjome stated that he is excited about being on the Board and is looking forward to working with everyone over the next 4 years.

President Kuntz welcomed the two new and one returning Board members.

Ed Crouse reminded the Board that the employee holiday lunch is next Tuesday, December 19 at RMCC. Another reminder that holidays bring out opportunities for theft, so keep your door locked. The bridge construction has been completed. Staff will be meeting with RMA regarding some additional erosion protection and security cameras for the bridge.

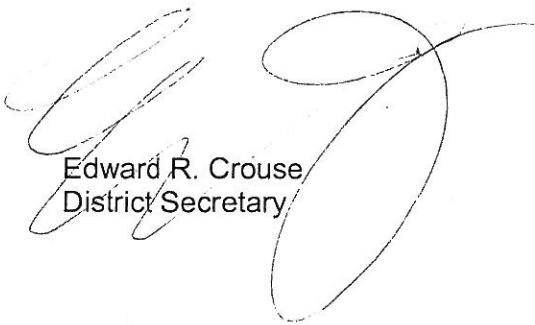
Director White commented on John Merchant's comment regarding creating a historic advisory committee. Ed Crouse stated that should be discussed at the annual goal planning session in January.

23. ADJOURNMENT

Motion/White to adjourn at 7:34 p.m. **Second/Belton. Ayes: Kuntz, Taylor, Belton, Kjome, White.**

Respectfully submitted,


Suzanne Lindenfeld
Recording Secretary


Edward R. Crouse
District Secretary

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Regular Board of Directors Meeting

MINUTES

January 17, 2007

4:00 p.m. – Closed Session

5:00 p.m. - Open Session

1. CALL TO ORDER/ROLL CALL

President Wayne Kuntz called the regular meeting of the Board of Directors of Rancho Murieta Community Services District to order at 4:00 p.m. in the District meeting room, 15160 Jackson Road, Rancho Murieta. Directors present were Wayne Kuntz, Dick Taylor, Bobbi Belton, Bob Kjome, and Bill White. Also present were Ed Crouse, General Manager; Les Tyler, Director of Administration; Greg Remson, Security Chief; Paul Siebensohn, Treatment Plant Supervisor; and Suzanne Lindenfeld, Recording Secretary.

2. EMPLOYEE PROMOTIONS – CERTIFICATIONS

None.

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

Under Government Code 54956 (a): Conference with Legal Counsel – Existing Litigation – Cease and Desist Order.

Under Government Code 54957.6: Conference with Labor Negotiator: Gene Bell.

4/5. BOARD RECONVENED TO OPEN SESSION AT 5:03 P.M. AND REPORTED THE FOLLOWING:

Under Government Code 54956 (a): Conference with Legal Counsel – Existing Litigation – Cease and Desist Order. Received update from Legal Counsel. No action taken.

Under Government Code 54957.6: Conference with Labor Negotiator: Gene Bell. Received update, by telephone, from Labor Negotiator. No action taken.

6. ADOPT AGENDA

Director White acted as the official timekeeper.

Motion/Taylor to adopt the agenda. **Second/Kjome. Ayes: Kuntz, Taylor, Belton, Kjome, White.**

7. COMMENTS FROM THE PUBLIC

Don Sams, lot 3127, commented on the comments made by John Merchant at the December Board meeting regarding the Integrated Water Master Plan, the CDO, the new river crossing, televising Board meetings, the recycled water carry over, accommodating for growth, the MBA, and the CSD Board of Directors being community leaders.

8. CONSENT CALENDAR

Under Agenda Item 8a, under Comments from the Public, Director Taylor asked that the second to last sentence be changed to read Mr. Hart's concerns included the CSD water permit he believes may have been drafted by the Pension Trust Fund. By consensus, the Board agreed. The change will be made.

Under Agenda Item 8b4, under Granlees Accessibility, Director Taylor asked for clarification of the project area. Ed Crouse stated that work done within the CIA ditch, the forebay and any existing

facilities, is considered maintaining the existing facility. Therefore, a Department of Fish and Game streambed alteration permit is not needed.

Under Agenda Item 8b4, under Cosumnes River Elementary School – Memorandum of Agreement, Director Taylor, asked if there are any potential problems anticipated. Ed Crouse stated that the Elk Grove Unified School District (EGUSD) is looking into drilling their own well and providing their own water tank due to the changing fire flow demand with the change to make the school 2-stories and related wastewater issues concerning the Notice of Violation (NOV).

Motion/Taylor to accept the Consent Calendar. **Second/Belton. Roll Call Vote: Ayes: Kuntz, Taylor, Belton, Kjome, White.**

9. STAFF REPORTS

Under agenda item 9d, under River Diversion, Director Taylor asked about the status of the diversion. Paul Siebensohn stated that one of the Granlees pumps has been in use and pumping should be completed in 93 days. A discussion followed. By consensus of the Board, staff will prepare a detailed report for the February Board meeting regarding lake levels when the fall cycle began, how low the lakes were when pumping began, what the projected diversion is to replenish lake levels to bring them up to full, and amount expected to pump for direct consumption.

Under agenda item 9d, under Bass Lake, Director Taylor asked about the dead tules around the lake. Ed Crouse stated that tules die due to the cold weather and will come back in the warmer weather.

Under agenda item 9c, Director Belton asked about the presence of California Highway Patrol (CHP) and Sacramento Sheriff Department (SSD) at the Safety Center. Chief Remson stated that because of the lack of service calls, the CHP and SSD do not have enough manpower to station an officer at Rancho Murieta.

10. CORRESPONDENCE

None.

11. REIMBURSEMENT FROM PARKS COMMITTEE FOR ATTORNEY FEES FOR PEDESTRIAN BRIDGE

Ed Crouse stated that in December, the District submitted a request for reimbursement for legal expenses related to the pedestrian bridge. RMA and RMCC have also submitted requests. Director Taylor suggested the District not ask for reimbursement as long as RMA and RMCC are not reimbursed. A discussion followed.

Motion/Taylor to cancel the District's request for reimbursement for attorney fees incurred related to the Pedestrian Bridge Project, as long as no other entity is reimbursed. If other entities are reimbursed, the District will request reimbursement. **Second/Kjome. Ayes: Kuntz, Taylor, Kjome. Noes: Belton, White.**

12. ELECTION OF SPECIAL DISTRICT COMMISSIONER TO SACRAMENTO LAFCO

President Kuntz gave a brief summary of the nominees for a Special District Representative to Sacramento Local Agency Formation Commission. A short discussion followed.

Motion/White to elect Wayne Kuntz as Special District Commissioner to the Sacramento Local Agency Formation Commission. **Second/Taylor. Ayes: Taylor, Belton, Kjome, White. Abstain: Kuntz.**

13. APPROVE REPAIRS TO RECLAMATION PLANT

Ed Crouse gave a brief summary of the recommendation to approve repairs to the reclamation plant. The work should be completed by mid-February. A discussion followed.

Motion/Belton to approve an amount not to exceed \$31,073 to be spent for repairs to the reclamation plant. The cost for labor and parts is \$27,020 and a 15% contingency will raise this to \$31,073. Funds are to come from the Sewer Replacement Reserves. **Second/White. Ayes: Kuntz, Taylor, Belton, Kjome, White.**

14. APPROVE RECRUITMENT PROPOSAL FOR DIRECTOR OF FIELD OPERATIONS

Ed Crouse gave a brief summary of the recommendation to approve the proposal from Ralph Anderson & Associates for recruiting services for the Director of Field Operations position. Since the District has used Ralph Anderson & Associates previously, the District is receiving a \$4,500 discount. A discussion followed.

Motion/Taylor to accept the proposal for recruiting services from Ralph Anderson & Associates for recruiting services for the Director of Field Operations position, in the amount of \$15,000 for professional services and \$4,800 for reimbursable expenses. Funding to come from the Water and Sewer Operating Budgets for legal/consulting services. A request be made to Ralph Anderson & Associates for a break down of their costs. **Second/Kjome. Ayes: Kuntz, Taylor, Belton, Kjome, White.**

15. RECEIVE CEASE AND DESIST ORDER UPDATE

Ed Crouse stated that the Groundwater Monitoring Program has been in operation for 2 months. HydroScience Engineers, Inc. (HSe) is working on the Expansion and Financing Plan.

RMCC is moving forward with their diversion project. The plans are being processed through Sacramento County to get a grading permit and to comply with the CEQA requirements. They plan to have the project completed by January 2008. RMCC has completed their tule removal and installed fountains at Bass Lake to help with the odor complaints.

The District has submitted a response to the Notice of Violation electronically on January 15, 2007 and hand carried to the Regional Board offices on January 16, 2007. RMCC has also submitted their response. The District's response included our working relationship and changes to our monitoring report that is submitted jointly with RMCC. A discussion followed.

16. REVIEW AND SELECT CONFERENCE/EDUCATION OPPORTUNITIES

Bobbi Belton and Bob Kjome will be attending the CSDA Board Member Training in January and Ethics Training in February.

17. SET MEETING DATES/TIMES FOR THE FOLLOWING COMMITTEES:

- Personnel (White/Kjome) February 6, 2007 (8:30 a.m.)
- Improvements (Kuntz/Kjome) February 6, 2007 (9:30 a.m.)
- Security (Kuntz/Belton) February 8, 2007 (8:30 a.m.)
- Finance (Taylor/Belton) February 8, 2007 (9:30 a.m.)
- Com. & Tech. (Taylor/White) February 8, 2007 (10:30 a.m.)
- Joint Security (White/Belton) April 16, 2007 (8:30 a.m.) RMA

18. COMMENTS/SUGGESTIONS – BOARD MEMBERS AND STAFF

Director Taylor requested the Finance Committee look into increasing the spending limit for the General Manager.

Director Taylor asked about discussing the RMA, RMCC and the District's monthly Presidents and General Managers meeting and having some type of report back to the rest of the Board. President Kuntz stated that these are not decision-making meetings, but an effort to keep all three agencies working together. A discussion followed.

Director Belton stated she would like to see the Board meetings either televised or available by web cast.

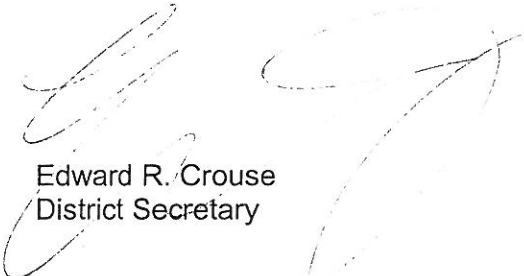
Director Belton stated she would like to see residents included in District committees.

19. ADJOURNMENT

Motion/Belton to adjourn at 7:12 p.m. **Second/Kjome. Ayes: Kuntz, Taylor, Belton, Kjome, White.**

Respectfully submitted,


Suzanne Lindenfeld
Recording Secretary


Edward R. Crouse
District Secretary

MEMORANDUM

Date: April 29, 2003
To: Board of Directors
From: Communications Committee Staff
Subject: April 29, 2003 Communications Committee Meeting

Director Brennan called the meeting to order at 9:32 a.m. Present was Director Brennan. Present from CSD staff were Ed Crouse, Greg Hall, Mick Berklich, and Suzanne Lindenfeld. Also present was Karen Muldoon of Ranchomurieta.com. Director Merchant was not in attendance.

COMMENTS FROM THE PUBLIC

None.

DISTRICT COMMUNICATION PLAN

Ed Crouse stated that the golf cart legislation carried by Senator Oller was mentioned in the Sacramento Bee's R.E. Graswich column but we are trying to get stories in the Elk Grove Neighbors section, as well.

