



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683  
Office - 916-354-3700 \* Fax - 916-354-2082

### FINANCE COMMITTEE

Regular Meeting

November 4, 2016 at 9:00 a.m.

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

### AGENDA

1. **Call to Order**
2. **Comments from the Public**
3. **Presentation of Draft Audit Report**
4. **Review Capital Improvements Fee Update Proposal from Coastland**
5. **Directors & Staff Comments/Suggestions [no action]**
6. **Adjournment**

*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 October 31, 2016. Posting locations are: 1) District Office; 2) Rancho Murieta Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

## MEMORANDUM

Date: November 2, 2016  
To: Finance Committee  
From: Darlene J. Thiel, General Manager  
Subject: Review Capital Improvements Fee Update Proposal

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### RECOMMENDED ACTION

Approve the proposal from Coastland Civil Engineering to update the District's Capital Improvement and Water Supply Augmentation Fees, in an amount not to exceed \$56,700.

### BACKGROUND

On July 7, 2014, the District adopted Ordinance 2014-02 increasing the Water Supply Augmentation Fee. The Capital Improvements Fee was unchanged. The District is now looking to have these fees reviewed and updated. Attached is the proposal for your review.



# COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

October 31, 2016

Ms. Darlene J. Thiel  
General Manager  
Rancho Murieta Community Services District  
P.O. Box 1050  
Rancho Murieta, CA 95683  
Via email: [dthiel@ranchomurietacsd.com](mailto:dthiel@ranchomurietacsd.com)

Subject: Proposal for Update of District Capital Improvement and Water Supply Augmentation Fees

Dear Darlene,

Per your request, we have prepared this letter proposal to facilitate adoption of updated Capital Improvement and Water Supply Augmentation Fees.

### **Project Background/Understanding and Approach**

On July 7, 2014, Rancho Murieta Community Services District (District) adopted Ordinance 2014-02 (Ordinance), increasing the Water Supply Augmentation Fee. At this meeting, the District decided to keep the Capital Improvement Fee unchanged.

The District now desires to update these fees to reflect multiple changes since 2014. The first change is an update of the projects that are the basis for calculating the fees. For example, the District may consider eliminating the augmentation well(s) project, which is a currently planned project in the Water Supply Augmentation study, and utilize recycled water to offset usage of existing potable water to further extend the District's existing surface water supplies. The capital improvement projects and miscellaneous studies that were identified in the prior fee studies will be evaluated to determine their applicability and need. The second change is an update of the development projects that are driving the need for these fees. Not only will some projects be eliminated, but also the previously assuming housing densities on a number of projects may have changed. Third, for commercial and industrial development, the methodology for converting usage to equivalent dwelling unit (EDU) will be reviewed and updated.

Based on our conversations, the District desires that the updated fees be scheduled for adoption at the June 21, 2017 Board of Directors meeting. As the District desires to adopt these fees via ordinance, public notification must be issued 60 days prior to the Board meeting, which is Friday, April 21, 2017.

Based on our discussions with the District and review of the project information provided by the District, Coastland is proposing the following scope of work for updating the Capital Improvement and Water Supply Augmentation Fees.

**Santa Rosa**  
1400 Neotomas Avenue  
Santa Rosa, CA 95405

**Auburn**  
11865 Edgewood Road  
Auburn, CA 95603

[www.coastlandcivil.com](http://www.coastlandcivil.com)

## **SCOPE OF WORK**

### **Task 1 – Meetings and Project Management**

Coastland proposes to conduct five meetings with District staff, as follows:

1. Kickoff Meeting
2. Capital Project List Brainstorming Meeting
3. Site Visits of Proposed Projects
4. Comment review meeting on the draft tech memo covering the findings of Tasks 3 through 5 (described below)
5. Comment review meeting on the draft report covering the findings of Task 6 (described below)

Attendance at the public hearings and meetings are presented separately in Task 7.

We will begin the project with a kick-off meeting with the District to go over the project in detail, review the project goals and schedule, and to set up lines of communication with District staff. After the kickoff meeting, we anticipate communicating with District staff in person, by phone and via e-mail, as needed.

After the Capital Project List Brainstorming meeting, we will conduct site visits with District staff to collect photos and other field information needed to support the descriptions for the various projects that will be identified in the fee study report.

We will meet with District staff to review comments on the draft tech memo and the draft report. We will prepare draft and final meeting minutes for all meetings.

Coastland will also conduct all project management tasks associated with this project, including all necessary communications with District staff to keep them apprised of the status of the project.

### **Task 2 – Review Background Information**

At the kickoff meeting, we will provide a list of information needed for the project. We envision the background information needed will include, but not be limited to, the following:

1. Record of all fees collected by the District;
2. Master planning documents that identify capital improvement projects triggered by additional demand within the District's service area;
3. All prior documents used to support all fee adoptions, including the original fee report;
4. Recycled Water Program Predesign Report prepared by Kennedy/Jenks;
5. Records of development projects within the Area of Benefit that identify anticipated units and density.
6. Demand Factor Analysis by Maddaus Water Management Inc.
7. CAD files of District service area and applicable infrastructure maps

Please note that the intent of obtaining a record of fees collected by the District is not to reconcile fees, but to incorporate these fees into the overall calculation.



### **Task 3 – Identify Development Projects and Update EDU Ratios**

We will review the information on development projects included in the July 2014 Water Supply Augmentation fee ordinance and any additional information provided by the District. We will contact developers to confirm their current project information (number of units, densities, etc.). Further, we will review the existing EDU ratios in the Ordinance for multi-family residential, commercial, and industrial projects and provide updated ratios for the anticipated development projects. We have assumed a total of eight (8) residential projects and eight (8) non-residential projects will be identified. We will utilize an average daily demand of 750 gallons per day per EDU as determined in previous planning documents adopted by the District for all calculations of ratios. Single-page descriptions of each project will be prepared that identifies specifics of the project and supporting documentation for estimation of EDUs and water usage.

Based on these items, we will prepare a draft technical memorandum for District review that identifies the proposed projects, the proposed units for each proposed project, the recommended EDU ratios for multi-family residential, commercial, and industrial projects. We envision that there will be one overall technical memorandum will cover the findings of Tasks 3 through 5, which will include an area of benefit map. We will provide an electronic version of the draft document for District review. A Coastland principal will conduct a QC review of the document. We will also provide a final version, reflective of comments from the District.

### **Task 4 – Identify Capital Improvement Program Projects and Costs**

The District will provide the list of current capital improvement projects to be jointly reviewed by District and Coastland. This list will be reviewed and discussed at the Capital Projects List Brainstorming meeting. Coastland assumes that planning level cost estimates for all projects have been completed, but due to age will need to be updated.

Based on the discussions from the Capital Projects List Brainstorming meeting, Coastland will update the list of projects, and prepare a brief single-page project description and a planning level estimate for each project. For the purposes of preparing descriptions and updating preliminary estimates, we are assuming a total of six (6) projects. This updated list will be incorporated into a draft technical memo. We envision that there will be one overall technical memorandum will cover the findings of Tasks 3 through 5. We will provide an electronic version of the draft document for District review. A Coastland principal will conduct a QC review of the document. We will also provide a final version, reflective of comments from the District.

### **Task 5 – Identify Reclaimed Water Program Capital Projects and Costs**

Coastland will utilize the Recycled Water Program Predesign Report prepared by Kennedy/Jenks to create a master list of reclaimed water program projects. The cost estimates from this report will be used in the calculation of connection fees. This list will be reviewed and discussed at the Capital Projects List Brainstorming meeting. It is expected that there will be no changes to the list of projects and costs identified in the Recycled Water Program Predesign Report, as this report has already been accepted by the District.

For the purposes of preparing descriptions and updating preliminary estimates, we are assuming a total of twelve (12) projects. Coastland will prepare a brief single-page project description with a planning level estimate for each project. We envision that there will be one overall technical memorandum will cover the findings of Tasks 3 through 5. We will provide an electronic version of the draft document for District review. A Coastland principal will conduct a



QC review of the document. We will also provide a final version, reflective of comments from the District.

Coastland assumes that water balances, WWTP capacity analysis for meeting peak day reclaimed water demands, and proposed reclaimed water system hydraulic modeling has been completed and results incorporated into the Recycled Water Program Predesign Report.

### **Task 6 – Prepare Report**

Based on the comments from the District on the draft and final technical memo prepared for Tasks 3 through 5, Coastland will prepare a draft report that summarizes all findings, assumptions, methodologies, and results of the analysis in accordance with Government Code 66000 and AB 1600. We will provide an electronic version of the draft document for District review. A Coastland principal will conduct a QC review of the document. We will also provide a final version, reflective of comments from the District.

### **Task 7 – Prepare Hearing Documents and Attend Public Meetings and Hearings**

Coastland will prepare a draft and final electronic version of Chapter 8 of the District Code (Community Facilities Fee Code), based on the findings of the report from Task 6.

Coastland will attend up to three public meetings and/or hearings in support of the adoption of the updated Capital Improvement and Water Supply Augmentation Fees. Coastland will also provide a formal presentation to the Board of Directors at all three public meetings and/or hearings. An electronic version of the draft of each presentation will be provided to District staff for review and comment at least one week prior to each public meeting or hearing.

### **Exceptions to Scope of Services**

The following work is not included in our proposal; however, Coastland would be pleased to provide these services if the District desires:

- Environmental studies
- Geotechnical studies
- Right-of-way determination or preparation of associated documents
- Permitting fees
- Meetings beyond those noted above
- Public outreach

### **Schedule**

The following is the proposed schedule for the project:

- November 2016 through January 2017
  1. Conduct background research.
  2. Prepare recommended EDU ratios for multi-family residential, commercial, and industrial projects.
  3. Prepare draft and final lists of Capital Improvement Projects, Reclaimed Water Projects, and development project lists for District approval.