FUTURE PIPELINE TOPICS

Ed Crouse reported that the next Pipeline is scheduled for July 1, 2003. No topics have been decided upon yet. Some topics mentioned were the budget, 4th of July events, summer events, and safety reminders. Ed Crouse will review previous Pipeline articles and have the topics picked by the end of May.

DISTRICT TECHNOLOGY PLAN - The Murieta Group

Greg Hall gave a review of the meeting with Ryan Fogelman. Two items slated for the next budget year under Capital Projects are having the Board of Directors Meetings or important topics at meetings video broadcast over the internet and getting the SCADA system installed at the water plant. Other items mentioned were the wireless laptops for security, being able to connect and manage all water and wastewater facilities via the internet, and portable cameras.

COMMUNITY MAP

Ed Crouse showed a copy of the map. There are a few corrections to be made but overall the map looks good. The final printing should take place in a few weeks. A decision on how to distribute the maps still has not been decided.

DIRECTORS & STAFF COMMENTS/SUGGESTIONS

None.

ADJOURNMENT

The meeting was adjourned at 10:01 a.m.

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Personnel Committee Staff
Subject: Approve Employee Manual Revision - Jury Duty

RECOMMENDED ACTION

Approve changing Section 5.07, Jury Duty and Court Appearances by removing the cap on days of jury or subpoenaed witness service that are paid for by the District.

BACKGROUND

At the January Board of Directors meeting, Director Belton asked that the Personnel Committee consider removing the 10 day cap on paid jury duty leave currently contained in the Personnel Manual. Many, if not all, government agencies provide paid leave for all jury duty or subpoenaed witness service to agency employees. The following Section 5 is excerpted from the recently approved Personnel Manual and shows the proposed change in track changes mode:

5.07 Jury Duty and Court Appearances. This section shall not apply to any employee who is named party to action unrelated to the District and its activities or suits against the District. In such cases, employees may request vacation or personal leave.

When an employee is required to serve on jury duty or is subpoenaed as a witness to appear before a court, administrative agency, public body or commission, the employee must promptly notify his or her supervisor. Employees who are Sacramento County residents or residents of other counties with "phone-in" juror programs are requested to first ask the court to put them on "phone-in juror status". Employees required to serve as jurors for less than a full day are expected to spend the balance of the day at their regular District positions when the time remaining for their work shift exceeds three (3) hours.

~~Wages for up to ten (10) days of service as a subpoenaed witness or juror will not be deducted from an employee's pay. Beyond ten (10) days of jury duty and/or court appearance the employee may use vacation or be placed on unpaid leave status.~~

- (a) Employees who receive a daily stipend from the court for serving on a jury shall submit their stipend pay, for each day they also receive District Jury Duty pay, to the District. Employees are entitled to keep all mileage reimbursement received, if any.

- (b) If there is an emergency situation or if the District has special need for the employee's services, the General Manager will ask the court to excuse the employee from jury duty.

The Committee agreed to send this to the Board for approval, effective immediately but a new manual with the change included will not be printed until the next scheduled manual update in June 2013. Notification of the change will be sent to employees upon approval.

MEMORANDUM

Date: February 14, 2013
To: Board of Directors
From: Finance Committee
Subject: Approve the Auditor Rotation Selection

RECOMMENDED ACTION

Approve retaining the services of Larry Bain, CPA, An Accounting Corporation, for audit services as long as the District maintains compliance with Government Code 12410.6.

BACKGROUND

In September 2012, AB1345, which addressed a number of audit issues and requirements, was signed by the Governor and added Government Code 12410.6. GC 12410.6 requires auditor rotation (at engagement partner/tech reviewer level) after 6 consecutive years of audit services. The first year to be considered as part of the 6 consecutive years is the 13/14 fiscal year. The first year the District will be required to consider changing audit firms or rotating partners is the 19/20 fiscal year. Larry Bain, CPA, An Accounting Corporation, plans to utilize another owner of the corporation, who is also a CPA, to take over during the cooling off period to keep their clients in compliance with GC 12410.6.

The Finance Committee feels that Larry Bain, CPA, An Accounting Corporation, has done an excellent job in performing audits for the District and recommends approval.

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Proposal for Quarterly and Annual Groundwater Monitoring Reports and Services

RECOMMENDED ACTION

Approve the proposal from The Westmark Group for quarterly and annual groundwater monitoring reports and services in an amount not to exceed \$14,850.00. Funding to come from the Sewer Operating Budget.

BACKGROUND

Attached is a proposal from The Westmark Group to provide the engineering services for generating the 2013 quarterly groundwater reports and annual report as required by the Regional Water Quality Control Board Monitoring and Reporting Plan 5-01-124. As stated within, *“As required by the California Business and Professions Code Sections 6735, 7835, and 7835.1, all Groundwater Monitoring Report shall be prepared under the direct supervision of a registered Professional Engineer or Geologist and signed by the registered professional.”* This was a ten percent (10%) reduction in the cost from the 2009 proposal and has been kept the same from 2010 through 2013.

The Westmark Group’s engineering staff has been providing groundwater reporting services for the District since 2006 without fault or delay. Their proposal is attached.

The Improvements Committee recommends approval.



Additional Work Authorization

January 4, 2013

Proj Manager: Rob Kull, P.E.

For: Mr. Edward (Ed) Crouse, P.E.
Rancho Murieta Community Services District
15160 Jackson Road, P.O. Box 1050
Rancho Murieta, CA 95683

tel (916) 378-354-3700
fax (916) 354-2082

From: Rob Kull, P.E.
Subject: 2013 RMCS D Groundwater Monitoring Quarterly Reporting

RMCS D Groundwater Reporting for 2013 (1st Quarter, 2nd Quarter, 3rd Quarter and 4th Quarter/Annual and Project Management/Coordination) in accordance with the CDO No. R5-2006-0001 and the Revised M&RP No. 5-01-124. Please note this cost has not increased from 2010 (and was decreased 10% from the 2008 and 2009 reporting costs).

Fee for Work: \$ 14,850

Contract type for this work is: Fixed Fee

Estimated Start Date: 1/18/2013 Estimated End Date: 2/1/2014

STANDARD TERMS AND CONDITIONS

Upon acceptance by the Client, all of the provisions set forth above will combine with the General Terms and Conditions (same terms and conditions as presented in 2011) to comprise a single, integrated contract (the "Agreement") between the Client (RMCS D) and Westmark, provided that the terms and conditions set forth hereinabove will control over any contrary provision of the General Terms and Conditions. The Client may sign the enclosed General Terms and Conditions for the purposes of identifying it with this Proposal/Agreement. However, the Client's failure to sign or return a copy of the General Terms and Conditions will not negate or otherwise affect the Client's acceptance of the Agreement in the manner provided below or the incorporation of the General Terms and Conditions into the Agreement as provided above.

ACCEPTANCE

This contains the entire Agreement between the parties with respect to the work to be performed there under and supersedes all other agreements with respect thereto. No representation or warranty with respect to such work shall be valid or binding unless set forth in the Agreement.

By signature below, Westmark offers to the Client the Agreement as described above. The Client may accept Westmark's offer by signing in the space provided below and returning a signed copy hereof to Westmark. First notification may be given by electronic transmission if a hard copy follows in a timely fashion.

Additional Work Authorization

January 4, 2013

Proj Manager: Rob Kull, P.E.

I hereby authorize The Westmark Group, Inc. to provide services in accordance with the above specifications.

DATE _____ Authorizing Signature (Client) _____

We hereby agree to furnish professional services in accordance with the above specifications, at the above stated price.

DATE 1/4/13 _____

Authorizing Signature (The Westmark Group)



License/Registration Number and Expiration: C55037, Exp Jun 30, 2014

MEMORANDUM

Date: February 15, 2013
To: Board of Directors
From: Edward R. Crouse, General Manager
Subject: Review Water Treatment Plant History and Service Areas

RECOMMENDED ACTION

Receive presentation on past water plant construction and planning.

BACKGROUND

President Pasek and Director Martel requested an overview of our current water plants and plans for future water plant construction.

Water Plant History

The very first water plant, constructed in the early 1970's by the Pension Trust Fund (PTF), was located near Bass Lake. It served Murieta Village and early lots marketed in the early 1970's. It was later abandoned.

In 1977, PTF constructed Water Treatment Plant I (WTP I) at its current location below Chesbro Reservoir, which was operated by El Dorado Irrigation District (EID) through an operation and maintenance agreement with the PTF.

Water Plant II (WTP II) was constructed in 1987 with funds from Improvement District No. 1 (ID 1). WTP I and WTP II were designed to serve the existing commercial businesses as well as Murieta Village and all of the lots in Units 1-4, both occupied and unoccupied.

In 1992, Community Facilities District No. 1 (CFD 1) was formed, in part, to fund Water Treatment Plant III (WTP III) to serve Rancho Murieta South. WTP III has not been constructed yet, owing to an extension granted by the District in the early 1990's as well as attempts to incorporate WTP III's capacity in other treatment plant expansions.

Both WTP I & II were retrofitted in 1994-95 to meet newer surface water treatment rules. This was done by increasing the depths of the sand and anthracite filtration media of each plant's filters. Funding for this work came from Reynen and Bardis (Winncrest) as a trade off for the delay in the WTP III expansion.

All of the remaining undeveloped lands in Rancho North as well as undeveloped commercial and industrial lands south of Highway 16 were to be served by Water Treatment Plant IV (WTP IV). WTP IV was to be constructed with funds from a separate Community Facilities District, which was never formed due the financial insolvency of the then developer/owner RMPI (Jack Anderson).

The attached exhibit shows the service areas for each water plant.

Present Water Plant Plans

Under the above scenario, the District would own and operate four (4) essentially mirror image plants, utilizing sand/anthracite filtration treatment technology. In the early 2000's, as part of our water treatment plant capacity analysis for full build-out, the District decided to pursue membrane water treatment technology and to combine WTP III & IV capacity into the existing WTP I & II footprint, thereby reducing the number of treatment plants to operate and maintain, while improving treatment capabilities.

The current approach to water plant construction envisions the current entitled projects, collectively known as the 670 Group (Lakeview, Riverview, Residences East and West, Retreats and Murieta Gardens) expanding the capacity of WTP I to accommodate their capacity needs. This project will replace the existing conventional sand/anthracite filtration with membrane treatment.

For the remaining undeveloped properties, WTP II is planned to be expanded to meet their capacity needs. As with WTP I, the WTP II expansion is currently planned to replace sand/anthracite filtration with membrane technology.

It is the District's policy that WTP I & II are at capacity due to current and prospective water service commitments. As such, all new development is required to provide the expanded capacity needed by their development, as outlined above. The current Murieta Gardens developer/owner asserts there is available capacity and that the property is owed 110,000 gpd of capacity by that property's inclusion in ID 1. The District disagrees with that assertion.

In 2004, 50 units of water capacity beyond the 690 unit threshold, requiring construction of WTP III, were released to Reynen and Bardis (actually their home building entities) to allow completion of the Greens and Crest home building efforts. Since the South had already committed and provided funding via CDF 1, it was in negotiations to build WTP III expansion with the 670 Group, and there was available capacity at the time, accommodation of Reynen & Bardis' request was reasonable.

Much has been said about the construction costs for the current WTP I expansion (WTP III) for the 670 Group. The construction costs are rough estimates based on old designs for a failed large WTP expansion back in 2003. The \$10 million was a plug number back from 2005, when the construction market was hot and prices high. Now, due to the economy, most public work construction costs are off 2005 costs by 30-40%, hence the plug number of \$6 million. The Financing and Services Agreement (FSA) being negotiated has provisions to redesign the plant and get more accurate construction costs. In the end though, the final costs will be the final bid amounts whenever the project goes to construction.