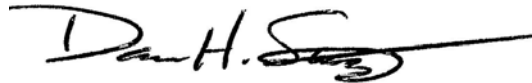
4. Prepare updated planning level cost estimates for all identified projects.
  5. Prepare draft and final tech memo.
- February through April 2017
    1. Conduct site visits.
    2. Prepare draft and final report.
  - April 19, 2017
    1. Board receives final report at public hearing.
    2. Board opens 60 day comment period on new ordinance.
  - June 21, 2017
    1. Board receives final comments at public hearing.
    2. Board closes 60 day comment period on new ordinance.
    3. Board adopts report and updated Chapter 8.

### **Project Fee**

Based upon our described scope of work, we propose to provide our professional services on a time and materials fee in accordance with the current rate schedule included in our contract with the District for the not to exceed amount of \$56,700, which includes a total of \$1,390 in other direct costs. These other direct costs include four sets of the final tech memo and the final report. In support of all invoices, we will prepare monthly summary statements that provide detail of all work efforts performed by Coastland.

Thank you for the opportunity to assist the District with this important project. We are prepared to begin this work upon receipt of the District's executed task order. If you have any questions regarding the contents of this proposal, please feel free to call me at (530) 401-4610 or John Griffin at (530) 401-4293.

Sincerely,



Dane H. Schilling, P.E.  
Managing Engineer

cc: John Griffin





# WORK ESTIMATE

Professional Engineering Services		Capital Improvement and Water Supply Augmentation Fee Update Study					Rancho Murieta Community Services District			
Task Information		Billing Classification & Rate					Hours & Cost			
TASK	Principal Engineer	Supervising Engineer	Assistant / Junior Engineer	CAD Technician	Admin	Subconsultant Cost	TOTAL HOURS	TOTAL FEE	NOTES	
	\$185	\$160	\$125	\$125	\$80					
<b>1 PROJECT MANAGEMENT</b>										
Kick off Meeting (1)		4	6				10	\$1,390		
Brainstorming Meeting (1)		3	4				7	\$980		
Site Visits (1)		3	4				7	\$980		
Tech Memo Comment Review Meeting (1)		3	6				9	\$1,230		
Report Comment Review Meeting (1)		3	6				9	\$1,230		
Project Management		6			2		8	\$1,120		
Agendas & Minutes		4	8				12	\$1,640		
<b>Subtotal</b>							<b>62</b>	<b>\$8,570</b>		
<b>2 REVIEW BACKGROUND INFORMATION</b>										
Review Background Documents		6	16				22	\$2,960		
<b>Subtotal</b>							<b>22</b>	<b>\$2,960</b>		
<b>3 IDENTIFY DEVELOPMENT PROJECTS AND EDU RATIOS</b>										
Contact Developers		2	10				12	\$1,570	Up to 8 residential & 8 non-residential	
Research Comparable EDU Ratios		2	4				6	\$820		
Prepare Updated District EDU Ratios		2	4				6	\$820		
Prepare Project Description Sheets		2	16	8			26	\$3,320	16 total projects	
Prepare Draft & Final Tech Memo		4	10	6	4		24	\$2,960		
QC Review	4						4	\$740		
<b>Subtotal</b>							<b>78</b>	<b>\$10,230</b>		
<b>4 IDENTIFY CAPITAL IMPROVEMENT PROGRAM PROJECTS</b>										
Finalize List of Capital Projects		2	4				6	\$820		
Update Planning Level Cost Estimates		4	12				16	\$2,140	6 total projects	
Prepare Project Description Sheets		2	10	4			16	\$2,070	6 total projects	
Prepare Draft & Final Tech Memo		4	10	6	4		24	\$2,960		
QC Review	4						4	\$740		
<b>Subtotal</b>							<b>66</b>	<b>\$8,730</b>		
<b>5 IDENTIFY RECLAIMED WATER CAPITAL IMPROVEMENT PROGRAM PROJECTS</b>										
Finalize List of Capital Projects		2	4				6	\$820		
Prepare Project Description Sheets		2	16	6			24	\$3,070	12 total projects	
Prepare Draft & Final Tech Memo		4	10	6	4		24	\$2,960		
QC Review	4						4	\$740		
<b>Subtotal</b>							<b>58</b>	<b>\$7,590</b>		
<b>6 PREPARE REPORT</b>										
Prepare Fee Calculations		4	16				20	\$2,640		
Prepare Draft & Final Report		4	24	6	4		38	\$4,710		
QC Review	8						8	\$1,480		
<b>Subtotal</b>							<b>66</b>	<b>\$8,830</b>		
<b>7 ATTEND PUBLIC MEETINGS AND HEARINGS</b>										
Update Chapter 8 of District Code	1	2	4				7	\$1,005		
Attend Public Meetings and Hearings (3)		12					12	\$1,920		
Prepare PowerPoint Presentations	3	6	12				21	\$3,015		
Conference Calls w/District		6	12				18	\$2,460		
<b>Subtotal</b>							<b>58</b>	<b>\$8,400</b>		
<b>Direct Costs</b> (repro, mileage, etc.)								<b>\$1,390</b>		
<b>Total Engineering Costs</b>										
	<b>24</b>	<b>98</b>	<b>228</b>	<b>42</b>	<b>18</b>		<b>410</b>	<b>\$56,700</b>		