EXHIBIT A
 PROPOSED BOUNDARY
 PER RESOLUTUION NO. 90-17
MELLO — ROOS
COMMUNITY FACILITIES
DISTRICT

RANCHO MURIETA

CALIFORNIA

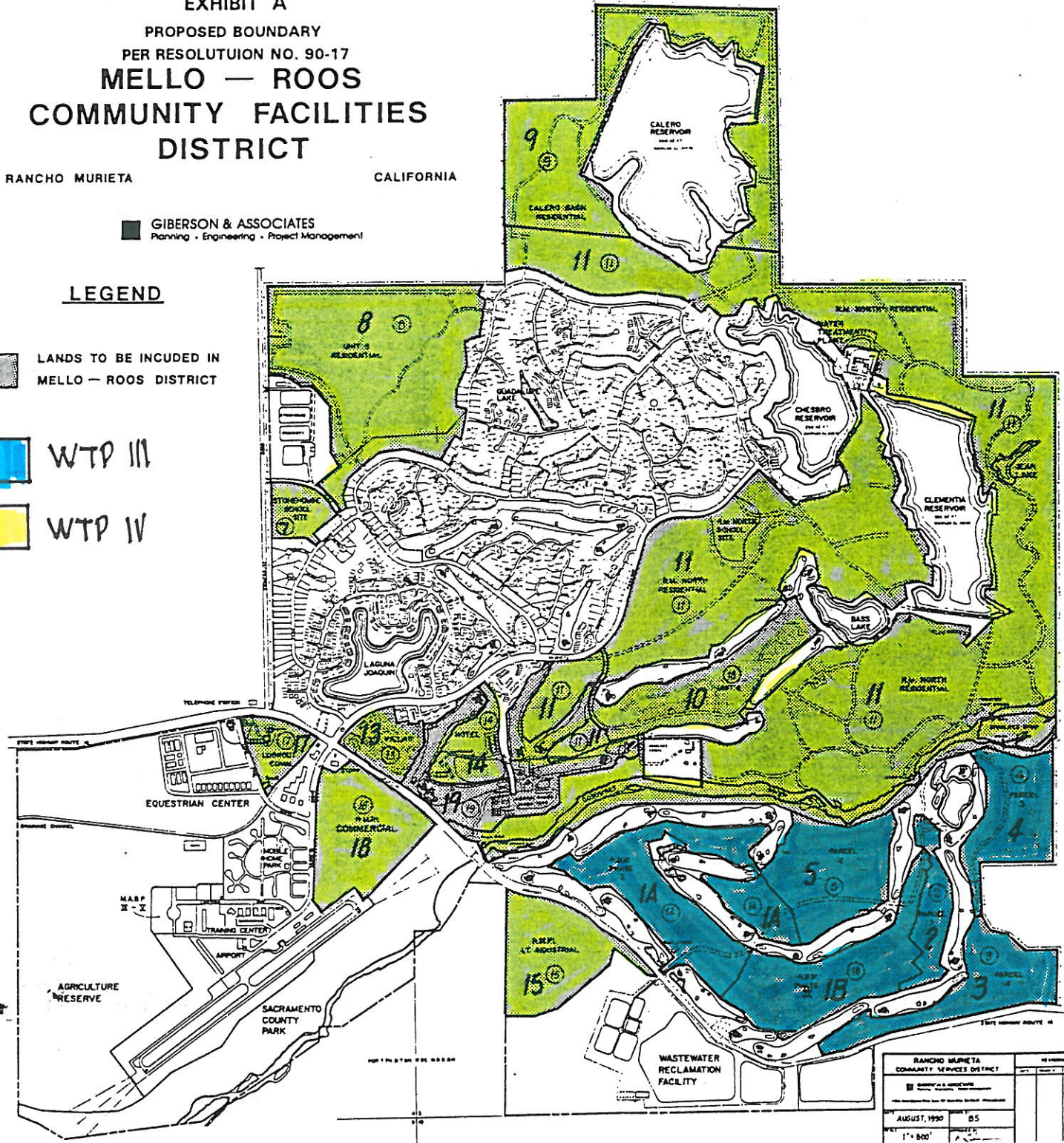
GIBERSON & ASSOCIATES
 Planning • Engineering • Project Management

LEGEND

 LANDS TO BE INCLUDED IN
 MELLO — ROOS DISTRICT

 WTP III

 WTP IV



RANCHO MURIETA COMMUNITY SERVICES DISTRICT	
GIBERSON & ASSOCIATES Planning • Engineering • Project Management	
AUGUST, 1990	
1" = 800'	85

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Chemical Purchase Contract(s)

RECOMMENDED ACTION

Approve chemical purchase contracts as follows:

NTU Technologies Inc. for Protek 301, price not to exceed \$1.02/lb delivered; Liquid Aluminum Sulphate, price not to exceed \$0.159/lb delivered; Pro Pac 9890, price not to exceed \$1.39/lb delivered. The contract will last to June 30, 2014.

Sierra Chemical Co., at \$560/ton of chlorine gas delivered. Contract pricing will last through December 31, 2013.

UNIVAR to supply Sodium Hydroxide 50% at \$3.79/gal delivered price, Sodium Hydroxide 30% at \$3.39/gal delivered and Potassium Permanganate at \$210.50/pail plus delivery, contract pricing through December 31, 2013, subject to rate change and surcharges.

Sierra Chemical Company, West Sacramento, powdered activated carbon (PAC) at \$2.89/lb plus freight.

Funding to come from the applicable Water and Sewer Operating Budgets.

BACKGROUND

The District uses bulk chemicals to treat its potable and non potable water. Annually staff obtains contract pricing of these chemicals to aid in budget determinations and with a price not to exceed a certain level so that these chemicals do not have to come to the Board for individual purchases.

The chemicals are used in various aspects of treatment, such as to coagulate particles for filtration, aid in coagulation, prevent corrosion in the pipes, disinfection and improve overall water quality. These chemicals all meet regulatory standards for use in potable water treatment.

NTU Technologies Inc. was able to keep their costs from the previous year the same for all of their products; Protek 301, price not to exceed \$1.02/lb delivered; Liquid Aluminum Sulphate, price not to exceed \$0.159/lb delivered; Pro Pac 9890, price not to exceed \$1.39/lb delivered. The contract will last to June 30, 2014.

Sierra Chemical Co., supplies chlorine gas one-ton cylinders, raised their cost from \$0.27/ lb to 0.28/lb delivered, raising the price from \$540 to \$560/ton delivered. This is approximately a 3.7% increase from last year's pricing. Contract pricing will last through December 31, 2013.

UNIVAR was able to lower their costs for Sodium Hydroxide 50% from \$3.85/gal to \$3.79/gal delivered price at a 2.6% decrease, and keep the cost of Potassium Permanganate at \$210.50/pail plus delivery the same. Use of 30% Sodium Hydroxide is a new use, as 50% is subject to solidifying in winter months. However, their prices are only good through 2013 and are subject to change.

Sierra Chemical Company, West Sacramento supplies the District Powdered Activated Carbon type Hydrodarco B, for adsorption in taste and odor control use in the water treatment process. They cannot commit to an annual cost but report that their cost is fairly stable. Their cost is the same as it was last year as well.

Rancho Murieta CSD Treatment Chemicals 2013-14						
Chemicals (all ANSI/NSF 60 approved)	Annual quantity	2012 Unit Cost	Number of Delivery Locations	Vendor	2013 Unit Cost	% change
Chlorine gas	26 tons	\$0.27/lb delivered	2	Sierra Chemical Co.	0.28/lb delivered	3.7
Aluminum Sulfate	624000 lbs	\$0.119/lb/del not to exceed \$0.159/lb/del	2	NTU Technologies	\$0.119/lb/del not to exceed \$0.159/lb/del	0
Polymer - Propac 9890	9000 lbs	\$1.16/lb/del not to exceed \$1.39/lb/del	1	NTU Technologies	\$1.16/lb/del not to exceed \$1.39/lb/del	0
Zinc Orthophosphate	8000 lbs	\$0.86/lb/del not to exceed \$1.02/lb/del	1	NTU Technologies	\$0.86/lb/del not to exceed \$1.02/lb/del	0
Potassium Permanganate	800 kg	\$8.24/kg	1	Univar	\$8.24/kg	0
Sodium Hydroxide	4,500	\$3.85 gallon/delivered	2	Univar	\$3.79 gallon/delivered	-2.7
Powdered Activated Carbon – Hydro darco B	2,500 lbs	\$2.89lb/delivered	1	Sierra Chemical West Sac.	\$2.89lb/delivered	0

The Improvements Committee recommends approval.

NTU Technologies, Inc.

P. O. Box 55048, Sherman Oaks, CA 91413
(800) 342-6733 (818) 788-8809 fax

January 22, 2013

Rancho Murieta CSD
Paul Siebensohn
P.O. Box 1050
Rancho Murieta, CA 95683
psiebensohn@rmcsd.com

PRICE LIST EFFECTIVE July 1, 2013 through June 30, 2014

PRODUCT	PACKAGING	PRICE	ORDER QUANTITY	DELIVERY
Liquid Aluminum Sulfate	Bulk Tank Truck	\$0.119/lb/del not to exceed \$0.159/lb/del	Full Truckload	ARO 3-7 business days
Protek 301 Zinc Orthophosphate	Bulk Tank Truck	\$0.86/lb/del not to exceed \$1.02/lb/del	1000 gallons minimum	ARO 5 – 10 business days
Pro Pac 9890	55-gallon drums (550 lbs net each)	\$1.16/lb/del not to exceed \$1.39/lb/del	6 drums	ARO 5 – 10 business days

PLEASE NOTE: We are not taxing products for potable or reclaimed water because the finished product is resold to the end user.

Sierra Chemical Co.
 2302 Larkin Circle
 Sparks, Nevada 89431-6587
 P.O. Box 50730
 Sparks, Nevada 89435-0730
 Telephone (775) 358-0888
 Toll Free (800) 777-8965



PRICE QUOTATION

TO: Rancho Murietta CSD
 P.O. Box 1050
 Rancho Murietta, CA 95683
 PH # 916.354.3700

WE ARE PLEASED TO QUOTE AS FOLLOWS:

Email/Fax to:

YOUR INQUIRY		ESTIMATED SHIPPING DATE		TERMS		F.O.B.		DATE	
Paul Siebensohn		3 Days ARO		Net 30 Days				1/29/2013	
ITEM NO.	DESCRIPTION	PRODUCT CODE	UNIT QTY	UNIT	UNIT PRICE	AMOUNT			
1	Chlorine	281700	Ton	Tank	\$0.2800	\$ 560.00			
2	Deposit: Ton Tank				\$ 1,000.00	\$ 1,000.00			
California Mill Assessment - 2.10%									
Fuel Surcharge - Per delivery						Included		Included	
Regulatory Compliance Fee						Included		Included	

ABOVE PRICES ARE GOOD THRU
 or AS MARKET CHANGES
 DICTATE: 12/31/2013
 EFFECTIVE: 7/1/2013

Comments:
 Thank you for your interest in Sierra Chemical Co. and for the opportunity to quote. For further information on our products and services, contact Dennis Moore of Sierra Chemical Co., A Carus Company, at 775.240.9244
 Currency quoted as US Dollars.
 To place an order, call 800-777-8965 or e-mail orders@sierrachem.com

Univar
17425 NE Union Hill Rd.
Redmond, WA 98052
USA

T 425 889-3400
F 425 889-4100
www.univar.com



Rancho Murieta Community

Paul Siebensohn

Director Field Operations

PO Box 1050

Rancho Murieta, CA 95863

RE: Updated UNIVAR Price Quote

UNIVAR is gratified to be a Strategic Supplier Partner supporting Rancho Murieta CSD's chemical program needs for over six years. The following products and pricing is offered for 2013 subject to a, "Force Majeure clause." UNIVAR continues to offer at no additional cost, primary and secondary containment tanks within our Mini Bulk program. This allows UNIVAR to supply tank systems from 230 to 3000 gallons meeting situational needs inclusive of any pricing.

Please contact me if you have any questions. We appreciate your business and look forward to servicing your future chemical needs. The following prices are subject to your acceptance.

SJ797125 Caustic Soda 50% (Sodium Hydroxide 50%)	Mini Bulk \$3.79 Gal Del
SJ798209 Caustic Soda 30% (Sodium Hydroxide 30%)	Mini Bulk \$3.39 Gal Del
FF752556 Potassium Permanganate Packaged None	Pail \$210.50 \$8.42 KG
Aluminum Sulfate	Bulk Price Pending

[addressee]
[date]
[page #]

Thank You

Patrick C Lynn

Patrick Lynn

Territory Manager Mini Bulk

Sacramento, CA

916.599.8410

Sierra Chemical Company

788 Northport Drive
West Sacramento, CA 95691

Estimate

Date	Estimate #
1/21/2013	1062

Name / Address
RANCHO MURIETA CSD 15160 Jackson Road Rancho Murieta, CA 95683

Project

Description	Qty	U/M	Cost	Total
Activated Carbon Powder 2000 LB	2,000	lb	2.89	5,780.00
Multichlor, Sodium Hypochlorite 5 gl. DC+	1	ea	17.18	17.18
Deposit, Carboy 5 Gl.	1		7.50	7.50
Freight Charge	1		30.00	30.00
			Total	\$5,834.68

Customer Signature _____

MEMORANDUM

Date: February 12, 2012
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve JB Bostick Company Invoice for 6B Lift Paving - Reserves

RECOMMENDED ACTION

Approve the invoice from JB Bostick Company, for 6B lift paving, in an amount of \$1,700. Funding to come from Sewer Replacement Reserves, 6B Generator Replacement Project, CIP 12-07-2.

BACKGROUND

As part of the 6B Generator Replacement Project, staff removed some asphalt to trench in a line to convey gas from a liquid propane tank to the new generator. This section of asphalt was repaired by JB Bostick while they were here making other repairs. As this work is associated with the 6B Generator Replacement Project, it is being included per District administration request.

The Improvements Committee recommends approval.

PHONE (916) 773-6067
FAX (916) 773-6070
CA STATE LICENSE #669487
TAX ID #94-3305812



INVOICE

BOSTICK COMPANY ASPHALT PAVING CONTRACTORS

2175 P.F.E. ROAD, SUITE C • ROSEVILLE, CA 95747

SOLD TO

RANCHO MURIETA CSD
P.O. BOX 1050
RANCHO MURIETA, CA 95683

DATE

1/21/2013

JOB NO.

C18997/C19052

SALESMAN

TB

JOB LOCATION

PO#C18997
PO#C19052

TERMS

UPON COMPLETION

PO#C18997: REMOVE AND REPLACE APPROXIMATELY 100 SQUARE FEET OF ASPHALT AT 15061 FUENTE DE PAZ. REMOVE AND REPLACE APPROXIMATELY 65 SQUARE FEET OF ASPHALT AT 15223 MADELLA CIRCLE.

C18997

1,650.00

PO#C19052: PATCH ONE AREA AROUND NEW BOX AT WATER TREATMENT PLANT TOTALING APPROXIMATELY 30 SQUARE FEET, 4" IN DEPTH. PREPARE 4 HOLES TO BE PAVED AT LIFT STATION. HAUL AWAY EXCESS DIRT. INSTALL 2"-3" OF HOT ASPHALT. ROLL TO COMPACT.

C19052

2,400.00

GB-\$1,700

2013 JAN 25 P 1:23

RECEIVED
RANCHO MURIETA
COMM. SERV. DIST.

Completed
Rol

TOTAL DUE: \$4,050.00

IMPORTANT: Please note that this invoice not only incorporates J.B. Bostick Company's standard terms and conditions but the parties agree that the terms and conditions contained herein are separately enforceable as a binding contract. In accordance with the standard terms and conditions, the parties agree that a late charge of 18% per annum will be assessed to all past due, unpaid amounts including retention held. The parties also agree to pay J.B. Bostick Company all of its attorney's fees and costs incurred to enforce the terms of this invoice. J.B. Bostick Company is a CA corporation.

Form Detail

To edit the Power Office Form, click Edit below. To print the Power Office Form, click Print below. To email the Power Office Form, click Email below. Post-approval changes shown in red.



Rancho Murieta CSD
 15160 Jackson Road
 P.O. Box 1050
 Rancho Murieta, CA 95683
 Phone: (916) 354-3700 Fax: (916) 354-2082

PURCHASE ORDER No. C19052

Date: 01/21/2013
Department: Field
Terms: Net 30
Send PO to Vendor: No
Confirming Only: No

To: JB Bostick
 2175 P.F.E. Road
 Suite C
 Roseville, CA 95747

Ship To: Rancho Murieta CSD
 15160 Jackson Road
 Rancho Murieta CA 95683

Important: Our Purchase Order Number Must Appear on Every Invoice and Package

Qty	Description	Unit Price	Amount	Qty Rcvd/Date History
1	WTP PAVING ROUND CHECK VALVE BOX	700.00	700.00	
1	6B LIFT PAVING	1,900.00	1,900.00	— estimate
			1,700	— actual cost

Subtotal: \$ 2,600.00
 Tax Shipping **Shipping:** \$ 0.00
Tax Rate: 8.00% **Tax:** \$ 208.00

Submitted By: Mac
Submitted For: 200-5525-04

Total: \$ 2,808.00

Vendor subject to terms and conditions on both sides hereof.

PO Comments.

Attachment Size
 No Attachments Found

For Accounting Use Only

All Items Received? **Yes**

Printed/Mailed? **Yes**

Status: Approved

Approval Flow

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Atkins North America Invoice – Well Augmentation - Reserves

RECOMMENDED ACTION

Approve funding of Atkins North America, Inc., for the Well Augmentation Biological Resources Survey, in the amount of \$2,494.41. Funding to come from Water Augmentation Supply Reserves.

BACKGROUND

Atkins North America, Inc. was hired to complete a biological scan of the two (2) proposed test hole (well) sites to determine if there are any fatal flaws from an environmental standpoint. There were none.

All of our funding for the local share comes from Water Augmentation Supply Reserves which requires Board approval.

The work has been completed and staff recommends approval.

The Improvements Committee recommends approval.

ATKINS

RECEIVED
RANCHO MURIETA
COMM. SERV. DIST.

2013 JAN 25 P 1:23

Rancho Murieta Community Services District
Attn: Accounts Payable
15160 Jackson Road
Rancho Murieta, CA 95663

Invoice Date: January 21, 2013
Project #: 100032347
Invoice #: 1159365

PO Number: C18934

Project Description : Well Augmentation Biological Resources Survey Services
Invoice Comments :
Invoicing Period : to December 30, 2012

Basic Services	Current
Rate Labor	2,460.00
Direct Expenses	34.41
Total Invoice	2,494.41
Total Due this Invoice	<u>USD 2,494.41</u>

Contract Amount : 2,600.00
Previous Billed: 0.00
Billed to Date 2,494.41
Contract Balance : 105.59

Remit to:
Atkins North America, Inc.
File 057024
Los Angeles, CA 90074-7024
Tax ID: 59-0896138

Completed

Augmentation Well Project

Wire Payments: Routing No. 026009593, Acct No 005481516927
ACH EFT Payments: ABA Routing 063100277, Acct No 005481516927



Atkins North America, Inc.
1410 Rocky Ridge Drive
Opus Corporate Center, Suite 190
Roseville, California 95661

Telephone: +1.916.782.7275
Fax: +1.916.782.7245

www.atkinsglobal.com/northamerica

**Biological Resources Survey
RANCHO MURIETA COMMUNITY SERVICES DISTRICT
Groundwater Well Augmentation Project
Project No.: 100032347
Monthly Status Report – Summary
November 2012 - December 2012**

Month: 11/01/2012 – 12/31/2012

Project Progress/Work Status

- Atkins project manager, David Beauchamp, and biologist, Marc Beccio coordinated with Ed Crouse and RMCS D staff for access to the Anderson property and test well sites in late November 2012.
- Atkins biologist travelled to and conducted a biological resources and preliminary wetland areas survey on November 29, 2012.
- Atkins staff prepared a report of the biological resources survey; the survey report was submitted to Ed Crouse on December 10, 2012 for review and comment.
- Submittal of the Final survey report is pending approval of the Draft survey report.

Budget

Budget is sufficient to make minor revisions to the survey report; substantive changes or revisions (more than 4 hours of professional time) would require a budget augment.

Contract and Budget Information

Contract Amount:	\$2,600.00
This Invoice:	\$2,494.41
Contract Balance:	\$105.59

Thank you for your business and continuing to use Atkins as your preferred provider of environmental services. If you have questions or comments, please call David Beauchamp, 916-380-3277 direct.

Rancho Murieta Community Services District
RMCS D Wells Bio Survey347

Project Number 100032347
Invoice Number 1159365
Date 21-JAN-13

Current

Name	Category	Hours	Bill Rate	Total
TASK: 01.L-Bio Survey				
Goolsby, Matthew R. (Matt)	GIS Analyst II	3.00	110.00	330.00
Beauchamp, David S. (Dave)	Project Manager	3.50	145.00	507.50
Beccio, Marc G	Sr. Scientist I	14.75	110.00	1,622.50
TASK TOTAL		21.25		2,460.00
TOTAL		21.25		2,460.00

Rancho Murieta Community Services District
 Well Augmentation Biological Resources Survey Services

Project Number 100032347
 Invoice Number 1159365
 Date Jan 21, 2013

Expenditure Type	Date	Vendor Name-Description	Qty	Rate	Base	Markup	Amount
TASK: 01.X - Expenses							
Mileage	Nov 29, 2012	Beccio, Marc G-From: Roseville Office To: Rancho Murieta, CA - Mileage - U.S. Only	62.000	0.555	34.41	0.00%	34.41
Task Total - 01.X			62.000		34.41	0.00	34.41
Total			62.000		34.41	0.00	34.41

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Search by Expense Report Number [Advanced Search](#)

Expense Report: 1409276, Beccio, Marc G

[Back](#) | Report 3 of 20 [Next](#) [Return](#)

• Indicates required field

[Hide](#)

General Information

Name	<u>Beccio, Marc G</u>	Amount	34.41
Number	25234	Currency	USD
Report Submit Date	11/30/2012	Purpose	POV mileage reimbursement
Expense Report Date	11/29/2012	Attachments	None

Audit Information

Number of Policy Violations	0	Receipt Package Status	Received
Number of Expenses with Violations	0	Receipt Package Received Date	12/03/2012
Audit Reason	Amount Over Threshold	Report Filing Number	
Last Audited By	Adema, Jeremy	Last Updated By	Adema, Jeremy
Report Status	Paid		
Reviewed By	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Autoapproved <input checked="" type="checkbox"/> Payables		
AP Status	<input checked="" type="checkbox"/> Invoice Created <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Partially Paid <input type="checkbox"/> Hold		

Advances Application

Advance Number		Unapplied Advance Reason	
Advance Balance			
Original Eligible Amount	34.41		
Advance Amount Applied			

Review the expense report lines and modify them, if necessary. After you enter changes to expense lines, click Recalculate. Internet Expenses performs these operations:

- Validates accounting flexfield code combinations and accounting flexfield/expense type matching.
 - Updates reimbursement amount if you changed the exchange rate.
- TIP** If you update both the reimbursement amount and exchange rate on the same expense line. Internet Expenses uses the smaller of the two amounts as the reimbursement amount.

[Verify Expenses](#) [Process Exceptions](#) [Review Allocations](#) [Review Tax](#) [Approval Notes \(2\)](#)

[Expand All](#) | [Collapse All](#)

Focus Line	Expense Type	Amount Receipt (USD)	Amount Accounting	Project Number	Task Number	Award Number	Project Expenditure Organization	Details
All		34.41						
1	Mileage - U.S. Only	34.41	34.41	010.EK02.0000.50045.00.0000000.0000000	100032347	01.X	EP04 Environmental Sciences and Planning	

[Verify Expenses](#) [Process Exceptions](#) [Review Allocations](#) [Review Tax](#) [Approval Notes \(2\)](#)

[Back](#) | Report 3 of 20 [Next](#) [Return](#)

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MEMORANDUM

Date: February 12, 2012
To: Board of Directors
From: Improvements Committee Staff
Subject: Approve Task Order 13-02, Drought Tracker Model

RECOMMENDED ACTION

Approve Task Order 13-02, Drought Tracker Model, in an amount not to exceed \$14,795. This Task Order is an amendment to Task Order 12-01. Funding to come from Water Supply Augmentation Reserves.

BACKGROUND

At the April 18, 2012 District Board meeting, the Board approved Task Order 12-01, Water Shortage Contingency Plan (WSCP) Revisions. Recall our current WSCP ties drought responses, i.e. declaring drought levels and conservation, to reservoir volumes during late winter and spring. Based on the modeling updates, the WSCP will incorporate into our water supply standard operating procedures, various indicators to track during the fall and early winter. We will use these indicators married to reservoir storage as triggers to hedge against potential droughts by diverting earlier.

Task Order 13-02, Finalize Drought Tracker Model, is an amendment to Task Order 12-01. The changes, added features and functions include the following:

- Add Augmentation supplies options to allow to optimize supplies available and minimize drought actions called in the Drought Tracker Model
- Complete the drought protocols and tests of past drought scenarios
- Create more user friendliness with hyperlinks, formatting and embedded instructions
- Create a user manual for this custom tool for future use by CSD staff
- Provide brief GOTO Meeting training in the Trackers use

This project covers the time period February 2013 through April 2013. The overall project schedule assumes regular progress updates via email sent to District staff from Lisa Maddaus, Project Manager. Periodic check-in calls to review progress and assign priorities and task details and deliverable dates will also occur at a schedule decided by District staff.

The Improvements Committee recommends approval.

RMCS D –TASK ORDER 13-02
Finalize Drought Tracker Model
January 2013

As an amendment to Task Order 12-01, Maddaus Water Management staff, principally Lisa Maddaus, Bill Maddaus, and Chris Matyas will assist RMCS D in completing the Drought Tracker Model with requested changes, added features and functions including:

- Add Augmentation supplies options to allow to optimize supplies available and minimize drought actions called in the Drought Tracker Model
- Complete the drought protocols and tests of past drought scenarios
- Create more user friendliness with hyperlinks, formatting and embedded instructions
- Create a user manual for this custom tool for future use by CSD staff
- Provide brief GOTO Meeting training in the Trackers use

Assumptions:

- Total estimated hours: 79
- The existing the Tool will be provided in MS Excel compatible with macros on CSD machines
- Up to 2 GOTO meetings with RMCS D staff in attendance upon request

Deliverables:

- Drought Tracker v1.0 in MS Excel
- Updated Water Shortage Contingency Plan with new drought triggers, labels for stages, and reorganized drought actions – electronic PDF version
- Other documentation as needed

Schedule

This project covers the time period February 2013 through April 2013. The overall project schedule assumes regular progress updates via email sent to Ed Crouse, General Manager from Project Manager, Lisa Maddaus. Periodic check-in calls to review progress and assign priorities and task details and deliverable dates will also occur at a schedule decided by the General Manager.

Budget

The terms and conditions of this agreement are provided in Attachment A.

Maddaus Water Management proposes to conduct the above scope of work on a time and materials basis. A not to exceed fee of \$14,795 is estimated for the work effort outlined above. This work will be conducted on a time and materials basis will govern the overall work effort with regular progress updates to confirm that the work effort is meeting RMCS D needs.

Table 1 – Proposed Rate Schedule

Staff	Role	Hourly Rate	Total Estimated Hours
Bill Maddaus	Senior Technical Advisor	\$275	10
Lisa Maddaus	PM and Technical Staff	\$180	44
Michelle Maddaus	Technical Staff	\$175	0
Chris Matyas	Technical Staff	\$165	25
Ryan Moore	Bus. Operations/Technical Staff	\$150	0

The staff, roles, hourly rate for each staff person and estimated hours is presented in Table 1. Internal charges for phone, fax, copies and computers will be billed at a charge of \$6 per labor hour (which is added to the labor rates shown in Table 1). Other direct costs (ODCs) including mileage, outside printing charges, and related direct job costs will be billed at actual cost. No air travel or other meeting expenses are anticipated as part of this work effort. All rates are subject to a 3% increase starting on January 1st of each year.

MADDAUS WATER MANAGEMENT

RANCHO MURIETA CSD

Signature _____

Signature _____

Date _____

Date _____

Lisa Maddaus
Partner and Chief Financial Officer

Ed Course
General Manager

Attachments

RMCS D –TASK ORDER 12-01

IWMP Recommendations – Revise Water Shortage Contingency Plan

DRAFT April 2012

Maddaus Water Management staff, principally Lisa Maddaus, Bill Maddaus, and Chris Matyas will assist RMCS D in support of the follow-up on the IWMP recommendations to update the Water Shortage Contingency Plan (WSCP). According the American Society of Civil Engineers (ASCE) Institute of Water Resources, a drought plan should contain the following elements; including comments about if this element is currently in the District's WSCP:

- Drought indicators (not currently included, to be considered)
- Drought triggers based on existing conditions (to be revisited)
- Response actions (assumed needs review, minor edits)
- Methods to forecast drought conditions (not currently included, to be considered)
- Drought monitoring based on indicators (not included, optional additional task)
- Enforcement means (listed in actions and District Code, no further effort needed)

MWM is supporting an update RMCS D's WSCP with planned revisions, which may involve the following activities:

- Work with RMCS D Board and staff to formulate best approach to refining existing drought triggers tailored to RMCS D system operational decisions (e.g., pumps turning on between Nov-March timeframe and drawdown of storage after May 31st).
- Review potential drought indicators and define triggers with sensitivity analysis using the Integrated Water Master Plan Shared Vision Model (checking parameters such as days of supply remaining, forecasted demands, storage levels, and average monthly flows)
- Propose an approach that will address expected monthly storage levels (i.e., thresholds to trigger at various drought stages for the Reservoirs System).
- This approach may be based on one or more of the following parameters:
 - DWR and USGS monitoring data sources
 - Storage available in Calero and Chesbro
 - Added option for if Clementia is used for drought reserve storage
- Develop a technical memorandum recommending the best approach to track drought indices, monitor for drought conditions, and an index applicable to RMCS D permit requirements and system operations.
- Develop minor updated version of Water Shortage Contingency Plan including updating drought actions and storage and demand triggers for declaring stages of drought
- Attend up to 3 Board meetings to assist with presentation of the technical memorandum related to operational triggers for drought, and Draft and then adoption of the Final Water Shortage Contingency Plan.
- The work effort for completing the WSCP will also lead to supporting an update for Policy 90-2 District Water Supply.

Assumptions:

- Total estimated hours: 156
- The existing the WSCP will be provided in MS Word
- MWM will support the above activities to the not to exceed budget limit based on assigned hours shown in Table 1 below.

- Assume technical memorandum deliverable will be brief to simply present the matrix of drought triggers and be co-developed with staff. It is assumed that the memo will have only one round of review and comment from staff (including operators).
- Assume deliverable of the updated Water Shortage Contingency Plan will have minor updates (new drought triggers, labels for stages, discussion of methods for monitoring, and reorganized drought actions) and be co-developed with staff and have two rounds of review and comment, one from staff and one from Board members and general public.
- All documents will be provided in PDF for printing by RMCS D
- Up to 4 meetings with RMCS D staff and/or Board meeting attendance upon request

Deliverables:

- Technical memo related to drought triggers based a matrix of monthly storage volumes per drought stage – electronic PDF version
- Updated Water Shortage Contingency Plan with new drought triggers, labels for stages, and reorganized drought actions – electronic PDF version
- Other documentation as needed

Schedule

This project covers the time period April 2012 through December 31, 2012. The overall project schedule assumes regular progress updates via email sent to Ed Crouse, General Manager from Project Manager, Lisa Maddaus. Periodic check-in calls to review progress and assign priorities and task details and deliverable dates will also occur at a schedule decided by the General Manager.

Budget

The terms and conditions of this agreement are provided in Attachment A .

Maddaus Water Management proposes to conduct the above scope of work on a time and materials basis. A not to exceed fee of \$29,600 is estimated for the work effort outlined above. Given the potential changes in addressing the evolving needs of this project covering WSCP development, it is envisioned that activities associated with this task order may shift in priority and emphasis based on the direction of the RMCS D staff. As such, the time and materials basis will govern the overall work effort with regular progress updates to confirm that the work effort is meeting RMCS D needs.

Table 1 – Proposed Rate Schedule

Staff	Role	Hourly Rate	Total Estimated Hours
Bill Maddaus	Owner/Policy Advisor	\$250	16
Lisa Maddaus	PM and Technical Staff	\$175	65
Michelle Maddaus	Technical Staff	\$170	0
Chris Matyas	Technical Staff	\$155	24
Jack Weber	Technical Advisor/ Statistician	\$198	48
Linda Maddaus	Accounting/Clerical	\$90	4

The staff, roles, hourly rate for each staff person and estimated hours is presented in Table 1. Internal charges for phone, fax, copies and computers will be billed at a charge of \$6 per labor hour (which is

added to the labor rates shown in Table 1). Other direct costs (ODCs) including mileage, outside printing charges, and related direct job costs will be billed at actual cost. No air travel or other meeting expenses are anticipated as part of this work effort. All rates are subject to a 3% increase starting on January 1st of each year.

MADDAUS WATER MANAGEMENT

RANCHO MURIETA CSD

Signature _____

Signature _____

Date _____

Date _____

William O. Maddaus
Owner

Ed Course
General Manager

Attachments

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Communications & Technology Committee Staff
Subject: Approve IT Support Services Contract Award

RECOMMENDED ACTION

Approve the contract with A Leap Ahead IT for IT Services at a monthly fee of \$3,482.00 for a twelve (12) month period commencing March 1, 2013. The contract will renew annually, with price increases as reasonably required not to exceed the CPI-U for the previous twelve (12) month period, unless terminated with a sixty (60) days notice. Funding to come from General Fund Operating Budget.

BACKGROUND

On November 28, 2012, staff contacted seven (7) IT consulting/service companies to solicit their interest in receiving a Request for Proposal (RFP) for providing IT support services to the District. All seven (7) companies responded in the affirmative. The District became aware of these companies either through direct contact from the company over the past several months or from references received from other Special Districts through the California Special Districts Association (CSDA) listserv. On November 30, 2012 staff released RFP #2012-11-30 to the seven (7) interested companies.

The scope of the RFP included 24/7/365 remote monitoring of our network, servers, routers, etc., desktop/laptop maintenance and update, server maintenance and update, network equipment maintenance and update, unlimited help desk support, 32 hours of onsite support, and after hours emergency maintenance at no additional cost. The scope of work also included configuring and installing replacement desktops, laptops and servers, and additional services as required, such as assistance with transitioning to a new email solution.

On December 31, 2012, staff received RFP responses from three (3) of the seven IT consulting/service companies: Shandam Consulting, A Leap Ahead IT, and Network Design Associates. These three (3) companies attended a site visit on December 13, 2012 in order to observe the District facilities and network structure for developing their RFP response. A written question and answer period was provided from December 1, 2012 through December 18, 2012.

The technical proposals were evaluated and rated by the General Manager and the Director of Administration. The company references, provided by the IT consulting/service companies, were sent a reference questionnaire and their responses were rated and included in the overall evaluation. Once the technical proposals were reviewed and reference evaluations received, the price proposals were opened. As documented in the following evaluation, A Leap Ahead IT presented the winning bid with the highest score of 123.8 points out of a maximum 135 points.

	Max Points Available	Consultant Ratings - Average		
		Shadam Consulting, Inc.	A Leap Ahead IT	Network Design Associates
General Company Information	5	5.0	4.0	5.0
Company Organization	10	7.5	6.5	8.5
Company References	10	10.0	9.8	8.0
Financial Information	5	0.0	5.0	2.5
Statement of Work Solution	30	25.5	26.5	27.0
Service Level Agreement	15	13.0	12.0	15.0
Performance and Management Reports	10	10.0	10.0	9.0
Training, Accreditations & Certifications	5	5.0	5.0	4.0
Invoicing	5	5.0	5.0	4.5
Total Proposal Evaluation	95	81.0	83.8	83.5

Task 1 Fixed Price per Month		\$ 5,800.00	\$ 3,482.00	\$ 4,950.00
Travel Charge (if any)		\$ -	\$ -	\$ -
Total Monthly Fee		\$ 5,800.00	\$ 3,482.00	\$ 4,950.00
Task 2 Fixed Price per Unit				
Laptops	1	\$ 145.00	\$ 95.00	\$ 300.00
Desktops	1	\$ 145.00	\$ 95.00	\$ 300.00
Servers	1	\$ 290.00	\$ 900.00	\$ 600.00
Set-up & Delivery (if any)	3	\$ 435.00	\$ 150.00	\$ -
Task 3 Hourly Rate by labor category				
Senior Network Engineer		\$ 145.00	\$ 50.00	\$ 150.00
Network Consultant		\$ 125.00	\$ 95.00	
Project Manager		\$ 135.00		
Total Price		\$ 7,220.00	\$ 4,867.00	\$ 6,300.00
Total Pricing Proposal Evaluation	40	20.662	40.000	28.223
Total Points Scored	135	101.662	123.800	111.673

The Communications & Technology Committee recommends approval.

A Leap Ahead IT Proposed Pricing to Support Rancho Murieta Community Services District

2.5 Pricing Proposal

Task 1	Fixed price per month	\$3,482
	Travel charge (if any)	\$0
	Total Monthly fee	\$3,482
Task 2	Fixed price per unit:	
	Laptops	\$95
	Desktops	\$95
	Servers	\$900
	Set-up & Delivery (if any)	\$50
Task 3	Hourly Rate by labor category:	
	Category / job title	Rate per hour:
	General Consulting/misc. IT remote	\$50
	General consulting/misc. IT onsite	\$95
	Remote Training	\$50
	Onsite Training	\$95

Proposed Pricing is fixed for the initial one (1) year term.

Subsequent contract term price increases will in no event exceed the average change in CPI-U for the previous twelve (12) month period.

Above pricing is for A Leap Ahead IT's unlimited Help Desk Plan.

ALA IT has other limited plans that are less expensive that may also meet your needs.

ALAIT COMPLETE CARE MANAGED SERVICES AGREEMENT

This Managed Services Agreement ("Agreement") made between A Leap Ahead IT aka ALAIT, a Sole Proprietorship, located in Sacramento, Ca ("Service Provider"), and The Rancho Murieta Community Services District with principal offices at 15160 Jackson Road Rancho Murieta, CA 95863 ("Customer") is effective 2/01/2013 ("Effective Date").

The parties agree as follows:

1. **Services.** Service Provider agrees to provide Customer the services described in Schedule C ("Managed Services") for the Equipment listed in Schedule D to this Agreement ("Equipment"). Service Provider may from time to time change the Services provided to Customer under this Agreement. In the event such change materially alters or decreases the Services, Customer may terminate this Agreement by giving Service Provider seven days' written notice of termination within the thirty day period following receipt of notice of such change. Customer may order, and Service Provider may agree to provide, additional services not covered by this agreement ("Out of Plan Services") at rates set forth in Schedule B to this Agreement. The Managed Services and the Out of Plan Services are referred to as the "Services."
2. **Term and Termination.**
 - (a) **Term.** The Initial Term of this Agreement is twelve months commencing on the Effective Date. Thereafter, unless terminated in accordance with the terms of this Agreement, this Agreement will automatically renew, on each anniversary date, for an additional twelve month term.
 - (b) **Termination.** This Agreement may be terminated as follows: (i) Either party may terminate this Agreement at the end of a contract term with sixty days' written notice to the other party prior the end of the initial or additional term; (ii) Upon Service Provider's failure to perform or observe any material term or condition of this Agreement and failure to correct within thirty (30) days after receipt of written notice from Customer of such failure, Customer may terminate the Services affected by such breach; or (iii) Upon Customer's failure to pay any outstanding charges within thirty (30) days of receipt of written notice from Service Provider of delinquency, Service Provider may terminate this Agreement immediately.
 - (c) **Effect of Termination.** Upon termination of this Agreement Customer will be liable for all charges incurred as of the date of termination and, if applicable, any costs caused by Customer's early termination of the Agreement. Sections 2, 6, 10, 11, 12, 14, and 16 shall survive termination of this Agreement.
3. **Eligibility.** Customer Equipment (workstations and servers) must meet minimum eligibility requirements in order to be eligible for a maintenance program. See Schedule B for minimum eligibility requirements. If a computer does not meet the minimum eligibility requirements Service Provider may provide the services necessary at service rates listed in Schedule B to achieve eligibility on the equipment.
4. **Payment.**
 - (a) **Fees.** Service Provider will charge Customer in advance for services unless an alternate payment schedule is set forth in Schedule B.
 - (b) **Taxes.** Amounts payable by Customer hereunder do not include local, state, or federal sales, use, value-added, or other taxes or tariffs of the United States of America or other countries based on the licenses or services provided under this Agreement or Customer's use thereof. Customer will pay all such taxes or tariffs as may be imposed upon Service Provider or Customer, except income taxes imposed on Service Provider by the United States of America or any state or local government therein. Customer will be invoiced for, and Customer will pay, any such taxes or tariffs if Service Provider is required to pay them on Customer's behalf.
 - (c) **Failure to Pay.** Customer acknowledges that its failure to pay timely any of the fees payable hereunder, or any portion thereof, will be a material breach of this Agreement for which Service Provider may, in addition to pursuing all other remedies, withhold Services and/or terminate this Agreement.
5. **Customer Responsibilities.**
 - (a) **Customer Authorized Contact.** Customer will identify one individual to be Service Provider's primary Customer contact and another individual to be the secondary contact as noted on Schedule A. Customer represents that these people have authorization to make decisions on behalf of Customer and may be relied upon by Service Provider when providing the Services.
 - (b) **Provision of Materials and Services to Service Provider.** Customer agrees to timely furnish, at its own expense, all personnel, all necessary computer hardware, software and related materials and appropriate and safe work spaces for purposes of Service Provider performing the Services. Customer will also provide Service Provider with access to all information, passwords and facilities requested by Service Provider that is necessary for Service Provider to perform the Services. Access may be denied for any reason at any time, however if access to information, passwords or facilities is denied, Customer understands that the Service Provider may be unable to perform their duties adequately and if such a situation should exist, the Service Provider will be held harmless.
 - (c) **Customer Responsibility for Equipment.** Customer shall provide a suitable working environment for any Equipment located at Customer's facility. Such environment includes, but is not limited to the appropriate temperature, static electricity and humidity controls and properly conditioned electrical supply for each piece of Equipment. Customer shall bear the risk of loss of any Equipment located at Customer's facility.
 - (d) Customer acknowledges that from time to time (a) Service Provider may identify additional items that need to be purchased by Customer, and (b) changes in Customer's systems may be required in order for Service Provider to meet Customer's requirements. In connection therewith, Customer agrees to work in good faith with Service Provider to effectuate such purchases or changes. In the event that Service Provider is required to purchase any assets, including computer hardware and/or

software, in connection with Service Provider providing the Services, all such assets will remain the sole property of Service Provider unless specifically stated otherwise in writing. Customer will be responsible for the quality, completeness and workmanship of any item or service furnished by it and for ensuring that the materials provided to Service Provider do not infringe or violate the rights of any third party. Customer will maintain adequate backup for all data and other items furnished to Service Provider.

- (e) **Timeliness.** Any timetable for the Services is dependent on timely receipt from Customer of all necessary items and authorizations to be supplied by it. In the event of a delay in delivery of any such items by Customer, any estimated completion date will be deferred for a period equal to the time lost by reason of the delay.
- (f) **Software Installation or Replication.** If Service Provider is required to install or replicate Customer software as part of the Services, Customer will independently verify that all such software is properly licensed. Customer's act of providing any software to Service Provider will be deemed Customer's affirmative acknowledgment to Service Provider that Customer has a valid license that permits Service Provider to perform the Services related thereto. In addition, Customer will retain the duty and obligation to monitor Customer's equipment for the installation of unlicensed software unless Service Provider in a written SOW expressly agrees to conduct such monitoring. Customer will indemnify and hold harmless Service Provider against all damages and expenses it may incur (including reasonable attorneys fees and disbursements) related to Customer providing infringing materials to Service Provider or any Customer breach of this Section 5(f).

6. Proprietary Rights.

- (a) **Service Provider Intellectual Property.** The parties acknowledge and agree that Service Provider may use preexisting proprietary computer software, methodology, techniques, software libraries, tools, algorithms, materials, products, ideas, skills, designs, know-how or other intellectual property owned by Service Provider or its licensors, and Service Provider may also create additional intellectual property based thereon in the performance of the Services (all of the foregoing, the "Service Provider Intellectual Property"). Customer agrees that any and all proprietary rights to the Service Provider Intellectual Property, as it existed as of the date hereof and as it may be modified or created in the course of providing the Services, including patent, copyright, trademark, and trade secret rights, to the extent they are available, are the sole and exclusive property of Service Provider, free from any claim or retention of rights thereto on the part of Customer, and Customer hereby assigns to Service Provider any rights it may have in any of the foregoing.
- (b) **Customer Rights to Deliverables.** Service Provider hereby grants to Customer a perpetual, worldwide, royalty-free, non-exclusive, non-transferable right and license to use, execute, reproduce, transmit, display, perform, create derivative works from, make, have made, sell and import the deliverables provided hereunder, including such Service Provider Intellectual Property solely as it may be incorporated therein, only for its own internal business purposes and to provide services to its customers consistent with the purposes of the Services.
- (c) **Customer Data Ownership and Responsibility.** Customer shall have sole responsibility for the accuracy, quality, integrity,

legality, reliability, appropriateness, and intellectual property ownership or right to use of any data, information or material proprietary to Customer and provided or submitted by Customer to the Services in the course of using the Services (collectively, "Customer Data"), and Service Provider shall not be responsible or liable for the deletion, correction, destruction, damage, loss or failure to store any Customer Data. Customer has, and shall retain, ownership of all Customer Data. In the event that this Agreement is terminated, Service Provider shall make available to Customer a file of the Customer Data within 30 days of termination if Customer so requests at the time of termination.

- (d) **Restrictions.** Customer will not copy, use, modify, or distribute any Service Provider Intellectual Property except as expressly licensed in this Agreement. Customer will not remove the Service Provider Intellectual Property from any deliverables or cause or permit the modification, distribution, reverse engineering, decompilation, disassembly or other translation of the Service Provider Intellectual Property. Customer will not alter, change, or remove from the Service Provider Intellectual Property any identification, including copyright and trademark notices, and further agrees to place all such markings on any copies thereof.
7. **Relationship of Parties; No Solicitation of Employees.** Service Provider is an independent contractor. Neither party has the right or authority to assume or to create any obligation or responsibility on behalf of the other party. This Agreement shall not be construed to create a joint venture or partnership between the parties. During the term of this Agreement and for a period of one (1) year thereafter, each party to this Agreement will not, without the prior written approval of the other party, solicit for employment any employee(s) of the other party or directly or indirectly induce any such employee to terminate his or her employment with the other party.
8. **Services Warranty.** Service Provider warrants that it will perform the Services substantially in accordance with the specifications set forth in Schedule C. For any breach of the foregoing warranty, Service Provider will exercise commercially reasonable efforts to re-perform any non-conforming services that were performed within the ten (10) business day period immediately preceding the date of Customer's written notice to Service Provider specifying in reasonable detail such non-conformance. If Service Provider concludes that conformance is impracticable, then Service Provider will refund all fees paid by Customer to Service Provider hereunder, if any, allocable to such nonconforming Services.
9. **Third Party Products.** Product warranties for third party products, if any, are provided by the manufacturers thereof and not by Service Provider. Service Provider's sole obligation is to act on behalf of Customer to assist in the satisfaction of any such warranty.
10. **DISCLAIMERS.**
- (a) The express remedies set forth in Section 8 will constitute Customer's exclusive remedies, and Service Provider's sole obligation and liability, for any claim (a) that a Service or deliverable provided hereunder does not conform to specifications or is otherwise defective, or (b) that the Services were performed improperly.
 - (b) Service Provider shall not be responsible for impairments to the Services caused by acts within the control of Customer or its

employees, agents, contractors, suppliers or licensees, the interoperability of Customer applications, or other cause reasonably within Customer's control and not reasonably related to services provided under this Agreement.

(c) EXCEPT FOR THE WARRANTIES MADE BY SERVICE PROVIDER IN SECTION 8, WHICH ARE LIMITED WARRANTIES AND THE ONLY WARRANTIES PROVIDED TO CUSTOMER, THE SERVICES AND DELIVERABLES ARE PROVIDED STRICTLY "AS IS." SERVICE PROVIDER MAKE ANY ADDITIONAL WARRANTIES, EXPRESS, IMPLIED, ARISING FROM COURSE OF DEALING OR USAGE OF TRADE, OR STATUTORY, AS TO THE DELIVERABLES OR SERVICES PROVIDED HEREUNDER, OR ANY MATTER WHATSOEVER. THE PARTIES DISCLAIM ALL WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, TITLE AND NON-INFRINGEMENT.

(d) SERVICE PROVIDER DOES NOT WARRANT THAT THE SERVICES OR ANY DELIVERABLES WILL MEET ANY CUSTOMER REQUIREMENTS NOT SET FORTH HEREIN, THAT ANY DELIVERABLES WILL OPERATE IN THE COMBINATIONS THAT CUSTOMER MAY SELECT FOR USE, THAT THE OPERATION OF ANY DELIVERABLES WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT ALL ERRORS WILL BE CORRECTED. IF PRE-PRODUCTION (E.G., "ALPHA" OR "BETA") RELEASES OF SOFTWARE ARE PROVIDED TO CUSTOMER, SUCH COPIES ARE PROVIDED "AS-IS" WITHOUT WARRANTY OF ANY KIND.

(e) Except as may be done in accordance with Section 16(b), no statement by any Service Provider employee or agent, orally or in writing, will serve to create any warranty or obligation not set forth herein or to otherwise modify this Agreement in any way whatsoever.

11. **LIMITATION OF LIABILITY.** SERVICE PROVIDER AND A LEAP AHEAD IT ARE NOT LIABLE FOR ANY INDIRECT, SPECIAL, PUNITIVE, EXEMPLARY, OR CONSEQUENTIAL DAMAGES OF ANY KIND. SERVICE PROVIDER'S LIABILITY TO CUSTOMER ON ACCOUNT OF ANY ACTS OR OMISSIONS RELATING TO THIS AGREEMENT SHALL BE LIMITED TO PROVEN DIRECT DAMAGES IN AN AGGREGATE AMOUNT NOT TO EXCEED THE LESSER OF \$1,000 OR THE AMOUNTS PAID BY CUSTOMER FOR ANY SERVICES DURING THE THREE MONTH PERIOD PRECEDING THE INCIDENT GIVING RISE TO THE CLAIM FOR DAMAGES. A LEAP AHEAD IT IS NOT LIABLE TO CUSTOMER ON ACCOUNT OF ANY ACTS OR OMISSIONS RELATING TO THIS AGREEMENT WHATSOEVER. THESE LIMITATIONS APPLY REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, WARRANTY, STRICT LIABILITY OR TORT.

12. **Essential Basis of Bargain.** Customer acknowledges and agrees that the fees charged by Service Provider in this Agreement reflect the overall allocation of risk between the parties, including by means of the provisions for limitation of liability and exclusive remedies described in this Agreement. Such provisions form an essential basis of the bargain between the parties and a modification of such provisions would affect substantially the fees charged by Service Provider hereunder. In consideration of such fees, Customer agrees to such allocation of risk and hereby waives any and all rights, through equitable relief or otherwise, to

subsequently seek a modification of such provisions or allocation of risk.

13. **Force Majeure.** With the exception of Customer payment for services rendered, neither party shall be responsible for any failure to perform or delay caused where such failure or delay is due to circumstances reasonably beyond the party's control.

14. **Confidentiality.** "Confidential Information" means all nonpublic technical or business information, including the terms of this Agreement, disclosed by one party to the other party and marked as proprietary or which is of a nature or presented under circumstances that would cause one to reasonably conclude it should be treated as confidential. The receiving party shall hold such information in confidence for three years after termination of this Agreement, restrict disclosure of such information solely to its employees with a business need to know such information, and use a degree of care no less than the degree of care as it uses for its own proprietary information to prevent the unauthorized disclosure, use or publication of such proprietary information.

15. **Insurance.**

(a) **Nature and Amounts.** Service Provider agrees to maintain sufficient insurance coverage to enable it to meet its obligations created by this Agreement and by law. Without limiting the foregoing, to the extent this Agreement creates exposure generally covered by the following insurance policies, Service Provider will maintain at its sole cost and expense at least the following insurance covering its obligations under this Agreement: (a) Commercial General Liability including (i) bodily injury, (ii) property damage, (iii) contractual liability coverage, and (iv) personal injury, in an amount not less than One Million Dollars (\$1,000,000) per occurrence; (b) Business Automobile Liability for owned, hired and non-owned vehicles in an amount of not less than One Million Dollars (\$1,000,000) for each accident; (c) Workers Compensation at statutory limits; and (d) Professional Liability Insurance covering errors and omissions and wrongful acts in the performance of the Services. Such insurance will bear a combined single limit per occurrence of not less than One Million Dollars (\$1,000,000).

16. **General.**

(a) **Entire Agreement.** This Agreement together with the Schedules, which are hereby incorporated herein by this reference, contain all the agreements, representations, and understandings of the parties and supersedes any previous understandings, commitments, or agreements, oral or written, with respect to the subject matter of this Agreement. To the extent there is any inconsistency between a term of this Agreement and a term of any Schedule, the term of this Agreement will govern the performance of Services thereunder.

(b) **Modification.** This Agreement may not be modified or amended except in a writing signed by a duly authorized representative of each party that expressly states the sections of this Agreement to be modified; no other act, usage, or custom will be deemed to amend or modify this Agreement. Each party hereby waives any right it may have to claim that this Agreement was subsequently modified other than in accordance with this Section 16(b).

(c) **No Waiver.** No failure on the part of either party to exercise, and no delay in exercising, any right, power, or privilege will operate as a waiver thereof; nor will any single or partial exercise of any right hereunder preclude any other or further exercise thereof or

the exercise of any other right. The waiver by either party of any default or breach of this Agreement will not constitute a waiver of any other or subsequent default or breach.

- (d) **Jurisdiction.** This Agreement shall be governed by the laws of the State of California without regard to its choice of law provisions.
- (e) **Interpretation.** Any provision of this Agreement held to be void, illegal, or unenforceable shall be restated to lawfully reflect the parties' original intent to the fullest extent possible. All other provisions shall remain in full force and effect.
- (f) **No Third-Party Beneficiaries.** This Agreement is an agreement between the Parties, and confers no rights upon any of the Parties' employees, agents, contractors or customers, or upon any other person or entity other than A Leap Ahead IT.
- (g) **Notices.** Any notice required under this Agreement shall be sent by registered mail, return receipt requested, facsimile, overnight express mail, or personal delivery to the address of the party set

forth at the beginning of this Agreement. Notices sent by registered mail shall be deemed effective on the third business day following mailing. Notices sent otherwise shall be deemed effective on receipt. A party may change its address for notices upon thirty days prior written notice.

- (h) **Assignment.** Customer may not assign its rights or obligations under this Agreement without Service Provider's prior written consent which shall not be unreasonably withheld.
- (i) **Purchase Orders.** Customer may, for purposes of administrative convenience, use Customer's standard form of purchase order to order Services. The parties understand and agree that any terms or conditions on any such purchase order in any way different from or in addition to the terms and conditions of this Agreement will have no effect whatsoever and Service Provider hereby rejects all such terms and conditions.

Customer: _____

By: _____

Name: _____

Title: _____

A Leap Ahead IT

By: _____

Name: _____

Title: _____

SCHEDULE A – CONTACT INFORMATION

Customer Information

Company: Rancho Murieta Community Services District
Agreement No: _____
Billing Contact Name: _____
Billing Contact Phone: _____
Billing Contact Email: _____
Address of Customer Facilities(s): _____
City, State Zip _____

Customer Contact and Schedule Information

Primary Customer Contact: _____
Primary Contact Phone: _____
Primary Contact Email: _____
Contact Primary Contact under the following times & conditions: Choose One Contact Time _____ Optional _____
Server or Internet connection is down: 8am-8pm 7 days 8am-8pm weekdays Other _____ Repair before contact*
Critical conditions that may cause downtime: 8am-8pm 7 days 8am-8pm weekdays Other _____ Repair before contact*
Serious conditions that should not cause downtime: 8am-8pm 7 days 8am-8pm weekdays Other _____ Repair before contact*
Routine conditions that should not cause downtime: 8am-8pm 7 days 8am-8pm weekdays Other _____ Repair before contact*

Secondary Customer Contact: _____
Secondary Contact Phone: _____
Secondary Contact Email: _____
Contact Secondary Contact under the following times & conditions: Choose One Contact Time _____ Optional _____
Server or Internet connection is down: 8am-8pm 7 days 8am-8pm weekdays Other _____ Repair before contact*
Critical conditions that may cause downtime: 8am-8pm 7 days 8am-8pm weekdays Other _____ Repair before contact*
Serious conditions that should not cause downtime: 8am-8pm 7 days 8am-8pm weekdays Other _____ Repair before contact*
Routine conditions that should not cause downtime: 8am-8pm 7 days 8am-8pm weekdays Other _____ Repair before contact*

* By selecting this option Customer is requesting Service Provider to perform immediate repair services without explicit verbal or written consent from Customer.

SCHEDULE B – PRICING AND SERVICES

SERVICE DESCRIPTION	FEES
Backup Solution – A Leap Ahead IT Complete Care ¹	Included
Monthly 31 Hour Technician (non-rollover) onsite	Included
Unlimited Remote Help Desk Support	Included
Task 1 Preventative Maintenance – A Leap Ahead IT Complete Care ² Based on <u> 34 </u> Workstations / End Users Based on <u> 4 </u> Servers <u>see hourly service rate schedule below</u> . Discount on Hourly Services <u> 4 hour </u> Emergency Call-Back Response Time	\$0 setup + \$3482 / month
Task 2 Fixed Price Per Unit Laptops Desktops <u>Servers</u> <u>Set-up & Delivery</u>	\$95 \$95 \$900 \$50
Task 3 Hourly Service Rates General Consulting Onsite General Consulting Remote Remote Training Onsite Training	\$95 \$50 \$50 \$95
MANAGED SERVICES FEES	
Total Monthly Service Fees ³	\$3482
Total One Time Setup Fees (initial move, etc)	\$0
	\$3482
PAYMENT TERMS	
Monthly Terms 1/10/30 for invoice or 2% discount for EFT	<input type="checkbox"/> Invoice/Check <input type="checkbox"/> Credit Card/EFT ⁴

- ¹ Additions to, deletions of or other changes that may affect the workstations, servers and GBs covered by this Agreement may require amendment of Schedules B and C of this Agreement. Additional fees may apply for recovery of data.
- ² Additions to, deletions of or other changes that may affect the workstations, servers and devices covered by this Agreement may require amendment of Schedules B and C of this Agreement.
- ³ First month's fees due in advance.
- ⁴ Automatic Credit Card Billing Authorization Form or EFT Authorization form required for this option.

A Leap Ahead Complete Care Readiness Requirements
Microsoft Windows XP or newer Operating System on Desktop/Laptop Computers
Microsoft Windows 2003 or 2008 Server / Small Business Server Operating System or newer on Servers
Recent Full Virus Scan (within past 14 days)
Recent Full Spyware Scan (within past 14 days)
Current Microsoft Operating System Updates
Current Microsoft Office Updates (if applicable)
Other Software Updates (if applicable)
Optional – Replacement desktop with usual software installed. Recommend 1 spare for every 10 computers.

Service Terms: Services provided under this Agreement are based on the following terms and definitions:

“Managed Services” means the maintenance, repair, installation, and general network and computer support services provided to Customer by Service Provider pursuant to a Services Plan as described in Schedule C at the monthly fee set forth in this Schedule B. Unless stated otherwise in this Schedule B, Services billed at an hourly rate will be billed at Service Provider’s then prevailing standard hourly rate which Service Provider may change from time to time. The Managed Services provided may include the use of third party products and services. Service Provider may bill Customer, and Customer agrees to pay, for such third party products or services only if such product or service and the applicable Customer charge are set forth in this Schedule B.

“Out of Plan Services” and *“Other Professional Services”* mean those Services that are not explicitly included in the Managed Services as defined in Schedule C.

“Critical Response Services” means those Services provided on an unscheduled basis in response to a situation that is or has caused, or is reasonably anticipated to cause, a significant loss of computer functionality, data or connectivity to Customer’s network where such loss would reasonably be expected to cause a material impairment to Customer’s computer equipment, data or ordinary business operations. Unless stated otherwise in this Schedule B, Service Provider will charge Customer for *Critical Response Services* at one and one-half times Service Provider’s then applicable hourly rate for providing Out of Plan Services.

“Help Desk” information and assistance resource that troubleshoots problems with Equipment and similar products over the phone or using remote connection software. If the help desk is unable to solve the issue remotely an onsite technician is dispatched.

SCHEDULE C – PLAN DETAILS

A LEAP AHEAD IT Complete Care

The A LEAP AHEAD IT Complete Care Performance Program consists of the following:

✓ **Site Documentation**

A senior engineer will create an A LEAP AHEAD IT Complete Care documentation binder specifically for your company. The binder will hold important information about your technology infrastructure and will be kept onsite for easy access by you and A LEAP AHEAD IT. The binder covers important items that are needed for ongoing technology support including:

- Data Backup Schedules
- Hardware and Software Asset Inventory
- ISP and Website information
- Password Inventory for all critical Hardware, Software, and third-party Web Portals

✓ **Server Monitoring**

This 24x7 monitoring service will allow us to watch your Servers to detect and report problems before they escalate into downtime, data loss, or expensive repair issues. Some of the items we monitor include:

- Operating System/Terminal Server
- Network Services
- Active Directory
- Applications such as Exchange, SQL Server, Citrix
- Critical Event Logs
- Application Status
- System Performance Data
- Backup Monitoring and Administration (Symantec/Veritas only)

✓ **Server and Workstation Preventative Maintenance**

This service allows us to provide preventative maintenance activities on your servers, workstations and laptops to help prevent problems before they escalate into downtime, data loss, or expensive repair issues. We include the following preventative maintenance services on an ongoing basis.

- Patch Management (white-listed Critical Security patches for Microsoft operating systems and applications)
- Temporary File and Internet Debris Removal
- Hard Drive integrity checks (SMART enabled computers only)
- Service Pack Installation

✓ **Network Device Monitoring**

This 24X7 monitoring service includes availability monitoring for Network Devices such as:

- Local area network IP devices (routers, firewalls, network-enabled printers, etc.)
- Local area network SNMP enabled devices (switches, etc.)
- Gateway VPN tunnels
- Externally hosted web and email servers

✓ **FREE Virus Protection**

Get comprehensive virus protection for desktops, servers, and e-mail servers without the need for costly software or hardware. We eliminate the trouble of annual maintenance renewals and the risk of expired protection. Virus protection never expires and software is regularly updated while your systems are protected under the Complete Care program.

✓ **Antivirus Signature Monitoring**

Our Complete Care program makes sure that antivirus software is updated with the most recent virus definitions, helping create a secure environment for your network. While we cannot guarantee complete protection from a virus outbreak (new viruses appear every day), our proactive monitoring is among the best available.

✓ **FREE Spyware Detection and Removal**

Thanks to a remote filtering service we offer, we can stop most spyware without requiring you to purchase and maintain expensive in-house hardware or software.

✓ **Remote Access and Support**

Our secure remote support tool enables us to respond more quickly to problems by accessing your network from our office and eliminating the delay of waiting for an engineer to come on site.

✓ **Periodic Status Report**

On a regular basis, we will provide a comprehensive report of the overall health of your technology, plus any issues and repairs experienced over the previous month.

✓ **Guaranteed 4 hour telephone response time during business hours for Technical Problems submitted by telephone from you or your authorized staff members.**

✓ **Discount as described in Section B on Other Professional Services and Out-of-Plan Technical Services**

Any services provided by A LEAP AHEAD IT that are not explicitly defined under the A LEAP AHEAD IT Complete Care plan will be billed on a time and materials basis at a discounted rate. Hardware, software, and products or services provided by 3rd party partners are not eligible for a guaranteed discount at any time.

SCHEDULE C – PLAN DETAILS

Items Not Covered

The following items are excluded from the A LEAP AHEAD IT Complete Care Support Plan:

✓ **Hardware and Software**

The cost of any hardware or software will be billed in addition to your service plan, including:

- Hardware and/or software required to troubleshoot and resolve break/fix issues
- Hardware upgrades to covered equipment
- Software upgrades to covered operating systems and business applications
- New hardware, software or other equipment

✓ **Installation of New Hardware, Software, and Other Equipment**

Services required to research, select, and implement new hardware, software, and other equipment will be billed on an hourly basis in addition to your service plan at the rates listed in Schedule B of this document. Once implemented, the maintenance of new hardware, software, and other equipment will be incorporated into your A LEAP AHEAD IT Managed Services plan.

✓ **Non-Supported Software and Equipment**

A LEAP AHEAD IT Solutions cannot effectively manage the performance of your network and individual systems when new software and equipment is installed without our knowledge and participation. Software and equipment not explicitly listed in Schedule D of this document will not be covered, unless the software or equipment is pre-approved and installed with the participation of a A LEAP AHEAD IT Solutions senior technician.

✓ **Problems Caused by Non-Supported Software and Equipment**

Resolution of problems caused by non-covered software or equipment will be billed on an hourly basis in addition to your service plan at the rates listed in Schedule B of this document.

✓ **Network Relocation**

Server, workstation and printer moves will be billed on an hourly basis.

✓ **In-Depth Software Training**

The A LEAP AHEAD IT help desk can be extremely effective in answering quick software “how to” and “what to do” questions. If a how-to question exceeds a 5-10 minute explanation, the help desk may recommend software training to aid in effective staff productivity. In-depth training quotes will be provided on a case-by-case basis.

✓ **Hardware and Software**

The cost of any hardware or software will be billed in addition to your service plan.

✓ **Local Data**

Local data may reside on your desktop and laptop machines. If the local machines are not backed up to the server the data on the local machines will not be backed up.

MEMORANDUM

Date: February 12, 2013
To: Board of Directors
From: Edward R. Crouse, General Manager
Subject: Reaffirm Annual Board Goals for 2013

RECOMMENDED ACTION

Reaffirm annual Board goals for 2013.

BACKGROUND

At the January 31, 2013 District Board Goal workshop, the each Director submitted their suggestions for goals for 2013. After review and discussion, the Board agreed to the attached Board goals for 2013.

As is our normal practice, the attached summary is provided for Director review and comment, if any.

BOARD GOALS 2012
02/2013

Priority	District Goal	Start Date	Due Date	% Comp	Major Accomplishments	Outstanding Issues, Questions
	Evaluate methods of reducing SMUD charges including use of solar	Feb 2013	12/31/13			
	Establish water plant upgrade baseline, including capacity of analysis	Feb 2013	8/31/13			
	Update IWMP as appropriate with augmentation well supply	Feb 2013	12/31/13			
	Develop plan for security camera coverage within the community	Feb 2013	12/31/13			
	Evaluate use of alternative vehicles	Feb 2013	6/30/13			
	Develop long range plan to diminish the vandalism and burglary	Feb 2013	10/31/13			
	Consider expansion of committees to include public with special expertise	Feb 2013	7/31/13			
	Conduct employee evaluations of managers and supervisors (360° review confidential)	Feb 2013	9.30/13			

Color Key: New Goal

CONFERENCE/EDUCATION SCHEDULE

Date: February 12, 2013
To: Board of Directors
From: Suzanne Lindenfeld, District Secretary
Subject: Review Upcoming Conference/Education Opportunities

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

Board members must provide brief reports on meetings that they have attended at the District's expense. (AB 1234).

The upcoming conferences/educational opportunities include the following:

CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA)

Special Districts Legislative Days	May 14 – 15, 2013	Sacramento
CSDA Annual Conference	September 16 – 19, 2013	Monterey

GOLDEN STATE RISK MANAGEMENT ASSOCIATION (GSRMA)

No Information Currently Available on Upcoming Conferences.

SPECIAL DISTRICT AND LOCAL GOVERNMENT INSTITUTE (SDI)

No Information Currently Available on Upcoming Conferences.

ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA)

No Information Currently Available on Upcoming Conferences.

WATEREUSE ASSOCIATION

2013 WaterReuse California
Annual Conference

March 17 – 19, 2013

Monterey

AMERICAN WATER WORKS ASSOCIATION (AWWA)

No Information Currently Available on Upcoming Conferences.

ISC WEST

2013 ISC West Public Security
And Safety Expo

April 10 – 12, 2013

Las Vegas